



## DEPARTMENT of RECREATION & HUMAN SERVICES

1670 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3734 / [WWW.CITYOFGARDENA.ORG](http://WWW.CITYOFGARDENA.ORG) / PHONE (310) 217-9537

**Please upload necessary documents within Seven (7) business days of reservation request**

### Rules & Regulations of Field, Building, and Picnic Area Reservations

These Rules are used to govern our facilities. You must abide by these rules while using all city facilities. Failure to abide by rules may result in cancellation of reservation.

#### General Rules (Indoor, outdoor and field reservations)

1. Persons in attendance shall restrict their activities to those facilities, or portions thereof, to which their application entitles them.
2. The Park Reservations Desk does not issue permits for holidays. Park sites are available on a first come, first serve basis on these days.
3. Patrons are reminded that it is illegal to park automobiles in the park, or block any driveway or entrance leading into or out of the facility or park. These driveways are used for emergency vehicles in case of accidents, fire, etc. Use approved parking areas only.
4. Sale or raffle of merchandise or acceptances of donations or charges for admission are prohibited in facilities and grounds, unless the City has given specific approval.
5. Upon conclusion of the activity, groups must leave the facilities in a reasonably clean condition. Applicant shall be responsible for any damage to City property.
6. The applicant shall be responsible for the cost of repairs/replacement of damaged property, in addition to the security deposit, should damage exceed the amount of these deposits.
7. Profane language, arguing, quarreling or fighting, betting and/or other forms of gambling shall not be allowed.
8. The City of Gardena Recreation and Human Services Department reserves the right to request police/security at any event at the expense of the user.
9. Supplies or equipment such as tables, chairs, picnic tables, grandstands, park benches, etc., shall not be removed from the facility to which they are assigned.
10. All park policies, procedures and City municipal codes/ordinances must be adhered to. Failure to do so will result in forfeiture of security deposit and may result in the inability of the group to use City facilities in the future.
11. Applicant/organization must have a copy of the City reservation permit or Receipt of payment on-site while utilizing the facility. Failure to do so may result in the inability to use the City facility.
12. The City reserves the right to cancel or reject current and future reservations due to the misrepresentation, misuse of facilities, flagrant violation of policies and regulations, or mistreatment of staff.
13. The responsible individual to whom the reservation was issued is required to notify the Nakaoka Community Center 1670 W. 162nd St. Gardena, Ca 90247 in writing or via email at [reservations@cityofgardena.org](mailto:reservations@cityofgardena.org) of any cancellation at least thirty (30) days in advance of reservation date or forfeit all fees.

14. Failure to utilize any reservation date on confirmed permit without giving five (5) business days advance notice to the Park Reservations Desk may result in cancellation of future reservation privileges.
15. The applicant assumes all liability for damage to or theft of City property by his/her group during the reservation time period.
16. Fees are according to the City of Gardena facility rental fee schedule. Effective July 1<sup>st</sup>, 2019. If you are to request and get approved for usage during non-regular scheduled hours. You will be responsible for the "staff fee". Staff fee during non-regular use hours (3-hour min) is \$30/hr.

#### Indoor Facilities

1. No consumption of alcoholic beverages
2. Smoking, vapes, and e-cigarettes is prohibited at all City parks and facilities
3. No materials shall be attached to curtains, walls, ceilings or doors without prior approval. There is absolutely no confetti. Groups using the facilities for dancing shall not use any wax or other preparation on the floors.
4. All decorations to be used must be fireproof and receive Parks and Recreation Department approval prior to installation.
5. Groups requesting use of the kitchen for a catered meal must secure their own caterer. It shall be the applicant's responsibility to leave the kitchen entirely clean. Users of the kitchen must provide all utensils, linens, etc.
6. Applicant shall be responsible for any damages to kitchen and dining equipment caused by caterers or other persons.
7. All youth groups using the recreation facilities shall have adult leaders present during the entire rental period. Failure to provide adult chaperons will result in relinquishing use of the building.

#### Outdoor Facilities

1. No consumption of alcoholic beverages
  2. No use of any unusual equipment such as dunk tanks, carnival rides or moon bounces.
  3. No dogs, ponies or any other animals allowed in any park.
  4. No cycles, skates, skateboards, rollerblades, scooters or like equipment. (unless in designated areas)
  5. No amplified sound.
  6. Physical training equipment such as exercise mats, free weights, exercise aids and similar equipment is prohibited anywhere in all public parks and athletic fields without permission issued by park staff.
  7. All decorations to be used must be fireproof and receive Parks and Recreation Department approval prior to installation.
  8. Each person using a park shall clean that area and deposit all trash generated in the nearest container.
  9. All vending, catering, solicitation for business, commercial party entertainment and commercial activities without a permit are prohibited in parks. All vendors, caterers and commercial users associated with permitted organized groups must have a valid business license from the City and/or Health Permit
  10. All youth groups using the recreation facilities shall have adult leaders present during the entire rental period. Failure to provide adult chaperons will result in relinquishing use of the building.
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\*\*\*If the reservation is rescheduled during the same time as the cancellation, there is no cancellation charge. Stipulations are as follows:

- Requests to reschedule a reservation must be made in writing and/or submitted by email, or in-person to the facility you plan to use.
- Subject to availability, the same site might not be available on the rescheduled day, you will be told the alternatives for you to make a decision.
- The rescheduled reservation must be made at the same time as the cancellation; we cannot reschedule a reservation after a cancellation has been made.

### **Refund and Cancellation Policy**

All reservations are rain or shine meaning they will not be cancelled or rescheduled due to inclement weather. All cancellations or changes to reservation must be completed by the person who made the initial reservation. **All cancellations and/ or changes must be made in writing to the Nakaoka Community Center (1670 W. 162<sup>nd</sup> St., Gardena, CA 90247) Attn:To specific facility you are scheduled for (for Ex. Attn: Rowley Park) or emailed to [reservations@cityofgardena.org](mailto:reservations@cityofgardena.org) w/ Specific facility location in the subject box (For Ex. Subject Rowley Park).** The following cancellation policy applies:

- All cancellations request must be submitted 30 days prior to event, for a full refund.
- All refunds will be made via check at City Hall and mailed to the address provided on the initial reservation application.

### **Rainy Day Policy:**

- All reservations are rain or shine. Reservations **will not be canceled or rescheduled by staff** due to inclement weather **unless facilities are closed due to severe weather.**
- Cancellations and reschedules can only be requested by the person who made the initial reservation.
- Failure to arrive at a scheduled event and/or failure to provide written cancellation notification to the Nakaoka Community Center or emailed to [reservations@cityofgardena.org](mailto:reservations@cityofgardena.org) will be considered a "No-Show" and all deposits and fees will be forfeited.

**I have read and understand the rules and regulations shown above.**

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Activity \_\_\_\_\_ # of people attending \_\_\_\_\_

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# City of Gardena Map

Resident Fee applies to the tan section

Non Resident Fee will apply to the boundaries outside of the tan

