

CITY OF ARCADIA
Recreation and Community Services Department
Museum Education Center ▪ Facility Rental Policy



CITY OF
ARCADIA



**City of Arcadia
Recreation and Community Services Department
Floretta K. Lauber Museum Education Center
Facility Use Policy and Fee Schedule**

FACILITY USE—GENERAL

Welcome to the Floretta K. Lauber Museum Education Center. The Floretta K. Lauber Museum Education Center (MEC) is under the administration of the Library and Museum Services for City of Arcadia usage and the Recreation and Community Services Department for outside facility rental usage. The facility is available for use to non-profit organizations. Reservations for use will be taken by the Recreation and Community Services Department following the application process. All qualifying uses must comply with all the rules and regulations of the facility.

HOURS OF OPERATION

The MEC may be rented for a minimum of two hours, and up to six hours in hourly increments. All groups must leave the facility no later than midnight (including break down), on Fridays and Saturdays. Sunday through Thursday nights must leave the facility by 10pm (including break down). No use of facilities may be extended beyond the hours stated above without prior approval by the Director of Recreation and Community Services.

FACILITY USE—QUALIFYING USER GROUPS

Priority 1—Available for use at no charge to organizations as noted

- Library and Museum Services Department Events and Activities.
- Recreation and Community Services Department Classes and Activities.
- City of Arcadia, classes, meetings, activities, events and dinners.

Priority 2—Available for use with set/up break down and supervision fees

- Community sponsored youth and adult activities including Arcadia based civic, service, non-profit and athletic organizations (service clubs, PTA's, churches, civic, cultural and social and character building organizations) that conduct non-profit community service activities which may be open to the general public.
- Retirement events for City employees or youth award banquets/meetings.

FACILITY USE—LIMITATIONS

The facility is not available for:

- Use that would conflict with regularly scheduled Library and Museum Services Department events and/or Recreation and Community Services Department events.
- Purposes of furthering a campaign for public office (City Charter, Section 905).
- Private parties, weddings receptions, birthday parties or memorial services.
- Commercial organizations (for profit businesses or services).
- Use that could damage the facility.

FEE SCHEDULE

Each facility rental occurrence is subject to \$6 administrative fee.

Priority 2 Rates Museum Education Center	Attendance	Rental Fee
Requires a minimum of two rental hours.	Dining 64 Assembly 100 Classroom 50	\$70/hour
Refundable Security Deposit		\$120

The Security Deposit shall be returned if the following conditions are met:

The facility is left in satisfactory condition as determined by the Director of the Recreation and Community Services Department or designated representative. No City property is missing or damaged and the group leaves on time. First working week after an event, the renter will be notified of the amount of additional charges incurred; building damage, higher attendance, food, major set up change or additional hours of use or clean up need by staff. If payment is not made within (5) five days, the deposit check will be kept by City. Additional charges may be necessary if the deposit amount does not cover costs.

FACILITY USE-GENERAL ADMINISTRATION

1. All activities held at the Museum Education Center will be conducted according to all laws and will conform to the written rules and regulation of the Recreation and Community Services Department and this Policy. Any group violating the regulations and conditions governing the use of the facility shall be subject to immediate revocation of facility use privileges and all fees previously paid will be retained by the City.
2. The Director of Recreation and Community Services shall have final authority regarding outside facility usage, fee schedule, and policy interpretive decisions.
3. Users shall agree that neither the City nor its employee or volunteers shall be responsible or liable for property and equipment of the users. Users shall execute Hold Harmless agreements approved by the City Attorney and may be required to show proof of insurance and provide insurance coverage as determined by the Director of Recreation and Community Services.
4. In case of a facility concern when the Recreation and Community Services Department is closed, please call the Arcadia Police Department at 626.574.5150. They have our emergency call out list and will contact a member of our staff for you.

6. All non-profit renters must provide a certificate of insurance of \$1 million general liability insurance amount plus a separate endorsement page specifically naming the following as additionally insured:

**City of Arcadia, its directors, officials, officers, employees, agents and volunteers
240 W. Huntington Drive Arcadia, CA 91007**

Option 1: Use existing coverage in place and send certificate of insurance and separate endorsement page listing the City of Arcadia as additionally insured 60 days prior to your reservation.

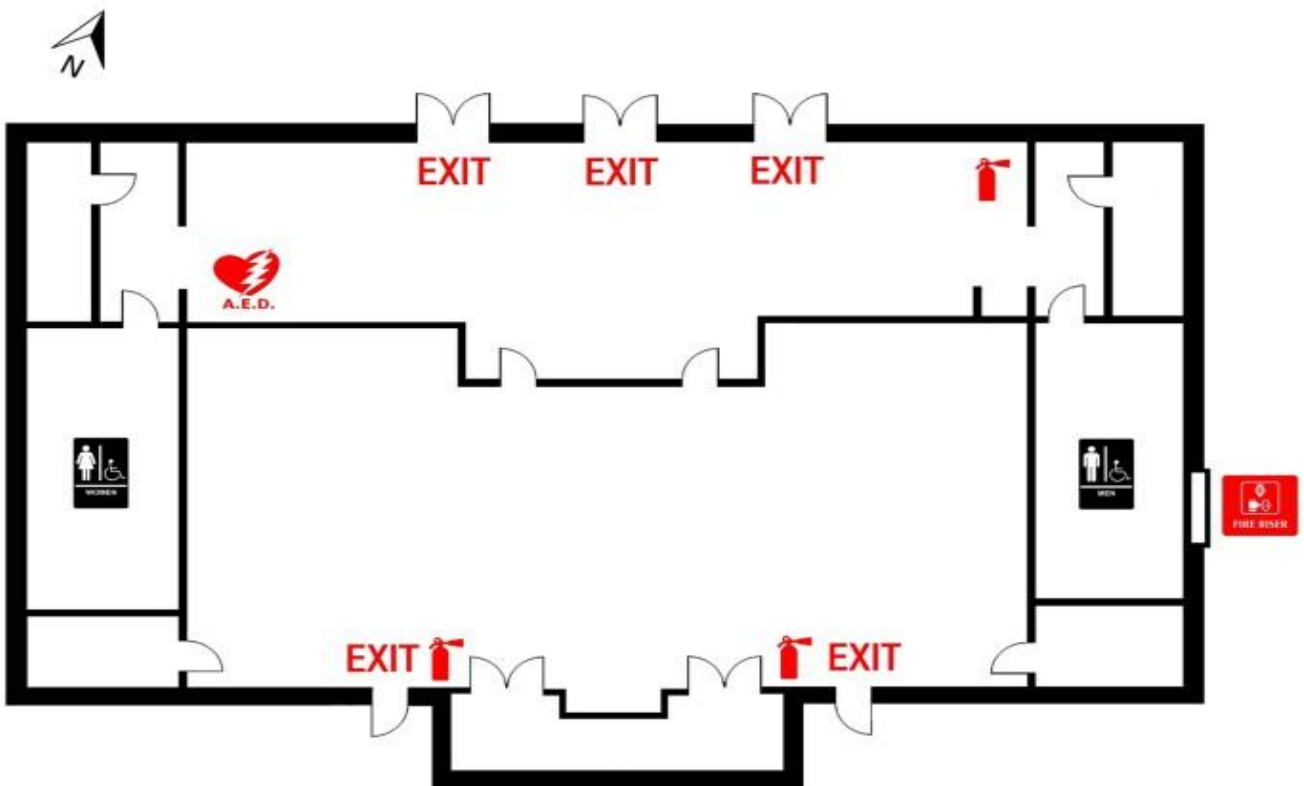
Option 2: Contact Eventhelper.com, Alliant Insurance, or any other insurance provider of your choice and submit a certificate of insurance and separate endorsement listing the City of Arcadia as additionally insured.

FACILITY RULES AND REGULATIONS

1. The \$120 refundable security deposit must be paid at the time of reservation. The full rental charge must be paid no later than 60 days before the activity is scheduled, or the rental will be canceled. The completed diagram of the set up for the activity must be submitted two weeks prior to the event.
2. Rentals may be approved less than (30) thirty days in advance; however total insurance, completed diagram, rental cost and security deposit are due at the time of the reservation.
3. In the event of the applicant's cancellation of the reservation:
 - a. If the cancellation is made 61 days or more before the rental date, payment will be refunded in full.
 - b. A cancellation 31 to 60 days before the rental date will result in the City's retention of 25% of the required room rental fee.
 - c. A cancellation 30 days before the rental date will result in the City's retention of 50% of the required room rental fee.
 - d. A cancellation made less than 30 days before the rental date will result in the City's retention of 100% of the required room rental fee.
 - e. Security deposits are not part of the room rental fee and will be returned within two weeks after the event, if noted conditions are met.
4. A group permitted to use the Museum Education Center shall accept full responsibility for:
 - a. The conduct of those in the group using the facility.
 - b. Breakage or damage to equipment or facilities.
 - c. Replacement or center equipment not returned at the end of the event.
 - d. Leaving the facility in a clean and orderly condition. Note: Non-compliance with the

6. The Recreation and Community Services Department reserves the right to full access to all activities, at all times, in order to insure that all the rules, regulations and City and State Laws are being observed. The user must obey instructions of the City employee(s) on duty.
7. The City reserves the right to request official Police Department personnel for security purposes, with additional charges to renter to cover the costs of officers, per the discretion of the Director of Recreation and Community Services Department or designee.
8. All children attending an activity at the MEC shall be supervised by their families or by a designated adult chaperon.
9. Table and chairs are provided by the City as part of the facility use; any special equipment used by the rental group must be approved by the Director of Recreation and Community Services. No additional dance floor is allowed; stage risers are subject to approval and must be removed at the end of the event. A variety of audio-visual equipment is available at no additional cost, if requested on facility diagram and if the item is available. All AV equipment must be returned to the center supervisor at the conclusion of the event. Free WiFi is available.
10. When tables and chairs are used for refreshments or dining they must be covered and left clean.
11. Decorations must be free standing or placed on tables. No group may tape, stick, staple or tack anything to the floors, walls, bricks, windows or ceilings. Crepe paper, glitter of any type, or confetti is not allowed. Hay must be placed on a tarp.
12. Groups may not decorate the facility the night prior to the event unless advance permission is granted the Recreation and Community Services Department. There will be an additional charge if said decorating is done after regular working hours.
13. The MEC is a non-smoking, tobacco free facility. User groups not in compliance with the no smoking policy are subject to loss of security deposit and future rental privileges may be revoked.
14. Groups wishing to use candles as part of their decorations must obtain a permit from the Fire Prevention Bureau of the Arcadia Fire Department.

15. Authorized organization may request to serve and sell alcoholic beverages as part of their use of the MEC. The applicant must agree to follow the requirements of the City of Arcadia Alcoholic Beverage Policy and notify the Recreation and Community Services Department of intent to serve alcohol when completing the facility reservation form. Non-profit organizations may qualify for a one-day permit to sell alcohol from the State of California Alcoholic Beverage Control. Permits must be obtained no more than 30 days in advance, and no later than one week prior to the event. A permission letter from the Recreation and Community Services Department is also required and must be requested at the time of reservation.
16. If a food truck is being used for the event, the truck must obtain an Arcadia Business License and be inspected by the Arcadia Fire Department prior to the event.
17. Coffee and condiments are not provided. The kitchen also has conventional oven and refrigerator/freezer. All linens, china, silverware, glassware or serving dishes and utensils are the rental group's responsibility to provide.
18. The City of Arcadia will not be responsible for lost or stolen items. Articles may not be left unattended at the facility. Articles left may be subject to disposal at the rental group's expense. If putting items in the refrigerator, please mark with a sign listing the name of your group.
19. The user may not store any equipment in the facility prior to or after the approved period of use. Any equipment left in the facility will be subject to rental fees.
20. The City Manager shall have the authority to cancel or postpone use of a facility if such action is deemed necessary by the City. Whenever possible, 24 hours notice will be given to the applicant and a full refund will be made.



MUSEUM EDUCATION CENTER
382 W HUNTINGTON DR, ARCADIA, CA

1/16/2015

We look forward to working with you! Please let us know if we can further assist you.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDDYYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Insurance company or broker	NAME:		
	PHONE /A/C No Estl:	FAX	I /A/C No:
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC#
INSURED Your name or your organization	INSURERA: Name of Insurance Company		
	INSURERB:		
	INSURERC:		
	INSURERD:		
	INSURERE:		
	INSURERF:		

COVERAGES

CERTIFICATE NUMBER: 00000000-1253089

REVISION NUMBER: 329

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENTS.

INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EX	LIMITS	
		1	2		MMDD/YYYY	MMDD/YYYY		
A	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000	
	☐ CLAIMS-MADE ☐ OCCUR						PROPERTY DAMAGE (Ea occurrence) \$	
							MED EXP (Any one person) \$	
							PERSONAL & ADV INJURY \$	
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE \$	
	☐ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COMPIOPAGG \$	
							\$	
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$	
	ANY AUTO						BODILY INJURY (Per person) \$	
	OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$	
	HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$	
							\$	
A	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$	
	☒ OCCUR ☐ CLAIMS-MADE						AGGREGATE \$	
	DED ☐ RETENTIONS						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						EL EACH ACODENT \$	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						EL DISEASE - EA EMFL.OYEE \$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						EL DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLA110N

City of Arcadia Its Directors, Officials, Officers, Employees, Agents & Volunteers 240 W. Huntington Drive Arcadia, CA 91007	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	(MCS)

<11988,111015 ACORD CORPORATION. All rights reserved.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
ISSUE DATE:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):

CITY OF ARCADIA

ITS DIRECTORS, OFFICIALS, OFFICERS, EMPLOYEES, AGENTS AND VOLUNTEERS

240 W. HUNTINGTON DRIVE

ARCADIA, CA 91007

EVENT DATE:

EVENT LOCATION: ARCADIA COMMUNITY CENTER

EVENT ADDRESS: 365 CAMPUS DRIVE, ARCADIA, CA 91007

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.



CITY OF ARCADIA

Recreation and Community Services Department
365 Campus Drive Arcadia, CA 91007
Phone 626.574.5130 Fax 626.447.5854

Arcadia Museum Education Center Rental Application

Name of Non-Profit Organization:		Tax ID #:	
Contact Name:			
Address:			
Primary Phone:		Secondary Phone:	
Email Address:			
Purpose of Use:		Qualifying User Group: ☐ Priority 1 ☐ Priority 2 (see page 1)	
DAY & DATE OF USE		ARRIVAL TIME	Event Time
		: am/pm	- am/pm
EXIT TIME			
: am/pm			
Room(s) Requested:			
Estimated Attendees: Adults _____ Minors _____ Total _____			
Open to the Public? Yes ☐ No ☐			
Donation or Charge for Entry? Yes ☐ No ☐ If yes, amount & explanation:			
Type of set up? Assembly ☐ Banquet ☐ Banquet & Dance ☐ Set up diagram due minimum 2 weeks prior to event			
Will food be served? Yes ☐ No ☐			
Alcohol? Yes ☐ No ☐ If sold or provided, ABC permit will be required.			
Will candles be used as table decorations? Yes ☐ No ☐ If yes, a fire permit will be required.			
Will a podium be needed? Yes ☐ No ☐			
Will use of the projector and screen be needed? Yes ☐ No ☐			
Anything else you would like to tell us about the event or set up needs/wants?			

The City requires a Certificate of \$1 million General Liability Insurance with an endorsement naming the City of Arcadia as additional insured. (see page 3)

User agrees that neither the City nor any of its officers, agents or employees shall be responsible or liable for loss or damage to the property and equipment of User or that of its agents, employees, or invitees with regard to their use of the property the City of Arcadia. User shall defend, indemnify and hold harmless the City of Arcadia, its officers, agents, or employees with regard to any suits, losses, claims and liability that may arise out of User's use of the Arcadia Community Center.

Signature _____

Date _____

OFFICE USE ONLY:

Rental Fee _____ Refundable Security Deposit **\$120** Total Fee _____

☐ Insurance ☐ ABC Permit ☐ Fire Permit ☐ Special Use Permit

☐ Refundable Security Deposit Received on _____ ☐ Refundable Security Deposit Returned on _____