

# HISTORICAL SOCIETY OF TEMPLE CITY FACILITY USE POLICIES AND PROCEDURES



## GENERAL CONDUCT

In order for the activities and facility to be enjoyed by everyone, the following basic rules of good conduct must be observed at all city facility:

- a) Specific permission is required to use or occupy every room and office in the facility.
- b) Unless participating in a supervised activity, children under 5 years of age must be accompanied by an adult 16 years or older.
- c) All persons or organizations using the facility must abide by all Municipal, County, State and Federal laws.
- d) The following are regulated by State and Municipal Codes and will be strictly enforced:
  - e) Gambling, which is prohibited;
  - f) The dispensing and consumption of alcoholic beverages; and
  - g) The use or sale of dangerous restricted drugs, which is prohibited.
  - h) Eating and drinking is not permitted in the Museum.
  - i) Smoking is not allowed inside buildings or enclosed outdoor areas.
  - j) Unruly behavior, such as shouting and profanity, which is disruptive to the community is prohibited.
  - k) The possession of a weapon or other dangerous device will subject the possessor to immediate removal from the premises and to possible arrest and prosecution.
  - l) Neither pets nor other animals are permitted on the premises except for Service animals.
- m) Violation of any rule or regulation can result in the suspension of facility use privileges by an individual or group.

## USAGE POLICIES AND PROCEDURES

- a) An application for permission to use the facility must be submitted by all organizations and individuals for all uses.
- b) All users must submit some form of legal identification when submitting an application.
- c) All applications for permission to use the facility shall be issued by an elected member of the Historical Society of Temple City, or a designee named by the Board, and will be subject to availability of the facility.
- d) Applications shall be issued only to responsible adults who shall be in attendance at the function for which the application is made.
- e) Use of the facility will require the applicant to either provide a certificate of insurance covering a minimum of \$1,000,000 in liability naming the Historical Society of Temple City as additionally insured or purchase special event insurance through [www.TheEventHelper.com](http://www.TheEventHelper.com) or another provider accepted by the Historical Society of Temple City. **See Indemnification/Insurance Section.**
- f) Historical Society of Temple City facility may not be used by an individual, group or organization which has as one of its objectives, to overthrow of the United States Government or by an individual or organization deemed subversive as defined in the State of California Code.
- g) All applications for use of facility must be submitted at least 14 days and not more than 90 days, prior to the time of use. In the case of wedding receptions, 180 days prior to use shall be granted.
- h) An adult sponsor must make reservations for Youth groups. At least one adult chaperone is required for every 15 minors using the facility.
- i) The Historical Society of Temple City will not be held responsible for loss, damage or theft of any equipment or personal articles owned, leased, or rented by persons using the facility.
- j) Theft, damage or items missing from the facility that are the property of the Historical Society of Temple City, shall be the responsibility of the applicant and is subject to replacement at cost, including administrative fees.
- k) No equipment or furnishings shall be removed from the premises without permission of the Historical Society of Temple City or its designated representative.
- l) A member of the Historical Society of Temple City or its designated representative may be on duty at all times while the facility is being used, and shall have full access to all activities at any time in order to ensure that all rules, regulations, City, County, and State laws are being observed.

- m) The use of rice, birdseed, confetti, glitter, silly string, or candles at wedding receptions/parties is strictly prohibited.
- n) If decorations (other than table decorations) are contemplated for any program, their use must have prior approval from the Historical Society of Temple City. No group may hammer, tape, stick or staple anything to floors, walls, or ceilings.
- o) Users wishing to decorate for their event may do so the day before. This option is subject to availability of facility and personnel. Approval will be determined 14 days prior to date of event.
- p) All activities must cease by 10:00 pm unless written permission is granted for a longer period of usage, and the facility must be vacated no later than 11:00 pm.
- q) Applicant may not store any equipment in the facility prior to or after the approved period of use, unless written permission is granted. Any equipment left in the facility will be subject to a fee.
- r) Applicant shall be responsible for all clean-up of the facility, at the end of the usage period. Applicant shall pick up and bag all trash generated by all activity in any way connected with its use of the facility, leaving the facility clean and free of all trash and litter.
- s) Applicant shall also leave the facility and its contents in good working condition. It shall be the responsibility of the organization/party using the facility to see that it is left in GOOD CONDITION as it was upon entry for use.
- t) The facility, including the kitchen, must be left in order; the floors, outdoor areas and equipment shall be clean and free of debris. Failure to observe this ruling shall be considered sufficient cause to cancel further meetings of the organization/party at this location, with the loss of Security/Cleaning Deposit.
- u) Applicant shall be responsible for any and all damage to the facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Applicant shall be charged for any and all janitorial and/or repair fees incurred by the Historical Society of Temple City as a result.
- v) Applicant shall not use the Historical Society of Temple City's name to suggest endorsement or sponsorship of an event without prior written approval. Applicant's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual
- w) Applicant will identify the location of the event as the "Historical Society of Temple City". If using the Woman's Club Hall, the address may include this location in the location description with the address: 9704 Woodruff Avenue, Temple City, California 91780.

x) Facility Set-Up Capacity and Kitchen Use Arrangements:

- Banquet/Dining Arrangement – Maximum Occupancy 96
- Theater Arrangement (chairs only) – Maximum Occupancy 170
- Groups using the kitchen shall furnish dishes, silverware, cooking utensils, all paper products, towels, soap, etc.
- Requests for table and chair arrangements for the Woman’s Club Hall must be submitted at least 14 days prior to scheduled use of facility.

y) Fees

- Fees shall be established periodically by the Historical Society of Temple City as needed.
- Fees include man-on-duty personnel. Double time hourly rate will be deducted from cleaning/damage deposit in the case of continued use over the approved allotted time.
- Final approval is granted upon payment of deposit fee and fully executed “Historical Society of Temple City Facility Use Application & Agreement.” Facility use is subject to automatic cancellation if balance of fees are not paid 14 days prior to use.
- Users not paying balance of fees in full 14 days prior to scheduled use will be assessed a 10% charge of the unpaid balance for each day the balance of fees is late.
- All late fees (those paid within 14 days of the scheduled use) must be paid in cash or with a cashier's check.
- Reservations may be canceled by applicant and all fees returned up to 60 calendar days prior to the event. The deposit will be retained if reservations are canceled 60-14 calendar days prior to event. All fees will be retained if reservations are canceled less than 14 calendar days prior to event.
- Cleaning/damage bond is refundable subject to the condition of building or other reasons; and will be sent by mail approximately 3 weeks after date of use. The facility must be cleaned and returned to a reasonable condition.
- Security will be required in certain circumstances. The Historical Society of Temple City will arrange for private security.

- The Historical Society of Temple City may establish special rate schedules for groups or individuals charging admission or soliciting donations, or when it is in the best financial interest of the Historical Society of Temple City to do so.

## SECURITY & ALCOHOLIC BEVERAGE POLICIES

- a) The Use and Service of Alcohol – The use of alcohol in the facility is exclusively by written permission in advance and must comply with applicable law and the provisions of this Use Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event. Additional regulations and specifications may be required in the facility use permit for any event.
- “Alcohol use” refers to any beverage that contains any amount of alcohol.
  - All alcohol must be distributed by a server from behind a table or a bar, which must be monitored by the server at all times. The server(s) must be an adult, over the age of 21 who is to be responsible for insuring that no minors are served. The server must also insure that guests are not over-served. The server must be a member of the catering staff or be a hired bartending staff. The server may not consume alcohol while on duty.
  - All alcoholic beverages must be served. Open alcoholic containers are not allowed to be placed on tables.
  - The amount of alcohol for an event is limited to:
    - Two (2) bottles of wine per table
    - One (1) bottle of champagne per table
    - Five (5) cases of beer- quantity of 32 or less- One keg of beer may be substituted for the five cases
    - One (1) spirit per event (A single liquor only)
  - The user’s failure to comply, monitor, and enforce this provision is grounds for terminating of the activity immediately and forfeiture of the refundable deposit and all of the facility fees.
  - Security is required to be present at all events at which alcohol is served. The Historical Society of Temple City shall be responsible for procuring and paying for security officer(s). Event may be required to have more than one security officer, as determined by the Historical Society of Temple City. Security guards are required for the event time, not for set-up and clean-up.

- Alcohol shall not be served to minors under the age of 21. The user's failure to comply, monitor, and enforce this provision is grounds for terminating the activity immediately and forfeiture of the refundable deposit and all of the facility fees.
- Injuries caused to any person as a result of alcoholic beverages being served and/or consumed on Historical Society of Temple City premises, shall be the sole responsibility of the organization, its sponsor or the adult representative, who, as a condition of signing the use Application for the facility and agrees to indemnify the Historical Society of Temple City for any such injuries.
- Permission to serve alcohol shall not be granted for any event where the majority (50% plus one) of guests in attendance will be under the age of 21.
- Alcohol may neither be served nor sold prior to the scheduled start of the event nor until the security officer(s) arrive(s) at the facility unless the requirement for security has been waived all together.
- Alcohol may not be served nor consumed outside of the facility or area approved for use.
- License Requirements (when alcohol is to be sold)
  - No sales or requests for donations for alcohol are permitted without a license from the State Alcoholic Beverage Control Board (A.B.C.)
  - A copy of your contract must be furnished to A.B.C. when applying for this license.
  - A copy of the A.B.C. license must be furnished to the Historical Society of Temple City a minimum of 14 days prior to the event.
  - A copy of the A.B.C. license must be posted in plain public view near the bar, or other location, where the alcohol is being served.
  - The service of alcohol at any event is limited to a maximum of five consecutive (5) hours and must cease one (1) hour before the conclusion of the event.

## INDEMNIFICATION AND INSURANCE

- a) The applicant shall indemnify, defend, and hold harmless the Historical Society of Temple City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with the applicant's use or occupancy of the facility, unless solely caused by gross negligence or willful misconduct of the Historical Society of Temple City, its officers, employees or agents.

- b) The applicant shall procure on their own or purchase through [www.TheEventHelper.com](http://www.TheEventHelper.com) or another provider accepted by the Historical Society of Temple City general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and /or arising out of or in any way connected with applicants use or occupancy of the facility, in the minimum amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall name the Historical Society of Temple City, its officers, employees, and agents as additional insured. The applicant shall provide a certificate a minimum of 14 days prior to the event use date of the facility. The certificates of such insurance shall provide 30 (thirty) day's notice to the Historical Society of Temple City of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Historical Society of Temple City will deny access to the facility.
- c) The applicant agrees to waive any right of recovery against the Historical Society of Temple City, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. The applicant shall not charge results of "acts of God" to the Historical Society of Temple City, its officers, employees or agents.
- d) The applicant waives any right of recovery against the Historical Society of Temple City, its officers, employees and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with the applicant's use or occupancy of the facility, even if the Historical Society of Temple City, its officers, employees, and agents seek recovery against the applicant.

### MISCELLANEOUS CHARGES

Amplification, Podium, Movie Screen and Piano are available free of charge.

#### Kitchen:

Kitchen facility are available for a flat fee of \$100.00.

#### Personnel Charges:

A charge of \$50.00 per hour (minimum two (2) hours) will be made for services such as opening prior to event for decorating, delivery of supplies, equipment, etc.

#### Late Fees:

Users not paying the balance of fees in full, 14 days prior to use, will be assessed a 10% late charge of unpaid balance for each day fees are late. All late fees (those paid within 14 days of event), must be paid with cash or a cashier's check.

#### Security:

Under certain circumstances, security may be required. The Historical Society of Temple City contracts with private security. The rate is \$25.00 - \$75.00 per hour, per security personnel.

**Deposits Required:**

Deposits range from a minimum \$50.00 to a maximum \$500 deposit, depending on the facility. A non-listed deposit amount may be set for special events or events open to the public.

**Administrative Fees:**

Any cleaning and damage charges deducted from the bond will be assessed administrative fees of 15%.

**FEE SCHEDULE**

WOMAN'S CLUB HALL		
First Hour	\$300	
Each Additional Hour	\$100	
KITCHEN	\$100	Flat Rate
EXTERIOR (BACK YARD)	\$50	Flat Rate
EXTERIOR (FRONT YARD)	\$50	Flat Rate
TEMPLE CITY NON- PROFIT ORGANIZATION (4 Hour Maximum Use / Fundraising Events Excluded)	\$75	Flat Rate
CLEANING / DAMAGE DEPOSIT	\$300	
CLEANING / DAMAGE DEPOSIT (Alcohol Served)	\$500	
SECURITY	\$25 - \$75 Per Hour,	Per Person
CLEANING	\$75 - \$100 (Event Based)	

Historical Society of Temple City Member Discount Available

**Visit our Website**  
**[www.HistoricalSocietyOfTC.com](http://www.HistoricalSocietyOfTC.com)**



**END OF EVENT FACILITY CHECKLIST**

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

Date: \_\_\_\_\_

Time: \_\_\_\_\_

	<b>ROOM / AREA</b>	<b>CONDITION / COMMENTS</b>
	Tables / Chairs Wiped Down	
	Floors Swept / Spot Mopped	
	All trash Bagged at the End of Event (Staff will remove and take out trash to dumpster)	
	Decorations Removed	
	Restrooms Clean and Free of Debris	
	Kitchen Floor Swept / Spot Mopped	
	Kitchen Sink (food is not to be put down the kitchen sink, please use the trash cans)	
	Food and Beverage brought in – removed from the facility	
	Wall Condition	
	Ceiling Condition	
	Doors Closed	
	Faucets Turned Off	
	Lights Turned Off	
	Doors Locked (if key provided)	
	Other	

**PHOTO DOCUMENTATION WILL BE MAINTAINED FOR 90 DAYS**