CITY OF LEMON GROVE, COMMUNITY SERVICES DIVISION
3232 Main Street, Lemon Grove, CA 91945 / (619) 825-3815 / Facsimile (619) 825-3818

Applications Accepted
Monday – Thursday ♦ 10:00 a.m. – 5:30 p.m.
(Closed every Friday)

FACILITY USE POLICY AND REGULATIONS

The City of Lemon Grove has facilities that are designed for Community, civic and cultural activities. The primary use of these facilities is for activities sponsored by the City. The facilities shall be available for usage or rental when not in use for scheduled City activities. Use by Lemon Grove nonprofit community groups and the general public shall be available as the schedule allows.

The schedule of City sponsored activities shall be developed well in advance and clearly indicate when the building is available for use by other groups. Activities and programs shall be classified into groups for the purpose of developing scheduling priorities. City activities have priority use over all other applicants for facility use.

The Community Services Supervisor or designated representative shall have the responsibility for the implementation of all regulations.

POLICY - Adopted by City Council: July 3, 2007
FEES – Adopted by City Council: June 3, 2014

CLASSIFICATION OF APPLICANTS

Each application will be reviewed by the Community Services Division and classified into a group depending on the type of organization and the intended use. The City's activities have first priority for the use of the facilities. The classifications are listed in order of priority with classification "A" first, classification "B" second, etc.

CLASSIFICATIONS		
CLASS	**DESCRIPTION**	**DEFINITIONS**
A	City Sponsored Activities	Programs organized, sponsored, or conducted by the City of Lemon Grove.
B	LGSD & GUHSD	Official School District functions, does not apply to social events.
C	Nonprofit Groups	A nonprofit is interpreted to mean an organization operating as a registered nonprofit which serves the Lemon Grove community. Nonprofit community organizations will be required to submit proof of their nonprofit status. Membership rosters, by-laws and constitution, may also be required.
D	Resident/ Non-Resident	Anyone who resides inside or outside the official city limits of Lemon Grove.
E	Commercial	Facility use of a private nature by a commercial/business organization. This classification will only apply to rental of the Community Center.

1. Rental rates are not charged for **Class A, B,** rentals during regular City operating hours.
2. Rental rates are charged at the full amount for any rental by a **Class D, or E** user.
3. The City reserves the right to limit the use of the City's facilities. Any use must be compatible with the established purpose of the Community facilities.

FACILITY SPECIFICATIONS			
Facility	**Capacity**		**Specifics**
	Dining	**Assembly**	
Community Center 3146 School lane	75	100	Room size is 1,500 sq. ft. Includes: 85 folding chairs and 16 - 8' banquet tables. Kitchen includes stove, oven, refrigerator, and microwave. The carpeted area is not for use by applicant. Available: Wednesdays & Thursdays, 8:00 a.m. – 10:00 p.m. and Friday, Saturday and Sunday, 8:00 a.m. – 12 midnight.
Lemon Blossom Hall Multi-Purpose Room 8235 Mt. Vernon Street	200	200	Room size is 3,000 sq. ft. Includes: 200 chairs, 25 - 5' round tables, 2 - 12' banquet tables, and 2 - 8' banquet tables. Full kitchen includes: stove, oven, refrigerator, microwave, and patio with shade structure. Available for one- time special events rent only on Fridays, 4:00 p.m. – 12 midnight, Saturdays, 8:00 a.m. – 12:00 midnight, and Sundays, 8:00 a.m. – 10:00 p.m.
H. Lee House Courtyard	50	100	Courtyard size is 1,500 sq. ft. Includes: 500 sq. ft. gazebo, 48 chairs and 1,000 sq. ft. grass area. Available on: Monday – Sunday, 8:00 a.m. – 12:00 midnight
Recreation Center 3131 School Lane	N/A	400	The Recreation Center features a full size gymnasium, multiple game rooms, and a large outdoor shaded patio area.
Recreation Center Gym 3131 School Lane	N/A	300	The multi use 7,000 sq. ft gymnasium offers the opportunity for full court and half court basketball, volleyball, soccer, and a wide variety of sports and games. Facility is available to rent for **athletic events only**. NOT AVAILABLE ON WEEKENDS.

FACILITIES RENTAL FEE SCHEDULE • EIGHT (8) - Hour Rate & Four (4) Hour Rate

Lemon Blossom Hall – Weekend Packages Include: Use of Lemon Blossom Hall Multipurpose room, outdoor patio areas, kitchen, tables, chairs, security, set-up and take down of floor plan and on site staff. All rentals with alcohol will include 2 or 4 security guards, additional hours available upon request at $100 per hour.

Classifications	Without Alcohol			With Alcohol		
	8 /hr Fee	4 /hr Fee	Plus Deposit	8 /hr Fee	4 /hr Fee	Plus Deposit
Rental fee	$850	N/A	$200	$1150	N/A	$300
Special Event	N/A	N/A	N/A	$1,500	N/A	$400

Community Center - Additional hours available upon request at $100 per hour.

Classifications	Without Alcohol			With Alcohol		
	8 /hr Fee	4 /hr Fee	Plus Deposit	8 /hr Fee	4 /hr Fee	Plus Deposit
Non Profit	$450	$275	$200	$700	$400	$300
Rental fee	$520	$310	$200	$800	$450	$300
Special Event	N/A	N/A	N/A	$1,100	N/A	$400

Note: $100 security fee shall apply to all rentals.

H. Lee House Courtyard - Additional hours available upon request at $100 per hour.

Classifications	Without Alcohol			With Alcohol		
	8 /hr Fee	4 /hr Fee	Plus Deposit	8 /hr Fee	4 /hr Fee	Plus Deposit
Non Profit	$300	$200	$200	$400	$250	$300
Rental fee	$350	$225	$200	$550	$325	$300
Special Event	N/A	N/A	N/A	$800	N/A	$400

Note: $100 security fee shall apply to all rentals.

Recreation Center – HOURLY Rates

Rental Site	Classifications		
	Non Commercial	Commercial	Deposit **
Entire Facility *	$60	$100	$200
Gymnasium **(Athletic Events Only)**	$50	$80	$200

Any use of the Recreation Center in which an admission and/or tournament entry fee is charged shall constitute a commercial use. NO alcohol is allowed at the Recreation Center.

Minimum number of hours shall apply.
* Entire facility includes gymnasium, meeting room and game room.
** Deposit fee may by waived by Community Services Director based on nature of event.

Rental Site	Gazebo Fees
Berry Street Park Gazebos	Gazebo #2 or #3 $80 Gazebo #1 $100
Lemon Grove Park Gazebo (Small)	Lily or Tulip $80 Sunflower $100

Fees established: Dec. 3, 2014

FACILITY USE REGULATIONS

Applications for use of City facilities are by mail or at the Community Services Division. Applications are reviewed, prioritized, and fees, if any, are determined by the Community Services Division. **Approval for use is not granted to a person less than twenty-one (21) years of age.**

APPLICATION PROCEDURES AND POLICIES

1. **A COMPLETED FACILITY USE APPLICATION CAN ONLY BE SUBMITTED FOR SPECIFIC DATES AND TIMES**-- must include a set-up and clean-up time. Applications must be submitted at least twenty-one (21) days in advance of the date requested. Photo identification is required from all applicants. Proof of active status required for Military discount. Applicants may schedule an event one-year in advance. **THE SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE APPROVAL**. Facilities are not available for use on major City holidays.

2. The City reserves the right to limit the number of uses by any one group so that the entire community has access to the limited available facilities. **Facility use is limited to no more than two uses per month, per group.**

3. Applicants are notified in writing, at time application is submitted, or by phone in regards to the approval or denial of an application.

4. In the event of a change of plan by an applicant, notice of cancellation must be given to the Community Services Division thirty (30) calendar days before the date of intended use in order to reduce the financial obligation for charges involved. **A one hundred dollar ($100) processing fee is charged and a refund, if applicable, is mailed to the applicant.** A cancellation less than thirty (30) days prior to an event results in a forfeiture of your entire deposit amount.

5. All fees must be paid at the Community Services Division. We accept cash, Visa/Master Card, debt, checks, and money orders payable to the City of Lemon Grove.

6. A refundable cleaning/damage deposit is required and must be paid at time application is submitted. The remainder of the fee is due 30 days before scheduled use. Groups using facilities on a semi-monthly or monthly schedule must pay on or before the first meeting of the month. The Community Services Division may approve other arrangements.

7. Additional requirements may be imposed as a condition of approval. These additional requirements may include, but are not limited to, additional security, City staff or insurance. Cost incurred for additional requirements shall be the responsibility of the applicant. Any preparation for facility use is solely at the applicant's risk until the FACILITY USE PERMIT is issued.

8. A FACILITY USE PERMIT will only be issued after all required fees have been paid. It is the responsibility of the renter to see that unauthorized portions of the facility are not disturbed in any way and that the premises are vacated as scheduled.

   Permits must be presented to City staff on the day of the event before access to the building is allowed. **The building will not be opened until the responsible person(s) named in the application is present**. One of the named person(s) must remain in attendance throughout the entire facility usage time.

Entire event must be conducted within the rental period indicated on application; this includes all preparation and set-up time as well as clean-up time. Failure to do so shall result in loss of full security deposit.

Hours of use, **all changes** and any unusual requirements such as special custodial services, decorations, special equipment, additional services **and hours of event rented changed shall be listed in writing on the application and permit.** The grounds, building or any part of the facility shall not be altered or changed without written approval.

Permission to use the building is granted subject to observance of regulations. Permits may be revoked for violation of regulations.

9. Denial, Revocation and Appeal Process

- Denial -- The Community Services Division may deny any application. Written notice of denial, along with appropriate explanation, will be made by first class mail, addressed to the person in whose name the application is filed. Application for use may be denied for the following reasons:

  a. Date not available.
  b. Unsatisfactory record in prior use, defined as failure to comply with City of Lemon Grove Facility Use Regulations in prior usage.
  c. Proposed use would create a hazardous condition.
  d. Non-payment of fees when due.

- Revocation -- The Community Services Division may revoke any permit for use if it is determined that the permittee has violated any provision of the City of Lemon Grove Facility Use Regulations. Notice of revocation, along with appropriate explanation, will be made by first class mail, addressed to the person in whose name the permit was issued.

- Appeal From Granting of Facility Use Permit -- An appeal from the granting of a facility use permit may be filed with the Community Services Division within ten (10) days from the granting of the use permit. Said appeal must be in writing and include a brief recitation of the basis for the appeal and any other information, which the appellant may wish to submit.

- Appeal from Denial or Revocation -- If an application is denied or revoked by the Community Services Division, the application or permittee may appeal said decision to the Public Works Director. The appeal must be in writing, and must be postmarked or hand delivered within fifteen (15) days from the date the notice of denial or revocation was deposited in the U.S. Mail, to:

  City of Lemon Grove
  3232 Main Street
  Lemon Grove, CA 91945
  Attention: Community Services Division

- The appeal must include a copy of the notice of denial or revocation, a brief recitation of the basis for the appeal, and any other information, which the appellant may wish to submit.

- The decision of the Community Services Superintendent regarding the appeal will be sent by first class mail to the appellant.

- If needed the appeal will be forwarded to the City Manager. The decision of the City Manager is final.

RULES GOVERNING FACILITY USE

1. Liability/Insurance

The City of Lemon Grove is not liable for accidents, injuries or loss of personal property in connection with any of its facilities. Groups which fall into moderate to high risk activity will be required to obtain liability insurance (rider clause to original policy), approved by the City, naming the City of Lemon Grove, its officers and employees as additional insured. The City shall require liability insurance of $1 million to $5 million, depending upon the risk factor. Groups will be responsible for all damage to City property as a result of actions of the group and participants, representatives or other activity on behalf or in connection with the group activity.

2. Prohibited Uses

No activity is permitted which is in violation of local, state or federal statues. Applicants must adhere to all City policies and fire codes during their use of the facility.

The use of any facility is not granted or permitted to any individual, society group or organization which has its objectives to overthrow or advancing of the overthrow of the present form of government of the United States or the State of California by force or violence.

No two groups of opposing political parties or political affiliation shall be scheduled at the same time at any facility.

3. Smoking

Smoking is not permitted in any City facility or within 30 feet of entrances.

4. Supervision

City staff is assigned for each facility rental. The staff member on duty shall have complete authority over the facility being used, all equipment, participants and activities.

The staff member on duty shall have the authority to request changes in activities or the cessation of activities. The group(s) using the facility must comply with these requests or instruction. Groups holding facility use permits should consult the staff member on duty in regard to their needs.

The City reserves the right to full access of all City property and to all activities in order to ensure that all rules and regulations are being observed, and may terminate any and all activities for the safety and welfare of the attendees, citizens or City property.

5. Equipment

City equipment may not be removed from the facility.

6. Set-up, Teardown and Clean-up

All table/chair set-up and teardown at any facility is performed by City staff, and is included in the rental fee. **Applicant is responsible for the removal of all party related items and their trash at the conclusion of their rental.** Applicants must leave all facilities in the same condition it was received.

On the day of the event, the patron must initially inspect the premises with a staff person and fill out a Condition of Facility Report. This report is a checklist to ensure there is no negligence by either party (Community Services staff or patron).

At the conclusion of the rental and clean-up period, the applicant will inspect the premises with a staff person and complete a final Condition of Facility Report.

7. Deposit Refund

Refund of security deposit will be issued within thirty (30) days of the facility use date. Any unauthorized use of alcohol by renter shall result in the termination of event and full forfeiture of security deposit. If a group fails to perform a proper clean up after their activity, the total deposit will be forfeited. Applicant shall bear the full financial responsibility for any and all damages to equipment or facility.

8. Decorations

Groups utilizing City facilities are responsible for the application and complete removal of all decorations. No decorations of any kind may be attached to any part of the facility. Decorations may be attached to tables and chairs using masking tape only. **Transparent tape may not be used.** All tape must be completely removed during clean up. **The use of confetti or glitter as decorations must be pre-approved.** All decorations must be of flameproof material. Use of any type of candle or open flame decoration must meet State Fire Codes.

9. Glass Containers

The use of glass bottles for alcoholic or non-alcoholic beverages must be poured at a designated drink station only. All drink glasses and cups must be plastic, paper, or Styrofoam.

10. Food and Drinks

a. Food and drinks are permitted in certain designated areas as determined by the City. No food or drink is allowed on the carpeted platform of the Community Center.

b. All food served catered or otherwise, must comply with City, County & State health ordinances, codes and/or regulations.

c. If a group wishes to have a function catered, a caterer holding a Lemon Grove business license or one who obtains such license by the event date shall be used. Caterers must furnish proof of liability insurance. All caterers' names and addresses shall be provided to the Community Services Division upon request. Menus and prices shall be arranged between the caterer and the user.

11. Alcohol Use

The use of alcoholic beverage is by written permit only and must be requested at the time the facility use application is made. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with the State Law, City Code and Policy.

a. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the State of California, Alcohol Beverage Control Division. Any groups using a facility will be solely responsible for obtaining all required permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.

b. Evidence of required permits, licenses or insurance must be provided to the City two (2) weeks prior to the scheduled event date.

c. When alcoholic beverages are being served, the City may require the applicant to submit a certificate of insurance naming the City as an additionally insured. If the permittee sells alcoholic beverages at an event, the permittee must ensure and provide documentation to the city evidencing that any insurance covers liability for the sale of alcohol.

d. No alcoholic beverage shall be served to any person less than twenty-one (21) years of age. If anyone under the age of twenty-one (21) is found to be drinking on City property, the rental is immediately terminated and all fees and deposits are automatically forfeited by applicant -- **no exceptions.**

e. Injuries caused to any person as a result of alcoholic beverages being served or consumed by any person on the City's premises, or arising off the City's premises, or as a result of alcohol being available on the City's premises, shall be the sole responsibility of applicant or organization.

f. No alcohol consumption is allowed in parking lot areas any time.

g. Any function where alcoholic beverages are permitted will require an additional cleaning/security deposit as per fee schedule.

h. Alcoholic beverages shall not be brought into the building by persons other than the applicant or their designee.

i. **All events with alcohol require licensed and uniformed security, at a rate of 1 security guard per 100 attendees.**

j. **Beer kegs are not permitted.**

k. If participants are found to be using illegal drugs on City property, the rental will be terminated immediately.

12. Sound

All amplified and electronic sound producing and/or amplifying equipment must be turned off and disconnected by 11:00 p.m. on Friday and Saturdays, 9:00 p.m. on sundays – no exceptions. Noise levels must be maintained at or below 60 decibels at all times prior to 11:00 p.m. All doors must remain closed during the event if sound-producing equipment is used. The use of amplified sound equipment is the responsibility of the applicant and must be specified on the facility use application and is subject to the approval of the Community Services Division.

13. Security

The City requires security at any and all events. The number of security guards is determined by the Community Services Division. All Security guards will be licensed and in uniform.

14. Minors

Groups composed of persons under the age of twenty-one (21) must be supervised by two (2) adults who are twenty-one (21) years of age or older per every twenty-five (25) persons under the age of 21. The applicant, who is over the age of 21, must be present at the facility rental during the entire event. If the applicant leaves for any reason, the rental is terminated and all fees and deposits are forfeited. All groups are under the direction and responsibility of the applicant.

15. Use Forfeiture

Regularly scheduled groups who fail to notify the City of cancellations shall, after two (2) consecutive times, automatically be taken off the facility calendar. For reinstatement, a new application must be submitted for approval.

16. Animals

No animals except those, which are trained to assist the disabled, will be allowed inside City facilities.

17. Parking

Parking of vehicles is allowed in marked/authorized parking spaces only.

SENIOR CENTER 8235 Mt. Vernon

Without alcohol	*8 hrs $850*	*$200 dep*
With alcohol	*8hrs $ 1,150*	*$300 dep*
Special event	*8 hrs $1,500*	*$400 dep*

COMMUNITY CENTER 3146 School lane

Without alcohol	*4hrs $310*	*8hrs $520*	*$200 dep*
Non profit w/o	*4hr $275*	*8hrs $450*	*$200 dep*
With alcohol	*4hrs $450*	*8hrs $800*	*$300 dep*
Non profit with	*4hrs $400*	*8 hrs $700*	*$300 dep*
Speical event	*8hrs $1,100*	*$400 dep*	

H. LEE COURTYARD 3205 Olive st

Without alcohol	*4hrs $225*	*8hrs $350*	*$200 dep*
Non profit w/o	*4hrs$200*	*8hrs $300*	*$200 dep*
With alcohol	*4hrs $325*	*8hrs $550*	*$300 dep*
Special event	*8hrs $800*	*$400 dep*	

REC CENTER 3131 School lane

Non comm. Entire fac.	*$60 hr*	*$200 dep*
Comm. Entire fac.	*$100 hr*	*$200 dep*
Non comm. Gym only	*$50 hr*	*$200 dep*
Comm. Gym only	*$80 hr*	*$200 dep*