



CITY OF LAWNDALE

COMMUNITY SERVICES DEPARTMENT

14700 Burin Avenue, Lawndale CA 90260 - (310) 973-3270 - www.lawndalecity.org

FACILITY RESERVATION APPLICATION

INDOOR FACILITIES

APPLICANT INFORMATION (Please print using black or blue ink):

Name of organization or individual: _____

Contact name if organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime phone: _____ Alternate phone: _____

E-mail address: _____

Alternate contact name: _____ Phone: _____

EVENT INFORMATION:

Date requested: _____ Alternate Date: _____ Expected attendance: _____

Entry time (setup can begin): _____ Exit time (cleanup must be done): _____

Time guests will arrive: _____ Time guests will depart: _____

Guests must leave the Community Center Main Event Room 45 minutes before the exit time, 30 minutes for all other facilities.

Describe the event: _____

RESERVATION LOCATION: (check only one)

William Green Park Community Room

Lawndale Community Center: Meeting Room 1 Meeting Room 2 Full Meeting Room

Main Event Room A Main Event Room B Full Main Event Room

Will there be music? Yes No If yes, what type of music: Live Disc Jockey Recorded

For Main Event Room (Full or B) Reservations:

Amenities desired: Full Kitchen (*a professional caterer required*) Partial Kitchen Platform Stage (*Performances ONLY, No DJ's*)

Food service (check one): On-site food preparation Food preparation elsewhere Food will not be served

Will alcohol be served? Yes No (*If yes, ABC license is required and additional costs will apply.*)

FACILITY USE RULES: The following is a partial list of the City's facility use rules. For complete information, refer to Council Policy No. 78-04.

- Community Center facilities must be reserved for a minimum of three hours, including setup and cleanup time.
 - The Community Center Main Event Room platform stage may only be used for presentation or performances, no disc jockeys.
 - If alcohol will be served, security must be provided as required in Council Policy No. 78-04.
 - If the number of participants exceeds the expected attendance (above), the City can terminate the event immediately under certain circumstances.
 - Participants who damage the facility or act in a way that might cause harm to others will be required to leave.
- "I agree to and accept all conditions as stated in Council Policy 78-04, Facilities Use Rules and Regulations."**

Signature

Print Name

Date

I, _____ (FULL NAME), on behalf of

_____ (ORGANIZATION) understand that my use of the
_____ (hereinafter "City Facility") exposes me to the risk of
personal injury, death or property damage, as well as the risk of injury or damage to other people or
property. I hereby acknowledge that I am voluntarily requesting to use this City Facility and agree to
assume any such risks on behalf of myself and the Organization and any participants in said use.

I hereby release, discharge and agree not to sue City of Lawndale and its officers, agents, and/or
employees against any claim for any injury, death or damage to or loss of personal property arising out of,
or in connection with, my and the Organization's use of the City Facility from whatever cause, including
the active or passive negligence of City of Lawndale or any other participant in the use of the City
Facility, other than an injury or damage arising out of the sole negligence or willful misconduct of City,
its officers, agents, and/or employees.

In consideration of being permitted to use the City Facility, I hereby agree, for myself, my heirs
and assigns and the Organization that I/the Organization shall indemnify and hold harmless City of
Lawndale, its officers, agents, and /or employees from any and all claims, demands actions or suits arising
out of or in connection with my/the Organization's use of the City Facility.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT
TO SUE AND FULLY UNDERSTAND ITS CONTENTS. IF THIS APPLICATION IS BEING
SOUGHT ON BEHALF OF AN ORGANIZATION, I AM DULY AUTHORIZED TO SIGN THIS
RELEASE ON BEHALF OF AN ORGANIZATION. I AM AWARE THAT THIS IS A FULL
RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Applicant's Printed Name

Applicant's Signature

Dated