



# BIOLA COMMUNITY SERVICES DISTRICT APPLICATION AND PERMIT FOR COMMUNITY CENTER USE

## Biola Community Center-Hall Rental

THIS AGREEMENT ENTERED INTO ON (DATE) \_\_\_\_\_  
BETWEEN THE BIOLA COMMUNITY SERVICES DISTRICT, HEREINAFTER CALLED "BCSD", AND

\_\_\_\_\_  
(NAME OF PERSONS) AND OR ORGANIZATION)

HEREIN AFTER CALL "APPLICANT," FOR THE PERMIT AND USE OF THE BIOLA COMMUNITY CENTER, 4925 N SEVENTH STREET, BIOLA, CALIFORNIA 93606.

DATE OF RENTAL: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_ (Maximum persons allowed 300)

### OFFICE USE ONLY

**CENTER HALL - \$1,300** (all inclusive: kitchen use, restrooms, chairs, round tables only)

- \*FLAT RATE DEPOSIT - \$500.00     \$\_\_\_\_\_     Date paid: \_\_\_\_\_

SECURITY FIRM: Watkins Global Security (LICENSED) - \$25.00/ hour

**2 GUARDS ARE REQUIRED FOR THE ENTIRE EVENT DURATION AND WILL BE PRESENT AT THE START OF THE EVENT.**

# of hours \_\_\_\_\_     Total \$ \_\_\_\_\_

Event start time: \_\_\_\_\_     Event end time: \_\_\_\_\_

**TOTAL FEE FOR CENTER USE: \$\_\_\_\_\_ (Includes deposit, hall & guards total)**

Copy of ID or Driver's license

Additional charge \$200.00 per hour after curfew     Hrs. \_\_\_\_\_

Date: \_\_\_\_\_     Amount Paid: \_\_\_\_\_     Balance Remaining: \_\_\_\_\_

Date: \_\_\_\_\_     Amount Paid: \_\_\_\_\_     Balance Remaining: \_\_\_\_\_

Date: \_\_\_\_\_     Amount Paid: \_\_\_\_\_     Balance Remaining: \_\_\_\_\_

Date: \_\_\_\_\_     Amount Paid: \_\_\_\_\_     Balance Remaining: \_\_\_\_\_

- DEPOSIT: To guarantee your event date, the entire deposit amount must be paid in FULL. The DEPOSIT is held as security for compliance with the Rules and Regulations of the BCSD Center as stated herein. Failure to abide and comply with said Rules and Regulations can result in forfeiture of your deposit, a claim against your insurance carrier, and further legal action.
- FULL PAYMENT: **Full payment** for rental of the Center **must be received one month prior to the scheduled event. We only accept check or money orders.** If not paid in full, the event date will be canceled.

ACCEPTANCE OF THIS AGREEMENT:

In consideration for the right to use the Biola Community Services District Community Center, the applicant herein agrees to hold harmless and indemnify the Biola Community Services District, its officers, agents and employees, for any injury to persons or property arising out of, or in any way connected with, the Applicant's use of the District's premises.

In accepting the Agreement as stated herein the Applicant agrees to comply with the attached rules and regulations. The Applicant agrees to furnish proof of insurance as required by the District, for the protection of the public and the BCSD. The Applicant further agrees to leave the Community Center premises in neat and clean condition at the conclusion of the Applicant's use of the premises.

The BCSD reserves the right to revoke any permit and cancel any meeting or event at any time for any reason. If that occurs, any rental fee and/or deposit will be refunded.

Permit Granted: Biola Community Services District

By: \_\_\_\_\_ (Authorized Signature of BCSD) Date: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

Home Telephone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ *Copy For File to Verify Residence*

*The Biola Community Services District Community Center belongs to the community of Biola and is supported by its citizens financially and through volunteers. The rules and regulations are necessary to preserve the integrity and structure of the Center. We thank you for having your event in Biola and know that the occasion will be memorable.  
Our staff is dedicated to assisting you.*

## PERMIT RULES AND REGULATIONS

All federal, state, county and local ordinances must be obeyed or BCSD personnel will close down your event for noncompliance with any of the rules. No loitering hallways, no drugs, no weapons of any kind, no gang colors, and fighting. Professional licensed security personnel must be in attendance at all times during events. Two security guards are required for every event and shall stay until the premises have been vacated. **You will be held responsible for the actions of your guests. Breach of contract will result in the forfeiture of your overall deposit.**

1. **Surveillance.** 24/7 video surveillance is for the safety of guests.
2. **Parking.** Building and parking lot Curfew is 12:00 a.m. weekends and 10:00 p.m. weekdays. **The premises (the areas within the fence) must be vacated no later than 12:00 a.m. weekends and 10:00 p.m. weekdays. A \$200/hr fee will be charged after curfew.**
3. **Noise/Music.** Live music amps and equipment, or jockey equipment, must be plugged into several electrical outlets in order to prevent a power failure. Surge protectors are required. **No music or excessive noise allowed after 11:00 p.m. pursuant to the BCSD Ordinance.**
4. **Door Access and Keys.** 1.) BCSD personnel must unlock and lock the premises. No keys to the gate or center will be given to applicants. 2.) The front entrance has two doors divided by a post. Do not remove the middle post or your deposit will be forfeited, and your event will be closed. **3.) All doors must be closed if the air conditioner or heater is on. Additional charges may be imposed and/ or your deposit forfeited if you fail to heed this NOTICE.** 4.) Do not block the "Exit" doorways with tables, chairs, or people.
5. **Access to Hall- for Event Readiness.** Setting up: Event set-up must be on the DAY OF EVENT. On the event day, the hall will be opened as early as 8 a.m. to start setting up and will remain open until 12 a.m.
6. **Guest/Attendees.** 1.) Parents and/or guardians must accompany all children and minors. Children must be chaperoned at all times in the Center and in the parking lot and yard area. Do not leave any children unattended at any time. 2.) The BCSD reserved the right to count guests upon arrival in order to comply with the legal capacity requirement of the Center.
7. **Prohibited Items.** 1.) No glass bottles are allowed. All beverages must be in cans, plastic, or paper cups. 2.) No alcoholic beverages are to be served or consumed by any person under the age of 21 years, according to proof. 3.) Smoking is permitted outdoors and within 20 feet from the building; in the parking lot **only.** 4.) No open candles are allowed. Must be enclosed in a chimney with flame below the glass or may be floating. 5.) No barbecues, clay ovens, or outside cooking is allowed without BCSD approval. 6.) No hanging anything from the hall ceiling. 7.) **No rice, birdseed, glitter, confetti, soap bubbles, or foreign matter may be used inside or outside. If they are used, your deposit is automatically forfeited.**
8. All items brought into the BCSD Center must have prior approval of BCSD personnel.
9. **Post Event Clean Up.** The Center will be unlocked at 9:00 a.m. the day following your event for cleaning. You will have (2) hours to clean the Center. The cleanup must be completed by 11:00am, at which time the Center shall be vacated and locked, or your deposit will be forfeited.
10. The BCSD is not responsible for anything left overnight thereafter.
11. The BCSD is not responsible for items delivered or left by caterers or party rental companies.
12. **Cleaning and Scrubbing.** Upon inspection of the Center and surrounding premises by BCSD personnel following the cleaning, you will be notified within 24 hours of any charges against your deposit.

- 13.** The decision of BCSD personnel regarding charges against your deposit is final.
- 14.** Deposit refunds are authorized and paid by the Board of Directors following your event. Refunds usually take two (2) to three (3) weeks and will be mailed to you to the address on the application.
- 15. You are responsible for cleaning and scrubbing the following.**

\_\_\_\_\_ A. All decorations, paper, cans, trash, etc. must be removed from the center, Center's yard, and the surrounding streets where your guest parked for your event.

\_\_\_\_\_ B. All garbage cans must be emptied and cleaned, including but not limited to, kitchen and restrooms. The garbage bin is in the parking area.

\_\_\_\_\_ C. All tables must be wiped clean and any tape from decorations must be removed prior to your breaking down tables and restacking them in the storage area.

\_\_\_\_\_ D. All chairs must be wiped clean and put back on the racks or stacked in the storage area.

\_\_\_\_\_ E. The stove top and ovens must be wiped clean inside and out.

\_\_\_\_\_ F. All counters and sink tops must be wiped clean.

\_\_\_\_\_ G. The refrigerator and freezer must be emptied and cleaned inside and out.

\_\_\_\_\_ H. All spills, stains, writing, graffiti, and/ or other markings must be removed.

\_\_\_\_\_ I. Floors: All floors must be swept and then mopped clean. The brooms, mops, and Cleaners are in the custodian room.

The floors are to be mopped with cleaning supplies provided by BCSD. Very Important: NO Bleach is allowed on the Hall floor. BCSD does not provide any linen, dish towels etc.

\_\_\_\_\_ J. Toilets, toilet walls, sinks, mirrors, and restrooms, floors, must be scrubbed, mopped, and wiped clean.

- 16.** All garbage must be placed in the refuse bin located in the N/W corner of the parking lot.
- 17.** Do not drag tables or chairs across the floor. No chair carts or table carts allowed inside; the floor could be damaged.
- 18.** No BCSD tables or chairs are allowed outside of the Center building property without BCSD approval. If approved, tables and chairs will only be allowed in the "COURTYARD AREA".
- 19.** Decorations may be put in the Hall room with scotch or masking tape only. Nails, thumbtacks, push pins, or staples are not allowed on the walls or on the tables. All decorations must be flame retardant.
- 20.** No grease, oil, or food particles permitted in the sink drains. There is no garbage disposal.

**21. Transfer of Liability Waiver:**

- A. I (We) agree to assume responsibility for repair or replacement of any damaged equipment or facilities occurring as a result of my use of the Biola Community Center. It is agreed that any rental deposit submitted may be forfeited and held by the BCSD as a deposit toward any repair or replacement of damages caused by any occupancy of BCSD facilities.
  
- B. I (We) acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my family and I may be exposed to or infected by COVID-19 by attending BiolaCSD facilities and that such exposure or infection may result in personal injury, illness, permanent disability and death. I understand that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others.

**Cancellation**

**If you cancel your permit within 30 days of your event, your deposit fee, minus \$100.00, will be refunded. A full deposit refund will be returned if you cancel more than 30 days prior to your event.**

I have read and have agreed to the above conditions for use:

---

Signed by Applicant

Biola Community Center  
4925 N Seventh Street  
Corner of 7<sup>th</sup> and C Street  
Biola, CA 93606

Office Number (559) 843-2657  
Fax Number (559) 843-2274  
After Hours Cell Number (559) 840-5503