



## CITY OF DOWNEY – PARKS AND RECREATION DEPARTMENT

**FACILITY RENTAL POLICIES & PROCEDURES**  
**BARBARA J. RILEY COMMUNITY & SENIOR CENTER**  
 7810 Quill Drive, Downey CA 90242  
 (562) 904-7223

Thank you for choosing to have your event at the Barbara J. Riley Community & Senior Center. We want you to have a pleasant experience during the early planning stages of your reservation up to and including the day of your event. In order to provide you with quality service and to ensure an enjoyable and safe event, the following policies and procedures are in place and you are asked to abide by all. **The City of Downey of Downey, Barbara J. Riley Community & Senior Center reserves the right to change and/or cancel any reservation at any time resulting from a City event, program and/or maintenance.**

### **General Policies & Procedures**

All reservations must be made in person and are based on a first-come first-serve basis. No reservations will be taken over the telephone, email, mail or fax. A completed reservation application form must be submitted in person at 7810 Quill Dr. Downey, CA 90242. Allow 7-10 business days to process the reservation request. **Reservations must be submitted a minimum of 1 month to a maximum of 6 months prior to the scheduled event.** Proof of residency is required; examples include utility bills, business license, or a valid California ID or Driver License. All reservations will be based on a minimum of a (2) two hour event time. All reservations are **TENTATIVE** until a supervisor approves it, contract is signed by the supervisor, and the contract is signed and returned by the applicant (yourself) when the first payment is due. Failure to pay all fees 1 month prior to the reservation date will result in cancellation. The use of the Community & Senior Center is for family or neighborhood related social functions. There are no reoccurring reservations for denominational congregations. This Center may not be used for business use or monetary gain that results from the exchange of money or events that conflict with City of Downey programming. This includes fundraising, selling items inside or near the facility. All tickets to events or fundraising resulting in the exchange of money must be done prior to the event and away from the Center. Gambling is not allowed or the collection of any fees or admission charges. This includes 50/50's, raffles or gaming.

### **Reservation Schematics**

The applicant must provide a room schematic 1 week prior to the event. Once a schematic is completed, the room set-up may not be changed the day of the applicant's event. The schematic cannot exceed the capacity of the room. If a schematic is not submitted, the reservation will be arranged in a predetermined default schematic determined by the number of attendees. The Diane Boggs Auditorium may not exceed room banquet capacity of 200 people and 160 people with a dance space. Supervisor must approve any changes past the date specified on the contract and **no changes** will be made the week of or day of the reservation; this includes adding an extra hour to the reservation the day of. No automobiles of any kind are allowed on Downey facilities, outside of marked parking stalls. All unloading and loading must be done from parking stalls or properly marked loading/unloading curbs. The applicant must notify City Staff upon arrival for loading/unloading into reserved room.

### **Liability**

Neither the City of Downey of Downey nor the Community & Senior Center or its agents will be held responsible for loss, damage or theft of equipment nor did articles own by the applicant or his/her guests. Smoking is not permitted inside the Community & Senior Center building, including restrooms. Failure to comply will result in forfeiture of deposit. Security monitor fee of \$37.00 per hour applies to parties of 100 people or more.

### **Applicant Responsibilities**

The applicant must check in with City Staff at the beginning of the reservation, must be present for the entire reservation or the day of event coordinator and remain in contact with City Staff for the duration of the reservation. The applicant must also check out with City Staff at the conclusion of the reservation. Failure to comply will result in forfeiture of deposit. The applicant will accept full responsibility for damage to equipment or properties and will incur all costs of damages to equipment or the facility. City owned equipment may not be removed from the facility. The applicant is responsible for keeping all participants of the event in their designated room(s) including children. Children are not permitted to leave the facility/room(s) without adult supervision. Staff is not responsible for children attending the event. It is the sole responsibility of the applicant to monitor their attendees.

### **Day of Event Coordinator Role**

The day of event coordinator cannot check in and check out on behalf of the reservation. This person is not the permit holder. Prior day to reservation, no changes can be made.

### **Specific Facility Regulations**

- Only Saturday rentals are allowed.
- No jumpers, bouncers, etc. inside or outside of the facility.
- Saturday rentals must be cleaned-up and out by no later than 10:30 p.m. No exceptions.
- All food and beverages must be consumed in the applicant's rented room(s). Food and drinks are not allowed in the lobby, restrooms, or parking lots.
- Alcohol is not allowed.
- No "taco man", taquero, food trucks, etc. inside the facility or in the parking lot.
- Patrons are not allowed to be on the auditorium stage at any time.

**Kitchen Facility**, with separate deposit and fee, is available only when the applicant rents the Diane Boggs Auditorium or the Diane Boggs South Room. Renting the kitchen includes, the use of microwaves, refrigerators (2-3 racks), ice machine, warmers, and counter sink. Use of the kitchen stove and oven is **not permitted**. Moving kitchen equipment is not allowed.

**Amplified music** and/or sound systems, including public address systems, DJ's, karaoke, film/video systems and other large amplified systems will not be permitted **without approval** for use inside the facility. Additional insurance may be required. City staff reserves the right to monitor and maintain volume control on any amplified items. Only City Staff is authorized to adjust lighting, sound and public address system, or any other electrical or mechanical system(s) in the building. The applicant shall make requests to City Staff for any adjustments, which will be made if possible and in accordance to the welfare of the center/ patrons / staff. The use of devices that produce fire such as burning of incense, fog or smoke machines, and barbecuing are not permitted inside the building or outside adjacent to the building.

### **Payments. Fees. Deposits & Insurance**

Permit payments, including recurring reservations, must be paid in full one month before the date(s) of the event. If payment is not received by that date then The City of Downey reserves the right to cancel or add additional fees to the reservation. Deposits and rental fees are due no later than the date(s) stipulated on the contract. Only cash or credit card deposits will be accepted.

- **Cash Deposits:** Cash deposits will be processed. Please allow 3-6 weeks to process refundable deposits via check, providing that all policies and procedures are followed and the Community & Senior Center is left in a clean and orderly manner.
- **Credit Card Deposits:** Cards and The applicant's identification card will be photocopied and **charged** for deposits. Please allow 10-14 business days to process refundable deposit, providing that all policies and procedures are followed and the Community & Senior Center is left in a clean and orderly manner. Card information will be destroyed the week following the reservation.

For hourly fees, we accept cash, Visa, MasterCard, Discover, American Express and check. Please note checks must be made payable to City Of Downey. **Checks are not accepted as a form of deposit, only as payments towards hourly rates.** Applicant associates can pay on applicant's behalf. Failure to abide by any of the regulations, rules, city policies and ordinances will result in a partial or complete forfeiture of the deposit.

### **Cancellation/Rescheduling/Amendment Procedures**

A cancellation of a reservation 1 month or more prior to the scheduled event will require a \$50 processing fee. No refund of the deposit or payments will be issued if a reservation is **cancelled less than 1 month** prior to the scheduled event. For any rescheduling or modification (i.e. adding/reducing the guest count, changing time, etc.) inquiries, the applicant must inform the Community & Senior Center no less than **1 month prior** to their reservation. A \$30 Amendment Fee will be applied per change request. The applicant is responsible for notifying the Community & Senior Center of any changes or cancellation of their event. The applicant is not entitled to receive a reminder call. If this is not followed then the City of Downey reserves the right to refuse future service to the applicant.

### **Decorating / Set-Up / Clean-Up**

Set-up and clean-up, including decorating, must be completed within the approved reservation set-up and clean-up time. **Any increment of time that extends beyond the reserved hours will be billed at time and a half the hourly event rate for the room(s) reserved and the Downey Police Department will be notified.** The applicant may not at any time move equipment in rooms or kitchen such as tables, chairs, kitchen equipment, etc. without staff approval, handling and supervision. Decorations shall not be displayed or installed in such a manner, which doesn't damage or defaces the facility. Use of nails, staples or other sharp materials or instruments are **not** permitted. Tape will not be allowed on the walls or floors of any of the rooms. **Glitter and confetti of any kind is not permitted.**

Clean-up is the applicant's responsibility. All decorations and materials must be removed before the reservation ends and the applicant must leave the facility in a clean and orderly condition. City staff must be notified immediately of any spills and/or problems. Table tops and chairs are to be wiped clean of any beverage, food, trash, and all spills/trash removed from floors. All trash is to be placed in the receptacles provided. Kitchen areas must be cleaned and returned to the condition it was in when the applicant first arrived. All counter tops and equipment must be wiped clean. All spills in refrigerators, freezers, microwave, counter top, table warmers (No water in table warmer), and floors must be cleaned and/or mopped. All trash from the kitchen is to be placed in the proper receptacles. The kitchen service area shall be cleaned and all trash placed inside proper receptacles. The outside kitchen alcove shall be clean and no trash is to be left out. Any non-city owned personal or rental items brought in for the event must be removed prior to the applicant's departure from the Community & Senior Center. Any items left behind for longer than one day will be subject to disposal or donation to a local charitable organization. **Lastly, at the end of the reservation before leaving the applicant shall check-out with City Staff.**

**ALCOHOL (General Information)**

Alcohol and alcohol consumption is not permitted in the Community & Senior Center or in the park, including the parking lots. Supervision measures will ensure that alcohol is not present or consumed. The City of Downey of Downey Police Department will be called if staff determines or suspects that alcohol is present on the property. The Downey Police Department reserves the right to ask the applicant to end the reservation and remove them from the premises. The City of Downey considers beverages with any percentage of alcohol as alcoholic beverages. Use of alcohol including "Champagne Toasts" will not be permitted. Alcohol is not permitted at all inside the room this includes using empty or full containers as a centerpiece or decoration. Failure to comply with any of the above regulations will result in forfeiture of deposit.

**Insurance**

Depending upon the nature of the reservation, The Parks and Recreation Department may require additional fees and/or insurance. If required, the applicant must obtain insurance on their own and at their own expense. If insurance is required for the reservation, the approved permit holder or group whose name appears on the reservation must secure insurance in the amount of one million dollars (\$1,000,000.00) which holds the City of Downey of Downey harmless for any damage or injury. The City of Downey must be named as "additionally insured." The applicant shall identify The City of Downey and its officers, officials, agents, and employees from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities which may be asserted or claimed by any person, firm, entity, corporation or other organization arising out of or in connection with the use of city facilities by said permit holder. Failure to comply with any single item, portion of or combination of policies and procedures or misrepresentation of the event will result in forfeiture of all or part of the deposit.

**Staff's Responsibilities**

- City Staff is responsible for facilitating the event and will mainly communicate with the applicant.
- City Staff is required to conduct facility checks of the event every 30 - 60 minutes or more as needed.
- City Staff is responsible to check and change trash receptacles.
- City staff must be notified immediately of any spills and/or problems.
- City Staff will do a walkthrough before and after a reservation takes place.
- City Staff reserves the right to contact City of Downey Police Department for any issues that arise.

**Unattended Room Usage**

Rooms that are not being rented must be empty of any patrons.

The City of Downey of Downey Parks and Recreation Department reserves the right to change or cancel any reservation at any time.

By signing below, I \_\_\_\_\_, read the City of Downey of Downey Park Facility  
Applicant Print Name

Policies and Procedures. I understand that I must comply with all Department policies and procedures.

Failure to comply will result in the City of Downey refusing future rentals, claiming some or entire deposit and restricting the applicant participation in programs.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
City of Downey Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Day of Event Coordinator Signature

\_\_\_\_\_  
Date

-----Below is for City of Downey purposes only-----

Staff, detach this paper and bundle it with the applicant's reservation application.

Staff; also confirm by initialing the following items are completed prior to accepting a reservation:

1. A **tentative** permit was placed in ActiveNet? \_\_\_\_\_
2. Photo I.D scanned on the check in/out sheet? \_\_\_\_\_
3. A deposit collected? \_\_\_\_\_
  - a. \*Is the deposit credit/debit? Was the credit card photocopied on both sides? \_\_\_\_\_
4. Signed policies and procedures from the applicant? \_\_\_\_\_
5. Signed reservation application from the applicant and staff? \_\_\_\_\_





**City of Downey – Parks and Recreation Department**  
**BARBARA J. RILEY RESERVATION APPLICATION FORM**

Reservations must be submitted in person at the Barbara J. Riley Center:  
 7810 Quill Drive, Downey, CA 90242.

Fees will vary depending on length and attendance of reservation.

Driver's license or CA ID or current utility bill required at time of reservation. Must be 18 years or age of older. **Required** | **If Applicable**

**CONTACT INFORMATION**

Applicant or Group Name: \_\_\_\_\_ If Group, Contact Person Name: \_\_\_\_\_  
 Day of Event Coordinator Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Primary Phone: (\_\_\_\_) \_\_\_\_\_ Secondary Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**RESERVATION INFORMATION**

Reservations must be made a minimum of 1 Month to a maximum of 6 Months prior to the scheduled event.

Type of Function: \_\_\_\_\_ Total Number of Guests Expected: \_\_\_\_\_  
 Requested Date: \_\_\_\_\_  
 Requested Time: Setup: \_\_\_\_\_ to \_\_\_\_\_ Event time: \_\_\_\_\_ to \_\_\_\_\_ Cleanup time: \_\_\_\_\_ to \_\_\_\_\_

Is your event being catered? Yes\* \_\_\_\_\_ No \_\_\_\_\_ \*Caterer must have a valid business license with them on day of event. Taco Carts are not allowed.

Caterer – Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**FEES**

	Deposit	Resident	Non-Profit	Non Resident Commercial Fee
Diane Boggs Auditorium (Full)	\$394.00	\$116 / hour	\$104 / hour	\$171 / hour
Diane Boggs Auditorium South (stage)	\$168.00	\$79 / hour	\$67 / hour	\$128 / hour
Diane Boggs Auditorium North	\$168.00	\$67 / hour	\$55 / hour	\$116 / hour
Downey Room	\$168.00	\$55 / hour	\$49 / hour	\$79 / hour
Rio Hondo Room/Arts & Crafts	\$112.00	\$37 / hour	\$30 / hour	\$61 / hour
Gallatin A	\$112.00	\$37 / hour	\$30 / hour	\$61 / hour
Crawford Room/TV	\$112.00	\$24 / hour	\$24 / hour	\$43 / hour
Kitchen (Entire) *Must Rent Auditorium	\$449.00	\$183 / event	\$171 / event	\$244 / event
Amendment Fee	\$30 Per Change			
Cancellation Fee	\$50 Processing Fee			

**Reservation Business Hours: Saturdays 10 am – 2 pm**  
**After Hours: Saturdays 2 pm - 10:30 pm**

Additional Fees:

- \$37 per hour for Security Monitor for groups of 100 or more (with supervisor's approval).
- \$36 per hour for staff after business hours when renting the Auditorium.
- \$18 per hour for staff after business hours when renting the other rooms or half auditorium room.
- Deposits are refundable once it is determined no damage has been done to equipment or room.
- The kitchen may only be rented to those who rent the Full Auditorium or the Auditorium South.

\*\*\*\*These are base fees. Please see facility rental rate sheet for all fees\*\*\*\*\*

**FACILITY REQUESTED** – Please check the room(s) you are requesting.

<b>Diane Boggs Auditorium (full)</b> _____ Capacity with tables & chairs– 160/192 PA/Music System & Overhead Screen Available Capacity with chairs only- 200 <b>19 round tables MAX (10 chairs per table) w/o dance floor</b> <b>16 round tables MAX (10 chairs per table) w/ dance floor</b>		<b>Diane Boggs Auditorium (South w/ Stage)</b> _____ Capacity with tables & chairs - 72 PA/Music System & Overhead Screen Available Capacity with chairs only– 100 <b>9 round tables MAX (8 chairs per table)</b>
<b>Diane Boggs Auditorium (North)</b> _____ Capacity with tables & chairs– 80 Capacity with chairs only- 100 <b>10 round tables MAX (8 chairs per table)</b>		<b>Downey Room</b> _____ Capacity with tables & chairs – 64 Overhead Screen Available Capacity with chairs only- 80 <b>8 round tables MAX (8 chairs per table)</b>
<b>Rio Hondo Room</b> _____ Banquet Capacity – n/a Meeting Capacity – 35 <b>3 round tables MAX (10 chairs per table)</b>		<b>Entire Kitchen</b> _____ Includes: Refrigerator, freezer, sink, and ice machine
<b>Gallatin A</b> _____ Banquet Capacity – n/a Meeting Capacity – 45 <b>4 round tables (10 chairs per table)</b> <b>12 6ft. tables (2-4 chairs per table)</b>	<b>Crawford Room</b> _____ Banquet Capacity – n/a Meeting Capacity - 15	<b>Extra Equipment</b> __ Portable PA system with Microphone \$118 / event __ Easels \$18 per easel __ Extra Screen \$29 / event __ Podium \$ included in deposit __ Projector (laptop not included) \$59

Please tell us more about what will be happening at your event. Please note that certain activities will require additional deposits and/or insurance documentation

**Activities** - Please check all that apply

Dancing     Games     Skits/play acting     Singing     Raffle     Contests     Announcements  
 Background music (includes radio, tapes, CD's, etc.)  
 DJ     Karaoke System     Disco Lights     Radio System (Specify type) \_\_\_\_\_  
 Other (list) \_\_\_\_\_

**RESERVATION APPLICATION FORM**

**This application is TENTATIVE until a Supervisor approves it and a contract is signed.  
ALCOHOL IS NOT PERMITTED IN THE FACILITY**

**Note:**

- All room rentals include tables and chairs which will be set up by staff. Number of chairs and tables vary by room.
- Applicant must be present from the beginning of the rental time and until the last person leaves the event.

**The City of Downey of Downey Parks and Recreation Department reserves the right to change or cancel any reservation at any time.**

I have read the City of Downey of Downey Park Facility Policies and Procedures. I understand this form is a request only, not an agreement for rental. I understand that I must comply with all Department policies and procedures. Failure to comply will result in the

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Day of Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY STAFF USE ONLY:**

**Taken By (Staff Name):** \_\_\_\_\_ **Date Received By Staff:** \_\_\_\_\_  
 Driver's License/CA ID: \_\_\_\_\_ Utility Bill: \_\_\_\_\_ Approved: Yes    No  
 Contract Rental #: \_\_\_\_\_ Total: \$ \_\_\_\_\_ Paid: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_