



CITY OF AZUSA
RECREATION AND FAMILY SERVICES DEPARTMENT

WOMAN'S CLUB

APPLICATION FOR USE OF FACILITIES

Non-profit Organization
Number _____

Application is hereby made for the use of the Azusa Woman's Club:

Date of use: _____ Hours: (From) _____ a.m./p.m. (To) _____ a.m/p.m

Name of Organization or Group: _____ Will there be alcohol present during your event? _____

Purpose for which facility is to be used: _____

Number in group? _____ (250 Capacity) Will funds be solicited? _____ Admission charged? _____

(If "Yes" to either of the above questions, indicate why funds are being raised.)

Alcoholic Beverages: _____ will be sold _____ will be served _____ will not be part of the event

Facilities/Equipment required: _____ Auditorium _____ Dining Room _____ Kitchen _____ Tables
_____ Chairs _____ Public Address System _____ Speaker's Podium _____ BBQ Other _____

We, the undersigned, hereby agree to abide by and enforce all rules and regulations pertaining to use of recreational facilities established by the City of Azusa and the Azusa Parks and Recreation Commission. General Rules and Regulations are printed on the reverse side of this application. All parties involved in the use of any City of Azusa's recreation facilities agree to hold harmless said City of Azusa from any and all claims of liability resulting from use of such facilities:

Signed: _____ Date: _____ Time: _____ a.m./p.m.

(Official or authorized representative of group)

Printed name: _____ Email Address: _____

Address: _____ Home Phone: ()

City & Zip Code: _____ Cell Phone: ()

ACTION BY DIRECTOR OF RECREATION AND FAMILY SERVICES DEPARTMENT:

Approved: _____ Fee: _____

Special conditions: _____

Denied: _____ Reason for denial: _____

Date: _____ Signed: _____

Director of Recreation & Family Services Department

GENERAL RULES AND REGULATIONS AND FEES

These rules apply to all individuals, groups, and organizations using **Azusa Woman's Club**:

1. Application for non-profit groups must be submitted no more than 3 months prior to date of use.
2. The \$350 Non-refundable Rental Deposit will be due within one week of the approval of your application.
3. The balance of fees is due 4 weeks before your date of use. Cancellations must be made in writing 30 days before scheduled event. If cancellation is made less than 30 days prior to date of use, you will forfeit all funds paid toward your rental.
4. The \$500 Refundable Damage Deposit will be refunded by mail in 4 – 6 weeks after your event.
5. Failure to vacate the premises by the specified time may result in forfeiture of part or all of your Refundable Damage Deposit. You are solely responsible for removing all your decorations at the end of the event, place all trash in the outside trash receptacle and leave the kitchen clean.
6. Applications for usage, which involves the possibility of damage to City property, may be denied. In any event, the person or persons signing the application shall be liable for damages resulting from such use.
7. The City will set up the tables and chairs. There are thirty 60" round tables and 250 chairs. A few 6' and 8' rectangular tables are available. You must provide a diagram of where you want the tables and chairs, we will provide the diagram form for you to complete.
8. Smoking is not permitted on the premises; neither shall profane language, gambling, quarreling or fighting be permitted. Smokers must adjourn to the patio or other outside area.
9. If the use of the kitchen is involved, the kitchen must be left clean and ready for use the next day. Failure to comply will result in Refundable Damage Deposit not being returned. You must provide your own coffee servers and all cooking and serving ware.
10. Rental hours are limited to 8:00 a.m. – 10:00 p.m. Sunday thru Thursday and 8:00 a.m. – midnight on Friday and Saturday. Rental time includes clean up. Events are expected to end no later than 45 minutes prior to time building is to be vacated. All persons shall be expected to vacate the facility no later than ending time indicated on the application.
11. You are solely responsible and answerable for any accidents or injuries to person or property. If damages or unruly behavior of your group occur, you may be denied further use of the facility as well as be expected to pay for damages. If your party becomes unsafe or unruly, our city building attendant reserves the right to ask you to leave the facility immediately, with the assistance of security guards or police if necessary.
12. The city building attendant is responsible for the facility and may request police assistance at any time to prevent abuse of privileges and to enforce facility rules and regulations.
13. Animals are not permitted in the building.
14. Parking in lot must be in marked stalls.
15. Barbecuing is permitted only with advance approval. BBQs are available for use on the patio (no additional fee). BBQs must be thoroughly cleaned before vacating the building.
16. Candles may be used as decoration or centerpieces only with permit from the Fire Department.
17. Security guards may be required at your party and the guards must be from one of the security companies from the City of Azusa's list of Security Companies. A copy of the contract is to be provided with the final payment for your event.
18. Insurance is required to rent the Azusa Woman's Club. You will receive an email from jretana@ci.azusa.ca.us with instructions on obtaining a quote and making insurance payment. A certificate of insurance is to be provided with the final payment of your event.
19. Bar tending service through Bashful Butler at 626-445-5656 is required when alcohol is present at your event. A copy of the contract for bar service is to be provided with the final payment of your event.

Woman's Club	
Weekday Meetings	\$250
Friday Evenings	\$300
Saturday Anytime	\$800
Sunday Anytime	\$400
Patio Wedding	\$300
Additional Time – Over 5 hours	\$250 per hour
Teen Party – Anytime* (except Saturdays - \$800)	\$700

Non-Profit Organizations		Office Use
Building Rental per hour	\$50	
Kitchen - flat fee	\$75	
Staffing per hour	\$15	
Refundable Damage Deposit	\$500	
Cleaning Fee	\$100	
Decorating per hour	\$15	

*A Teen Party requires two security guards from a security company on the City of Azusa Security Company list.

*A "Teen Party" is an event where the guest of honor is between the ages of 13 and 19.

*Certificate of Insurance is required from The City of Azusa approved insurance company with Final Payment.

*You will receive an email from jretana@ci.azusa.ca.us with instructions on how to obtain your insurance quote and make payment.