



**BIOLA COMMUNITY SERVICES DISTRICT
APPLICATION AND PERMIT FOR COMMUNITY
CENTER USE**

Biola Community Center-Hall Rental

Rental Permit

We thank you for having your event in Biola and know that the occasion will be memorable. Our staff is dedicated to assisting you.

DATE OF RENTAL: _____

TYPE OF EVENT: _____

NUMBER OF GUESTS: _____

(Maximum persons allowed 300)

SECURITY FIRM: VANGUARD SECURITY RESPONSE TEAM (LICENSED)

USER RATES: See Addendum 1

TOTAL PERMIT FEE FOR CENTER USE: \$ _____

(Additional charge \$200.00 per hour after 12:00pm)

Use of Facilities are permitted from _____ a.m./p.m. to _____ a.m./p.m.
on (date) _____

Deposit Amount: _____ Paid Date _____

Balance Due: _____ Paid Date _____

(Authorized Signature)

Note: Your permit is not valid until the cleaning deposit has been paid and the Agreement with the Price Sheet has been completed.

RENTAL AGREEMENT

THIS AGREEMENT ENTERED INTO ON _____ day of _____, 2019 BETWEEN THE BIOLA COMMUNITY SERVICES DISTRICT (HEREINAFTER "BCSD") AND

(NAME OF PERSONS AND/OR ORGANIZATION) (HEREINAFTER "APPLICANT,") FOR THE PERMIT AND USE OF THE BIOLA COMMUNITY CENTER, 4925 N SEVENTH STREET, BIOLA, CALIFORNIA 93606.

The DEPOSIT is held as security for compliance with the Rules and Regulations of the BCSD Center as stated herein. Failure to abide and comply with said Rules and Regulations can result in forfeiture of your deposit, a claim against your insurance carrier, and further legal action.

- FULL PAYMENT: Full payment for the total fee for the Center use must be received by this office two weeks prior to scheduled event. If not paid in full, all amounts paid to date will be refunded by mail at the time.

ACCEPTANCE OF THIS AGREEMENT:

I, on behalf of the organization or myself, have read and understand the rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the conditions set forth in the permit. I understand that I am responsible for the actions and behavior of my guests, and I assume responsibility for any damages or extra fees that might be incurred due to my guests' actions or behavior. I further agree to hold harmless and indemnify the BCSD, its officials, officers, employees and agent for any liability, loss or damage due to personal injury, death or property damage caused by or resulting from activities permitted by this rental agreement, excepting that which is caused solely by the negligence, recklessness or willful misconduct of the City, its officials, officers, employees or agent. I have also read, reviewed, and agree to the rental conditions attached to this Agreement.

The BCSD reserves the right to revoke any permit and cancel any meeting or event at any time for any reason. If that occurs, any rental fee and/or deposit will be refunded.

BCSD: _____ Date: _____

Applicant: _____ Date: _____
Print Name

Address

Home Telephone: _____ Work Phone: _____

Driver's License No. _____

Copy of signed agreement and driver's license will be kept on file.

PERMIT RULES AND REGULATIONS

All federal, state, county and local ordinances must be obeyed or BCSD personal will close down your event. **You will be held responsible for the actions of your guests.**

1. **Rules of Decorum.** The Biola Community Services District Community Center belongs to the community of Biola and is supported by its citizens financially and through volunteers. The rules and regulations are necessary to preserve the integrity and structure of the Center. As such, there will be no loitering hallways, no weapons of any kind, no gang colors, and fighting. BCSD hall is a drug and smoke free zone.

2. **Safety and Security.**
 - a. **Alcohol.** No alcoholic beverages are to be served or consumed by any person under the age of 21 years. **Professional Security IS REQUIRED for events serving alcohol.** You must reserve and pay for security at your own expense. One security guard for every one hundred (100) guest is required. Please have your retrained security company mail or fax confirmation to BCSD 48 hours in advance of your event or your event will be cancelled. All Security personnel must check in with BCSD personnel upon arrival at the event.

 - b. Professional security may be required for events not serving alcohol. All events that require professional security shall be subject to rule 2(a) of this section.

 - c. No keys to the gate or Center will be given to applicants. BCSD personnel must unlock and lock the premises. BCSD personnel must be in attendance at your event. Both to oversee and to provide assistance. Parent and/ or guardian must accompany all children and minors. Children must be chaperoned at all times in the Center and in the parking lot and yard area. Do not leave any children unattended at any time.

 - d. No smoking is allowed in the Center, kitchen area, restrooms, hallway, or any other room located under roof.

 - e. Do not block the "Exit" doorways with tables, chairs, or people.

 - f. No open candles are allowed. Must be enclosed in a chimney with flame below the glass or may be floating.

 - g. Live music amps and equipment, or disc jockey equipment, must be plugged into several electrical outlets in order to prevent a power failure. Surge protectors are required.

 - h. No barbecues, clay ovens, or outside cooking is allowed without BCSD approval.

 - i. The BCSD is not responsible for anything left overnight of thereafter.

 - j. The BCSD is not responsible for items delivered or left by caterers or party rental company.

 - k. The BCSD reserves the right to count guests upon arrival in order to comply with the legal capacity requirement of the Center.

3. **Curfew.** Building and parking lot Curfew is 12:00 a.m. weekends and 10:00 p.m. weekdays. The premises (the areas in the fence) must be vacated no later than 12:00 a.m. weekends and 10:00 p.m. weekdays. You will be charged \$200.00 for any fraction of an hour the premise is occupied after curfew.

The price is not prorated. (Example: if you vacate at 1:01 am, you will be charged \$400.00 for two full hours of occupation).

4. **Noise.** No music or excessive noise allowed after 11:30 p.m.
5. **Event Arrangements.** BCSD personnel must be contacted, and arrangement must be made one week in advance regarding Center access prior to the time of your event. Every effort will be made to allow time to setup for your event during business hours.
6. **Rehearsal Charges.** Any practice or rehearsal after business hours will be charged at the rate of \$35.00 per hour, payable in advance. A minimum of one (1) hour and maximum of four (4) hours is allowed.
7. **Cancellation.** If you cancel your permit within 30 days of your event, your deposit fee, minus \$50.00, will be refunded. A full deposit refund will be returned if you cancel more than 30-day prior to your event.
8. **Miscellaneous.**
 - a. No glass bottles are allowed. All beverages must be in cans, plastic or paper cups.
 - b. Do not drag tables or chair across the floor.
 - c. No grease, oil, or food particles permitted in the sink drains. There is no garbage disposal.
 - d. All garbage must be placed in refuse bin located in the N/W corner of parking lot.
9. **Set up.**
 - a. Decorations may be put in the Hall room with scotch or masking tape only. Nails, thumbtacks, pushpins or staples not allowed on the walls or on the tables. All decorations must be flame retardant.
 - b. For insurance purposes, no rice, birdseed, glitter, confetti, soap bubbles, or foreign matter may be used inside or outside. **If they are used, your deposit is automatically forfeited.**
 - c. No BCSD tables or chairs are allowed outside of the Center building property without BCSD approval. If approved, tables and chairs will only be allowed in the "COURTYARD AREA".
 - d. All items brought into the BCSD Center must have prior approval of BCSD personnel.
10. **Full Rentals.** The Center will be unlocked at 8:00 a.m. the day following of your event for cleaning. You will have four (4) hours to clean the Center. The cleanup must be completed by 12:00 noon, at which time the Center shall be vacated and locked, or your deposit will be forfeited.
11. **Doors.**
 - a. The front entrance is to remain two doors. Do not remove the middle post or your deposit will be forfeited and your event called and closed down.
 - b. All doors must be closed if the air conditioner or heater is on. Additional charges may be imposed, and/or your deposit forfeited if you fail to heed this NOTICE.
12. **Conditions for return of refundable cleaning deposit.**
 - A. All decorations, paper, cans, trash, etc. must be removed from the center, Center's yard, and the surrounding streets where your guest parked for your

event.

_____ B. All garbage cans must be emptied and cleaned, including but not limited to, Kitchen and restrooms. The garbage bin is located in the parking area.

_____ C. All tables must be wiped clean and any tape from decorations must be Removed prior to your breaking down tables and restacking them in the Storage area.

_____ D. All chairs must be wiped clean and put back on the racks or stacked in the storage area.

_____ E. The stove top and ovens must be wiped clean inside and out.

_____ F. All counters and sink tops must be wipe clean.

_____ G. The refrigerator and freezer must be emptied and cleaned inside and out

_____ H. All spills, stains, writing, graffiti, and/ or other marking must be removed.

_____ I. Floors: All floors must be swept and then mopped clean. The brooms, mops, and Cleaners are located in the mop sink room in the kitchen area. The floors are to be mopped with cleaners provided by BCSD. Very Important: NO Bleach is allowed on the Hall floor. BCSD does not provide any linen, dish towels etc.

_____ J. Toilets, toilet walls, sinks mirrors, and restrooms, floors, must be scrubbed, mopped and wiped clean.

Upon inspection of the Center and surrounding premises by BCSD personnel following the cleaning, you will be notified within 24 hours of any charges against your deposit. The decision of BCSD personnel regarding charges against your deposit is final. Deposit refunds are authorized and paid by the Board of Directors following your event. Refunds usually take two (2) to three (3) weeks and will be mailed to you to the address on the application.

I (We) agree to assume responsibility for repair or replace of any damaged equipment or facilities occurring as a result of my use of the Biola Community Center. It is agreed that any rental deposit submitted may be forfeited and held by the BCSD as a deposit toward any repair or replacement of damages caused by any occupancy of BCSD facilities.

I have read and have agreed to the above conditions for use:

Signed by Applicant

Biola Community Center
4925 N Seventh Street
Corner of 7th and C Street
Biola, CA 93606

Telephone 559-843-2657
Fax Number 559-843-2274