



**City of Huntington Beach**  
**Community Services Department**  
2000 Main Street, Huntington Beach, CA 92648-2702  
(714) 536-5486

**Policies Governing Use of Facility**

Thank you for utilizing a Community Services facility.

- INITIAL HERE:** A city staff person will be on the premises to admit you, or your representative, (excluding caterers) at the time specified on your application, staff will only wait (15) fifteen minutes. If you are not available at the specified time, an additional \$10.00 will be charged to have the staff return to open the facility. The staff will return to lock up at the time you indicated on your application. It is your responsibility to see that the facility is supervised until he arrives.

NOTE: Notify the appropriate facility or the Community Services Department of any change in the use of the facility, especially canceled dates. Any requests to change times, dates, or to cancel a reservation must be made in person no later than seven (7) days prior to event and will incur a \$10.00 charge. IF A CANCELLATION IS MADE LESS THAN SEVEN (7) DAYS PRIOR TO EVENT, FEES WILL NOT BE REFUNDED. The \$5.00 alcohol filing fee will not be refunded at any time. If other expenses occur, not covered herein, additional charges will be made accordingly.

**REGULATIONS:**

- Groups requiring time for decorating (do not use staples or tape on the walls or windows) or other preparation must include the time on the original application. Facility must be cleaned and vacated at the time indicated on your application.
- Building curfew: Sunday –Thursday 10:00 p.m., Friday and Saturday 12:00 midnight.
- Kitchen is to be used for catered meals and light refreshments. All food must be removed from kitchen upon conclusion of event.
- Patron is responsible for clean-up, including mopping the floor. If the facility is not cleaned by the time specified, you will be charged for at least one hour or forfeit your cleaning deposit.
- Rented tables and chairs must be removed at the end of the event.
- Provided tables/chairs must remain inside the facility.
- Permits will only be issued to persons 21 years of age and over. The person signing the application must be present at the event.
- An adult chaperone (21 years) is required for every 25 children at youth events.
- The facility must be cleaned and left in good condition prior to closing time to qualify for a full refund of the cleaning/ security deposit. Unless you have paid the nonrefundable setup charge, take down all chairs and tables. Allow 4-6 weeks for refund(s).
- Smoking is not allowed in the facility.

The provisions of Municipal Code Chapter 13.48, 9.22 and 13.52 must be adhered to in the use of public facilities. It is unlawful for any person to do or commit, or for any person to cause or permit to be done or committed on or within the premises of any public building within the city, any of the following:

- a. Disfiguration and Removal: Willfully mark, deface, disfigure, injure, tamper with, or displace or remove any building, bridges, tables, benches, fireplaces, railings, paving or paving material, waterlines or other public utilities or parts or appurtenances thereof, signs, notices or placards whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal;
- b. Restrooms and Washrooms: Fail to cooperate in maintaining restrooms and washrooms in a neat and sanitary condition. No person over the age of five years shall use the restrooms and washrooms designated for the opposite sex;
- c. Sanitation: Have brought in or shall dump deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse, or other trash;
- d. Vending and Peddling: Expose or offer for sale any article or thing, nor shall he station or place any stand, cart or vehicle for the transportation, sale or display or any such article or thing;
- e. Advertising: Announce, advertise or call the public attention in any way to any article for sale or hire

- INITIAL HERE:** Any person or group causing property or equipment damage will be required to pay for same replacement (based on current cost of repair or replacement).

**POLYSTYRENE (STYROFOAM) POLICY:**

All rental agreements for usage of any City-owned property or facility shall require that contracting parties assume responsibility for preventing the utilization and/or distribution of expandable polystyrene products by any attendee or vendor at the associated function. The rental agreement shall indicate that the violating contractor's security deposit will be forfeited if the Community Services Director, or his/her designee, determines that such products were utilized in violation of the rental agreement. Resoultion 2005-1; Section 2; January 3, 2005: Excerpt

**INITIAL HERE:** Per the above mentioned resolution, polystyrene (commonly referred to by the trade name "Styrofoam") will be prohibited from use within any City facility. **If said product is found during your event, your deposit will be forfeited in full.** This also applies to use of contracted vendors including, but not limited to; caterers, entertainment, and rental equipment.

**MUSIC/AMPLIFIED SOUND:**

- The provisions of Municipal Code Chapter 13.48.080 must be adhered to in the use of public buildings.
- No person shall maliciously or willfully disturb the peace or quiet of a park or of any person therein, by loud or unusual noises, or by indulging in riotous, boisterous, threatening, indecent or offensive conduct, or by using abusive, profane, indecent or vulgar language. No person shall, within any park, disturb in any manner any picnic, meeting, services, concert, exercise or exhibition. No person shall play or utilize any sound-amplifying system within or upon any park or facility not set aside for such purpose by the City Council or the Director of Community Services.
- Any person violating any provision of this chapter shall, upon conviction thereof, be guilty of a MISDEMEANOR and subject to a fine of not more than five hundred dollars (\$500) or to be imprisoned in the City or County jail for a period not to exceed three (3) months, or both such fine and imprisonment.

**INITIAL HERE:** Live Bands and/or Amplified sound is not permitted. DJ's are not permitted outdoors. If music and/or sound can be heard outside the perimeter of your group, this is an indication that music and/or sound are too loud and must be turned down. Please be considerate of surrounding homes, businesses, and park patrons. **Violations of the above-mentioned rules will result in the forfeiture of your rental deposit.** Event must conclude and music must be turned off no less than one-hour prior to end of reservation time.

**SERVING OF ALCOHOL:**

**INITIAL HERE:** If you **will not be serving alcohol** at your event. **If alcohol is found in or around the facility, you will automatically lose your deposit, the police will be called, and your event will be shut down.**

**INITIAL HERE:** If you will serve alcohol at your event. **Beer, Wine, and Champagne only.**

**GROUP PRIORITIES:**

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| 1. Community Services Sponsored Activities | 2. Community Services Co-Sponsored Activities            |
| 3. Local Civic and Nonprofit Organizations | 4. Huntington Beach residents (2 hour minimum)           |
| 5. Non-residents (2 hour minimum)          | 6. Commercial, Business, and for-profit (2 hour minimum) |

I \_\_\_\_\_ understand that violation of the above-mentioned rules may result in the forfeiture of my rental deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date