



BUILDING RENTAL CHECKLIST

GENERAL INFORMATION (Please check all that applies):

- _____ I have checked with the Agoura Hills Recreation Center to make sure the location(s), date(s), and time(s) required are open and available.
- _____ I have read the Facility Reservation Information packet and understand what is and is not allowed at the Agoura Hills Recreation Center.
- _____ I understand that the rental will not be approved or put on the calendar until all paperwork **and** the insurance is received.
- _____ I have completed, signed and dated the **Facility Request Form**.
- _____ I have completed, signed and dated the **Vendor page**.
- _____ I have completed, signed and dated the **Waiver of Liability**.
- _____ I have completed & turned in the **Proposed Floor Plan**.
- _____ If requesting non-profit rates, I have included proof of non-profit status with the packet.

INSURANCE (Please check all that applies):

- _____ I am purchasing insurance through the City of Agoura Hills.
- _____ I am with a non-profit group, and am providing my own insurance, and both the Certificate of Liability **and** the Certificate of Endorsement are included with this packet.
- _____ I am purchasing vendor insurance through the City of Agoura Hills.
- _____ My vendor(s) will provide insurance to the City, with both the Certificate of Liability **and** the Certificate of Endorsement to be presented two weeks (10 business days) prior to my event. I understand that if the insurance requirements are not received by the City of Agoura Hills, the vendor will be prohibited from entering the facility.

FEES:

- _____ I understand the fees owed, and payment is included with the packet.
- _____ I understand that if I stay past the times of my permit or leave the room in a state where it needs cleaning, I will be charged out of my deposit.

Signature: _____ Date: _____



**CITY OF AGOURA HILLS
AGOURA HILLS RECREATION CENTER
29900 LADYFACE COURT, AGOURA HILLS, CA 91301
FACILITY RESERVATION POLICY**

The purpose of this policy is to insure the proper use of the City's Recreation Center and to provide potential users with the reservation procedure. First and foremost, the facility is a public recreation center and priority will be given to the rentals that conform to public recreation uses or closely related community services.

FACILITY DESCRIPTION

The Agoura Hills Recreation & Event Center is handicapped accessible, and includes a multipurpose room with a kitchenette, three classrooms, and public conference room. The parking lot and outside patios are equipped with night lighting. The Agoura Hills Recreation & Event Center office is open Monday-Thursday from 7:00 a.m. - 5:00 p.m. and Friday 7:00 a.m. - 4:00 p.m. In addition, the center operates evening and weekends with City sponsored recreation programs.

RESERVATION INFORMATION

- A. The Agoura Hills Recreation Center may be reserved by individuals or groups for daytime and evening use when the city activities are not scheduled. Anyone interested in reserving the Recreation Center may do so by completing a reservation application and paying the necessary rental fees. The center is available for use by responsible applicants regardless of ethnic background, religious affiliation, or gender.
- B. Reservations for the Recreation Center must be made and finalized by full payment with 15 business days notice to allow for scheduling of staff and for checks to clear. Reservations for the facility must be completed by an adult (18+) through the Agoura Hills Recreation Center during regular business hours: Monday - Thursday from 7:00 a.m. - 5:00 p.m. and Friday from 7:00 a.m. - 4:00 p.m.
- C. Reservations may only be made up to three months in advance.
- D. Available hours for rental (except when City activities are scheduled or there is an Event Center reservation):
Classrooms A,B & C: Monday-Friday from 7:00 a.m. – 11:00 p.m., and Saturday-Sunday from 8:00 a.m. - 11:00 p.m.
Conference Room: Monday-Friday from 7:00 a.m. – 11:00 p.m., and Saturday-Sunday from 8:00 a.m. - 11:00 p.m.
Multi-purpose Room: Monday-Friday from 7:00 a.m. – 11:00 p.m., and Saturday-Sunday from 8:00 a.m. - 11:00 p.m.
- E. The facility may be reserved by both non-profit, private use by individual family and private use by Commercial groups. The following will provide acceptable uses by each category.

Category 1-

Non-Profit Use: Acceptable groups include the following: Tax exempt groups, Government Agencies, religious groups, Scout groups, Service Clubs, Civic groups, Howowner Associations, and fundraising activities that support community programs. .

Category 2-

Private Use by Individual Family: Any individual who wishes to use the facility for private/family use not open to general public and where fees are not charged. Acceptable uses may include the following:

Receptions and/or private parties
Dances

Category 3-

Commercial Use: A private use by a commercial business, company, private school and/or where fees are charged. Acceptable uses include the following:

Meetings
Seminars
Classes
Conferences

- F. A Certificate of Insurance plus an additional Certificate of Endorsement from non-profit organizations, naming the City of Agoura Hills as additionally insured and endorsed for the event are required and must be furnished prior to final approval of the application. (See "Insurance" specifics on page 3.) Liability insurance must be a minimum of \$1 million dollars per occurrence. On the Certificate of Insurance, the Certificate Holder box should read: City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. The Certificate of Endorsement should read: The City of Agoura Hills, its officers, officials, employees and volunteers. ***All other applicants must purchase insurance coverage through the City of Agoura Hills.*** Some events may be excluded for purchase. All applicants must sign a hold harmless agreement furnished by the City.
- G. The City may deny availability of use when any activity is inappropriate for a public facility or determined incompatible with the structure and/or surrounding neighborhood.
- H. Standing reservations for use of the facility for regular users shall be granted for no more than one use per month and may be renewed monthly as space is available.
- I. Reservations are confirmed when applications are completed, all fees have been paid, and insurance and/or security requirements are met.
- J. The Recreation Center is not available for use on any City observed holiday or holiday weekend.

FEES AND CHARGES

- A. There is a \$10 non-refundable processing fee.
- B. The rental fee includes charges for staff to be on site during the actual use. The rental fee ***will*** include time for set-up and clean-up, which is generally ½ hour before and ½ hour after the event. Example: Your event is from 6:00-8:00 p.m., which is two hours. Your permit will be from 5:30-8:30 p.m., and you will be charged for three hours. Permittees

must completely leave the Agoura Hills Recreation & Event Center site before their time is considered ended. *Users will be charged by the hour for any time beyond what has been permitted and those hours will not be pro-rated.* Example: Your permit is set to end at 11:30 p.m. You leave the building at 11:50 p.m. You will be charged an additional hour out of your damage deposit.

C. There is a two-hour minimum for non-profit groups and three-hour rental minimum for private and commercial groups.

D. Room Rental Fees:

Category 1: Non-profit rate for the Recreation Center is \$45/hour. Plus: \$100 refundable cleaning/damage deposit. The security deposit is deposited by the City, and will be refunded no later than thirty (30) days after the event if facilities are left in good condition.

Category 2: Private rate for the Recreation Center is \$65/hour. Plus: \$250 refundable cleaning/damage deposit for attendance of 1-75 participants **-or-** \$500 refundable cleaning/damage deposit for attendance of 76-122 participants. The security deposit is deposited by the City, and will be refunded no later than thirty (30) days after the event if facilities are left in good condition.

Category 3: Commercial rate for the Recreation Center is \$100/hour. Plus: \$500 refundable/damage deposit. The security deposit is deposited by the City, and will be refunded no later than thirty (30) days after the event if facilities are left in good condition.

INSURANCE

- A. Non-profit groups must provide the City with a Certificate of Insurance and an additional Certificate of Endorsement listing the City of Agoura Hills as additional insured and endorsed for the event with a \$1,000,000 limit. On the Certificate of Insurance, the Certificate Holder box should read: City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. The Certificate of Endorsement should read: The City of Agoura Hills, its officers, officials, employees and volunteers.
- B. Private and Commercial groups must purchase the City's special event insurance with a \$1 million limit. See staff for pricing and further information.

CANCELLATIONS

- A. Cancellations must be made 30 working days prior to the reservation in order to receive full refund minus the application fee. If cancellations are made less than 30 working days prior to the reservation, 50% of the reservation fee will be retained minus the application fee. In any case the deposit will be returned. In the case of a "no-show," only the deposit will be returned.
- B. All checks need to be made payable to the City of Agoura Hills.
- C. The City reserves the right to cancel any reservation with thirty (30) working days notice.

GUIDELINES FOR GENERAL USE

- A. No smoking in the building. As per state law, smoking is not permitted within 20 feet of any entrance or window of the building.
- B. Use begins and ends at the time stated on the application. Users will be charged for any additional time beyond what has been permitted and those hours will not be pro-rated.
- C. Responsible and approved applicants must be on the premise at all times of use; additional security or staff may be required at the discretion of the City.
- D. Food and beverages may be served if approved in the application. **Alcoholic beverages are not permitted.**
- E. Decorations may be included if approved in the applications. No hanging decorations from the light fixtures; no nails, pushpins, or decorations that damage walls or equipment; plus no candles or open flames will be permitted. Any damage that results from decorations will be billed to the applicant. All decorations must be fire proof or fire retardant.
- F. City equipment (chairs and tables) are not to be taken out of the building, unless specified and pre-approved in the application.
- G. General clean up of the facility is required. Staff on duty will work with the applicant to determine specific need. Excessive clean up or damage will be charged to the applicant and taken out of the refundable deposit.
- H. A floor plan should be submitted with the application; tables, chairs, decorations, etc., must meet fire and safety standards at all times.
- I. The use of additional amplification and loud speaker equipment must be included in the application and approved. If approved, the amplification level must not be disturbing to any surrounding areas.
- J. Be aware that some lights will stay on automatically. They may **not** be taken out, covered over with material of any kind, or have decorations hung from the fixtures.
- K. Any sales or solicitations on the site must be noted in the application and approved.
- L. The city staff member is in charge at all times and has the authority to terminate activities if the user is not adhering to the approved application and use policies.
- M. Failure to comply with the policies may result in cancellation of the reservation and forfeiture of fees, as well as non-use of the Recreation Center for one year.
- N. The approval, denial, or cancellation of any application for rental use will be based upon the policy established and at the discretion of the Director of Community Services.
- O. Gambling of any nature will not be permitted on the premises.



CITY OF AGOURA HILLS DEPARTMENT OF COMMUNITY SERVICES
FACILITY REQUEST FORM

Today's Date: _____

Facility: _____ Area: _____

Date(s) Requested: _____

Day(s) of Week: _____ Number of Participants: _____

I certify that I have read and will abide by the rules of the Agoura Hills Department of Community Services.

Name of Permittee: _____ Signature: _____

Organization & Activity: _____

Home #: _____ Work #: _____ Cell #: _____

Address: _____ City & Zip: _____

E-mail Address: _____

TIME OF USE Activity time: from _____ to _____
ADDITIONAL INFORMATION Decorations: Yes _____ No _____

Totals: _____ hours multiplied by _____ days at \$ _____ per hour = \$ _____

FEEES AND DEPOSITS (FOR OFFICE USE ONLY)

Classroom A _____
Classroom B _____
Classroom C _____
Conference Room _____
Multi-purpose Room _____
Insurance Fee _____
Processing Fee \$10 _____
Security/Cleaning Deposit _____
Total _____

APPLICATION: Approved: _____ Denied: _____
Approved by: _____
Date: _____
Processed by: _____
Facility Request Cancelled: Yes _____ Date: _____

Complete if paying by Credit Card

By signing this form, I am agreeing to pay the reservation charges.

Cardholder's Name _____ Cardholder's Signature _____
Date _____ Cardholder's phone number _____
Cardholder's Address _____

Credit Card # _____ Exp. Date _____
3 Digit CVC number on the back of the card: _____



VENDORS

Any outside vendor, whether a food vendor, entertainment such as face painters, temporary tattoo artists, characters, magicians, etc., must supply the City of Agoura Hills with insurance to include a Certificate of Liability along with a Certificate of Endorsement naming the City of Agoura Hills as additionally insured and endorsed for this event. This documentation must be presented two weeks (10 business days) prior to your event. You may also purchase additional insurance to cover the vendor from the City of Agoura Hills. Please contact Cynthia Polich, Administrative Secretary, for a price quote. In the event that the City does not receive the insurance requirements, the vendor will be prohibited from entering the facility.

Will a food vendor be supplying food for your event? Yes _____ No _____

Contact Name: _____ Company Name: _____

Address: _____

Phone Numbers: _____ E-Mail: _____

Will there be an entertainer for your event? Yes _____ No _____

If so, what services are they providing? _____

Contact Name: _____ Company Name: _____

Address: _____

Phone Numbers: _____ E-Mail: _____

Will there be another entertainer for your event? Yes _____ No _____

If so, what services are they providing? _____

Contact Name: _____ Company Name: _____

Address: _____

Phone Numbers: _____ E-Mail: _____

Is the City going to be the insurance provider for yourself? Yes _____ No _____

Is the City going to be the insurance provider for your vendor? Yes _____ No _____

Signature

Date



**WAIVER OF LIABILITY
AND
AGREEMENT TO INDEMNIFY**
This form must be turned in at the time of payment

Name of Permittee: _____

Company/Organization Name: _____

The undersigned hereby requests permission to use the following described property owned and operated by the City of Agoura Hills:

Facility: _____

In consideration of approval to use the above referenced City property, the undersigned hereby assumes the risk of damage and loss in connection with the use of such property, agrees to be responsible and liable for all injuries to persons and for all damage to real and personal property caused by or resulting from the use of such property and further agrees to defend and hold harmless and indemnify the City of Agoura Hills and its officers, agents, and employees against and with respect to any and all demands including interest, penalties and reasonable attorneys fees arising out of, resulting from or relating to the use of such City property.

Signature: _____

Date: _____



AGOURA HILLS RECREATION CENTER
29900 Ladyface Court, Agoura Hills, CA 91301

**RESERVATION - FLOOR PLAN FOR CLASSROOM A
MAXIMUM OCCUPANCY 34**

This form must be turned in one week prior to event

PERSON _____

ORGANIZATION _____

CELL # _____ **HOME/WORK #** _____

FUNCTION _____

DATE _____ **TIME** _____

Please draw a set-up/floor plan that is suitable for your use. Return with reservation application.

Equipment Requested:

Chairs # _____ 6ft. Tables # _____ Sound System _____



AGOURA HILLS RECREATION CENTER
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**RESERVATION - FLOOR PLAN FOR CLASSROOM B
MAXIMUM OCCUPANCY 33**

This form must be turned in one week prior to event

PERSON _____

ORGANIZATION _____

CELL # _____ **HOME/WORK #** _____

FUNCTION _____

DATE _____ **TIME** _____

Please draw a set-up/floor plan that is suitable for your use. Return with reservation application.

Equipment Requested:

Chairs # _____ 6ft. Tables # _____ Sound System _____



AGOURA HILLS RECREATION CENTER
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**RESERVATION - FLOOR PLAN FOR CLASSROOM C
MAXIMUM OCCUPANCY 33**

This form must be turned in one week prior to event

PERSON _____

ORGANIZATION _____

CELL # _____ **HOME/WORK #** _____

FUNCTION _____

DATE _____ **TIME** _____

Please draw a set-up/floor plan that is suitable for your use. Return with reservation application.

Equipment Requested:

Chairs # _____ 6ft. Tables # _____ Sound System _____



AGOURA HILLS RECREATION CENTER
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**RESERVATION - FLOOR PLAN FOR COMMUNITY CONFERENCE ROOM
MAXIMUM OCCUPANCY 40**

This form must be turned in one week prior to event

PERSON _____

ORGANIZATION _____

CELL # _____ **HOME/WORK #** _____

FUNCTION _____

DATE _____ **TIME** _____

Please draw a set-up/floor plan that is suitable for your use. Return with reservation application.

Equipment Requested:

Chairs # _____ 6ft. Tables # _____ Sound System _____

TV _____



AGOURA HILLS RECREATION CENTER
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**RESERVATION - FLOOR PLAN FOR MULTI-PURPOSE ROOM
MAXIMUM OCCUPANCY 383**

This form must be turned in one week prior to event

PERSON _____

ORGANIZATION _____

CELL # _____ **HOME/WORK #** _____

FUNCTION _____

DATE _____ **TIME** _____

Please draw a set-up/floor plan that is suitable for your use. Return with reservation application.

Equipment Requested:

Chairs # _____ 6ft. Tables # _____ Sound System _____

TV _____