

# FACILITY RENTAL INFORMATION AND POLICIES

| <b>PICNIC AREA RENTAL RATES AND FEES</b> |            |             |               |                |             |
|--|------------|-------------|---------------|----------------|-------------|
| AREA                                     | CAPACITY   | 1-50 people | 51-100 people | 101-200 people | 200+ people |
| Picnic Area 1                            | 160 people | \$119.00    | \$144.00      | \$194.00       | \$294.00    |
| Picnic Area 2                            | 190 people | \$119.00    | \$144.00      | \$194.00       | \$294.00    |

**PICNIC AREA RENTAL REFUND POLICY**

PICNIC AREA RESERVATIONS INCLUDE A \$25.00 NON-REFUNDABLE RESERVATION FEE AND A \$22.00 STAFF COVERAGE FEE.

IF THE EVENT IS CANCELLED 91+ DAYS PRIOR TO THE EVENT, THERE IS A 10% CANCELLATION FEE.  
 IF THE EVENT IS CANCELLED 61-90 DAYS PRIOR TO THE EVENT, THERE IS A 20% CANCELLATION FEE.  
 IF THE EVENT IS CANCELLED 31-60 DAYS PRIOR TO THE EVENT, THERE IS A 30% CANCELLATION FEE.  
 IF THE EVENT IS CANCELLED 30 OR LESS DAYS PRIOR TO THE EVENT, THERE IS A 40% CANCELLATION FEE.  
 FEES ARE NON-REFUNDABLE IF CANCELLATION OCCURS WITHIN 14 DAYS OF THE EVENT.

| <b>COMMUNITY BUILDING RENTAL RATES AND FEES</b> |           |   |                          |                            |
|---|-----------|---|--------------------------|----------------------------|
| Clubroom 2: SMALL GROUPS/MEETINGS ONLY          |           |   |                          |                            |
| ROOM  | CAPACITY  | FEES<br>First 3 hours                         | FEES<br>Additional Hours | FEES<br>Refundable Deposit |
| Clubroom 2                                      | 50 people | No refreshments: \$222<br>Refreshments: \$232 | \$25.00/Hour             | \$100.00                   |

COMMUNITY BUILDING RESERVATIONS MUST BE MADE 14 DAYS PRIOR TO THE EVENT.

**COMMUNITY BUILDING RENTAL REFUND POLICY**

COMMUNITY BUILDING RESERVATIONS INCLUDE A \$50.00 NON-REFUNDABLE FEE (IF CANCELLED WITHIN 14 DAYS OF THE EVENT) AND A \$22.00 STAFF COVERAGE FEE.

COMMUNITY BUILDING RESERVATIONS WILL BE CHARGED A \$100 REFUNDABLE CLEAN-UP/BREAKABLE DEPOSIT. UPON SATISFACTORY CLEAN-UP OF FACILITY, DEPOSIT WILL BE SENT TO PERMITTEE VIA CHECK WITHIN 6-8 WEEKS.

FEES ARE NON-REFUNDABLE IF CANCELLATION OCCURS WITHIN 14 DAYS OF THE EVENT.

| <b>BASEBALL DIAMOND &amp; GRASS AREAS RENTAL RATES AND FEES</b>   |              |
|---|--------------|
| <b>Diamonds 1-4:</b> Reservations for weekdays after 7pm and Sundays must be made through Municipal Sports. |              |
| <b>Diamond 5:</b> NO ADULT TEAM PLAY  |              |
| AREA  | FEES         |
| Daytime Use   | \$25.00/Hour |
| Night Use (with lights)   | \$35.00/Hour |

BASEBALL DIAMOND & GRASS AREA RESERVATIONS MUST BE MADE 14 DAYS PRIOR TO THE EVENT

**BASEBALL DIAMOND & GRASS AREA RENTAL REFUND POLICY**

. BASEBALL DIAMOND & GRASS AREA RESERVATIONS INCLUDE A \$25.00 NON-REFUNDABLE FEE (IF CANCELLED WITHIN 14 DAYS OF THE EVENT) & WILL BE CHARGED A \$22.00 STAFF COVERAGE FEE.

FEES ARE NON-REFUNDABLE IF CANCELLATION OCCURS WITHIN 14 DAYS OF THE EVENT.

\*\*\*ON SUNDAYS THERE WILL BE AN ADDITIONAL \$4.00 PER HOUR CHARGED FOR STAFF COVERAGE.

## RESERVATION PROCEDURES:

Reservations for any of Cheviot Hills picnic areas, baseball diamonds, grass areas and community building rooms must be made in person at the recreation center office Monday thru Friday from 9:00am-5:00pm only. At that time, all necessary forms must be filled out and all fees will be paid by **check or money order only to the "L.A. Department of Recreation and Parks."** Please call the Cheviot Hills office at (310) 837-5186 for more information and availability. Availability is determined seasonally due to park activities and recurring permit group priority.

Permits must be signed by the person (18 years or older) in charge of the group. Permittee must be present at the event, and is responsible for the conduct of the group as well as for any damage caused by the group in the park. For groups composed primarily of minors, we suggest proper supervision to ensure safety and enjoyment of all. Permittee and group must observe the limits of their permit, and honor the rights of other park patrons.

## REFUND PROCEDURES:

ALL REFUND REQUESTS MUST BE MADE IN PERSON AT CHEVIOT HILLS RECREATION CENTER MAIN OFFICE ON A REFUND REQUEST FORM.

## REGULATIONS:

### SECTION 63.44 LOS ANGELES MUNICIPAL CODE PROHIBITS:

- ALCOHOLIC BEVERAGES IN ANY FORM
- GAMBLING
- LITTERING
- PLAYING AMPLIFIED SOUND
- POSTING OF SIGNS
- UNLEASHED DOGS
- SMOKING

### CHEVIOT HILLS RECREATION CENTER PROHIBITS:

- ANIMAL RIDES
- CANOPIES
- DISK JOCKIES
- DUNK TANKS
- GENERATORS
- MOON BOUNCES
- PETTING ZOOS
- PERSONAL BARBEQUES

**PARKING:** There is absolutely NO parking in red/yellow zones, no double parking at any time, no parking in designated staff spaces, and no parking in the tennis court parking lot. Violators will be cited and/or towed.

Staff will be present to monitor group size and conduct. It is the responsibility of the person initiating the reservation to inform all members of the group of these rules and regulations.

ANY VIOLATION OF THE ABOVE STATED RULES MAY RESULT IN CANCELLATION OF PERMIT AND FORFEITURE OF FUTURE PERMIT USE OF PARK AREAS.

**I have read and agree to all of the policies listed above.**

Permittee Signature: \_\_\_\_\_ Date: \_\_\_\_\_