



# CULVER CITY

Facility Use Policy

Revised: April 2, 2024

Approved by Culver City Council on April 28, 2024.

Any questions regarding this Policy shall be directed to the  
PRCS Department at (310) 253-6650.

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## **1. Introduction**

- 1.1. The City of Culver City Parks, Recreation, and Community Services Department (PRCS Department) is responsible for managing the City's athletics facilities for the enjoyment of the public. This Facility Use Policy (Policy) is established to ensure the use of City facilities 1) aligns with the City's core mission, vision, and values; 2) provides equitable and fair access to all users; 3) remains equitably and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant, and sustainable community.
- 1.2. This document sets forth the policies and procedures for the PRCS Department to facilitate the allocation of all available outdoor spaces/fields/facilities under its ownership and/or allocation control. These Guidelines are advisory only and shall not limit the City's or PRCS's ability to, in its sole discretion, allocate space in whatever manner it deems appropriate to safely and effectively operate and manage the site/equipment.
- 1.3. The PRCS Department Director and/or their designee representative shall, at their sole discretion, provide interpretation of the language in the Policy. In the event there is a need to make administrative changes to address facility use, City staff shall have authority to make the necessary revisions.
- 1.4. It is further understood that the PRCS Department may charge fees to recover costs associated with the operation, maintenance, supervision, and/or administration of the policies and procedures which govern the Policy.

## **2. Purpose**

- 2.1. The purpose of the Policy is to provide an effective framework for the administration of permits that provide equitable and reasonable access to City public facilities based on the priority group classifications listed below.
- 2.2. The intent of these guidelines is to achieve these goals utilizing the rules and regulations set forth herein, and when necessary, to meet with user groups to mediate and resolve conflicting requests for available facilities.

## **3. Definitions**

- 3.1. City Staff: Any person who is employed by the City of Culver City.
- 3.2. Fees: The Culver City Council has approved a fee schedule (see Appendix A), all fees will be billed in accordance with the fee schedule.
- 3.3. Permit Holder: the person or organization whose name is on the permit.
- 3.4. Facility: Any Culver City owned or operated facility.
- 3.5. Youth: any person under the age of 18; Adult: any person 18 and older.
- 3.6. Non-profit organization: Non-Profit Organizations are tax-exempt

organizations under the Internal Revenue Code, including charitable organizations, churches and religious organizations, private foundations, political organizations and other nonprofits. For reference, please see [Exempt Organization Types | Internal Revenue Service \(irs.gov\)](https://www.irs.gov/exempt-organization-types).

- 3.6.1. To qualify all insurance, rosters, and registrations must remain current and valid. All organization names and addresses must match. Any discrepancies or delinquencies may result in the revocation of City recognized nonprofit status. Updated forms should be submitted to the PRCS department.
- 3.6.2. All forms must have the organization's name and address; all organization names and addresses must match.
- 3.6.3. Official address (P.O. box/ P.M.B. not accepted) must be within Culver City limits.
- 3.6.4. A Letter of Determination or Letter of Affirmation from the IRS that indicates nonprofit status.
- 3.6.5. Form 990 for the previous year.
- 3.6.6. Registration with the California Secretary of State.
- 3.6.7. Registration with the State of California's Attorney General's Office.
- 3.6.8. Have a Board of Directors who are volunteers elected by their membership.
- 3.6.9. An organization that places every player on a team and has a minimum play rule.
- 3.6.10. Must have a valid Culver City business license.
- 3.6.11. Provide valid insurance (see Appendix B)
- 3.7. Roster: Roster shall include only those active players & football cheerleaders who are fully registered with the user organization and under the age of 18. Non-players such as coaches, officials, and staff shall not be included. For the purposes of field allocation, actual total enrollment from the previous year's official team rosters will be used. Rosters should be submitted for each season the organization is operating.
  - 3.7.1. Rosters should include, at minimum, players full name, home address, and date of birth.
  - 3.7.2. Organizations with higher residency percentages will receive higher priority of allocated spaces.
  - 3.7.3. Rosters and game schedules shall be audited as necessary by the PRCS Department.
    - 3.7.3.1. Inaccurate reporting may result in field priority ranking and allocations being revoked or changed.
- 3.8. Organized activity: an assembly of people who have gathered for the purpose of achieving a shared goal. This assembly may be structured, ordered and/or scheduled and/or contain officials and coaches (see CCMC 9.10.055M)
- 3.9. Private Event: event that is for invited guests only, no monetary gain or recovery of fees will occur.
- 3.10. Business/Commercial Event: event that is open to the public,

and/or monetary fees may be included.

- 3.11. Long term renter: any organization who utilizes the facility on a continuing basis, weekly, monthly, or quarterly (see Long Term Rentals).
- 3.12. "Alcohol use" refers to any food or beverage that contains any amount of alcohol.

#### 4. Priority Group Classifications

- 4.1. Group A: City of Culver City. Any event or program sponsored by the City of Culver City.
- 4.2. Group B: Culver City Unified School District (CCUSD). Any event or program sponsored by the Culver City Unified School District.
- 4.3. Group C: For all organizations under a Culver City Contract, Memorandum of Understanding (MOU), or Joint Use Agreement (JUA)
  - 4.3.1. All guidelines set forth in the contract/ agreement must be followed.
- 4.4. Group D: Culver City based non-profit organization; classification D1 through D5.
  - 4.4.1. Group D1: Culver City based youth athletic nonprofit, current youth roster containing **more** than 50%+1 Culver City residents or CCUSD students; must have an "everyone plays" policy.
  - 4.4.2. Group D2: Culver City based nonprofit youth educational institutions, current youth roster containing **more** than 50%+1 Culver City residents or CCUSD students; must have an "everyone plays" policy.
  - 4.4.3. Group D3: Culver City based athletic nonprofit, current adult roster containing **more** than 50%+1 Culver City residents or CCUSD students; must have an "everyone plays" policy.
  - 4.4.4. Group D4: Culver City based youth athletic nonprofit, current youth roster containing **less** than 50%+1 Culver City residents or CCUSD students must have an "everyone plays" policy.
  - 4.4.5. Group D5: Culver City based athletic nonprofit, current adult roster containing **less** than 50%+1 Culver City residents or CCUSD students; must have an "everyone plays" policy.
- 4.5. Group E: Culver City resident, business, or non-athletic organization. To qualify as resident status, applicant must be over the age of 18, submit a valid photo identification with Culver City address, and one utility or property tax bill with Culver City address (P.O. box /P.M.B. not accepted).
  - 4.5.1. Group E1: Culver City based nonprofit non-athletic organizations.
  - 4.5.2. Group E2: Culver City based for-profit educational institutions.
  - 4.5.3. Group E3: Competitive Organizations/Closed Enrollment: A youth or adult athletic organization that does not place every player on a team that registers and tries out, and/or denies participation of some players based on skill level.

- 4.5.4. Group E4: Organizations/individuals that are not associated with non-Culver City business, nonprofit, or other organizations.
- 4.6. Group F: Non-Culver City based nonprofit organizations. Any group that meets all requirements of Definitions 3.10 except for 3.10.2.
- 4.7. Group G: Non-Culver City based business, resident, or organization. Photo identification required and applicant must be over the age of 18.

## **5. General Regulations**

- 5.1. Supervision by City staff is necessary for the public's safety and to ensure users adhere to this Policy.
- 5.2. Facility staff has the right to enter any event at any time during the permit time.
- 5.3. Staff shall be responsible for and have complete authority over the facility being used, all equipment, participants and activities.
- 5.4. The staff shall have authority to request changes in activities or cessation of activities. Permit holders must comply with these requests and instructions.
- 5.5. Staff shall be responsible for enforcement of all policies, rules and regulations.
- 5.6. Facility staff shall have the authority to deny or terminate the use of the facility if City staff determine that the use does not conform to the requirements of Policy and/or may cause damage to the facility.
- 5.7. Rental of the room includes access to room space, tables, and chairs for the hours listed on the permit and room diagram only.
- 5.8. Rental of the room does not include exclusive access to lobbies, hallways, parking lots, or restrooms.
- 5.9. Users may not exchange or sublease facilities under any circumstance.
- 5.10. Exchange or sublease of facilities will result in revocation of permits for all parties.
- 5.11. Additional penalties may include the inability to use facilities for future requests.
- 5.12. A pattern of nonuse of space may also result in revocation of the permit and allocated space(s).
- 5.13. Animals are not permitted in the Facility unless they are used in aiding an individual with a disability. See the Americans with Disabilities Act website for federal regulations.
- 5.14. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.
- 5.15. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.
- 5.16. Illegal Activities shall not be permitted. All groups and individuals using the Facility shall comply with City, County, State and Federal laws.
- 5.17. No profane language, quarreling, fighting, gambling, or lewd

- conduct will be permitted.
- 5.18. Permit holder and attendees must comply with all current City, County, State and Federal Public Health Orders.
  - 5.19. Smoking is prohibited in a City Facility, on City property (e.g. City park), and/or within 20 feet of an entrance to a public facility.
  - 5.20. Removal of City equipment from the building is prohibited without written permission from the PRCS Director.
  - 5.21. Moving, rearranging, or altering equipment for purposes other than its intended use is also prohibited.
  - 5.22. No blocking of entrances, exits, fire passages, or other points of entrance/exit for safety purposes.
  - 5.23. Every required exit and/or exit path shall be maintained free of all obstructions or impediments to full instant use in the case of fire or other emergencies.
  - 5.24. Sleeping or lodging is not permitted in any City Facility.
  - 5.25. Permit holder must be present during the contract event at all times. Failure to be present may result in terminating the permit immediately and forfeiture of all room fees.
  - 5.26. The Department shall have the authority to revoke any permit in accordance with municipal code § 9.10.010 GENERAL ADMINISTRATION.

## **Rental Processes**

### **6. Reservable Spaces & Hours of Operation**

- 6.1. Permit holder must be present at all times during any use of City facilities. They are required to have a copy of, or have access to, the facility use permit.
- 6.2. See Appendix C for facility information. Table of reservable facilities, addresses, and hours of operation. Culver City has limited facilities for rental.

### **7. Rental Procedures**

- 7.1. Request must be made in writing, by completing the facility request process via the City's website.
  - 7.1.1. Applicants must sign the Facility Use Policy and agree to all terms set forth.
  - 7.1.2. Payment of the damage deposit for the room(s) requested will be due at time of request. Should the rental be denied (see Denial of Facility Use), the deposit may be returned to the applicant.
  - 7.1.3. Completion of a request and/or payment of a deposit does not guarantee the request will be granted.
  - 7.1.4. Requestors needing additional assistance can call the PRCS office to set up an onsite meeting.
- 7.2. Permit holder is responsible for procurement of and payment for all permits, licenses, and insurance required.



- 7.3. Final payment must be made 14 days or more prior to the rental. Failure to complete payment on time will result in the event being cancelled and no refund of fees.
- 7.4. A fee will be assessed for any returned checks (see Appendix A).
- 7.5. Reservations may be made on the following time frame:  
All other renters: up to 90 days in advance.
- 7.6. Rentals must be a minimum of one hour, then occur in 30-minute increments.
- 7.7. Requests for rental submitted 14 or less prior to a rental should be paid in full, via cash or credit card, at the time of request.
- 7.8. Time changes should be made in writing, a minimum of 14 days prior to the event. Changes will not be made on the day of.
- 7.9. Usage of the Facility for longer than listed on the permit will result in additional fees and loss of the Damage Deposit.
- 7.10. City Staff are not assigned exclusively to each event, but available for maintenance purposes. PRCS Department may, in their sole discretion, require permittee to hire additional City Staff to be dedicated to their event at permit holder's expense.
- 7.11. Rental fees do not include technical artists, electrical installments, ushers, ticket takers, stage crew, and projectionist. Additional staff required for events must be obtained by the permit holder and insurance must be approved (see Appendix B).
- 7.12. Additional technical artist services may be required at the permit holder's expense.
- 7.13. If an outside technical artist is provided by permit holder, they must meet all outside vendor requirements (see Appendix D)

## **8. Denial of Use**

- 8.1. Denial of facility use may be made, but not limited to, the following reasons:
  - 8.1.1. The Facility is incapable of accommodating the proposed activity by the nature of the activity or by the reason of the number of people who will or probably will be attending.
  - 8.1.2. That by the nature of the activity, the Facility or its equipment may be endangered.
  - 8.1.3. If requestor fails to provide required documentation at least 10 days in advance of event date- the permit may be cancelled, the space released, and no fees will be returned.
  - 8.1.4. Another event is already scheduled for the requested date.
  - 8.1.5. That the requestor has previously used City facilities and failed to comply with City regulations.
  - 8.1.6. The City reserves the right to deny any user based on security concerns and/or safety concerns.
- 8.2. The Department shall have the authority to revoke a park permit upon a finding of the violation of park rules and regulations, applicable laws, or conditions of any permit. Any person, group of organization

violating park rules and regulations, applicable laws, or conditions of any permit shall be subject to the immediate revocation of park or park facility use privileges authorized by the permit, and any permit fees paid shall be nonrefundable (CCMC 9.10.010).

- 8.3. The Director, in his or her sole discretion, may declare any park, either in its entirety or a portion thereof, closed to the public or limited to certain uses, at any time and for any interval of time, either temporarily or at regular and stated intervals (CCMC 9.10.015).

## **9. Check In and Set Up**

- 9.1. All permit holders must check in at the start of their event with City staff.
- 9.2. Early entry is not permitted. Set up time must be included in the original request.
- 9.3. Permit holder must conduct a walk through/inspection with rental staff upon arrival and prior to set up.
- 9.4. Rental staff will wait at site no more than 15 minutes after the beginning of the rental time. If permit holder is more than 15 minutes late the permit holder must check in at the supervision office or contact the registration office.
- 9.5. Facility Set Up arrangements must be submitted to Facility a minimum of 14 days prior to event date. Any changes in arrangements following these dates (i.e. equipment needs, room setup changes etc.) may result in additional charges.
- 9.6. Staff reserves the right to make changes to the room diagram to ensure compliance with Fire and safety regulations.
- 9.7. Changes by the permit holder are not permitted after PRCS staff approval.
- 9.8. Ladders and scissor lifts will not be provided and are not permitted for any set up/decorating purposes.
- 9.9. Helium filled balloons are not permitted in the Auditorium. Air filled balloons are permitted.
- 9.10. All open flame / heating devices must comply with the following:
  - 9.10.1. No flammable or combustible liquids or gases allowed.
  - 9.10.2. Combustible materials must be kept at a safe distance.
  - 9.10.3. All tablecloths must be treated with a flame-retardant or be an approved flame-retardant material.
  - 9.10.4. Fire extinguishers, class A (Water) and multipurpose (ABC) type to be immediately available in the event of a fire emergency.
  - 9.10.5. A 30-minute fire watch is required after use of an open flame.
  - 9.10.6. Candles may be placed on a celebratory food item, candle may not exceed 5 inches in height, may be lit for the duration of singing a celebratory song.
  - 9.10.7. Candles may not be lit for longer than 60 seconds.
  - 9.10.8. Sparkler candles, or any candles emitting particles, are not

permitted.

9.10.9. Permit holder is responsible for ensuring that candles are extinguished and properly disposed.

9.10.10. A Culver City Fire Department permit is required for all open flames, candles, fire, vehicles containing petroleum/gasoline.

Please call Culver City Fire Department for more information (310) 253-5900. An approved permit must be submitted no less than 14 days prior to event date.

## 10. Clean Up

10.1. Clean up should be concluded by the end of the rental time.

10.2. Clean-up and load-out of equipment and personal belongings must be completed and the facility completely vacated by the time indicated on the permit.

10.3. Clean up and removal of all equipment is the permit holder's responsibility.

10.4. The equipment, facility and public spaces utilized by the permit holder and attendees, must be left in the condition it was provided.

10.5. Cleaning of spillage, wiping of table tops, removing all trash from floors and bagging the trash to be left in a designated area.

10.6. If the permit holder utilizes any prep kitchen space, permit holder must mop the kitchen floor, wiping of counter tops and kitchen equipment, cleaning up all spillage in refrigerators/ freezers, and removal of all user-owned or leased (non-City owned) items.

10.7. At the end of the permitted time, all personal/rental items must be removed from the facility. The City does not provide storage.

10.8. If excessive cleanup is required, you will be charged a cleanup fee (see Appendix A).

10.9. It is the responsibility of the permit holder to ensure that all trash is sorted and placed in the appropriate receptacle.

10.10. If additional trash is generated, permit holder should bring additional bags to contain debris.

10.11. Any damage to facility and/or equipment will be deducted from Damage Deposit and if necessary, billed to permit holder for repair and/or replacement cost.

10.12. Permit Holder's Property

10.12.1. All property must be removed from Facility at the conclusion of the rental time.

10.12.2. Permit holder or designee must be present for all deliveries and/or pickups. City staff is not responsible nor will accept or authorize pick up or drop off of supplies.

10.12.3. The City reserves the right to remove any remaining items from the premises and have them stored at the permit holder's

expense.

10.12.4. If such equipment or supplies are not claimed within two (2) weeks after notice to the permit holder, the City reserves the right to dispose of such material in any manner it deems appropriate and retain any proceeds received from such disposal. Any cost to the City, including but not limited to administrative costs, incurred to dispose of the unclaimed property in excess of the revenue received from such disposal shall be billed to the permit holder with payment due and payable in 30 days.

## **11. Refunds**

- 11.1. Security deposits will be returned within 30 days of the conclusion of the permit, provided none of the terms of this Policy have been violated.
- 11.2. Security deposits will be issued back to the card of purchase or in the form of a check payable to permit holder for all cash and/or check payments. Checks may take 2-6 weeks to process.
- 11.3. Refunds for cancellations will be issued either in the form of a check to the permit holder, an account credit, or a refund back to the credit card of purchase. Checks may take 2-6 weeks to process.
- 11.4. Check refunds will not be processed until 14 days after the original check has cleared.

## **12. Cancellations**

- 12.1. Cancellations, date, or room changes must be in writing to be considered for a refund. Date changes will be considered a cancellation.
- 12.2. Please refer to the "Culver City Parks, Recreation, and Community Services Refund Information" website for more information.
- 12.3. Location/date/time changes can be made up to 7 days prior to rental for an additional processing fee. (See Appendix A).
- 12.4. The rescheduled rental must take place within 90 days of the original reservation date and date must be booked at the time of reschedule.
- 12.5. There will only be one rescheduling allowed per rental.
- 12.6. Refunds will not be granted in the event the rescheduled rental is cancelled.
- 12.7. Auditorium Rentals
  - 12.7.1. If a written cancellation notice is received 30 days or more prior to the event, not including the event date, you will receive a refund of the rental fees, minus a 15% processing fee.
  - 12.7.2. If a written cancellation notice is received 29 days prior to the event, not including the event date, you will receive no refund of rental fees, the Damage Deposit will be refunded.
- 12.8. All other rooms except Auditorium
  - 12.8.1. If a written cancellation notice is received 14 days or more prior to the event, but not including the event date, you will receive a refund of the room rental fees minus a 15% processing fee (see

Appendix A).

- 12.8.2. If a written cancellation notice is received 13 days prior to the event, but not including the event date, you will receive no refund of rental fees, the Damage Deposit will be refunded.
- 12.9. If a cancellation is made by the City, notice shall be given as far in advance as possible and a full refund shall be granted if other accommodations are not acceptable.
- 12.10. Notwithstanding the above, if the permit holder is not in compliance with the policies and regulations stated in this document, the City, acting by and through the PRCS Director or his/her designee, may cancel the reservation upon notice to the applicant, and all fee(s) previously paid by the applicant shall not be returned.

## **Specialized Rentals & Event Processes**

### **13. Long Term Rentals**

- 13.1. [bookvmc@culvercity.org](mailto:bookvmc@culvercity.org) is the email address that all email communication should be directed to.
- 13.2. Quarterly, each organization must submit the Long Term Rental Application. Staff will review the application and notify Long Term Renters of final permitted space.
- 13.3. These applications should consider any special event dates, holidays schedule changes, room changes, and set-ups.
- 13.4. Submit applications for January through March on or before August 15; permit request will be approved/denied/modified by mid September.
- 13.5. Submit applications for April through June on or before November 15; permit request will be approved/denied/modified by mid December.
- 13.6. Submit applications for July through September on or before February 15; permit request will be approved/denied/modified by mid March.
- 13.7. Submit applications October through December or before May 15; permit request will be approved/denied/modified by mid-June.
- 13.8. Long term rentals must submit all set ups for the upcoming quarter at time of application submittal.
- 13.9. Upon approval, payment must be remitted by the 1st of the month for the subsequent month.
- 13.10. Failure to complete payment on time will result in the event(s) being cancelled and no refund of fees.

### **14. Long Term Rental Guidelines**

- 14.1. Long term rentals must abide by the below in addition to all other rental guidelines.
- 14.2. Annual submission of required documents (see Definitions section 3.6).
- 14.3. Payment is due by the first of the month prior.
- 14.4. Afterhours staffing fee is charged once month for long term rentals.

- 14.5. Additional equipment fee is charged once per month.
- 14.6. Designate two points of contact, only that one of the two must attend the required meetings.
- 14.7. Mandatory attendance at Monthly/Quarterly rental meetings.
- 14.8. Failure to attend the meetings may result in revocation of allotted rental time.
- 14.9. If there is a change in the point of contact, the City must be notified within 10 days by either of the original designated contacts of the name and contact information of the new person.
- 14.10. All equipment must be removed daily.

### **15. MOUs/ JUAs School Districts**

- 15.1. For all organizations under a MOU or JUA, all guidelines set forth in the contract must be followed.

### **16. Alcohol Service**

- 16.1. Alcohol is not permitted in any Culver City Park. Alcohol will not be permitted for any Park Building rentals.
- 16.2. Alcohol may be permitted at the Veterans Memorial Complex, including, Teen Center, Senior Center, and Veterans Memorial Building.
- 16.3. The use of alcohol at any Facility must be approved in writing and in advance by City staff.
- 16.4. Users must comply with applicable laws.
- 16.5. Alcohol may not be served, or sold to, or consumed by minors. Failure to comply, monitor and enforce this provision is grounds for terminating the rental immediately and forfeiture of all fees paid.
- 16.6. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event.
- 16.7. Additional regulations and specifications may be required in the contract for any event the PRCS Director or his/her designee or CCPD deem necessary.
- 16.8. Culver City Police Department (CCPD) officer(s) and City-contracted security guard(s) must be present for the duration of the rental, from the time guests arrive, until the end of clean up.
- 16.9. The permit holder is responsible for payment of fees for CCPD and security prior to the rental (see Appendix A). Outside security from the renter is not allowed on site, without prior written approval from the PRCS Director or his/her designee.
- 16.10. CCPD and security are under the direction of City staff, not the renter.
- 16.11. Injuries sustained by any person as a result of alcoholic beverages being served and/or consumed on City property, including, but not limited to the facility rented, shall be the sole responsibility of the permit holder.
- 16.12. Alcohol may not be served, sold, or consumed prior to the scheduled start of the event nor until the CCPD and approved security officers arrive at the Facility.

- 16.13. Alcohol serving or consuming is limited to the rooms stated on the permit.
- 16.14. Alcohol may not be consumed in common or public areas.
- 16.15. Alcohol may not be served nor consumed in the parking lot and/or adjacent park areas.
- 16.16. Alcohol service must end 30 minutes before the end of the rental, or 12:00 AM, whichever is earlier.
- 16.17. Events utilizing a bar tending service and/ or selling and/or exchange of funds for alcohol.
- 16.18. Must have a valid ABC license submitted and approved by PRCS Department.
- 16.19. The City reserves the right to cancel an event/ the ability to sell or serve alcohol through an outside vendor/company if a valid ABC license is not provided at least 14 days prior to the event.

### **17. Food & Non-Alcoholic Beverages**

- 17.1. If the permit holder intends to serve food and/or non-alcoholic beverages they must notify the PRCS department and pay applicable fees (see Appendix A).
- 17.2. Failure to notify the City and payment of the fee (see Appendix A) 14 days prior to the event, will result in no allowance of food and beverages.
- 17.3. Any outside vendor (i.e. caterer, bartender) will be required to provide proof of insurance (see Appendix B) and a Culver City business tax license.
- 17.4. All bartending services must submit valid ABC license (see Alcohol Service).
- 17.5. No food and/or beverage is permitted to be sold in the Facility without a Special Event Permit (see Special Event Permit).
- 17.6. Neither permit holder, guests, nor outside vendors shall use, distribute or sell prepared food in any polystyrene food service ware or single use plastic while using Facility. Permit holder assumes responsibility for preventing the use, sale and/or distribution of polystyrene food service ware or single use plastic. Any damage/security deposits will be forfeited if the City staff determines that polystyrene food service ware or single use plastic was used, sold or distributed. No single use glass bottles are permitted to be sold or distributed.

### **18. Live Music / DJs / Amplification of Sound**

- 18.1. All users must comply with CCMC Noise Regulations 9.07.
- 18.2. For events involving live music or a DJ, City-contracted security guard(s) must be present for the duration of the rental, from the time guests arrive, until the end of clean up.
- 18.3. Security is under the direction of City staff, not the renter.
- 18.4. The renter is responsible for payment of fees for security prior to the rental (see Appendix A). Outside security from the renter is not

allowed on site, without prior written approval from the PRCS Director or his/her designee.

- 18.5. The use of amplified sound will initiate the need for a special event permit (see Special Event Permits #20). The special event permit applications will be provided to you by the PRCS staff.
- 18.6. A minimum of three weeks is required to process an application for a special event permit.
- 18.7. Park Buildings are not permitted to have live music or DJs.
- 18.8. All park buildings may be permitted to have amplification of sound.
- 18.9. All entrance/exit doors must remain closed during amplification of sound.
- 18.10. Veterans Memorial Complex, including Building, Teen Center, and Senior Center, all rooms may be permitted to have amplification of sound.
- 18.11. All entrance/exit doors must remain closed during amplification of sound.
- 18.12. Sound equipment may be available for rental, based on availability (see Appendix A).
- 18.13. The following rooms are not permitted for live music or DJ: Iksan, Kaizuka Uruapan and Palm Room and Rooms A, B, C and rooms 1, 2 and 3.
- 18.14. Music and live music must end 30 minutes before the end of the rental, or 12:00 AM, whichever is earlier.

## **19. Parking Lots**

- 19.1. All Culver City Municipal Codes are applicable to parking lots, traffic, and parking.
- 19.2. CCMC 9.10.050 obstructing pathways in any public park is prohibited.
- 19.3. CCMC 9.10.055L driving any vehicle on any public park is prohibited.
- 19.4. In case of medical emergencies, emergency vehicles will be allowed on the park for rescue purposes.
- 19.5. No amplified sound, live music, or DJs are permitted.
- 19.6. No City equipment is permitted in the parking lots or space(s).
- 19.7. Alcohol use is not permitted in parking lots.
- 19.8. Parking spaces are not reservable unless rented.
- 19.9. Rented spaces do not include staff, only entitles permit holder to reserve space(s).
- 19.10. Fees will be charged in accordance with the fee schedule (Appendix A).
- 19.11. Unless rented, the user organization must assure that guests utilize public parking areas.
- 19.12. All parking lots and spaces are open to the public, unless granted on permit.
- 19.13. Requests for lot(s) and/or space(s) must be made in writing.
- 19.14. Completion of a request does not guarantee the request will be



granted.

- 19.15. Entire parking lots and/or individual spaces at the Veterans Memorial Complex (Building, Teen Center, Plunge, and Senior Center) must have accompanying facility rental.
- 19.16. City staff will demark spaces/ lots and is responsible for ensuring the spaces are available.
- 19.17. The City will not provide parking attendants.
- 19.18. Rented spaces must be specified 14 days in advance and all applicable fees must be paid in full (see Appendix A).
- 19.19. If the amenities, activities, or outside vendors are available to the public, a special event permit must be provided to the Facility no less than 14 days prior to the event (see Special Event Permit).
- 19.20. All outside vendors must provide required documentation (see Appendix D).

## **20. Special Event Permits**

- 20.1. The City reserves the right to require any permit holder to obtain a Special Event Permit based on vendors, activities, number of attendees, and/or other factors. Please call the PRCS Department for more details.
- 20.2. If your event meets any of the following criteria, please call the PRCS Department.
  - 20.2.1. The event is open to the public.
  - 20.2.2. There is an entrance fee charged to the attendees to attend the event this includes any presale tickets or services sold offsite for the event.
  - 20.2.3. There will be any food, goods, services or merchandise exchanging hands for a fee during the event.
  - 20.2.4. The event is serving as a fundraiser including events where attendees pay their donations/fees offsite.
  - 20.2.5. Auctions.
  - 20.2.6. Fairs and/or Festivals.
  - 20.2.7. Amplified sound.
- 20.3. A minimum of three weeks is required to process an application for a special event permit.

## **21. Filming & Photography Guidelines**

- 21.1. Filming and/or photography are not permitted without first contacting the PRCS Department at (310) 253-6650 for information regarding permits and requirements.
- 21.2. Activities that require a film permit include, but are not limited to, commercial motion picture, television program, advertisement, music video, public service announcement, some commercial web-based productions, student films, commercial still photography, and news features.
- 21.3. Filming activity also includes the setup and dismantling of all equipment and the use of any parking lot at any park for base camp,

- catering, etc.
- 21.4. Permit exemptions are only for organizations and personnel with media credentials covering real-time breaking news. News features covering non-breaking news require film permits.
  - 21.5. All filming permits must go through FilmLA.

## **22. Filming & Photography Process**

- 22.1. Persons requesting to film on City property or any PRCS Facility must submit a film request application via the Culver City website.
- 22.2. A walk through will be scheduled and completed with parties knowledgeable on the proposed project.
- 22.3. Once activity, date, and time are approved by Culver City and the PRCS Department, permittee must submit an application to FilmLA and fulfill all requirements of FilmLA.
- 22.4. FilmLA will submit the completed application to the City for review and final approval.
- 22.5. Upon approval, permittee must submit payment in full prior to scheduled filming.

## **Picnic Shelters and Picnic Areas**

### **23. Picnic Shelters & Picnic Area Guidelines**

- 23.1. See chart for Facility locations (see Appendix C).
- 23.2. Park facilities are open to the public on a first come first served basis unless they have been rented or allocated.
- 23.3. Rental includes outdoor pre-existing tables & shelter space.
  - 23.3.1. Additional park amenities, including the parking lot(s), restrooms, play structures, public access ways and paths, are for public use and not included in the rental.
  - 23.3.2. Additional rentable space including, sports fields, courts, green space are not included in the rental. See Athletic Space Allocation and Usage Policy and ask City staff (see Other Rentable Space #11).
  - 23.3.3. Does not include space for a bouncer or outside vendor. Please contact the PRCS for space to set up. Insurance will be required for all vendors (See Appendix B).
- 23.4. City does not provide access to water or electricity.
- 23.5. Battery-operated generators are permitted. Outside vendors must comply with all outside vendor requirements (see Appendix D).
- 23.6. The permit holder must be present for the duration of the rental.
- 23.7. Smoking within any park or recreational area is prohibited in any Culver City Park (CCMC 9.11.115A).
- 23.8. Consumption of alcohol or possession of open alcohol containers is prohibited in any Culver City Park (CCMC 13.03.025A).
- 23.9. If the renter meets the qualifications of a special event permit, one will need to be obtained (see #25 Special Event Permits).

## **24. Picnic Shelter and Picnic Area Rental Procedures**

- 24.1. Picnic rentals shall not begin before 9:00 a.m. and must conclude by 6:00 p.m. unless prior approval from department is obtained.
- 24.2. There is a 3-hour minimum rental for picnic area and picnic shelter rentals.
- 24.3. Permit should be posted and visible for the duration of the rental time.
- 24.4. Requests must be made in writing by completing the Picnic Shelter/Area Rental request on the City's website. Applicants must sign the Facility Use Policy and agree to all terms set forth in this policy.
- 24.5. Payment of a 50% deposit of all anticipated fees is due at the time of booking. Should the rental be denied (see #8 Denial of Use), the deposit may be returned to the user.
- 24.6. Completion of request of an outdoor space and/or payment of a deposit does not guarantee the outdoor space request will be granted.
- 24.7. Applicants will be notified, in writing, of the approval or denial of their rental request within 7 business days of written request.
- 24.8. Permit holder is responsible for procurement of and payment for all permits, licenses, and insurance required.
- 24.9. Final payment must be made no less than 7 days prior to the rental. Failure to complete payment on time will result in the event being cancelled and no refund of fees.
- 24.10. A fee will be assessed for any returned checks (see Appendix A).

## **25. Picnic Shelter and Picnic Area Decorations, Equipment, and Vendors**

- 25.1. Outside vendors (i.e., food trucks/carts, moon bounce, event planners, game trucks ...) must meet all Outside Vendor requirements (See Appendix D).
- 25.2. Attaching ropes, objects, etc, (including pinatas, banners, signs) to park landscape, amenities, or fixtures is prohibited.
- 25.3. No tape, nails, pins or staples may be used and nothing may be hung from trees or park structures. Absolutely no glitter, confetti, birdseed or rice is permitted on the property. Clean-up fees will be charged for the use of glitter, confetti, birdseed and rice.
- 25.4. Shade structures are permitted up to a size of 10'x10' and all sides must remain open. Check with staff on the number of shade structures permitted.
- 25.5. Personal charcoal grills are permitted in locations where there is a designated grilling area only. Check with staff.
- 25.6. Stakes that exceed 6" are not allowed in the fields or grassy areas.
- 25.7. A small personal sound system is allowed. However, additional speakers, voice amplification, and/or other devices are not permitted without a sound permit.
- 25.8. All users must comply with CCMC Noise Regulations 9.07.
- 25.9. Any amplification of sound shall not be audible at more than 50 feet

from sound origin (CCMC 9.07.055).

25.10. An approved sound permit is required prior to use of any sound amplification equipment.

25.10.1. Usage of sound equipment and amplification of sound will be approved in writing on the permit.

25.11. The use of amplified sound will initiate the need for a special event permit (see Special Event Permits #20). The special event permit applications will be provided to you by the PRCS staff.

25.11.1. A minimum of three weeks is required to process an application for a special event permit.

25.12. The operation of sound amplifying equipment shall occur only between the hours of 8:00 a.m. through 8:00 p.m. Monday through Thursday, 8:00 a.m. through 10:00 p.m. Friday 10:00 a.m. through 10:00 p.m. Saturday, and 10:00 a.m. through 8:00 p.m. Sunday and City specified holiday schedule (CCMC 9.07.055).

## **26. Picnic Shelter Check In and Clean Up**

26.1. Permit holder will be required to sign a Rental Settlement Form prior to the rental starting and prior to leaving the park at the conclusion of the event. Failure to sign may result in the forfeit of the security/damage deposit.

26.2. Cleanup is the permit holder's responsibility. The equipment, facility and public spaces utilized by the permit holder and attendees, must be left in the condition it was provided.

26.3. Clean up and removal of all equipment is the permit holder's responsibility.

26.4. Clean-up and load-out of organization/business equipment and personal belongings must be completed and the space completely vacated by the time indicated on the permit.

26.5. It is the responsibility of the permit holder to ensure that all trash is sorted and placed in the appropriate receptacle.

26.6. If additional trash is generated, permit holder should bring additional bags to contain debris.

26.7. If excessive cleanup is required, permit holder will be charged a cleanup fee (see Appendix A).

26.8. Any damage to facility and/or equipment will be billed to permit holder for repair and/or replacement cost.

## **Terms and Conditions**

### **27. Permit Holder Responsibilities**

27.1. Permit holder shall ensure all attendees are in compliance with all applicable laws, codes, regulations and policies required by all authorities having jurisdiction.

27.2. Permit holder is responsible for the conduct of all attendees. Disorderly conduct may be cause for loss of damage/security deposit and/or immediate cancellation of event.

27.3. Failure to vacate the premises will be grounds for arrest for

- trespass, the assessment of additional fees, and loss of security deposit.
- 27.4. Common courtesy is expected to be shown to neighboring renters and residents. All noise must be at a minimum level while in the permitted space.
- 27.5. If a complaint is received regarding your event and the Culver City Police are called in to maintain order, Permit holder may be held liable for the cost incurred by the Police Department for Officers' time.
- 27.6. Minors
- 27.6.1. Adults are responsible for watching, controlling and keeping their children from disrupting others at all times. Children must be under the supervision and control of adults for the duration of the rental.
- 27.6.2. Events where the majority of the participants are minors may be required to have security guards present during the event and cleanup.
- 27.7. Rental is for designed room(s) listed on permit only. Lobbies, hallways, and parking lots are for public access and cannot be blocked, used for equipment, or other activities. No loitering in halls, lobbies, parking lots or other outside park areas. Hallways may not be used for organized "waiting" or rehearsal areas.
- 27.8. The specific number of guests attending the event may not exceed the number indicated on the permit. Permit holder may be required to provide Facility with an alphabetized guests list, including children. Facility staff may also require a ticket sale manifest and/or ticket sale authorization codes.

## **28. Advertisements, Signage, & Decorations**

- 28.1. No permit holder, nor attendees, may advertise the Facility phone number or contact information, for event information.
- 28.2. Advertising materials must be approved in writing by City staff before distribution. Any item posted which has not been approved will be removed and discarded.
- 28.3. Exterior signage and banners will only be approved for open-to-the public events scheduled in the main Auditorium and may only be displayed during the duration of the event. Arrangements for all exterior signage and banners must be pre-approved by PRCS Department a minimum of 14 prior to event date.
- 28.4. Permit holder may not attach signs nor place signage on exterior walls, doors, or the walls of interior or exterior hallways.
- 28.5. No tape, nails, pins or staples may be used in walls or wood. Nothing may be hung from curtains. Absolutely no glitter, confetti, birdseed or rice is permitted on the property. Clean-up fees will be charged for the use of glitter, confetti, birdseed and rice.
- 28.6. Changes, alterations, repairs, or defacement to any part of the facility, its furnishings, or equipment thereof will not be permitted. The permit holder shall be held liable for expenses required to repair or replace the facility, its furnishing or equipment

to its original condition.

- 28.7. Flyers are not permitted to be distributed at Culver City properties to advertise events.

## **29. Insurance & Liability**

- 29.1. Insurance certificates (see Appendix B) should be submitted to the PRCS Department no less than 14 days prior to the event date. Failure to secure insurance for event will result in the permit being cancelled.
- 29.2. All events open to the public will be required to provide insurance (see Appendix B).
- 29.3. All events where an outside vendor is invited to attend, free or fee based, will be required to provide insurance (see Appendix B).
- 29.4. At the discretion of the PRCS Director or his/her designee, insurance may be required for additional circumstances.
- 29.5. Permit holder agrees to indemnify, defend, hold harmless, release and discharge the City, and each of its elected and appointed officials, agents, officers and employees from any and all liability, claim, losses or judgements arising out of any personal injury, death, or damages to real or personal property resulting from permit holder's use of the Facility.
- 29.6. Permit holder agrees to pay for any and all damages to Facility and/or loss of any property and/or equipment of Facility resulting directly or indirectly from such occupancy and/or use of Facility.
- 29.7. Facility assumes no responsibility for loss and/or damages of any material or equipment brought onto City property.

## **30. Americans With Disabilities Act**

- 30.1. City certifies City Facilities are a place of public accommodation and is accessible to persons with disabilities and in compliance with Title II & III of the Americans with Disabilities Act (ADA).
- 30.2. No facility user shall not render or allow any guests, contractors, agents, invitees to render the Facility inaccessible to persons disabled, or otherwise cause the Facility to be out of compliance with the ADA. In the event that permit holder or any of guests, contractors, agents, invitees or other persons it permits on the premises render Facility inaccessible to persons disabled or otherwise cause the Facility to be out of compliance with ADA, user shall immediately remedy the cause and return Facility to compliance.
- 30.3. Permit holder shall hold the City harmless from any and all damages, loss or liability of any kind whatsoever resulting from its actions or those exhibitors, contractors, agents, invitees or other persons it permits on the premises in rendering Facility inaccessible to persons disabled or otherwise causing Facility to be out of compliance with the ADA, and user will, at user's own cost and expense, defend and protect the City against any and all such claims or demands.
- 30.4. If you anticipate that a participant in your program will be unable to

participate because some aspect of the Facility is inaccessible to them, please notify the Facility staff.

### **31. Good Neighbor Standard**

- 31.1. The following Good Neighbor Standard is designed to ensure that the sports field permit holders adhere to rules of conduct to promote the safe and pleasant enjoyment of the environment for all, including participants, spectators, neighbors and other park users.
- 31.2. It is the responsibility of the permit holder to educate attendees of this standard. Failure to abide by the standard may subject the permit holder to forfeiture of their permit and/or loss of privilege of future use of City facilities.
  - 31.2.1. Permit holders are expected to be good neighbors by requiring participants to refrain from excessive noise, whistles or drums, prior to 8:00 a.m. Monday-Saturday; 9:00 a.m. Sunday.
  - 31.2.2. Educate participants to arrive quietly and to depart in the same manner to avoid disrupting the neighborhood.
  - 31.2.3. All litter and debris must be picked up and deposited into trash receptacles or removed from the City premises.
  - 31.2.4. Alcohol and smoking are not permitted on outdoor fields and open spaces.
  - 31.2.5. All permit holders are responsible for the condition in which they leave the facility and adjacent neighborhoods.
  - 31.2.6. No person shall park a motor vehicle in such a manner that violates the City of Culver City's parking laws and regulations. This includes blocking of resident driveways, public alleys, and sidewalks.
  - 31.2.7. Permit holders shall work proactively and respectfully in cooperation with all parties to resolve issues as they arise.
- 31.3. City staff will be monitoring and documenting adherence to this standard.

### **32. Laws, Rules, Ordinances, & Regulations**

- 32.1. Permit holders agree to follow all laws, rules, ordinances, & regulations from the City, County, State, and Federal governing bodies.
- 32.2. Permit holder shall work in accordance with all applicable laws, codes, regulations and policies required by all authorities having jurisdiction over Culver City related to and in the performance of the permit holder agreement.
- 32.3. The Culver City Resolution 2015-R 002A commitment to operating its Parks, Recreation, and Community Services programs in a "bullying free" environment.
  - 32.3.1. Bullying is aggressive behavior that involves unwanted, negative actions through physical, written, verbal or other means (e.g. social media); may involve, but is not limited to, a pattern of repeated behavior over time and/or an imbalance of power or

strength; and may include, but is not limited to, behavior such as direct physical contact (e.g. hitting, shoving), verbal assaults (e.g. teasing, name-calling), harassment (including sexual harassment), threats, intimidation, hate violence, and/or social isolation or manipulation.

32.3.2. The harmful effects of Bullying, include physical and mental health impacts, substance abuse and suicide.

### **33. Culver City Municipal Codes**

- 33.1. All field users must abide by all Culver City Municipal Codes.
- 33.2. Alcoholic beverages are not permitted (CCMC 13.03.025).
- 33.3. All prohibitions CCMC Section 9.10.055.
- 33.4. No smoking in parks and recreational areas.
- 33.5. It is prohibited to conduct a business unless a permit has been obtained.
- 33.6. No dogs or animals allowed in parks - CCMC Sections 9.10.400 and 9.10.600, service animals exempt.
- 33.7. The use of non-recyclable plastic food and polystyrene (“Styrofoam”) containers and single use plastics are prohibited CCMC 11.18.
- 33.8. Sidewalk vending ordinance (CCMC 11.21) is enforceable throughout Culver City limits.
- 33.9. If patrons need to report any municipal code violations, outside of PRCS hours, please call the Culver City Police Department non-emergency number at (310) 837-1221 or 911.

### **34. Consequences for Noncompliance**

- 34.1. The purpose of section 37 of the Policy is to implement a systematic method of ensuring the Use of City Fields and Outdoor Space Policy is followed by all users. The City reserves the right to cancel or suspend field/facility permits for games, practices, and other usages based upon users violating the Policy. Notwithstanding this policy, the City reserves the right to revoke any user group’s right to use any City facility for any single serious violation, which causes damage to property or injury to person.
  - 34.1.1. Incident One: Consists of documented activity in direct violation of the Culver City Municipal Code or the Policy.
    - 34.1.1.1. Penalty: A letter summarizing the incident shall be written to the user organization’s Designated Representative. Copy of letter shall be placed in the organization’s file. Restitution for damages/costs will be pursued if applicable.
  - 34.1.2. Incident Two: Occurs within one calendar year from Incident One.
    - 34.1.2.1. Penalty: Revocation of the use permit at which the violation relates, effective immediately, for one day and one



use. A letter summarizing the incident shall be written to the user organization's Designated Representative. Copy of letter shall be placed in the organization's file. Restitution for damages/costs will be pursued if applicable.

34.1.2.2. A mandatory meeting will be arranged between City staff and the Designated Representative(s) to educate the organization about the Fields and Outdoor Space policy and the consequences of a third violation.

34.1.3. Incident Three: Occurs within one calendar year from Incident Two.

34.1.3.1. Penalty: The organization shall be informed, by letter from City staff, that the permit for specified space is revoked immediately and for the remainder of the season or a specified period of time. The organization will be billed per permit and no refunds shall be given. Staff shall monitor activity at the site and report further violations to the City. If further violations occur or the Organization fails to pay the City cost, penalties may include, but are not limited to possible loss of future allocations and/or priority status. A letter summarizing the incident shall be written to the user organization's Designated Representative. Copy of letter shall be placed in the organization's file. Restitution for damages/costs will be pursued if applicable.

34.2. Groups may reapply for future allocations beginning one calendar year from the third violation. Groups with violations may not be granted future allocations.

34.3. Failure to correct violations when advised and directed may also result in administrative charges, criminal prosecution, the issuance of a misdemeanor citation, and/or other legal action by the City Attorney's office.