



City of San Gabriel  
Community Services Department

**NON-PROFIT COMMUNITY GROUP**  
**APPLICATION FOR 2016 USE OF RECREATION & ADULT CENTER**

Date of Application: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Street) (City) (Zip)

Home Phone Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Request \_\_\_\_\_ Grapevine Room \_\_\_\_\_ Padillo Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Recreation Center:  
Use Of: \_\_\_\_\_ Grapevine Park \_\_\_\_\_ Tent Area \_\_\_\_\_ Lounge \_\_\_\_\_ North Room  
\_\_\_\_\_ Dance Room

Purpose of Rental: \_\_\_\_\_

Date/Dates of Facility Use:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  Last  
Please Check all that apply  Monday  Tuesday  Wednesday  Thursday  Friday  \_\_\_\_\_

Please list any dates included above that your organization will not meet in our facilities in the coming year: \_\_\_\_\_

Hours of Use (INCLUDING SET-UP): \_\_\_\_\_ to \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Equipment Needed: Chairs \_\_\_\_\_ Banquet Tables \_\_\_\_\_ Card Tables \_\_\_\_\_ P.A. System \_\_\_\_\_  
Podium \_\_\_\_\_ Piano \_\_\_\_\_ Portable Bar \_\_\_\_\_ Coffee Pot \_\_\_\_\_ Screen \_\_\_\_\_  
Other \_\_\_\_\_

I have read the Rules and Regulations pertaining to facility use and will be present and responsible for their enforcement. I certify that all the above statements are true and correct. I understand that any misstatement or omission of a material fact may be sufficient cause for cancellation of use of the building.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_ Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

FEES: Supervisor Fee \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_ Director of Community Services  
TOTAL: \$ \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTIFY THE COMMUNITY SERVICES OFFICE  
24 HOURS IN ADVANCE IF A MEETING IS CANCELLED.  
626-308-2875**

**City of San Gabriel  
Community Services Department**

## **Public Facility Policies**

### **General Conduct**

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all city facilities:

1. Specific permission is required to use or occupy any room and/or office.
2. All persons or organizations using a facility must abide by all Municipal, State and Federal laws.
3. The following are regulated by State and Municipal Codes and will be strictly enforced:
  - Gambling is prohibited.
  - The dispensing and consumption of alcoholic beverages is prohibited. (Except Wine and Champagne)
  - The use or sale of dangerous restricted drugs is prohibited.
  - Dancing without a permit is prohibited. A permit must be obtained with the San Gabriel Police Department for an additional fee. The approved dance permit must be on file with the San Gabriel Parks and Recreation Department two weeks before the event.
4. Smoking is prohibited, use of and disposal of tobacco products in public parks, trails, playgrounds, picnic areas, swimming pools and recreation centers in the City of San Gabriel, this includes all parking lots for, and sidewalks adjacent to, such facilities. SGMC Section 131.003
5. Unruly and disruptive behavior, such as shouting and profanity, is prohibited.
6. The possession of a weapon or other dangerous device will result in immediate removal of the possessor from the premises with possible arrest and prosecution.
7. Neither pets nor other animals are permitted on the premises except for Human Services Animals.

### **Policies and Guidelines**

1. All applications for use of Recreation Facilities must be made by the principal party involved. The person who signs the application shall be responsible and agrees to accept financial liability for any loss or damage to the facilities or facility equipment resulting from use by the organization/party which they represent. The extent of the financial liability is the replacement or repair cost incurred by the City of San Gabriel. The applicant will also assume responsibility for the loss of any personal items by the organization/party and/or members thereof while using city facilities.

2. Meeting rooms are available to San Gabriel based non-profit community groups for one meeting per month at no charge. Community groups will be charged \$15 per hour for any additional meetings.
3. A Facility Supervisor shall have full charge of the building facilities at all times. Any moving or rearranging of equipment in the center shall be done only with the permission of and under the direction of the Supervisor.
4. All decorations must have the approval of the Supervisor in charge. No decorations may be attached to any painted surfaces.
5. No lighted candles may be used inside facility.
6. It shall be the responsibility of the organization/party using the facility to see that it is left in GOOD CONDITION as it was upon rental. The facility, including the kitchen, must be left in order; the floors, outdoor areas and equipment shall be clean and free of debris. Failure to observe this ruling shall be considered sufficient cause to cancel further meetings of the organization/party at this location, with the loss of Security/Cleaning Deposit.
7. No alcoholic beverage is permitted, with the exception of champagne or wine in the Adult Center/Grapevine Arbor.
8. Parking is permitted in the San Gabriel Mission Playhouse parking lot. However, if an Auditorium event is being held at the time of your activity, there will be a charge for parking.
9. All facility fees are subject to change.
10. The Tent Area may only be used in the event that the Mission Playhouse is not having an event.
11. The Facility Supervisor, who is present to assist you, also has the authority of a Peace Officer to ensure that all rules pertaining to the facilities are enforced.
12. Theft, damage or items missing from the facilities that are the property of the City of San Gabriel, shall be the responsibility of the applicant. Any such items are subject to replacement at cost, including administrative fees.
13. The City and its employees are not responsible for loss, stolen, or items left behind.

**Your cooperation in observing these rules and guidelines is expected and appreciated. Violation of any rule or regulation may result in the revocation of facility use privileges for an individual or group.**