

Facility Use & Rental Application
City of Glendora | Recreation & Human Services Department
410 East Dalton Ave. | 626.914.8228 | CityOfGlendora.gov

Check Desired Facility:

AMERICAN LEGION BUILDING

Main Hall _____
Patio Room _____

BIG DALTON CAMPGROUND

Campground _____
Fire Ring _____

BIG TREE PARK

Gazebo _____

EQUESTRIAN CENTER

Riding Ring _____

PARK SPECIAL EVENT

Location: _____

LA FETRA CENTER

Oak/Elm _____
Sage Room - Full _____
Sage Room - Half _____

ROTARY SCOUT HUT

North Side _____
South Side _____

TEEN CENTER

Route 66 Room _____
Foothill Room _____
Gymnasium _____
Game Room _____

EVENT DETAILS

NAME OF APPLICANT: _____ EVENT TYPE: _____
DATE OF EVENT: _____ START TIME: _____ am/pm END TIME: _____ am/pm
SET-UP TIME: _____ TO _____ ESTIMATED ATTENDANCE: _____
CLEAN UP TIME: _____ TO _____

CONTACT INFO

CELL: _____ EMAIL: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
Are you charging admission? Yes _____ No _____ If yes, please specify amount: _____
What will proceeds be used for? _____
Will alcoholic beverages be served? Yes _____ No _____ If yes, will they be sold? Yes _____ No _____
(PLEASE NOTE: Alcohol is only permitted at the American Legion Building, Crowther Teen & Family Center and La Fetra Center)
How did you hear about us? _____

FOR DEPARTMENT USE ONLY

☐ **PAID IN FULL** ☐ **INSURANCE**
☐ **LAYOUT COMPLETE** ☐ **FIRE PERMIT**

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WAIVER & GENERAL RELEASE – ACCESS TO & USE OF CITY FACILITIES

In consideration of receiving a limited and permissive right to enter CITY OF GLENDORA properties, it is agreed that the undersigned hereby release the CITY OF GLENDORA, its agents, officers, directors, attorneys, and employees (collectively referred to hereinafter as “City”) to the greatest extent provided for under law for the following matters that arise in any way out of the activities specified herein:

- Any and all claims for personal injury or death to the undersigned, whether or not caused in whole or in part by the negligence or other acts or omissions of City, except for City’s active negligence, and regardless of whether such injury is caused in whole or in part by the undersigned, whether alone or together with or in association with others.
- Any and all claims for any real or personal property damage, whether or not the property is owned by or in the custody or possession of the undersigned, and whether or not caused by City or others, except for City’s active negligence, and regardless of whether the damage is caused in whole or in part by the undersigned.
- Any and all claims for any damage, injury, loss, expense or liability incurred or arising from any act or omission of the City, any individual, company or agency in relation to transportation services to or from City facilities.
- Any and all claims for any damage, injury, loss, accident, delay, irregularity, indebtedness, expense or liability incurred or arising from weather, illness, or federal, state, county or City rule, regulation or restriction.

It is further agreed that the undersigned will, to the greatest extent authorized under law, indemnify, defend, hold harmless and release the City from any and all claims, demands, actions, and damages, including but not limited to attorneys’ fees and reasonable costs, brought against the City for any injury arising out of or caused by the undersigned’s negligence or any acts, omissions or conduct of the undersigned in relation to and arising out of the activities specified in this Waiver and General Release.

It is further agreed that the undersigned understands, consents, and agrees to the terms and conditions set forth above, and that his/her consent and agreement to this Waiver and General Release is a condition precedent to the City’s grant of a limited and permissive right of entry and usage.

THE UNDERSIGNED HAVE READ THE FOREGOING AGREEMENT, RENTAL PACKET AND FULLY UNDERSTAND:

Printed Name:

Date

Signature

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☐ **APPROVED**

☐ **DENIED**

SIGNATURE OF APPROVING OFFICIAL

Revised 03/05/2025

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FACILITY RULES AND REGULATIONS

1. INSURANCE

The Facility user must provide the City of Glendora with a Certificate of Insurance for general liability issued in the amount no less than \$1,000,000 for bodily injury and property damage, naming the City of Glendora as additional insured and **MUST** specify the following language: "The City of Glendora, its officials, agents, employees, and volunteers are added as an additional insured". Insurance coverage procured shall be endorsed to waive subrogation against the City or shall specifically allow consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Incorrect Certificates will not be accepted. Such Certificate of Insurance can be obtained from [EventInsure.com](https://www.eventinsure.com). **Certificates of Insurance and all endorsements MUST be turned in (30) thirty days prior to the scheduled event. If certificate is not received, reservation is subject to cancellation. Incorrect certificates will not be accepted. NO EXCEPTIONS!**

The facility user shall indemnify and hold the City of Glendora, and its employees and agents and the property of the City of Glendora, free and harmless from any and all liability, claims, loss, damages, or expenses, including attorney fees and costs, arising by reason of death or injury of any person, including any person who is an employee, agent or individual participating in the event of/with applicant, or by reason of damage to or destruction of any property, including property owned by City of Glendora or any person who is an employee or agent of applicant, caused by (1) any cause whatsoever while that person or property is in or on the City of Glendora property or in any way connected with the City of Glendora property or with any improvements or personal property on the City of Glendora property; (2) some condition of the City of Glendora property of some building or improvement on the City of Glendora property; (3) some negligent act or omission on the City of Glendora property or any person in, on, or about the City of Glendora property with the permission and consent of City of Glendora or applicant; or (4) any matter connected with applicant's occupation and use of the City of Glendora property.

Initials: Applicant _____ City Official _____

2. ALCOHOL

The serving of alcoholic beverages is allowed only in the American Legion Building, La Fetra Center, and Crowther Teen & Family Center and must be authorized by the Director of the Recreation & Human Services Department or designee, and in accordance with the following conditions:

- a. If alcohol will be sold at the event, a one-day alcoholic beverage use permit must be obtained through the State of California Alcohol Beverage Control (A.B.C.) Board, 222 E. Huntington Dr, Monrovia, CA 91016 or by phone at (626) 256-3241. An individual may obtain a permit through an authorized caterer. Non-profit, tax-exempt groups may apply for a one-day permit directly through A.B.C. Only a person possessing a current, valid license from A.B.C. may sell alcohol. It is the responsibility of the renter to ensure this license is displayed at the rental site during the entire event.

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- b. If alcohol is to be sold the applicant must obtain insurance covering liquor liability. Information on how to purchase insurance can be found in section one (1) of this application.
- c. No Alcoholic beverages are allowed in any City parks. (GMC 9.20.060)
- d. If the application is approved, the applicant must abide by all the requirements of A.B.C. and the City of Glendora.
- e. All consumption of alcoholic beverages in a designated City facility must cease one hour prior to the event ending. Alcohol must be consumed only in the portion of the American Legion Building that is rented.
- f. No alcoholic beverages may be brought in by individual guests.
- g. Persons under 21 years of age may not serve alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with State law and regulations of the A.B.C. Violators are subject to criminal prosecution and reported violators will be denied approval of subsequent requests for facility use.
- h. The responsibility for obtaining all permits will be the duty of the applicant.

Initials: Applicant _____ City Official _____

3. SMOKING

Smoking tobacco, or any other substance, is prohibited in all public facilities. Staff will call the Police Department should there be continuation of smoking after a verbal warning. Lack of compliance will result in renters losing their right to rent the facility in the future, and the facility event will, at that time, be shut down. Smoking is permitted outside at least twenty (20) feet away from the building per California law.

Initials: Applicant _____ City Official _____

4. HOURS OF OPERATION

- a. All activities must cease at by 11:00pm for the American Legion Building, La Fetra Center and the Crowther Teen and Family Center. Premises must be vacated by 12:00am midnight (including cleanup time). An additional fee will incur of \$50/hr, which will be deducted from the facility deposit, for staff time for any time spent after scheduled end/12:00am, midnight.
- b. The Rotary Scout Hut will be available for scout meetings Monday through Friday only. All meetings must end, and the building vacated, by 9:00pm. An additional fee will incur of \$50/hr, which will be deducted from the facility deposit, for staff time for any time spent after scheduled end time, 9:00pm. Rules are subject to change without notice.

Initials: Applicant _____ City Official _____

5. REGULATIONS

- a. Applicant is responsible for keeping all guests/participants in rented area. Guests/Participants are not allowed in non-rented areas. Alcohol must remain in designated areas (**American Legion Building, La Fetra Center, and Teen Center Only**).
- b. Gambling, use of profane language, loud boisterous talking or improper conduct will not be tolerated.
- c. Staff are not responsible for any activities or behaviors of children that occur during the event.

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- d. The City of Glendora is not responsible for any lost or stolen items.
- e. No equipment or furnishings shall be moved/removed from the premises without permission from the Director of Recreation & Human Services Department.
- f. The City of Glendora reserves the right of full access to all activities at any time to ensure all rules, regulations, and City/State laws are being observed.
- g. The facility **MUST** be left in a clean and orderly condition. Staff will inspect the building at the end of your event. Any damage must be reported to the staff person on duty immediately. Renters of any Picnic/Shade Structure must remove any decorations and/or tape used. **Absolutely no duct tape is permitted.**
- h. The user must obey instructions of the City rental attendant on duty.
- i. The applicant is responsible for reimbursing the City for damaged or missing items. In order to recover costs, the City of Glendora will pursue all collections and legal remedies at its disposal to recover costs for damaged or missing items. This includes deducting fees for damaged or missing goods from the facility deposit.
- j. Applicant must sign the "Harmless and Indemnification Agreement" and assume all liability for damage to, or theft of, City property.
- k. Any accident occurring in a City facility, which causes injury to any individual, must be reported to the person on duty immediately.
- l. All City ordinances must be observed.

Initials: Applicant _____ City Official _____

6. BIG DALTON USE

- a. The restrooms and campground area must be kept clean at all times. Before leaving, all trash must be placed in the bear proof trash can that are provided in the campground area. Do not burn trash. Groups failing to secure their trash will lose future use of this facility.
- b. No open fires are permitted unless in the fire ring with a valid fire permit.
- c. If using the fire ring, you must obtain a fire permit from the Los Angeles County Fire Department Station located at 520 Amelia Ave. Glendora, CA 91741. This is the fire station that governs the Big Dalton area and is the only station who will issue a fire permit for this area. You must also bring your own shovel and hose. We will provide a quick coupler to hook your hose up to, to put out the fire in the fire pit.
- d. Cooking is permitted in the campground area only with the following limitations:
 - i. Portable charcoal braziers or portable cooking units may be used.
 - ii. You may bring your own BBQ as long as it is placed in the picnic area away from the mountain side and any brush.
 - iii. Do not burn if windy conditions exist.
 - iv. Never leave fire unattended.
 - v. All live coals must be extinguished before leaving.
- e. Parking is limited to 20-25 vehicles.
- f. All users must observe and obey all posted signs.

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- g. The Recreation & Human Services Department is open Monday through Friday, 8:00am to 5:00pm. Payment of deposit, fees, etc. must be made on or before the last working day prior to your activity. Keys will be issued the last working day before use and must be returned the first working day after use.
- h. Authorized youth groups camping overnight must be supervised at a minimum ratio of 1:10, one adult for every ten youth.
- i. In case of fire or emergency, call 911.
- j. Persons in charge of organized groups must have an attendance roster with them at all times so that an immediate check can be made in time of an emergency.
- k. The gate is closed and locked at dusk. Each time someone from your party enters or leaves the premises, they must close and lock the gate behind them.

Initials: Applicant _____ City Official _____

7. RESERVATION

- a. Residency confirmation will be due at the time of application. Staff will require 2 forms of address verification. Examples include, but are not limited to, Drivers License/Identification Card, utility bill, rental agreement/mortgage paperwork. The person booking the reservation must be present at the time of reservation and must be the one listed on the verification paperwork.
- b. Applications shall be issued only to responsible adults, 18 years and older, who must be in attendance at the function for which application is being made. If application is made for alcohol use, the individual must be over 21 years of age.
- c. All reservations will be taken on a first-come, first-serve basis.
- d. Reservations may be made at:
 - Big Tree and Big Dalton: 116 E Foothill Blvd
 - La Fetra Center: 333 E Foothill Blvd
 - Crowther Teen & Family Center: 241 W Dawson Ave
 - American Legion Building: 159 N Cullen Ave
- e. Fees may be paid by cash, Visa/Master Card, money order, or check (made payable to the City of Glendora). The person renting the facility must pay all fees. Programs and fees are subject to change without notice. There will be a \$35 charge on all returned checks; cash or money order will only be accepted thereafter.

SPECIAL NOTE: If the Recreation & Human Services Department representative has not opened the facility by the requested time for the American Legion Building or Teen Center, please contact the Recreation Superintendent Annie Warner at (626) 255-2445. For the La Fetra Center, please contact Human Services Superintendent, Debbie Lopez at (626) 733-6137. The facility will not be opened prior to the specified rental time.

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8. FEES AND PERMITS

- a. All applications for use of City facilities shall be processed by the Glendora Recreation & Human Services Department, subject to the availability of facilities.
- b. Reservations to use City facilities are not in effect until a deposit has been submitted.
- c. Dates may be reserved up to (12) twelve months in advance.
- d. Balance of all fees **must** be paid (60) sixty days prior to scheduled event. If fees are not paid, reservation is subject to cancellation.

Initials: Applicant _____ City Official _____

9. CANCELLATION

Cancellation of reservations must be made (60) sixty days or more prior to the scheduled event to receive a refund, minus a \$100 cancellation fee. If cancellation is made less than (60) sixty days prior to the event, the full amount of the facility deposit shall be forfeited. All reservations made less than sixty (60) days in advance are subject to the cancellation fees herein.

Initials: Applicant _____ City Official _____

10. REFUNDS

- a. The facility deposit will be held until after the scheduled event. If the facility is left in proper condition, the facility deposit will be refunded in full; however, if anything in the building is left damaged or broken, the entire facility deposit, or a portion thereof, will be forfeited to the City.
- b. The facility deposit will be returned to the address on the application.
- c. Requests for refunds must be done between normal business hours. If the facility is outdoors and there is an event of rain, the applicant must notify the Recreation & Human Services Department on the next business day or money is forfeited.

Initials: Applicant _____ City Official _____

11. KITCHEN

- a. All groups/persons using the kitchen facility must leave the kitchen clean and orderly after use.
- b. Groups/persons using the kitchen must furnish their own dishes, silverware, cooking utensils, towels, and soap.
- c. The City reserves the right to remove a caterer from future use of the facility if they do not clean the kitchen in accordance with county health codes and the standards established by the City.

Initials: Applicant _____ City Official _____

12. DECORATIONS

- a. No hooks, nails, tacks, candles, or other materials considered harmful or defacing to the building walls, floors, and ceilings will be permitted. No fog machine, bounce houses, petting zoos, birdseed, confetti, rice, etc., may be used in or adjacent to the city facilities or parking facility.
- b. If additional equipment is desired, it can be brought in at the renter's expense during the time the applicant has rented the facility; however, all equipment brought in must be removed from the premises during the allotted time the building is rented to the applicant. If the equipment is not removed during the time the facility is rented, the facility deposit will be forfeited to the City.

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- c. Any equipment to be brought into the facility must have prior approval of the Recreation & Human Services Department staff.
- d. The City will not be held responsible for any decorations/items left behind. If decorations/items are left behind the City has the right to throw them away.

Initials: Applicant _____ City Official _____

13. STAFF (*American Legion Building, La Fetra Center and Teen Center Only*)

- a. City policy requires there to be one Recreation & Human Services Department staff persons present per every 75 guests at all times. If alcohol is present, City requires two staff persons regardless of guest count.
- b. Staff's primary responsibility is to maintain the security and integrity of the building.
- c. Other responsibilities of the staff include: setting up/taking down tables and chairs, emptying trash, refilling restroom necessities, and temperature control.
- d. Staff is not responsible for: serving, decorating, childcare, or any other duties related to rental party responsibilities.

Initials: Applicant _____ City Official _____

14. DESIGNATED RESPONSIBLE PERSON

The person who fills out the application is the only one that can make decisions regarding the facility and rental party, and must be present and available before, during, and after the event. If applicant is not present, the facility deposit will be forfeited.

Initials: Applicant _____ City Official _____

**I have fully read and understand all of the facility rules and regulations for the facilities. I also understand that any rules broken by me or any other persons at the event that I am hosting, may result in event cancellation and forfeiture of all fees paid.

Signature of Applicant: _____ **Date:** _____

Signature of City Official: _____ **Date:** _____