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October 15, 2008

Dear Group/Organization Leader,

The City of Westlake Village is currently accepting applications for the use of the Westlake Village Civic Center Community Rooms from eligible non-profit group/organizations use beginning **January 2, 2009**. If your group/organization would like to be considered, please submit a completed *Application To Use Community Rooms, Hold Harmless Agreement, Certificate of Liability Insurance and a separate endorsement certificate endorsing the City of Westlake Village as an Additional Insured*. Your group/organization is responsible to fully secure and clean up the room after its use. A \$50 cleaning/alarm deposit is required at the time you submit your application. The deposit is fully refundable unless your group/organization fails to fully secure and or clean the room after its use. **Community Room applications will not be accepted without the applicable insurance requirements, including the additional insured endorsement form.** Please review the policies and reservation procedures for updated information on the general guidelines for using the Westlake Village Civic Center Community Rooms. All users must schedule an orientation prior to their first use of the Community Rooms. An approved application will be forwarded to you once this orientation has been completed.

The City is pleased to be able to continue to offer free meeting space for the City's community group/organizations. With your cooperation, there will not be any fees or charges associated with your group/organizations responsible use of the facility. For general questions on reserving the Community Rooms, please contact Shannon Ray, Administrative Assistant, at (818) 706-1613.

Sincerely,

Kerry Kallman
Administrative Analyst

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2009 APPLICATION TO USE COMMUNITY ROOMS

Please fill in all spaces completely. Allow at least ten (10) working days for review and approval. NOTE: The City cannot be responsible for giving out information about your event.

Name of Applicant: (Group/Organization) _____

Date(s) Requested: _____ Day of Week: _____ Time: _____ to _____

(If more than one date is being requested, please add an attachment listing all the dates.)

Group/Organization Leader: _____ Phone: _____

Chairperson: _____ Phone: _____

Address: _____

Purpose: _____

Estimate Total Attendance: _____ Please indicate type of refreshments or food that will be served:

I understand and will comply with all reservation procedures. I also understand that the City of Westlake Village reserves the right to cancel any reservations on 48 hours notice.

Signature

Date

OFFICE USE ONLY

Date Application Received: _____ By: _____

Date of orientation: _____

Action Pending/Conditions of Approval:

Post Event Inspection Comments: _____

Damage reported: _____ By: _____

Date received \$50 cleaning/alarm deposit: _____

LIABILITY INSURANCE & ENDORSEMENT OF ADDITIONAL INSURED RECEIVED: _____

LIABILITY INSURANCE EXPIRATION DATE: _____

APPROVED: _____ DISAPPROVED: _____ DATE: _____

COMMENTS: _____



CITY OF WESTLAKE VILLAGE COMMUNITY ROOMS

Policies and Reservation Procedures

The Community Rooms located at the Westlake Village Civic Center (31200 Oak Crest Drive) are available to all non-profit educational, civic and cultural groups and organizations serving the residents in the City of Westlake Village. The following policies and regulations have been developed in order to ensure the proper use of the facility by the public and to outline the reservation procedures for potential users. The City of Westlake Village retains sole authority over determinations regarding each group/organization's ability to use the facility and reserves the right to deny requests in accordance with these policies and regulations.

Facility Description

The facility consists of the James B. Henderson Fireside Room, the Community Room and a Conference Room. The James B. Henderson Fireside Room is a 534 square foot meeting room. This room contains fixed lounge seating for 8 occupants and can also accommodate up to 36 occupants with additional seating. The facility also consists of a Community Room, separated from the James B. Henderson Fireside Room by double doors, which is 815 square feet in size. This room features a motorized screen at the front of the room, one presentation cabinet, a kitchenette with a sink, stove, refrigerator and microwave. This room can facilitate up to 64 occupants for dining or up to a maximum of 117 occupants for a meeting. Finally, the Conference Room is 250 square feet and contains a conference table with seating for twelve and a VCR and television monitor.

Both the James B. Henderson Fireside Room and the larger Community Room open up to courtyard areas (both front and back) via several french doors. In conjunction with the use of the Community Rooms, these outdoor areas may be used by group/organization's subject to appropriate conditions approved by the City.

General Guidelines

1. Responsible applicant(s) must be on the premises at all times during use of the facility. Facility use begins and ends at the times stated on the application form. The Community Rooms are available through a reservation based on the following schedule:

Use: Monday-Sunday 7:00 am - 10:00 pm

The Community Rooms are available for use on Sundays, but their use is restricted to no more than one time per a six month period on such days. The Community Rooms are not available on City observed holidays, and when the facility is needed for City sponsored meetings or programs. The City also reserves the right to cancel any reservation on 48-hours notice.

2. All meetings must be free of charge and open to the public.
3. Group/organization's using the room are responsible for the set-up and take-down of chairs and tables, and for leaving the room clean and free of trash. After the conclusion of the group/organizations use, all chairs and tables need to be stored on the appropriate carts and placed in the storage area provided. A vacuum cleaner is provided for the group/organization's convenience in leaving the room clean. All trash must be removed from the room and deposited in the trash enclosure located next to the employee entrance door of City Hall. The refrigerator and kitchenette must be left in a clean condition.
4. Smoking is not permitted in the Community Rooms.
5. No materials may be affixed to any surface (e.g., walls, doors, windows, etc.).
6. Reservations for weddings, receptions and private use will not be accepted.
7. Due to the facility's close proximity to the City Hall and Library, group/organization's using the meeting room must conduct themselves in a highly responsible manner. The request for use of amplification and loud speaker equipment must be included with the application and is subject to review and approval by the City to ensure that the use of such equipment will not disturb operation of the Civic Center.
8. The City shall deny applications for use of the facility when proposed activities do not further educational, cultural and civic related activities of educational, cultural and civic group/organization's serving the Westlake Village community. The City also shall deny applications when the proposed activity time conflicts with a previously approved event or when a fee is charged for admission to the proposed activity.

9. City sponsored events may preempt any previously approved activity at any time. In the event of such preemption, a reasonable effort shall be made to reschedule the previously approved activity in accordance with the desires of the applicant.
10. Group/organization's using the Community Rooms may not charge for admission or solicit donations at the door for their use of the rooms.
11. Alcohol consumption is not permitted in the Community Rooms or on the premises of the Westlake Village Civic Center.

Room Reservations

Reservations must be made between the hours of 8:00 am to 5:00 pm, Monday through Friday, at the Westlake Village City Hall, 31200 Oak Crest Drive (818)706-1613. Standing reservations for use of the facility by regular users shall be granted for no more than one meeting per month, to encourage use by as many group/organization's as possible, except for Sunday use which is restricted to no more than one meeting per a six month period. In all cases, new users must receive an orientation prior to their first use of the Community Rooms. An orientation must be scheduled at least one week prior to use of the Community Rooms.

Confirmation

Confirmation will be given by mail or phone following participation in an orientation and written approval from the City. Any changes in the original purpose or type of meeting must be resubmitted for approval.

Cancellation

Cancellation of the room use is the responsibility of the applicant. Failure to notify the City of a cancellation at least one week prior to the meeting date constitutes grounds for denial of future use of the facility.

Insurance Requirements

Group/organization's utilizing the Community Rooms are required to furnish certificates of insurance demonstrating that the group has general liability insurance in the amount of **\$1,000,000** and a separate endorsement certificate endorsing the City of Westlake Village as an Additional Insured. All applicants must also sign an Indemnification and Hold Harmless Agreement furnished by the City. If the group/organization does not currently have liability insurance, a policy covering the meetings can be purchased through the City at a cost of \$85 - \$120, depending upon the number of participants. A separate application for this insurance must be requested and completed.

Fees and Charges

There is no charge to use the Community Rooms. Group/organization's are responsible for all set-up and clean-up associated with their group/organization's use of the room (see note #3 under general guidelines). Group/organization's are required to pay a \$50 cleaning/alarm deposit to cover any additional cleaning that may be needed due to the group/organization's use of the facility, damage to the facility or equipment by the group/organization, or costs for the activation of the alarm system from failure of the group to properly secure the facility. A portion or all of the deposit is refundable at the conclusion of the group/organization's use if any of the preceding conditions have not occurred.

Capacity

Room capacity is determined by fire and safety regulations and may not be exceeded. Meetings are limited to a maximum occupancy of 36 individuals in the James B. Henderson Fireside Room and to a maximum of 117 individuals in the large Community Room. The larger Community Room can only accommodate up to 64 occupants for dining. The Conference Room can hold up to 12 people.

Refreshments

Light refreshments (coffee, punch with exception of red punch, cookies, etc.) may be served; however, no alcoholic beverages are permitted on the premises. Group/organization's that plan on using the room for dining need to put that information on the application for pre-approval by the City. The City provides a kitchenette for use by groups during the time of their actual use. The Conference Room only provides a sink. All food and supplies must be removed from the refrigerator and kitchenette at the conclusion of the group/organizations use.

Furnishings

Equipment and furniture in the Community and James B. Henderson Rooms is limited to chairs (for seating up to 117), one podium, and eight (6') rectangular folding tables, eight (60") round folding tables, and eight (3') card tables. The Conference Room contains a ten foot table with seating for twelve.

Restrooms

The restrooms that serve the Community Rooms are located across from the Library and next to the City Hall entrance. These restrooms are on automatic timers and will be unlocked during any scheduled group/organizations use.

Damages

Any damage, including spills, should be reported immediately. The user is responsible for the actual cost of any damages to the facility or equipment caused by the user. Any continued use by the group/organization's will be suspended until all fees associated with the damages have been paid. Prior to leaving the facility, general clean up of the Community Rooms are required by the user. Leaving the rooms in poor condition constitute grounds for denial of future use of the facility and forfeiture of the cleaning/alarm deposit.

Closing

Group/organization's must vacate the room at the time designated on the reservation form. The doors and alarm system are on a timer and will be activated immediately after the group/organization's scheduled use has concluded. Group/organization's are responsible for manually securing all doors. (Doors to the Community Rooms are scheduled to unlock and lock based on the group/organization's use time.) All lock up procedures are listed in a Community Room Use Manual that is located in the each Community Room. Groups need to refer to this manual for clean-up procedures. **Not fully securing the facility prior to departure will constitute grounds for denial of future use of the facility and forfeiture of cleaning/alarm deposit.**

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