



# City of Huntington Beach

## Community & Library Services Department

### POLICIES GOVERNING USE OF FACILITY

#### Edison Community Center – Murdy Community Center

Thank you for utilizing a Community & Library Services facility. A city recreation worker will be on the premises during your event AT THE TIME SPECIFIED on your facility application. It is your responsibility to see that your event is adequately supervised and that all regulations are complied with. Notify the appropriate Community Center immediately of any change in use. Any change in the use of the facility must be approved by the Center Director at least one week prior to the event and is contingent upon that approval.

Thirty calendar days' notice and a \$10.00 fee are required to **cancel** a reservation or **change** a date or time. The \$10.00 fee is in addition to any hourly rates charged for extra rental time. If this is an alcohol event, the Alcohol Filing Fee and the insurance fee will **not** be refunded.

Please allow at least 60 minutes for setup and 60 minutes for cleanup. **EVENT MUST CONCLUDE AND MUSIC MUST BE TERMINATED ONE HOUR PRIOR TO DESIGNATED RESERVATION ENDING TIME.**

#### REGULATIONS:

- Permits will only be issued to persons 21 years of age and over. The person signing the application is responsible for the facility and must be present at all times for the duration of the event.
- An adult chaperone (21 years) will be required for every 25 minors at youth events. Chaperones must report to the office prior to the beginning of the rental, and must be in the building and visible during the event.
- Payment of all fees and deposits are required with the application. The facility must be cleaned and left in good condition in order to qualify for a full refund of the cleaning and/or security deposit. Failure to vacate the facility at the pre-designated time will result in an additional charge at double the appropriate rate. Everything must be accomplished prior to the closing time specified on your application. *Please allow 4-6 weeks for refund(s).*
- Any person or group causing property or equipment damage will be required to pay for same (based on current cost of repair or replacement).
- Groups requiring time for decorating or other preparation **must include** the time on the original application. Supplies may not be delivered prior to the beginning rental time on the approved application. Do not use staples or tape on the walls or windows.
- Building Curfew: Sunday-Thursday 10:00 p.m., Friday & Saturday 12:00 midnight. Under no circumstances may a group stay past the designated curfew times. **EVENT MUST CONCLUDE AND MUSIC MUST BE TERMINATED ONE HOUR PRIOR TO DESIGNATED RESERVATION ENDING TIME.**
- Patrons must have facility cleaned by the ending time specified on the application. ***If the facility is not cleaned by the time specified, you will be charged for at least one hour at double the hourly rate and/or forfeit your cleaning deposit.***
- Kitchen is to be used for catered meals and light refreshments. All food must be removed from kitchen upon conclusion of event.
- Rented tables, chairs and other equipment must be removed at the end of the event. All equipment must have prior approval of Supervisor. For safety reasons the use of fog machines and strobe lights is prohibited. **Any posted rules or regulations at the Community & Library Services Facility must be followed.**

***The use and/or distribution of expandable polystyrene (Styrofoam) products by any attendee, vendor, caterer, supplier, or any other person attending the permitted event are strictly prohibited by City Resolution No. 2005-1. Security deposit will be forfeited if it is determined that such products were utilized at this event.***

- **The provisions of all sections of Municipal Code Chapter 13.48 and 13.52 must be adhered to in the use of public buildings:**

**13.48.080 Boisterous conduct:** 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.

**13.52.020 Unlawful Acts.** 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 buildings, 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) **Alcoholic Beverages:** To consume any alcoholic beverages of any kind whatsoever except when attending a function operating under an alcohol permit issued in accordance with Chapter 9.84 of this code: **NOTE\*\* ALCOHOL MAY NOT BE SERVED OR PRESENT UNLESS THE PROPER PERMITS HAVE BEEN OBTAINED, UNIFORMED SECURITY GUARDS HAVE BEEN HIRED, AND PROPER FEES HAVE BEEN PAID IN FULL. IF ANY PERSON HAS POSSESSION OF AN ALCOHOLIC BEVERAGE AT A NON-ALCOHOL EVENT, THE ALCOHOL AND THE GUEST MUST BE REMOVED FROM THE PREMISES IMMEDIATELY (Refer to the alcohol use information sheet if you intend to serve alcohol.)**
- (e) **Vending and Peddling:** Expose or offer for sale any article or thing, nor station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing;
- (f) **Advertising:** Announce, advertise or call the public attention in any way to any article for sale or hire.

**13.52.030 Nuisance.** It shall be deemed a public nuisance for any person to do or commit, or cause to permit to be done or committed on or within the premises of any public building within the City of Huntington Beach, any act as described in the foregoing sections

***The police will be called for any disturbance and the event will be shut down immediately. This will also constitute a breach of contract and no refund will be issued.*** In addition, any person violating any provision of this chapter shall, upon conviction thereof, be guilty of a MISDEMEANOR and subject to a fine or to be imprisoned in the City or County jail, or both.

**Use of a Community & Library Services Facility is a privilege, not a right.**

*If you have any questions regarding rentals, please contact the appropriate Community Center:*

**Murdy Community Center  
(714) 960-8895**

**Edison Community Center  
(714) 960-8870**

**I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE REQUIREMENTS:**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_