

INGLEWOOD POLICE DEPARTMENT

COMMUNITY CENTER RESERVATION

FACILITY REQUESTED:	
<input type="checkbox"/> BEAT 1 POLICE COMMUNITY CENTER 943 N. La Brea INGLEWOOD, CA 90302 310-330-5337; FAX 310-330-5335	<input type="checkbox"/> BEAT 2 POLICE COMMUNITY CENTER 129 W. ARBOR VITAE ST. INGLEWOOD, CA 90301 310-674-0152; FAX 310-674-6873
<input type="checkbox"/> BEAT 3 POLICE COMMUNITY CENTER 2901 W. MANCHESTER BLVD. INGLEWOOD, CA 90305 310-330-5330; FAX 323-751-0034	<input type="checkbox"/> BEAT 4 POLICE COMMUNITY CENTER 2666 W. IMPERIAL HWY. INGLEWOOD, CA 90303 310-330-5346; FAX 310-330-5353

EVENT DESCRIPTION:

				CIRCLE DAY OF WEEK: SUN MON TUE WED THUR FRI SAT						
START TIME:	END TIME:	TOTAL TIME:	ANTICIPATED ATTENDANCE:							
PURPOSE OF MEETING (DESCRIBE IN DETAIL):										

APPLICANT INFORMATION (RESIDENT GROUPS ONLY):

GROUP NAME:	GROUP ADDRESS:
Is the organization non-profit? __No __Yes	
If yes, attach appropriate organization's charter, by-laws or 501(c) approved application.	
NUMBER OF INGLEWOOD RESIDENTS IN GROUP OR ORGANIZATION: (A GROUP ROSTER MAY BE REQUESTED.)	
Section 2-270.3 of the Inglewood Municipal Code provides that "Resident organization or group shall mean any organization or group composed of over fifty percent of Inglewood residents."	

CONTACT PERSON #1:

Section 2-270.4(2) of the Inglewood Municipal Code, in defining the Contact Person/Responsible Party, provides that "The person signing the application must be present of the entire event and shall be responsible and liable for all activities occurring during the meeting or event."

NAME:	TITLE (e.g., Block Captain, President, Treasurer, etc.):
ADDRESS:	E-MAIL ADDRESS:
HOME PHONE, INCLUDING AREA CODE:	WORK PHONE, INCLUDING AREA CODE:

CONTACT PERSON #2

NAME:	TITLE (e.g., Block Captain, President, Treasurer etc.):
ADDRESS	E-MAIL ADDRESS:
HOME PHONE, INCLUDING AREA CODE:	WORK PHONE, INCLUDING AREA CODE:

ADDITIONAL CITY FACILITIES:

For more information about available City facilities and rental fees, please call the following contacts:

Department of Parks, Recreation, and Community Services, 310-412-8750

- a. Inglewood Play House at Vincent Park
- b. Auditoriums at all Recreation Centers
- c. Lobbies and patios at all Recreation Centers
- d. Conference rooms at all Recreation Centers
- e. Picnic areas at all Recreation Centers
- f. Baseball diamonds and athletic fields

Inglewood Public Library, 310-412-5380

Administration Office 310-412-5301

Gladys Waddingham Library Lecture Hall

City Hall-Community Room

EQUIPMENT NEEDS:

Police Community Centers do not provide audio equipment (projectors, etc.) You are responsible to provide your own audio or visual equipment. You are liable for any equipment damages, loss and/or injuries caused by the equipment.

DISCLAIMER:

I hereby certify that I have received, read, and understood the Policy/Rules & Regulations for the use of the Police Community Centers, which are included on page 3 of this form, and that I and/or my organization/group shall abide by any and all oral and written laws, regulations, rules and policies connected with the use of or rental of the Police Community Centers. I agree to protect, defend, and hold harmless the City of Inglewood, the Inglewood Police Department, and their officers, officials and employees from all loss, damage, and claims resulting from or arising from this facility use. Opening of the Police Community Centers may be delayed or not opened due to emergency calls for service by field staff. If the Police Community Center is not open, please call (310) 412-8771.

Signature: _____

Date: _____

APPROVAL: FOR OFFICIAL USE ONLY

Notes or conditions:

Recommend approval: YES NO

Approved: YES NO

SGT., Community Affairs:

Lt., Community Affairs:

GENERAL RULES:

1. All participants at meetings and activities at a Police Community Center must provide their names and addresses. A copy of the sign-in-form must be provided to the Police Department.
2. Center shall be left clean and all furniture and items returned to original position.
3. Meeting duration shall be no more than 2 hours.
4. No meetings and activities shall be scheduled to end later than 10:00 p.m.
5. There will be no meetings scheduled after 1:00 pm on Saturdays. Also, the Police Community Centers will be closed on Sundays.
6. The Police Community Centers are not to be used for workshops/classes, such as cooking, sewing, or arts and crafts.
7. The Police Community Centers are not to be used for religious activities.

LEGAL RULES AND POLICIES (INGLEWOOD MUNICIPAL CODE):

The Department reserves the right to deny use of facilities if requirements are not met.

Section 2-270.1. Restrictions and Prohibitions.

1. All meetings or events that conducted in City facilities shall be open to the public.
2. All meetings and activities must be lawful and non-political.

Section 2-270.3. Definition of Resident Organization or Group.

Resident organization or group: shall mean any organization or group composed of over fifty percent of Inglewood residents.

Section 2-270.4. Rules and Regulations Governing Condition and Use.

1. Age restriction. Permits only issued to persons eighteen years of age and over.
2. Contact Person/Responsibility Party. The person signing the application must be present during the entire event and shall be responsible and liable for all activities occurring during the meeting or event.
3. No alcoholic beverages shall be permitted in City facilities.
4. Insurance may be required for events that are expected to draw more than fifty persons. The user group may be required to provide liability insurance.
5. Users of the Police Community Centers shall be responsible for damage or theft of City property during the period of use. Any user group failing to exercise proper care and responsibility will be denied further use of the Centers, including the use of City facilities.
6. City staff services that may be necessary shall be provided at the applicant's expense and paid in advance.
7. In granting permission to use the Centers, the City Administrator or designated representative may enter the premises at any time or any occasion.
8. Hold Harmless. Holders of any contract for the Center's use shall agree to waive, release and discharge any and all claims for damages for death, personal injury or property damage which may have or which hereafter accrue against the City as a result of center use. The contract holder assumes full responsibility for the character, acts and conduct of all persons admitted to the premises or to any part of said building by the consent of user's representative.
9. Decorations. No staples, tacks, tape or nails can be used. All decorations must be removed immediately following the event. Lit candles, fires or flames of any type are prohibited.
10. Compliance. The requesting group or party shall comply with requirements of the State and County Health and Safety Code, City Ordinances and policies, fire and police policies, noise ordinances, and any other applicable laws. Failure to comply will result in cancellation of permit and loss of fees paid.
11. No meetings or entertainment shall be held for the purpose of advocating any doctrine or theory subversive to the government and Constitution of the United States.
12. Damage. Any and all damages to City facilities or property will be charged against the user. Willful damage or damages caused by the neglect or carelessness of the user will cause cancellation of all further usage of the Centers and any City facility.
13. Losses. Lost articles or equipment will not be the responsibility of the City.

Section 2-271.9(a). Rental Charges.

1. Police Community Centers are available only to resident groups.
2. Resident groups – no fee shall be charged.

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