



## **GENERAL STATEMENT OF POLICY REGARDING USE OF AZUSA AUDITORIUM BY NON - GOVERNMENTAL GROUPS AND ORGANIZATIONS.**

This policy statement is intended to provide general regulations applicable to usage of the Azusa Auditorium. City related activities and functions have priority over usage by any other group activity or function.

### **GROUP AND EVENT LIMITATIONS:**

1. Local Political groups and organizations are eligible.
2. Religious services and events are eligible.
3. Organizations advocating the violent overthrow of the government of the United States are ineligible.
4. Individuals are ineligible.
5. Any sound shall be audible only within the area being used.
6. Alcoholic beverages or drugs are not permitted.
7. No event may extend beyond 10:00 p.m.
8. Commercial organizations intending meeting for profit making activities are ineligible.
9. Non-profit organizations, not otherwise listed above, are eligible providing they meet the following criteria:

Proof of non-profit status is submitted with application.

Acceptable proof of non-profit status is recognized by the Secretary of State, or if sufficient information, in the case of small, local, informal organizations, is provided for the appropriate city official to use in determining validity.

10. As part of criteria, all groups and organizations must be determined to be organized for cultural, educational or civic in nature.
11. Fees will be charged by the city for appropriate custodial and utility costs.
12. In no case shall using groups allow its activities to disturb public peace, morals, or welfare.
13. All activities shall be confined to the areas being used.
14. Admission fees or charges are not permitted.
15. Exceptions to any of the above general regulations must be with the consent of the City Council.



## CITY OF AZUSA AUDITORIUM USE

In accordance with Resolution No. 2019-C02, the charge for the use of the Civic Auditorium will be: **\$50.00/hr.** during City's normal business hours; **\$100.00/hr.** after 4:00 pm weekdays, all day weekends or holidays; an additional **\$100.00 per event** will be charged for non-resident groups; and a **25% discount** for Azusa-based non-profit organizations. The capacity of the auditorium is 250. A custodian will be on site for all events after 4:00 pm and on weekends/holidays for a fee of **\$60/hour, or current cost.**

### ORGANIZATION:

Date requested: \_\_\_\_\_ Hours requested: From \_\_\_\_\_ To \_\_\_\_\_

**Requirements** (Other than opening doors and locking after use)

### Type of Event:

**Contact Person:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Bill to:

Name: \_\_\_\_\_ **Phone No.** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Office Use Only:

Date used: \_\_\_\_\_ Hours used: \_\_\_\_\_

Charges: \_\_\_\_\_ - \$ \_\_\_\_\_ + \$ \_\_\_\_\_ (\$ \_\_\_\_\_)

Charges: Total Hours (-) 25% discount if applicable, (+) \$51.00 if applicable GRAND TOTAL

Custodian Needed: YES \_\_\_\_\_ NO \_\_\_\_\_

Custodian time: \_\_\_\_\_ ending: \_\_\_\_\_

Approved by:

Name \_\_\_\_\_ Signature: \_\_\_\_\_