

# Annual Facility Use Agreement



**City of Sierra Madre**  
 Community Services Department  
 222 West Sierra Madre Boulevard  
 Sierra Madre, California 91024  
 www.cityofsierramadre.com  
 (626) 355-5278

All annual use applications must be resubmitted annually to the Community Services Department for re-evaluation. 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 policy requires a **\$267** rental fee by all community users that meet monthly and a fee of **\$1,110** for users that meet weekly at the Hart Park House. 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 626-355-5278. General liability insurance certificate issued by an insurance company authorized in California in the amount of \$1,000,000 must be obtained by the applicant naming the City as additional insured. Permittee shall indemnify, defend, or hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising out of or in any way connected with Permittee's authorized activities under the terms of this permit and use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

## FACILITY REQUESTED FOR USE

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

## CONTACT PERSON

CONTACT PERSON SIGNATURE	DATE:
PRINT NAME	

## COMMUNITY SERVICES DEPARTMENT USE ONLY

DEPARTMENT HEAD SIGNATURE	DATE:
PRINT NAME	

## 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. ATTACHED ARE PHOTOS OF THE MAIN ROOM AND STORAGE ROOM.**

*City of Sierra Madre Community Services Department Building Check List*

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 (3)
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.

**Public Parks & Recreation Center Use Policy 4.0**

1. Community groups using City facilities to meet regularly are required to submit an application for continual use to the Community Services Department. Any organization that does not reapply annually will forfeit the facility space previously reserved.
2. It is the responsibility of all user groups to maintain the condition of respective facilities. Abuse of City facilities will be noted for review on further use of City property. Continual users will be financially responsible for replacement or repairs of damages caused by their respective activities.
3. There is an annual fee for all community continual users. This will assure that the facilities will be left in the best possible condition while still assuring community access to public facilities. This fee is due to the City upon application for continual use. Special events or uses do not qualify under the Continual Use Agreement.
4. The City reserves the right to use any City facility as deemed necessary for City sponsored events or emergencies.
5. Storage is not available under the continual use agreement.
6. Continual use agreements cannot exceed maximum use of four times per month, per organization.

**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.