



**La Palma Community Services – Recreation Division**  
 7821 Walker Street, La Palma, CA 90623  
 (714) 690-3350 | [recreation@cityoflapalma.org](mailto:recreation@cityoflapalma.org)

# INDOOR

## Facility Rental Information & Fees

**La Palma Community Center Business Hours:**  
**(View Page 2 for Available Rental Hours)**

Monday - Thursday 8:00 a.m. – 5:30 p.m.

**Special Days/Holiday Hours for Facility Use**

President's Day	10:00 a.m. – 9:00 p.m.
Memorial Day	10:00 a.m. – 9:00 p.m.
Labor Day	10:00 a.m. – 9:00 p.m.
Veteran's Day	10:00 a.m. – 9:00 p.m.
Christmas Eve	10:00 a.m. – 5:00 p.m.
New Year's Eve	10:00 a.m. – 5:00 p.m.

**Facilities are CLOSED on the following Dates/Holidays**  
 (Restrooms are open 8:00 a.m. – 8:00 p.m.)

New Year's Day	July 3rd	Thanksgiving Day
Easter Sunday	July 4th	Christmas Day

**USER PRIORITIES**

- 1 - CITY** City of La Palma administered, sponsored functions
- 2 – RESIDENT PRIVATE USE** Resident private use, La Palma Non-profits, or  
La Palma based Business
- 3 - NON-RESIDENT PRIVATE USE** Non-Resident private use, Non-La Palma Non-profits,  
Non-La Palma based business

## **GENERAL INDOOR FACILITY RESERVATION REGULATIONS AND INFORMATION**

1. Observing User Priorities (Page 1), Community Center rooms are available for rental:

Monday – Thursday	9:00 a.m. – 10:00 p.m.
Friday & Saturday	11:00 a.m. – 10:00 p.m.
Sunday	10:00 a.m. – 10:00 p.m.

2. Applications for use are accepted up to 1 year in advance of event for Resident/La Palma based businesses/La Palma Non-profits and up to 6 months in advance of event for non-residents and non La Palma based businesses/non-profit organizations.
3. **Applications are only issued to persons over 21 years of age.**
4. Starting and ending time is determined by your actual use. Permits requiring time to decorate, receive deliveries, or make other preparations must include this time in their permit.

### **Monday - Sunday**

Cleanup must be completed by **10:00 p.m.**

5. All requests for use of Indoor City-owned Recreation facilities are considered 'under review' and only confirmed upon department approval, a completed permit application, payment of the required deposit, and current driver's license or California Identification card is submitted. Applications and payments for facility rentals **MUST** be made, during business hours, with the Community Services Department-Recreation Division no less than thirty (30) days in advance. **Note: If application is submitted less than thirty (30) days in advance of event, you must pay all fees at the time of booking.**
  - a. To qualify for the Resident rate, proof of residency includes a driver's license with a La Palma address or current utility bill (gas, water, trash, electric) with your printed La Palma address. **All forms of identification must be in the name of the Permit-holder.**
6. The Community Services Department-Recreation Division reserves the right to communicate **ONLY** with the permit-holder concerning any changes to the facility use permit.
7. Cancellation **before** thirty (30) days prior to your event will result in a service charge of \$50 being deducted from your deposit. All fees can be non-refundable if you cancel your event **less than thirty (30) days** before the date of your event, at the discretion of the Public Works/Community Services Director.

## **GENERAL INDOOR FACILITY RESERVATION REGULATIONS AND INFORMATION (cont'd)**

8. All refunds will be mailed directly to the permit holder, pending City Council approval, no more than 30-days after the event, provided the facility is clean and returned to its original condition.
9. Failure to abide by the all rules and regulations may result in the termination of your event by the La Palma Community Services Department-Recreation Division. Permit Holder is responsible for their guests' adherence to park and facility rules.
10. The permit-holder who signs the permit/facility use application assumes complete responsibility and liability during the use of the facility.
  - a. Permit-holder must, personally, be in attendance through the ENTIRE EVENT. NO OTHER PERSON WILL BE ALLOWED TO ENTER THE BUILDING UNTIL THE PERMIT HOLDER HAS SIGNED IN.
  - b. A Community Services-Recreation Division staff member will be present to admit the permit holder **at the time specified on the application/permit.**
11. One adult (21+ years of age) chaperone MUST be present for each fifteen minors (under 18 years of age) in attendance. A uniformed security guard may be required at functions, which are attended predominantly by minors. The Public Works/Community Services Director and/or Chief of Police will consider whether security is required on an application-by-application basis
12. The function MUST be by **INVITATION ONLY** (NO mass invitations or posting of flyers).
13. City of La Palma Policy prohibits the commercial selling of goods or services on public property (Non-profit fundraisers may be excluded, by approval of the Public Works/Community Services Director).
14. Use of taco cart/caterer, while is permitted, must be stationed outdoors in a grass area, not on cement.
15. **The facility must be cleaned and returned to the condition in which it was found. IF THE APPLICANT/GROUP FAILS TO DO SO, A FEE WILL BE CHARGED FOR THE CLEANING.**
  - a. In order to qualify for a full refund of deposits, you must clean those areas your group utilized such as: sinks, counters, stove, refrigerator/freezer, and the floor in the kitchen; cleaning tables and chairs; spot mopping spills/vacuuming; picking up trash in the courtyard and restrooms, and putting in the trash cans provided; emptying the facility and kitchen trash cans into the trash bin provided.

- b. A tour of the facility with a staff member, both before and after your use is required so that any problems can be noted.

## **GENERAL INDOOR FACILITY RESERVATION REGULATIONS AND INFORMATION (cont'd)**

- c. ALL CLEANUPS MUST BE ACCOMPLISHED PRIOR TO YOUR STATED ENDING TIME, to avoid an "Overtime Fee".
  - d. Any person or group causing property or equipment damage or theft will be required to pay for same (based on current cost of repair or replacement).
16. The La Palma City Council has determined that you will be charged an **"Overtime Fee" of \$67** in addition to the hourly charge if you do not leave at the time you're contracted and paid for.
17. **ADHESIVES, TAPE, NAILS, STAPLES, ETC. ARE NOT PERMITTED ON THE WALLS, CEILING, FLOOR, EQUIPMENT, TABLES, CHAIRS, OR WINDOWS OF ANY INDOOR FACILITY.**
18. **SECURITY IS REQUIRED FOR ANY EVENT OR ACTIVITY WHEN ALCOHOL IS SERVED.** On such occasions when, in the opinion of the Public Works/Community Services Director or the Chief of Police, it is considered necessary, the assignment of one or more uniformed security officers may be required for events without alcohol. The cost of security shall be borne by permit-holder.

A security guard will be required 1/2 hour prior to the arrival of guests continuing through the end of the permit, which includes the cleanup period. Under the direction of Community Services staff on duty, the security guard is responsible for enforcement of no underage drinking, general patrol of the parking lots, and contact with the permit holder concerning intoxicated guests, and general crowd control.

**ONLY THE SERVICES OF SOUTHWEST PATROL, INC.** will be used for Community Center facility permits. \$50.00 per hour will be charged beginning prior to the arrival of guests through the cleanup period/permit end time. All security fees are due and payable 30 days prior to the date of the event along with all other facility fees.

18. **Central Park, including the community center facilities, is smoke and tobacco free per La Palma Municipal Code, Section 18-28.** It is the permit holder's responsibility to inform their guests that smoking is prohibited.

## FACILITY FEES

All fees and deposits are set by the La Palma City Council.

FACILITY	LA PALMA - RESIDENTS, LA PALMA NON-PROFIT ORGANIZATIONS LA PALMA BASED BUSINESS	NON-RESIDENT PRIVATE USE, NON-PROFIT ORGANIZATIONS NON-LA PALMA BASED BUSINESS
ROYAL PALM ROOM (KING & QUEEN COMBINED)	\$115.00/hour	\$160.00/hour
KING PALM ROOM	\$85.00/hour	\$115.00/hour
QUEEN PALM ROOM	\$70.00/hour	\$90.00/hour
SAGO PALM ROOM	\$70.00/hour	\$90.00/hour
FAN PALM ROOM	\$35.00/hour	\$45.00/hour
Setup and takedown of the tables and chairs is included in the hourly charge. The hourly rate also includes having Recreation Staff on duty during your event.		

## REFUNDABLE DEPOSITS

ALL FACILITIES	LA PALMA - RESIDENTS, LA PALMA NON-PROFIT ORGANIZATIONS LA PALMA BASED BUSINESS		NON-RESIDENT PRIVATE USE, NON-PROFIT ORGANIZATIONS NON-LA PALMA BASED BUSINESS	
Up to a Single Snack & Beverage	\$200		\$400	
Full Meal/Buffer	\$300	\$400/with Alcohol	\$500	\$600/with Alcohol

The deposit **MUST** be paid in full once the application is approved and confirmed. Date will not be confirmed until the permit is approved and the deposit is paid in full. Deposit checks will be processed, no checks will be held.

## **GENERAL INDOOR FACILITY RESERVATION REGULATIONS AND INFORMATION (cont'd)**

The deposit is **fully** refundable provided all facility rules and regulations are followed, the facility is left in the same condition that it was found prior to your permit, and you leave at or before the time indicated on your facility permit.

- a) Failure to follow facility rules and regulations can result in the forfeiture of part or all of the deposit, at the discretion of the Public Works/Community Services Director.
- b) Clean-up should begin by 9 p.m. for permits with an ending time of 10 p.m. No alcohol or alcoholic beverages shall be served after 9 p.m. Your check out with a staff member **MUST** be completed by 10 p.m.

### **ROOM CAPACITIES**

	<b>Theatre</b>	<b>Banquet</b>
<b>Royal</b> Palm Room	225	150
<b>King</b> Palm Room	120	80
<b>Queen</b> Palm Room	75	50
<b>Sago</b> Palm Room	75	50
<b>Fan</b> Palm Room	30 (classroom)	

**Fire Code Attendance Regulation: If your group exceeds the maximum allowance, your permit will be terminated immediately. In addition, you will be fined by the Orange County Fire Authority.**

### **GENERAL LIABILITY INSURANCE**

General Liability Insurance, with a general aggregate limit of at least \$2,000,000 (\$1,000,000 for each occurrence) and naming the "City of La Palma" as additionally insured, is required for any permit/event that meets the following criteria:

1. Any permit/event with expected attendance of 101 or more.
2. Any permit/event where alcohol is served/consumed, regardless of the number in attendance.

Insurance may be obtained in the following ways:

1. Facility users may check with their homeowners insurance provider;
2. Facility users may directly contact an insurance agent or broker;

## **GENERAL INDOOR FACILITY RESERVATION REGULATIONS AND INFORMATION (cont'd)**

3. Non-profit and service organizations may contact their parent organization to utilize their umbrella policy;
4. Facility users may purchase insurance through the City of La Palma, who will issue a Certificate of Insurance for the specific event or activity. The premiums for these certificates and risk/hazard classifications are determined and set by insurance carrier Driver Alliant and are not negotiable. All premiums paid to the city will be remitted to Driver Alliant. Specific Information and premium information will be provided to you if insurance is required.

Proof of General Liability Insurance is required thirty (30) days prior to the date of the permit/event. Failure to provide the City with a valid Certificate of Insurance one month prior to your event will result in immediate cancellation of your rental agreement. The cancellation and refund policies will be in effect.

## QUICK REFERENCE

### **REFUND POLICY** (Refunds based on 1 hour increments of use)

Cancellation over thirty (30) days prior to the permit will result in a service charge of \$50 being deducted from your deposit. All fees can be non-refundable if the permit is cancelled within thirty (30) days of the date of your event, at the discretion of the Public Works/Community Services Director.

### **OVERTIME FEE**

The La Palma City Council has authorized an overtime fee for permits failing to vacate the premises at the contracted ending time. **They will be charged \$67 in addition to the regular hourly fee.**

### **GENERAL LIABILITY INSURANCE**

If required, proof of general liability insurance is due 30 days prior to your permit/event. If not received or purchased through the city, your event will be cancelled. The cancellation and refund policies will be in effect.

### **SECURITY GUARD SERVICES**

A contract security guard will be required for all Community Center permits, which include alcoholic beverages. \$50.00 per hour will be charged beginning 1/2 hour prior to the arrival of guests through the cleanup period/permit end time.

### **SERVING ALCOHOLIC BEVERAGES**

If you choose to serve alcoholic beverages at your function, in addition to the facility use deposit, you will be charged for the services of a security guard. Alcoholic beverages are permitted **ONLY** within the indoor space. Permit Holder is responsible for their guests' adherence to park and facility rules.

### **NON-PROFIT ORGANIZATIONS SELLING ALCOHOLIC BEVERAGES**

Non-profit Organizations may apply for a one-day permit to **sell** alcoholic beverages by calling the Alcoholic Beverage Control (ABC) Department at (714) 558-4101 not more than thirty (30) days prior to the date of the event. Proof of an ABC permit shall be required at least one (1) week prior to facility use if alcohol is to be sold during the scheduled activity. The permit can be obtained at:

**605 W Santa Ana Blvd.  
Bldg. 28, Suite 369  
Santa Ana, CA 92701**

### **NON-PROFIT ALCOHOL SALES FEE**

The City of La Palma assesses a non-refundable \$94 Alcohol Sales Fee, payable to the City of La Palma, to all Non-profit Organizations who wish to sell alcohol at events in City-owned facilities.

### **NO SMOKING POLICY**

Central Park is a smoke and tobacco free environment. It is the permit holder's responsibility to inform guests of this policy.