



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 local 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 and the Community 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 24 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 seated or up to a maximum of 117 occupants standing room only for a meeting.

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 groups/organizations 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 six month period. 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 hour notice.

2. All meetings must be free of charge and open to the public.
3. Groups/organizations 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/organization's 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, groups/organizations 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 groups/organizations 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. Groups/organizations 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 groups/organizations as possible, except for Sunday use which is restricted to no more than one meeting per 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

Groups/organizations utilizing the Community Rooms are required to furnish Certificate of Liability Insurance demonstrating that the group has general liability insurance in the amount of **\$1,000,000** per occurrence and a separate Additional Insured Endorsement. Both the Liability Insurance "Certificate Holder" and the "Name of the Additional Insured Person or Organization" on the Endorsement form must be listed as follows:

Certificate Holder: City of Westlake Village, 31200 Oak Crest Drive, Westlake Village, CA 91361
Additional Insured: City of Westlake Village and its Officers, Officials, Employees, Agents, and Volunteers, 31200 Oak Crest Drive, Westlake Village, CA 91361

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 tentative cost of \$85 - \$125, 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. Groups/organizations 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). Groups/organizations 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. The \$50 deposit will roll over to the next year for returning users as long as no cleaning or damage incident has occurred.

Capacity

Room capacity is determined by fire and safety regulations and may not be exceeded. Meetings are limited to a maximum occupancy of 24 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 seated occupants.

Refreshments

Light refreshments (coffee, lemonade, cookies, etc.) may be served; however, no alcoholic beverages are permitted on the premises. Groups are asked to only drink or serve beverages with lids to help keep the room and carpet as clean as possible. Groups/organizations 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. All food and supplies must be removed from the refrigerator and kitchenette at the conclusion of the group/organization’s use.

Furnishings

Equipment and furniture in the Community and James B. Henderson Rooms is limited to chairs (for seating up to 64), one podium, and eight (6') rectangular folding tables, eight (60") round folding tables, and eight (3') card tables.

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/organization's 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 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 is required and must be done by the user. Leaving the rooms in poor condition constitutes grounds for denial of future use of the facility and forfeiture of the cleaning/alarm deposit.

Closing

Groups/organizations 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. Groups/organizations 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 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.**