



PERFORMING ARTS PAVILION USE

Policies and Procedures

The following policies and procedures apply to all non-city sponsored uses of the Performing Arts Pavilion:

POLICIES

1. Order of priority for reserved use:

- I. **City Sponsored Uses:** Uses in which the City is the primary sponsor or a co-sponsor.
- II. **Local Public/Non-Profit Organization Use:** Uses by resident youth/school district organizations (AYSO, Little League, PTA, etc.); resident service clubs and organizations constituted primarily for the promotion of civic improvements (Kiwanis Club, Rotary Club, Chamber of Commerce, etc.); resident organizations constituted to promote public adult recreation, education or welfare activities (TOPS, Senior Citizen Club, Parents Without Partners, etc.); all resident booster groups of youth recreation or education.

These groups must show that at least 75% of the participants are Temple City residents, the organization is based in Temple City, the organization must be considered non-profit and should have a non-profit number issued by the State of California.

- III. **Resident Private Use:** Uses by residents and residential organizations which are not open to the general public. Proof of Temple City residency in the form of a current utility bill is required at the time of application. Person filing application must live in the City of Temple City to be considered a resident. This person will be responsible for rental and must be present at the event and stay for the duration of the rental. Residents may not rent the facility for non-resident functions or uses.
- IV. **Business/Commercial Use:** Uses by professional groups or businesses. This includes all companies, organizations or individuals wishing to sell merchandise or offering services for a fee (photography studios, company picnics, etc.)

2. **Reserved use of the Performing Arts Pavilion will be allowed for the following uses:**

- a. wedding ceremonies
- b. theatrical, musical or artistic performances by local school or church groups
- c. photography for private use (commercial filming or photography covered under TCMC Article V, Chapter 2, Part II)

Requests for other uses must be submitted to the Parks and Recreation Commission at least 45 days in advance for consideration.

3. Alcohol use is not permitted on City property.
4. Amplified music, D.J. or any excessive noise generating activity shall be permitted until 9:00 p.m., event shall be over by 10:00 p.m.
5. All events must be scheduled with minimal impact to the general public and to patrons of the library.
6. City of Temple City reserves the right of full access to all activities at any time during their use to see that rules, regulations and city ordinances are not violated.
7. The City of Temple City reserves the right to cancel any reservations. When cancellations are necessary, the department will endeavor to give the groups a ten (10) day notice.

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8. City ordinances regulating conduct in public parks must be complied with.
9. Applicant assumes all liability for injuries to persons or property as a result of use and agrees to indemnify and hold the City of Temple City free and harmless from all liability imposed by law for injury to people or damage to property.
10. Parking shall be authorized in marked areas in adjacent parking lots and on street parking as posted. No cars, motorbikes or other vehicles shall be permitted on the park at any time. NO EXCEPTIONS.
11. Loudspeakers and/or amplified sound equipment must be reasonably used and be compatible with the residential neighborhood. Request from city staff to reduce volume must be honored. Failure to reduce the volume of noise or sound which city staff determines to be offensive will necessitate electrical power being turned off.
12. No decorations may be attached to trees or any other permanent fixture, including the pavilion. All decorations must be approved in advance by the Parks and Recreation Director, or a designated staff person.
13. Canopies, tents and shade structures are not allowed.
14. Attendance for each use shall be limited to a maximum of 150.
15. The Performing Arts Pavilion shall be available for reserved use between 9 a.m. and 9 p.m. daily. No use will be permitted on City holidays.

PROCEDURES

1. All groups requesting use of the Performing Arts Pavilion shall file a completed application with the Parks & Recreation Department at least 15 working days in advance. Requests requiring approval by the Parks and Recreation Commission must be received at least 45 days in advance.
2. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of application with full payment, subject to availability.
3. Reservations will only be issued to persons who are at least 18 years of age. This person must be in attendance for the function.
4. The Performing Arts Pavilion is reserved in one-hour increments only with a minimal rental time of two hours and a maximum rental time of four hours. Reservation times must include set up and clean up.
5. Reservations will be accepted up to one year in advance.
6. No telephone reservations will be accepted.
7. All applicants requesting use of the Performing Arts Pavilion must submit a Certificate of Insurance in the amount of \$1,000,000 per occurrence of bodily injury, personal injury and property damage prior to use of facility. Insurance carrier must be a California admitted carrier.
8. Reservations to use the Performing Arts Pavilion are not in effect until full payment and all paperwork, including insurance, has been received by the Parks & Recreation Department.

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9. The City requires staff at all Performing Arts Pavilion rentals. Staff charges may be added to the rental fee depending on date and time requested and requested use.
10. When an event is cancelled by the applicant, the applicant may select another available date. If a satisfactory date cannot be arranged and the request for cancellation is received no later than fourteen (14) calendar days prior to the scheduled event, a refund of the permit fees may be obtained upon written request to the Parks & Recreation Director.
11. The group must appear within sixty (60) minutes after the time specified on the application or permit will be cancelled and all fees forfeited.
12. There shall be no admission charge, no tickets sold and no collections or donations solicited except by advance permission from the Parks & Recreation Director or a designated staff person.
13. Deposits will be required to cover possible loss or damage to the Performing Arts Pavilion and surrounding area. Failure to leave all facilities and areas of the park intact and in a clean and orderly condition shall result in denial of further use and loss of deposit.
14. Applicants will be charged for extra law enforcement and maintenance response if needed as a result of the requested use.
15. Any permit which has been denied by the Parks & Recreation Department can be appealed in writing to the Parks and Recreation Commission, which shall consider the appeal at their next regularly scheduled commission meeting.



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Fees and Deposits

In order to reserve the Performing Arts Pavilion, all fees and deposits must be paid at the time of application. All fees must be paid with cash or cashiers check prior to 15 working days before scheduled event/reservation. Absolutely no personal checks will be taken within two weeks of a scheduled reservation.

RESERVATION FEES

\$40.00 per hour

Two-hour minimum must include set-up and tear-down time in reservation. The two-hour minimum will be waived for reserved use of the Pavilion for photo shoots.

DEPOSITS

\$300 security deposit will be required for all events and activities. All or part of the security deposit will be refunded based upon staff inspection of the facility. If the facility is left in a clean condition with no damage to the Pavilion or surrounding areas, the deposit will be refunded in full. If the facility is left untidy or damaged the entire deposit, or a portion thereof, will be forfeited to the City.