



## GUIDELINES FOR USE OF COMMUNITY CENTER FACILITY

### 1. PRIORITY BASED ON TYPE OF GROUP:

All Non-Profit Youth, Civic and Service Organizations on the Palos Verdes Peninsula which have a general objective of community enrichment or betterment should receive first priority.\* Saturday/Sunday use is prohibited. Friday use is limited for day use only on a case-by-case basis.

### 2. USER FEE:

There is no user fee for the use of the room; *however*, a \$20 key deposit (check only) will be required upon checking out the Community Room key. The check will be returned upon return of the key.

The key will be available for pickup the day of your meeting. The key ***must be returned by 12 noon the next day.*** ***There are no exceptions to this rule.***

### 3. PERMIT PROCEDURES:

A. Non-Profit Youth, Civic and Service Organizations on the Peninsula are limited to one reservation per month. Requests for more than once a month will be considered on a case-by-case basis. The meetings ***must be concluded by 9:30 p.m.*** The application is not transferable and is granted only for the specific time and date listed on the application.

B. An organization must submit an application for a single use of the facility at least seven (7) calendar days before the requested date but no more than 90 days before the requested date. Groups who would like to hold monthly meetings may reserve the room for up to three (3) separate times per request (i.e., may request a room in February for March/April/May meetings.), but never more than ninety (90) days prior to the last requested date. All dates and times are subject to the availability of the room.

C. No group shall store or leave behind any supplies, equipment, materials, etc.

### 4. CONDITIONS OF USE:

A. Applicant and/or Organization will be responsible for any and all damages resulting from the use of this facility.

B. Food and drinks can be consumed in the patio area only. Please do not leave food/drink in the room or on the patio.

C. No smoking is allowed in the facility.

D. Crafts and other activities involving the use of glue, paints, etc. are not allowed in the facility.

E. No animals are allowed in the facility.

F. Tables and chairs must be left in an orderly condition.

G. No Community Center parking will be allowed on Hitching Post Drive. An overflow parking lot is located 150 feet south of the Nature Center on Palos Verdes Drive East.

H. Meetings are limited to 30 people and 19 cars. NO EXCEPTIONS.

I. At the conclusion of your meeting, please check to see that air conditioner/heat is turned off, windows are shut and locked, lights are turned off and all doors are locked.

***\*City reserves the right to cancel the permit at any time (City business supercedes any reservation).***

