



FACILITY RESERVATION APPLICATION

Name of Applicant: _____ Today's Date: _____

Organization: _____ Activity: _____

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

Address: _____ City & Zip: _____

E-mail Address: _____ or _____

FACILITY: _____ Area: _____

Date(s) Requested: _____

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

Set up: from _____ to _____ Decorations: Yes _____ No _____

Event: from _____ to _____ Description: _____

Clean up: from _____ to _____

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

APPLICANT ACKNOWLEDGEMENT

I hereby certify that I will abide by all rules, regulations, and ordinances of the City of Agoura Hills. As an individual or duly authorized representative of the sponsoring organization, I agree to defend and to hold harmless the City of Agoura Hills, together with its officers, officials, employees, volunteers, and agents for fires, floods, earthquakes, civil disturbances, pandemics, regulation of any public authority, and other causes beyond their control, against any and all liability and claim thereof for any injury, death, or property damage allegedly suffered by any person, occurring during and as a result of the exercise of the privileges and the permission hereby being granted to the sponsoring organization, its agents, and employees. My signature below indicates that I agree to be in attendance for the duration of the permit, and disseminate rules and event parameters to all invited guests. As an applicant, I have read and hereby agree to abide by the rules and regulations of the City of Agoura Hills, local, state, and federal guidelines. Failure to comply with any listed rules, regulations or ordinance may result in permit cancellation.

Applicant Signature _____ Date _____

FEES AND DEPOSITS (FOR OFFICE USE ONLY)

Classroom B _____	APPLICATION: Approved: _____ Denied: _____
Conference Room _____	Approved/Denied by: _____ Date: _____
Multi-Purpose Room 1 _____	Notes: _____
Multipurpose Room 2 _____	Processed by: _____ Date: _____
Both Multi-Purpose Rooms _____	
Film Permit/Media Shoots _____	
Other _____	
Insurance Fee _____	
Processing Fee \$ _____ 10.00	FACILITY REQUEST CANCELLED:
Security/Damage Deposit _____	YES _____ DATE: _____

Total FEES: _____

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/email _____

Cardholder's Address _____

 Credit Card # _____ Exp. Date _____

3 Digit CVC number on the back of the card: _____

FACILITY RESERVATION APPLICATION VENDORS AND VENDOR INSURANCE

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 for the event. This will include a Certificate of Liability along with a Certificate of Endorsement naming the City of Agoura Hills as additionally insured and endorsed for the event. This documentation must be presented 14 calendar days prior to your event. You may also purchase additional insurance to cover a food vendor from the City of Agoura Hills through a third-party special event insurance company. Please contact city staff 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. See Insurance Section of the Application for complete documentation requirements.

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/other vendor for your event? Yes_____ No_____

If so, what services are they providing?_____

Contact Name:_____ Company Name:_____

Address:_____

Phone Numbers:_____ E-Mail:_____

**Will there be a supply vendor (tables, chairs, photo booths, etc.) for your event?
Yes_____ No_____**

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



FACILITY RESERVATION APPLICATION Floor Plan

- **CLASSROOM B** (Maximum Occupancy 33)
- **CONFERENCE ROOM** (Maximum Occupancy 40)
- **MULTI-PURPOSE ROOM 1** (Maximum Occupancy 50 seated)
- **MULTI-PURPOSE ROOM 2** (Maximum Occupancy 50 seated)
- **MULTI-PURPOSE ROOM 1 and 2** (Maximum Occupancy 100 seated)

NAME: _____

ORGANIZATION: _____

DATE _____ TIME _____

Please draw a set-up/floor plan that is suitable for your use. Return with reservation application or at least one week prior to event.

Equipment Available:

16 six foot tables, 75 chairs, Sound system, and TV/DVR

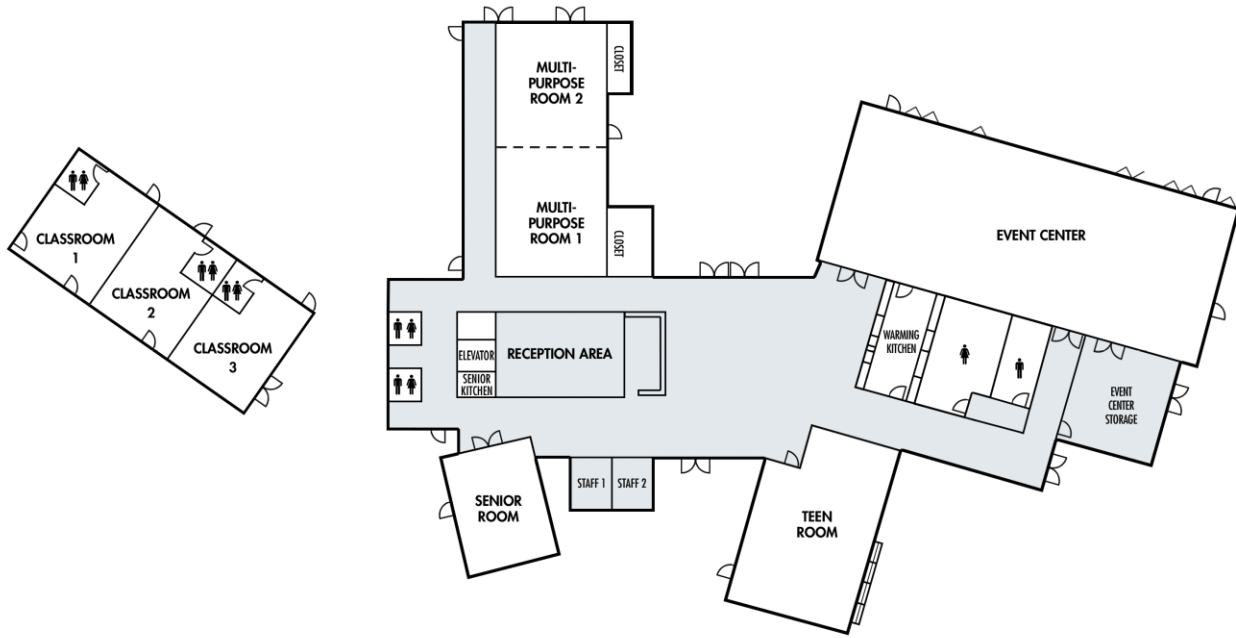
Equipment Requested:

Chairs # _____

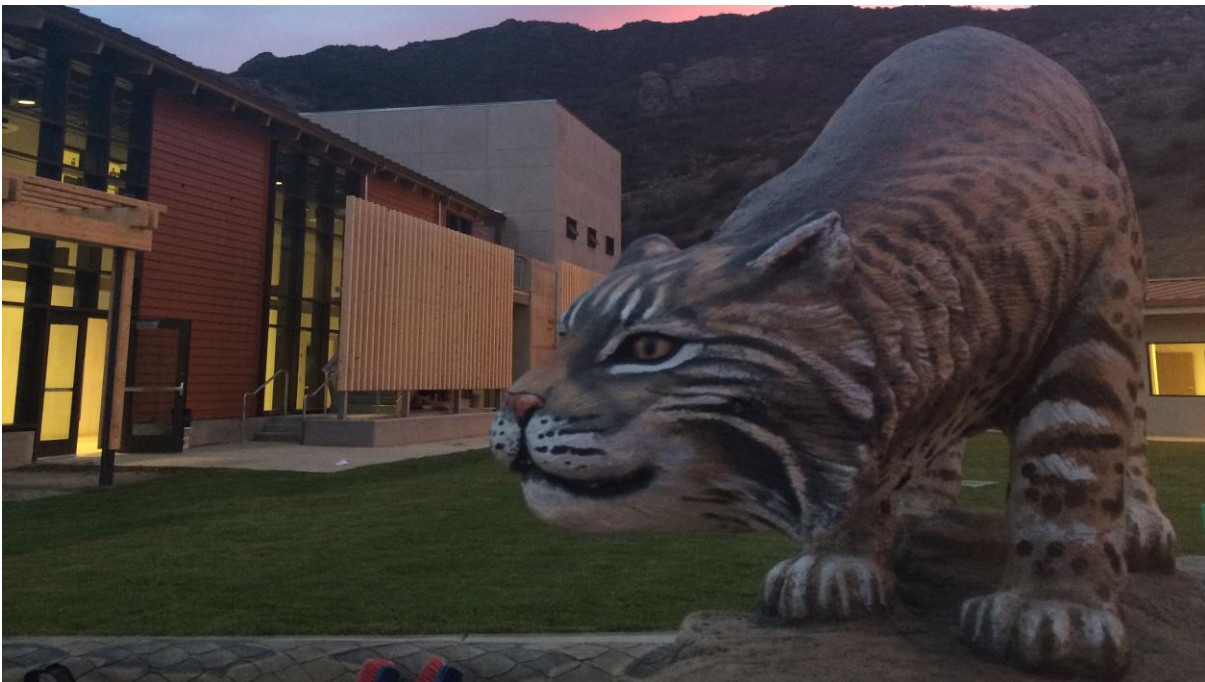
6 Foot Rectangular Tables # _____

Sound System _____

TV/DVR _____



THE EVENT CENTER
 A G O U R A H I L L S





FACILITY USER ACKNOWLEDGMENT OF RULES AND REGULATIONS

ORGANIZATION ACTIVITY: _____

NAME OF APPLICANT: _____

FACILITY: _____

ADDRESS: _____

HOME #: _____ CELL #: _____ WORK #: _____

EMAIL ADDRESS: _____

I, _____, hereby acknowledge that I have read and shall keep my organization informed of and shall comply with all local, State, and Federal ordinances, laws, and regulations regarding my organization's use of the City's facility. I shall at all times observe and comply with all such ordinances, laws, and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by our organization's failure to comply with the section."

I acknowledge and understand that these local, State and Federal ordinances, laws and regulations include but are not limited to following regulations, copies of which I have received from the City of Agoura Hills staff:

1. The Reopening Safer at Work and in the Community for Control of COVID-19 Order issued by the County of Los Angeles Department of Public Health, found on their website: www.publichealth.lacounty.gov, as amended from time to time; and

Applicant/Organization Representative Name (Please print)

Date

Applicant/Organization Representative Signature

For staff use only

Processed by:

City Staff Person's Name

Date Received



DEPARTMENT OF COMMUNITY SERVICES

29900 Ladyface Court, Agoura Hills, CA 91301

Phone: (818)597-7361 Website: agourahillsrec.org

Email: agourahillsrec@agourahillscity.org

Hours: Monday-Thursday: 7:00am-5:00pm and Friday: 7:00am-4:00pm

FACILITY RESERVATION POLICIES, RULES, AND REGULATIONS

This Facility Reservation Application is for Classroom B, Conference Room, or reservations for the Multi-Purpose Room(s). For information on Event Center reservations, please contact either Kimberly Hollands or Nick Newkirk, or via email to eventcenter@agourahillscity.org.

APPLICATION REQUIREMENTS

The City of Agoura Hills ("City") intends for all City facilities to be operated in a manner appropriate for the entire community, and suitable for persons of all ages at all times. All City facilities shall be made available on a non-discriminatory basis, to all individuals, entities, groups, and non-profit organizations regardless of the viewpoint expressed or advocated by the person or persons utilizing the Facility. Designated areas of city facilities, as set forth in the Facility Reservation Rates exhibit, may be reserved for private use by an individual/family or by non-profit and commercial groups when city/recreational activities are not scheduled, and there are no prior reservations. Filming/Media Shots are permitted and require an additional Film Permit.

Applicant must be at least 18 years of age. Applications, vendor information, and proof of insurance may be submitted via e-mail to agourahillsrec@agourahillscity.org, or in person by appointment only. Completion of the application, submittal of proof of insurance, and payment of the fees (reservation fees plus deposit) may be done via email with credit card or in person by appointment only. **Reservation is not confirmed until the City notifies you via e-mail or in writing. Your receipt of a Facility Reservation Application packet does not constitute approval of the reservation.** Applications will be approved on a first come first serve basis, up to three (3) months prior to event. All fees are due in full at the time that the application is submitted.

The City reserves the right to not approve a Facility Reservation Application. The City may impose additional requirements or conditions as deemed necessary to protect the health, safety, and welfare of the community. Applicant/Organization shall not use the Facility for: Conducting or promoting activities or uses that are prohibited by federal, state or local law; Activities that threaten the safety of any persons or organizations; or, Activities that promotes, fosters, or perpetuates discrimination on the basis of race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, parentage, marital status, medical condition, sexual identity, sexual orientation, as well as any other category protected by federal, state, or local laws. The approval, denial, or cancellation of any application for rental use will be determined by the Director of Community Services consistent with established policy. The Department of Community Services reserves the right to cancel any application upon one week's notice.

GENERAL RESERVATION INFORMATION

The Agoura Hills Recreation and Event Center is handicapped accessible, and includes two multi-purpose rooms, classrooms, and public conference room. The parking lot and outside patios are equipped with night lighting. In addition, the Center operates evening and weekends with City sponsored recreation programs.

City staff are in charge at all times and have the authority to terminate activities if the user is not adhering to the approved application and use policies. Failure to comply with the policies may result in cancellation of the reservation and forfeiture of fees, as well as non-use of the facility for one year. Use of additional amplification/loud speakers and all rental equipment (canopies, tables, chairs, etc.) must be submitted on the application and insurance submitted and approved 14 calendar days prior to the event. The Applicant/Organization is responsible for all attendees during the duration of the event. General clean-up of the facility is required. Trash must be placed in trash receptacles, or placed in the dumpster in parking lot at the conclusion of the event. Gambling of any nature is not permitted in any City facility. Any sales or solicitations on the site must be noted in the application and approved.

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. Tables, chairs, decorations, etc., must meet fire and safety standards at all times. City equipment (chairs and tables) are not to be taken out of the building, unless specified and pre-approved in the application. 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. A floor plan should be submitted with the application, showing how tables and chairs are to be set up, if time constraints allow.

FACILITY HOURS AVAILABLE FOR RESERVATION

Monday-Friday: 7:00am-11:00pm, and Saturday-Sunday: 8:00am-11:00pm

RESERVATION FEES/POLICIES

There is a two-hour minimum for non-profit groups and three-hour rental minimum for private and commercial groups. 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 6:00-8:00pm, which is two hours. Your reservation will be from 5:30-8:30pm, and you will be charged for three hours. Applicants/Organizations must completely leave the Agoura Hills Recreation and Event Center site before their time is considered ended. ***Applicants/Organizations will be charged by the hour for any time beyond what has been permitted and those hours will not be pro-rated.*** Example: Your reservation is set to end at 11:00pm. You leave the building at 11:30pm. ***You will be charged an additional hour out of your damage deposit.*** See Reservation Rate page for pricing breakdown.

INSURANCE REQUIREMENTS

Private and Commercial groups/organizations MUST purchase insurance coverage through the City of Agoura Hills through a third-party special event insurance company. Please contact City staff for a price quote.

To satisfy the insurance requirements of the Facility Reservation Application, Non-Profit groups/organizations, Filming Companies/Media Shoots, and vendors must provide the City with proof of insurance. Applicants/Organizations must provide a Certificate of Liability plus an additional Certificate of Endorsement listing the City of Agoura Hills as additionally insured and endorsed for the event. This is required by both the Non-Profit Organization *and* any vendors that may be hired by any Applicant/Organization. You may also purchase insurance for yourself or a food vendor from the City of Agoura Hills through a third-party special event insurance company. The cost of that insurance can be provided by contacting city staff. Some events or vendors may be excluded for purchase.

Required documentation includes:

- 1) **Certificate of Liability Insurance**, listing General Liability insurance of \$1 million dollars per occurrence. The Certificate Holder box on the Certificate of Liability Insurance should read:

City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301

- 2) **Certificate of Endorsement**, which should read:

“The City of Agoura Hills, its officers, officials, employees, and volunteers.”

The Certificate of Liability Insurance and Certificate of Endorsement **must be presented 14 calendar days prior to the event.** If the proper insurance cannot be obtained, **the City will not execute the Facility Reservation Application and use of the City Facility will be denied.**

NON-PROFIT USE

In order to qualify for non-profit status, the group or organization must be a registered 501 (c) (3) non-profit. Proof of non-profit status must be presented with the Facility Reservation Application. Organization articles of incorporation, by-laws, or other corporate documents may also be required. Acceptable forms of documentation verifying non-profit status include:

- Articles of incorporation as a non-profit organization.
- Department of Treasury Form 990.
- IRS letter showing organization to be Tax Exempt Service.
- State Franchise Tax Board letter showing organization to be Tax Exempt Service.
- Certificate of Registration with the State Registry of Charitable Trusts.

FILMING/MEDIA SHOOTS

Filming rates are for use by commercial business, company, private school, and/or non-profit agencies. Prior to reserving the facility, please obtain a film permit for the City of Agoura Hills. If requesting non-profit pricing, include proof of non-profit status with the packet (see information above). **No filming activities may occur on Sundays.** For more information, please contact:

David Nixon
Solid Waste Solutions, Inc./City Permit Services
Agoura Hills, Calabasas & Malibu Film Offices
Phone: 805-495-7521
Fax: 805-495-7621
Website: www.sws-inc.com
E-mail: david@sws-inc.com
Filming E-mail: filming@sws-inc.com

CLOSURES/HOLIDAYS

Facilities may not be reserved on holidays, holiday weekends or grass areas after astronomical sunset. Holidays/holiday weekends include Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Please be aware that all grass/turf areas are closed for a minimum of 24 hours after any rain, and possibly longer periods for a heavy rainfall, depending on the amount of precipitation that is received.

FOOD AND BEVERAGES POLICY

Food and beverages may be served if approved in the application. Any sales or solicitations on the site, including food and beverages, must be noted in the application and approved. **Alcoholic beverages are not permitted.**

PUBLIC ACCESS

The City of Agoura Hills does not allow exclusive use of any facility; public access to the grass and children's play area will not be denied. Walkways must be kept clear of any equipment or obstructions.

PUBLICITY/ADVERTISING

Publicity for any event (flyers, posters, ads, radio or other media) held at any City recreation facility must be noted on the application and may not be released until final approval of the Facility Reservation Application. Applicants/Organizations are prohibited from using the City of Agoura Hills' name or logo to promote their activity. This includes using the City of Agoura Hills on banners, flyers, and any other forms of advertisement. No event flyers, banners or promotional merchandise may be displayed or distributed at City of Agoura Hills facilities unless the event is co-sponsored by the City of Agoura Hills. City staff will not take messages for the Applicant/Organization.

REFUNDS

A cancellation request of any Facility Reservation Application must be made in writing 14 calendar days prior to the reservation in order to receive a full refund (minus the \$10 processing fee). A cancellation request made

less than 14 calendar days prior to the reservation will receive 50% of payment (minus the \$10 processing fee). All Security/Damage Deposit fees and Insurance Fees (if purchased from the City) will be returned in full.

Fees will be retained by City under the following circumstances:

- If the Applicant/Organization fails to appear, reservation fees will be kept but damage deposit will be returned.
- If the Applicant/Organization violates facility/City rules or ordinances, all fees including damage deposit may be kept.
- If the activity is terminated due to falsification of application, all fees including damage deposit may be kept.
- If the attendance exceeds the maximum stated for the facility, all fees including damage deposit may be kept.

SECURITY DEPOSITS

A Security/Damage Deposit is required for all reservations, and is payable by cash, check or credit card. The security deposit is separate from the rental fee and does not count towards the cost of the rental. Any portion of the deposit may be withheld for:

- Excessive clean-up or damages to facility.
- Missing equipment.
- Facility left unclean.
- Site is occupied beyond the reserved hours. *Please note: facilities must be cleaned, and all aspects of the event must be removed from the room and adjacent areas by the time stated on the application. This includes vendors or any person or objects associated with the event.*
- Bringing in alcoholic beverages to a facility.
- Failure to comply with any City policies.

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. If the cost of damages exceeds the amount available on the deposit, the Applicant/Organization shall remit the balance due to the City upon receipt of invoice. **The Applicant/Organization shall immediately report to City staff any personal injuries or property damage arising or in any way connected with the Permittee/Organization's use or occupancy of the City facility and adjoining property.**

WAIVER OF LIABILITY AND AGREEMENT TO INDEMNIFY

In consideration of approval to use the above referenced City property, the Applicant/Organization 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, officials, employees, volunteers, and agents for fires, floods, earthquakes, civil disturbances, pandemics, regulation of any public authority, and other causes beyond their control, against and with respect to any and all demands including interest, penalties and reasonable attorney's fees arising out of, resulting from or relating to the use of such City property. The Applicant/Organization waives any right of recovery against the City of Agoura Hills and its officers, officials, employees, volunteers, and agents for fires, floods, earthquakes, civil disturbances, pandemics, regulation of any public authority, and other causes beyond their control against and with respect to any and all demands including interest, penalties and reasonable attorney's fees arising out of, resulting from or relating to the use of such City property.

PLEASE NOTE: If you have an urgent question or concern regarding your reservation after hours or on a weekend, please email us at agourahillsrec@agourahillscity.org and flag the email as urgent.



FACILITY AND PARK RULES
Park/grass area hours: 7:00 a.m. to astronomical sunset

Please assist us in making this facility/park an enjoyable place to be by observing the following rules:

1. The City of Agoura Hills prohibits animals from entering into or being present in the Agoura Hills Recreation Center facility premises, except for service animals as defined by the Americans with Disabilities Act (ADA).
2. Firearms are not permitted in the facility or park. **(AHMC 4911)**
3. Vehicles may not be driven off of the driveways/parking areas.
4. Please stay off bikes and skateboards in the facility or parks.
5. Fires authorized by permit only in designated areas. *(Barbeques provided at Forest Cove, Morrison, Old Agoura, Reyes Adobe or Sumac parks, or you may bring your own barbeque to any of the parks, as long as you bring a fire extinguisher as well.)*
6. Alcoholic beverages are not permitted in the facility or park. **(AHMC 4913)**
7. Horses are permitted only in designated areas. *(Horse/pony rides are permitted in the Old Agoura Equestrian Arena and on riding trails, but not on the grass areas of the parks.)* **(AHMC 4905)**
8. Motorcycles, motorized bicycles, and scooters may be operated only on driveways and in parking lots.
9. Overnight camping and overnight parking are prohibited. **(AHMC 4917)**
10. Rockets, model airplanes, drones, fireworks, golfing, and archery are not permitted at the facility or in the park. **(AHMC 4910)**
11. All litter must be removed or deposited in trash receptacles. **(AHMC 4919)**
12. This park or grass area irrigates using reclaimed water. Do not drink or play in reclaimed water.
13. **NO SMOKING ALLOWED IN PUBLIC PARKS AND THE AGOURA HILLS RECREATION CENTER. AS PER STATE LAW, SMOKING IS NOT PERMITTED WITHIN 20 FEET OF ANY ENTRANCE OR WINDOW OF THE BUILDING.**
14. No person shall disturb the peace of the facility or parks by making any loud, obscene, or unusual noises. **(AHMC 4904)**
15. No person shall solicit, sell, hawk or peddle goods in the facility or parks. **(AHMC 4912)**
16. The following are prohibited in all City of Agoura Hills facilities or parks: Inflatable devices (i.e. jolly jumps, lazertag barriers, moon bounces, water slides), children's rides, sumo wrestling/suits, hamster balls (aka Zorbs), speed pitch, dunk tanks, trackless trains, petting zoos (also animal shows, puppy parties, etc.), and pony rides anywhere other than Old Agoura Equestrian Arenas. **(AHMC 4911)**
17. Other ordinances governing use of City of Agoura Hills public parks apply.

**Any violation of the above rules is an infraction of the Agoura Hills
Municipal Code, Article IV, Chapter 9.**

**Report all misuses of the park and acts of vandalism to the
City of Agoura Hills at 818-597-7300, or the Sheriff's Department at 818-878-1808.**

Please respect the use of our city public park/facility. It is here for everyone's enjoyment.



FACILITY RESERVATION RATES

RATES	NON-PROFIT	PRIVATE	COMMERCIAL
Classroom B	\$45/hour	\$65/hour	\$100/hour
Maximum of 33 people. Room features children's restroom, counter space with sink, tables and chairs, and TV/DVR. **			
Conference Room	\$45/hour	\$65/hour	\$100/hour
Maximum of 40 people. Room features large counter space, tables and chairs, and TV/DVR.			
Multi-Purpose Room 1	\$45/hour	\$65/hour	\$100/hour
Maximum of 50 people seated, or 191 people standing. Room features large counter space with sink, tables and chairs, mirrored wall, sound system, and TV/DVR. **			
Multi-Purpose Room 2	\$45/hour	\$65/hour	\$100/hour
Maximum of 50 people seated, or 192 people standing. Room features large counter space with sink, tables and chairs, sound system, and TV/DVR. **			
Multi-purpose Room 1 & 2	\$90/hour	\$130/hour	\$200/hour
Maximum of 100 people seated, or 383 people standing. Room features two large counter spaces with two sinks, tables and chairs, mirrored wall, two sound systems, and TV/DVR. **			
**Reservation of any Multi-Purpose room or Classroom B has access to the public grass area and playground, plus the patio area adjacent to Multi-Purpose Room 2; however, not exclusive use. The patio area, outdoor courtyard, and BBQ adjacent to Multi-Purpose Room 1 are exclusive to the Event Center only.			
Any room reservation does not include use of the Catering Kitchen, lobby, sunroom, other inside public spaces, grass area by Event Center, outside courtyard, patio area, and BBQ adjacent to Multi-Purpose Room 1. These areas are exclusive to Event Center Reservations.			
Film Permits/Media Shoots			
Filming in any room	\$500/day	\$750/day	\$750/day
Use of parking lot	\$75/hour	\$75/hour	\$75/hour
ADDITIONAL FEE INFORMATION			
Processing Fee:			
\$10 per every application			
Refundable Damage Deposit:			
\$100 for Non-Profit Agencies \$250 for Private Groups (1-75 participants) \$500 for Private Groups (76-100 participants) \$500 for Commercial groups (any number of participants)			
Damage Deposit level is determine by City Staff at time of application. Staff will inspect rented site within 24 hours, and if deemed acceptable, either a deposit or partial deposit will be returned within 30 days. There is a two hour minimum for non-profit organizations, and a three hour minimum for private/commercial use for all facility reservations.			
All applications must be turned in to the Agoura Hills Recreation Center at least five (5) business days prior to the anticipated event/activity.			