



**City of Lemon Grove, Community Services**  
 3232 Main Street, Lemon Grove, CA. 91945 ● (619) 825-3800 ● Fax: (619) 825-3818

## FACILITY RENTAL GUIDELINES

Facility: \_\_\_\_\_ Event Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

2<sup>nd</sup> Applicant Name: \_\_\_\_\_  
 (See #4)

	INITIALS	<b>THE FOLLOWING GUIDELINES MUST BE ADHERED TO AT ALL TIMES DURING A FACILITY RENTAL</b>
1		Alcohol will not be permitted unless a permit by the City of Lemon Grove is issued. Any unauthorized use of alcohol by renter shall result in the termination of event and full forfeiture of security deposit.
2		If anyone under the age of twenty-one (21) is found to be drinking alcohol, the rental will be immediately terminated and <b><u>all fees and deposits will be forfeited by applicant. No exceptions.</u></b>
3		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 or paper. <b>No beer kegs are allowed.</b>
4		<i>I UNDERSTAND I will be the contact and responsible person for this event and need to sign the Facility Review Form. <b><u>I WILL BE THE FIRST PERSON TO ARRIVE AND LAST PERSON TO LEAVE AT THIS EVENT OR I WILL LOSE MY ENTIRE DEPOSIT.</u></b></i>
5		<b>After 9:00 p.m. all doors</b> must remain <b>closed</b> and <b>everyone</b> must be <b>inside</b> the facility.
6		<b><u>ALL</u></b> sound devices <b><u>must be shut off by 11:00 p.m. on Fridays and Saturdays and by 9:00 pm on Sundays.</u></b> No exceptions. Facility must be picked up and ready to close up by event departure time.
7		No pins or tape are allowed on walls and ceiling. Painters tape OK. Confetti and/or glitter are not allowed. Any damage made to the facility will result in loss of deposit.
8		Deposit refund is mailed out no later than 30 days after the event date.
9		<b><i>Any changes of rental hours must be made and approved at least one week before event and approved. <u>Staff on duty the day of rental is not authorized to extend any event.</u></i></b>
10		<b><i>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 <u>deposit amount.</u></i></b>



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11			Direct all facility rental questions <b>prior to the event</b> to the Community Services Department at 619) 825-3816. Direct all facility rental questions <b>the day of the event</b> to the staff on duty at 619) 849-9092.
12			All reservations for any facility must be made no less than thirty (30) days prior to the date of the event.
13			I understand that I must follow all County, CDC, and State COVID Guidelines. <a href="https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/reopening.html">https://www.sandiegocounty.gov/content/sdc/hhsa/programs/phs/community_epidemiology/dc/2019-nCoV/reopening.html</a>

## **SIGNATURE REQUIRED**

I have received, read and understand all the Facility Use Policy Rules and Regulations.

\_\_\_\_\_

Applicant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

2nd Applicant Signature (IF APPLICABLE)

\_\_\_\_\_

Date