



BIOLA COMMUNITY SERVICES DISTRICT APPLICATION AND PERMIT FOR COMMUNITY CENTER USE



THIS AGREEMENT ENTERED INTO ON (DATE) _____
BETWEEN THE BIOLA COMMUNITY SERVICES DISTRICT, HEREINAFTER CALLED "BCSD", AND

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

DATE OF RENTAL: _____
 TYPE OF EVENT: _____
 NUMBER OF GUESTS: _____
 (Maximum persons allowed 300)
 SECURITY FIRM: VANGUARD SECURITY RESPONSE TEAM(LICENSED)
 USER RATES:

CENTER HALL - \$850.00	\$	
(includes Administration Fee\$ 50.00)		
Security Rate 20.00 an hour # _____ GUARDS		
Guards _____ Hours _____ Total	\$	
*BCSD RESIDENT DEPOSIT - \$200.00	\$	
*NON-RESIDENT DEPOSIT - \$400.00	\$	

TOTAL FEE FOR CENTER USE:	\$	
Additional charge \$200.00 per hour after curfew	Hrs.	
	\$	

Deposit Paid Amount: _____ Date _____ Balance Due _____

- DEPOSIT: The day of your event will be guaranteed upon receipt of the requested DEPOSIT amount. 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:

In consideration for the right to use the Biola Community Services District Community Center, the applicant herein agrees to hold harmless and indemnify the Biola Community Services District, its officers, agents and employees, for any injury to persons or property arising out of, or in any way connected with, the Applicant's use of the District's premises.

In accepting the Agreement as stated herein the Applicant agrees to comply with the attached rules and regulations. The Applicant agrees to furnish proof of insurance as required by the District, for the protection of the public and the BCSD. The Applicant further agrees to leave the Community Center premises in neat and clean condition at the conclusion of the Applicant's use of the premises.

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.

Permit Granted: Biola Community Services District

By: _____ (Authorized Signature of BCSD) Date: _____

Applicant: _____
Print Name

Address

Home Telephone: _____ Work Phone: _____

Driver's License No. _____ Copy for File to Verify Residence.

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. We thank you for having your event in Biola and know that the occasion will be memorable.

Our staff is dedicated to assisting you.

PERMIT RULES AND REGULATIONS

All federal, state, county and local ordinances must be obeyed or BCSD personal will close down your event. Including, but not limited to: no loitering hallways, no drugs, no weapons of any kind, no gang colors, and fighting. **You will be held responsible for the actions of your guests.**

Professional licensed security personal must be in attendance at all events if alcohol is on the premises. If, in the judgment of BCSD your event must have security, you must comply. One security guard for every one hundred (100) guest is required. The BCSD is contracted with Vanguard Security Response team (Licensed) for all of the BCSD Rentals. No personal or other Security companies will be accepted. Vanguard Security Rates are \$20.00 an Hour.

1. Building and parking lot Curfew is 12:00 a.m. weekends and 11:00 p.m. weekdays.
The premises (the areas in the fence) must be vacated no later than 12:00 a.m. weekends and 11:00 p.m. weekdays.
2. You will be charged \$200.00 per hour after curfew.
3. No music or excessive noise allowed after 11:30 p.m. pursuant to the BCSD Ordinance.
4. 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.
5. Any practice or rehearsal after 5 p.m. 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.

6. No keys to the gate or Center will be given to applicants. BCSD personnel must unlock and lock the premises.
7. BCSD personnel must be in attendance at your event. Both to oversee and to provide assistance.
8. 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 30day prior to your event.
9. 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.
10. No bottles are allowed. All beverages must be in cans, plastic or paper cups. Alcohol is only allowed in the Community Building and Court Yard Area. No alcohol is allowed in the parking lot at any time.
- 11.
12. No smoking is allowed in the Center, kitchen area, restrooms, hallway, or any other room located under roof.
13. Do not block the "Exit" doorways with tables, chairs, of people.
14. No open candles are allowed. Must be enclosed in a chimney with flame below the glass or may be floating.
15. All items being brought into the BCSD Center must have prior approval of BCSD personnel.
16. No barbecues, clay ovens, or outside cooking is allowed without BCSD approval.
17. All garbage must be placed in outside refuse bin.
18. All doors must be closed if the air conditioner is or heater is on. Additional charges may be imposed, and/or your deposit forfeited if you fail to heed this NOTICE.
19. The BCSD reserves the to count guests upon arrival in order to comply with the legal capacity requirement of the Center.
20. Do not drag tables and chair across the floor.
21. 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"
22. 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.
23. Decorations may be put in the room with scotch or masking tape only. No nails, thumbtacks, pushpins or staples are not allowed on the walls or on the tables. All decorations must be flame retardant.
24. No grease, oil, or food particles permitted in the sink drains. There is no garbage disposal.

25. The Center will be unlocked at 8:00 a.m. the day following 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.
26. The BCSD will not be responsible for anything left overnight of thereafter.
27. The BCSD will not be responsible for items delivered or left by caterers or party rental company.
28. No alcoholic beverages are to be served or consumed by any person under the age of 21 years, according to proof.
29. Upon inspection of the Center and surrounding premises by BCSD personnel following the cleaning, you will be notified within 24 hours of any changes against your deposit.
30. The decision of BCSD personnel regarding charges against your deposit is final.
31. 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.
32. 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.
33. 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.
34. You are responsible for cleaning and scrubbing the following.
 - ___ 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 staked 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, writhing, 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. Very important: no bleach is allowed on the

hall floor. BCSD does not provide any lines, dish towels, ect.

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

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
Cell Number 840-5503