

Annual Facility Use Agreement 2016



City of Sierra Madre
 Community Services Department
 232 West Sierra Madre Boulevard
 Sierra Madre, California 91024
 626-355-7135 Fax 626-355-2251
 www.cityofsierramadre.com

All annual use applications must be resubmitted annually to the Community Services Department for re-evaluation at the beginning of each calendar year. Any organization that does not reapply or submit proper documentation will forfeit the facility space previously reserved.

ORGANIZATION INFORMATION

ORGANIZATION NAME		ORGANIZATION CONTACT PERSON	
CONTACT PERSON'S ADDRESS			APT/UNIT #
CITY		STATE	ZIP CODE
HOME PHONE	WORK/CELL PHONE	ESTIMATED MEETING ATTENDANCE	
EMAIL ADDRESS			

Special Note: All groups are responsible for the condition of their respective facilities. Abuse of City facilities will be noted for review on further uses of City property. The Community Services Commission has modified the Annual Users policies for access and rental of public facilities. The new policy requires a **\$158** rental fee by all community users that meet monthly and a fee of **\$523** for users that meet weekly. Also note, that the rental fee only covers regular meetings and if a user group wants to reserve the space for another date an additional fee will apply. This will assure that the Hart Park House will be left in the best possible condition while still assuring community access to public facilities. Please remember to complete the checklist, before leaving the facility. Any repairs or unacceptable conditions should be reported immediately to the Community Services Department at 626-355-7135. General liability insurance certificate issued by an insurance company accredited in California in the amount of \$1,000,000 must be obtained by the applicant naming the City as additional insured is required.

FACILITY REQUESTED FOR USE

FACILITY NAME/AREA	START TIME	END TIME	DAY OF THE WEEK / TIME OF THE MONTH

CONTACT PERSON'S SIGNATURE _____

DATE _____

CITY OF SIERRA MADRE _____
 COMMUNITY SERVICES MANAGER

DATE _____

CHECK LIST

Please, take this checklist with you every time your group meets inside a City facility. If any of the steps are not completed the individual group will be held responsible for the cost of replacement or repair that may occur. **YOU ARE RESPONSIBLE FOR THE CLEAN UP AND RE-SET-UP OF THE ROOM YOU USE.**

City of Sierra Madre Community Services Department Building Check List

Recreation Center / All Rooms

1. Turn off AC / Heater
2. Unplug any coffee makers, etc.
3. Clean off tables & floor
4. Put all tables in the order in which you found them
5. Turn off all lights
6. Lock all doors
7. Report any damages, incidents or accidents to the Community Services Department

Hart Park House/Senior Center

1. Turn off AC / Heater
2. Unplug any coffee makers, etc.
3. Clean off tables & floor
4. Put all tables in the order in which you found them
5. Put seven chairs around each table
6. Check all windows & doors
7. Turn off lights
8. Lock doors and turn on alarm
9. Report any damages, incidents or accidents to the Community Services Department.

NON-PROFIT ORGANIZATIONS

In accordance with the Community Services Commission's facilities use policies and guidelines a non-profit organization is defined as an organization or civic group whose sole purpose is to plan, coordinate, produce an activity, provide a service or operate a specific function for the City of Sierra Madre or qualified charitable organizations in accordance with IRS, Section 501(c)3.

Further, the facility use fee schedule established for these and other eligible non-profit or community groups apply to the group or organization and are not extended to individuals for their private use. Such individuals would be required to pay in accordance with the "Private Activity" fee schedule.