



Regulations for use of Rental Facilities

SUBMITTING FALSE INFORMATION

If the applicant provides false information such as; purpose of the event, names/addresses of contract holder, number of attendees, etc., the event will be cancelled prior or during the event at the discretion of city staff and will result in forfeiture of fees and deposits and/or denial of current and future applications for use of facilities.

NOTE TO CONTRACT HOLDER

By signing the Facility Permit you are accepting full responsibility for any damages made to City properties. Failure to comply with these rules will result in charges that will be deducted from the refundable deposit. Should the charges exceed the deposit, contract

1. By signing the South Gate Parks Department Facility Permit, the permit holder is agreeing to be present during the entire reservation time (must bring picture I.D.) and is accepting full responsibility for any damages made to City property during the event. If the permit holder is not able to present themselves at the time that the facility is opened, they are responsible for providing reservation staff the following information 2 weeks before the event date: (1) Alternate person name, (2) Arrival time of permit holder to event site.
2. To reserve any available date permit holder must pay the following: (1) 50% of the facility rental fees (2) full amount of the refundable damage deposit (3) Event Monitor and set up fee (if required) (4) full amount of the kitchen fee. Outstanding balance is due at least 2 weeks BEFORE the event date. If this balance is not paid by the stated date stamped on the permit, the City reserves the right to CANCEL THE RESERVATION.
3. Cancellations of the event must be made by the permit holder, at least 2 weeks before the event date, in person, in order to be issued a refund of any monies paid. Picture I.D. is required. There will be a \$50.00 Processing Fee deducted from the monies paid. Refund will be mailed or returned to the credit card used 4-6 weeks after the cancellation date.
4. By signing the Facility Permit, permit holder is agreeing to use the facility for the hours stated on the permit. You may be granted use of the kitchen prior to your facility start time, but this does not allow you early entry rights to the main hall. The permit holder must be completely out of the facility by the time listed on the permit. **NO EXCEPTIONS.** Failure to comply may result in Park Security or Police being summoned to close the building, and will result in partial or complete loss of the refundable damage deposit and additional charges.
5. Permit holder must leave facility clean of all decorations, large debris and/or spills. Permit holder is not responsible for putting away tables and chairs, or sweeping and moping floors. A mop may be used only in the event that spills take place during the event.
6. If permission is granted to use a kitchen facility, permit holder is responsible for using the equipment with care and is responsible for providing all labor and materials to clean the kitchen within the permit period. Failure to leave the kitchen clean will result in extra billing charges to cover all cleaning expenses. Portable grills are not allowed in the kitchen or inside any building.
7. In accordance with the South Gate Municipal Code, Section 7.49.170, **ALCOHOLIC BEVERAGES, THIS INCLUDE BUT ARE NOT LIMITED TO BEER, WINE, OR CHAMPAGNE ARE NOT ALLOWED IN ANY CITY OF SOUTH GATE FACILITY.** Violation may result in immediate eviction of the facility and may result in forfeiture of deposit fees. In addition, the contract holder may be fined for alcohol violation.
8. Confetti is not allowed in any park facility.
9. Final set up arrangements or changes to the permit must be made in person by the permit holder at least 2 weeks prior to the event date.
10. Permit holder or guests may not rearrange any part of the room set-up.
11. In the event that excessive scraping of floors are found after the reservation has been completed, permit holder will be charged additional fees for sanding, refinishing, stripping and re-waxing of floors.
12. All decorations must be fireproofed and are for table tops only. Decorations may not be tacked, stapled, taped on

walls, or from ceiling. Balloons left floating on the ceiling, will result on a extra fee that will be deducted from the refundable damage deposit, for removal of balloons.

13. Decorations with an open flame, smoke or smoke effects are NOT ALLOWED.
14. Guests are not allowed on stage – exceptions apply ONLY to DJ's or live band.
15. If the permit holder is using a DJ or live band, the volume must be kept to a minimum, and are not allowed to plug in to our sound system.
16. Pre-approval from the Parks and Recreation Department Director and/or Parks Commission, are required for the following events: youth dances, fundraisers (ticket sales, etc.), selling, or advertising merchandise.
17. YOUTH DANCES: The permit holder shall agree to submit a roster listing at least one adult (21 years of age or older) present for each fifteen minors (17 years of age or younger) in the group.
18. The following information may be required if a caterer is employed: Caterer's name, address, and city or county health permit number and insurance certificate.
19. All vehicles entering park grounds, other than the designated parking lots, must have an Entry Permit issued by the Parks Administration Office.
20. By signing our Facility Permit you are agreeing to make reasonable accommodations, when necessary to all guests attending this rental function, according to Americans with Disabilities Act (ADA) requirements.
21. The City of South Gate reserves the right to all concession proceeds.
22. City use of any facility has priority over all other reservations. Approval of this permit is subject to cancellation if the City needs the use of the facility.
23. Failure to observe the governing regulations may result in future permits being denied.