



# CITY OF INGLEWOOD



## GENERAL RULES REGARDING USE OF CITY FACILITIES

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### Section 2- 270. City Facilities Available for Rent or Use.

The following facilities are available for rent or use:

- Community Room A
- Library Lecture Hall.
- Recreation Centers at the following parks: Rogers Park, Edward Vincent Park, the Veteran's Building, Darby Park, Siminski Park and Lockhaven Community Center. The following facilities are available for rent:
  - Auditorium.
  - Lobbies and Patios.
  - Conference Rooms.
  - Picnic Areas.
  - Baseball Diamonds and Athletic Fields.
- Amphitheater at Edward Vincent Jr. Park.
- Inglewood Playhouse at Vincent Park.
- Police Community Centers.
- District 2 Community Center at Fairview and La Cienega.
  - Conference rooms, except for the police substation.
  - Patios and other outdoor areas and amenities.

*\* A refundable damage deposit of \$250 is required for rental of city facilities listed in Inglewood Municipal Code Sections 2-271 (1)-(8)*

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### Section 2-270.1. Restrictions and Prohibitions.

- All meetings or events conducted in City facilities shall be open to the public.
  - All meetings and activities must be lawful and non-political.
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### 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. Inglewood residents (Proof of residency required).

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### Section 2.270.4. Rules, Regulations and Insurance Requirement Governing Use of City Facilities.

1. **Age Restriction.** Permits may only be issued to persons eighteen years of age and over.
2. **Contact Person/Responsible 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. **Alcoholic beverages.** No alcoholic beverages shall be permitted in City facilities.
4. **Insurance.** Insurance may be required for events that are expected to draw more than forty persons. The user group may be required to provide liability insurance; required insurance coverage will depend on the type of event. Minimally, the insurance shall waive the rights of subrogation against the City and against the City's agents and representatives and shall name the City as additionally insured. Insurance must be provided at least 14 days before the event.

5. **Responsibility of Users.** Users of recreation facilities 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 City facilities.
6. **Special Services.** City staff services that may be necessary shall be provided at the applicant's expense. The estimated charge for such service shall be paid in advance and shall be in addition to the rental charge for use of the facility. The Administrative Authority may require security based on the nature of the event.
7. **Right to Enter.** In granting permission to use any facility or building, the City does not relinquish the right of control and management thereof. The City Administrator or designated representative may enter the premises at any time on any occasion.
8. **Hold Harmless.** Holders of any contract for the use of public buildings or facilities 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 facility rental. This release is intended to discharge the City, its officers, officials, employees and volunteers, and any other involved municipalities or public agencies from and against any liability arising out of or connected in any way with facility rental. 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, and any other applicable laws. Users should pay special attention to all noise ordinances. Failure to comply will result in cancellation of permit and loss of fees paid.
11. **Meeting Content.** No meetings or entertainment shall be held for the purpose of advancing any doctrine or theory subversive to the government and constitution of the United States.
12. **Damage.** Any and all damage 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 use of City facilities.
13. **Losses.** Lost articles or equipment will not be the responsibility of the City.
14. **Fee Payments.** Fees must be paid at least 14 days prior to the meeting or event. Staff may audit meetings to ensure that attendance specified on the application is not exceeded. If attendance specified on the application exceeds the actual attendance and fees paid, the group will be required to pay the difference.
15. **Amphitheater Rental Permit Required at Vincent Park.** Pursuant to Article 3 of Chapter 8 of the Inglewood Municipal Code, an amphitheater rental permit shall be required for the use of the amphitheater at Vincent Park. An amphitheater rental permit application procedure shall be prepared by the Director of Parks, Recreation and Community Services or designee, and may include as necessary such topics as the following: type of proposed performance; estimated permits and licenses application fee, non-refundable security deposit fee, hourly rental fee for performances and rehearsals, clean-up fees, and other City labor charges to cover the costs associated with the event; requirements to obtain a permit from the Permits and Licenses Committee; requested facilities such as the stage, seating area, restrooms, sound room, grass area, refreshment booth, and parking lot; City and user staffing requirements; a plot, parking, traffic impact, and security plan; requirements for maintenance, insurance, indemnification, neighborhood notifications, and accommodations for persons with disabilities; provisions for cancellation of the rental user permit, for the damage and loss of property, and for the sale or consumption of alcohol; attendance, ticketing, royalties, consent, advertising, broadcast and video rights; and limitations on fees for concessions, merchandise, admission.

## **Section 2-271. Rental Charges**

The following charges shall be levied for rental of the facilities listed below:

1. **City Hall Community Rooms**
  - (a) Resident groups -- \$20/hr.
  - (b) Non-Resident groups -- \$40/hr.
  - (c) Events conducted by profit-making organizations, and events with admission charges, except for charitable fundraising events -- \$200/hr.
  
2. **Library Lecture Hall** -- for each one hour period (minimum rental of two hours):
  - (a) Resident groups -- \$20/hr.
  - (b) Non-Resident groups -- \$40/hr.
  - (c) Events conducted by profit-making organizations, and events with admission charges, except for charitable fundraising events -- \$200/hr.
  
3. **Auditoriums at all Recreation Centers** -- for each one-hour period (minimum rental of two hours):
  - (a) Resident groups -- \$20/hr.
  - (b) Resident groups with events with admission charges -- \$40/hr.
  - (c) Non-Resident groups --\$40/hr.
  - (d) Non-Resident groups with events with admission charges -- \$75/hr.
  
4. **Lobbies and Patios at all Recreation Centers** -- for each one-hour period (min. rental of two hours):
  - (a) Resident groups -- \$10/hr.
  - (b) Non-Resident groups --\$20/hr.
  
5. **Conference Rooms**
  - (a) Resident groups -- No fee shall be charged.
  - (b) Non-Resident groups--\$20/hr.
  - (c) Non Resident groups with admission charges --\$40/hr.
  
6. **Picnic Areas -- for each one-hour period (min. rental of two hours):**
  - (a) Resident groups -- No fee shall be charged.
  - (b) Non-Resident groups -- \$40/hr.
  - (c) Over one thousand persons -- City Council permit required.
  
7. **Baseball Diamonds and Athletic Fields**
  - (a) Resident groups -- No reservation fee provided that groups meet eligibility requirements listed in Section 2-270.3.
  - (b) Non-Resident groups -- For a minimum of two hours or until the game is finished, but not to exceed three hours, the fee is \$20/hr.
  - (c) Tournament Play - any series of games that exceeds three hour maximum period up to a maximum of six hours, the fee is \$20/hr.
  
8. **Inglewood Playhouse at Vincent Park**
  - (a) Resident groups:
    - i. Performances -- \$25/hour (four hour minimum, first day; per hour each additional day).
    - ii. Rehearsal -- \$15/hour.
    - iii. Clean-up fee -- \$25 per performance.
    - iv. Damage deposit -- \$250 (refundable).Additional costs may also be required for lighting and sound technicians; staffing costs for the Playhouse Manager are separate and are based on actual staffing costs and time.
  - (b) Non-resident groups:

- i. Performances -- \$50/hour (four hour minimum, first day; per hour each additional day).
- ii. Rehearsal -- \$15/hour.
- iii. Clean-up fee -- \$25 per performance.

Additional costs may also be required for lighting and sound technicians; staffing costs for the Playhouse Manager are separate and are based on actual staffing costs and time.

- 9. **Police Community Centers (available only to resident groups):**
    - (a) Resident groups -- No fee shall be charged.
  
  - 10. **Amphitheater at Edward Vincent Jr. Park**
    - (a) Performances: \$200 an hour.
    - (b) Rehearsals: \$100/hr.
    - (c) Clean-up fee: \$250 through \$1000.
    - (d) Security Deposit: \$1000.
    - (e) City Staffing- Actual costs incurred.
  
  - 11 **District 2 Community Center at Fairview and La Cienega.**
    - (a) Available only to resident organizations or groups – No fee shall be charged.
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### **Section 2-271.1. Outdoor Lighting.**

All resident and non-resident groups shall pay the City's costs of providing outdoor lighting at all recreation centers at the rate of \$10.00 (ten dollars) per hour Monday through Saturday, from dusk until 8:00 p.m. On Monday through Saturday from 8:01 p.m. to 10:00 p.m. and Sunday from dusk until 8:00 p.m. all resident and non-resident groups shall pay an after-hours rate of eighteen dollars (\$18.00) per hour. All applicable rental fees still apply.