



# Application for Facility Use

City of Malibu Community Services Department- 23825 Stuart Ranch Road Malibu, CA 90265  
Contact: (310) 456-2489 x349 Fax: (310) 456-3356 or (310) 494-4205

## APPLICANT INFORMATION

Name of individual or organization (if applicable): \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Street Address: \_\_\_\_\_

City/ Zip: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Cell # (\_\_\_\_) \_\_\_\_\_

## DATES & TIMES REQUESTED

Date(s): \_\_\_\_\_ Day of Week : \_\_\_\_\_ Set-Up Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Clean Up End Time: \_\_\_\_\_

## FACILITY REQUESTED

Malibu Bluffs Park: Major Field  Pony Field  Multi-Purpose Field  Michael Landon Center  Bluffs Bases   
Ocean View Picnic Tables  Major Field Picnic Tables  Parking Lot  No Spaces. \_\_\_\_\_

Malibu High School: Swimming Pool

Malibu City Hall: Zuma Room  Multi-Purpose Room  Senior Center  Backstage Room  Theater  Parking Lot  No Spaces. \_\_\_\_\_

Legacy Park

Equestrian Park: Picnic Tables  Parking Lot  Arena

## ACTIVITY INFORMATION

- |  |   |  |
|--|---|--|
| 1. Open to the Public Yes <input type="checkbox"/> No <input type="checkbox"/> | 2. Admission Charged Yes <input type="checkbox"/> No <input type="checkbox"/>   | 3. Non-Profit (501c3) Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Food & Beverage Yes <input type="checkbox"/> No <input type="checkbox"/>    | 5. Attendance: # Adults ____ # Children ____                                    | 6. Amplified Sound Yes <input type="checkbox"/> No <input type="checkbox"/>    |
| 7. Tents or Canopies Yes <input type="checkbox"/> No <input type="checkbox"/>  | 8. Alcoholic Beverages Yes <input type="checkbox"/> No <input type="checkbox"/> | 9. Moonbounce Yes <input type="checkbox"/> No <input type="checkbox"/>         |

Describe Activity/ Program and any items to be brought in (Ex: Special Attractions, Canopies, Tables, Chairs, Caterer etc.)

**An endorsement of insurance is required prior to the rental. The City of Malibu must be named as additionally insured.**

Applicant hereby agrees to hold the City of Malibu, the Santa Monica-Malibu Unified School District, the State of California, the individual members and all officers, agents, and employees of the City, District and State, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of City or school property. The applicant agrees to furnish such liability or other insurance for the protection of the public, the City, the District, and the State as may be required. I the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the park building, furniture, equipment, or grounds accruing through the occupancy or use of said building and/or grounds by applicant. I hereby certify that I have read the rules, regulations conditions, and terms of this application and that I, and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other directives of the City, District and the State and their authorized agents. I further certify that I, and the organization I represent, will comply with all the provisions of the Americans with Disabilities Act during that period of time when authorized to use the buildings/grounds of the City of Malibu, and/ or the Santa Monica-Malibu Unified School District. I certify that all statements on this application are complete and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR CITY OF MALIBU COMMUNITY SERVICES USE ONLY

Facility Fee \$ _____	Insurance Fee \$ _____	Deposit \$ _____
Staffing Fee \$ _____	Alcohol Insurance Fee \$ _____	
Additional Fee \$ _____	Specify _____	<b>TOTAL: \$ _____</b>

Application Approved By: Community Services Director \_\_\_\_\_  Approved  Denied

Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Maintenance \_\_\_\_\_ Facility Supervisor \_\_\_\_\_



# City of Malibu

Community Services Department  
General Facility Use Fees and Tiers 2017-2018

Facility	Group 1	Group 2	Group 3	Group 4
Outdoor Event	\$79 / hour	\$120 / hour	\$159 / hour	\$237 / hour
Indoor & Outdoor Event	\$106 / hour	\$159 / hour	\$212 / hour	\$317 / hour
Michael Landon Center	\$52 / hour	\$79 / hour	\$106 / hour	\$159 / hour
Michael Landon Center (Public Meetings)	\$29 / 2 hours	\$34 / 2 hours	\$44 / 2 hours	\$65 / 2 hours
Malibu Community Pool	\$67 / hour	\$99 / hour	\$132 / hour	\$198 / hour
Picnic Area	\$63 / 4 hours	\$79 / 4 hours	\$105 / 4 hours	\$159 / 4 hours
Sports Field	\$25 / 2 hours	\$36 / 2 hours	\$47 / 2 hours	\$72 / 2 hours
Equestrian Park Arena	\$37 / hour	\$55 / hour	\$74 / hour	\$112 / hour
Soccer Goals (Bluffs Park)	\$27 / use	\$27 / use	\$27 / use	\$27 / use
Softball Bases (Bluffs Park)	\$27 / use	\$27 / use	\$27 / use	\$27 / use
Parking Lot	\$144 / hour - \$1368/ day	\$144 / hour - \$1368/ day	\$144 / hour - \$1368/ day	\$144 / hour - \$1368/ day
Parking Space (Individual)	\$10 / space / day	\$10 / space / day	\$10 / space / day	\$10 / space / day

#### Administrative and Staffing Fees

Late Processing Fee (Less than 14 days)	\$102
Attendant Fee (Part Time Staff)	\$21/ hour
Attendant Fee (Full Time Staff)	\$39 / hour
Custodian	\$29/ hour
Refundable Security/Cleaning Deposit	Dependent upon application; cashed prior to event
Pre –Event Set-Up and Post-Event Clean-Up	\$51 / hour
Security Guard	\$54/per hour/per guard

#### Filming Fees

Filming (Up to 30 people)	\$1,717 / 6 hours / \$287 per hour thereafter
Filming (Over 30 people)	\$2,575 / 6 hours / \$429 per hour thereafter
Still Shoot Filming (Up to 10 people)	\$142 / hour
Still Shoot Filming (More than 10 people)	\$174 / hour

#### Projection System Rental

Non-Profit	\$881 / use (does not include staffing)
Private/Commercial	\$2,424 / use (does not include staffing)

**Facility Use fees do not include staffing or security. Additional staff and/or security may be required based on the schedule and type of event**

### Facility Use Group Classifications/Tiers

#### Group 1: Community Based Use

Special Interest Groups, Community Service Groups, and Civic Organizations based and operating in the City of Malibu with the primary purpose of serving the Malibu community.

#### Group 2: Nonprofit Use

Groups and Organizations operating as a registered 501 (c)(3) nonprofit. Proof of nonprofit status must be presented at the time of reservation. Membership rosters, by-laws and constitution, may also be required. Acceptable forms of documentation verifying nonprofit status include:

- Articles of Incorporation as a nonprofit organization
- Department of the Treasury Form 990
- IRS letter showing organization to be Tax Exempt Services
- State Franchise Tax Board letter showing organization Tax Exemption
- Certificate of Registration with the State Registry of Charitable Trusts

#### Group 3: General Use

Private Groups or Individuals, Santa Monica/Malibu School District, and Malibu Businesses (non-commercial use)

#### Group 4: Commercial Use

Any Business, for Profit Group, or Commercial Venture using City of Malibu facilities for the purpose of profit making



# City of Malibu

Community Services Department  
City Hall Facility Use Fees and Tiers 2017-2018

	Group 1	Group 2	Group 3	Group 4
<b>Backstage Room</b>	\$54 per hour	\$83 per hour	\$111 per hour	\$165 per hour
<b>Multi-Purpose Room</b>	\$54 per hour	\$83 per hour	\$111 per hour	\$165 per hour
<b>Senior Center</b>	\$54 per hour	\$83 per hour	\$111 per hour	\$165 per hour
<b>Multi-Purpose Room &amp; Senior Center</b>	\$88 per hour	\$134 per hour	\$177 per hour	\$264 per hour
<b>Zuma Conference Room</b>	\$29 per 2 first hours \$29 per hour thereafter	\$34 per 2 first hours \$34 per hour thereafter	\$44 per 2 first hours \$44 per hour thereafter	\$65 per 2 first hours \$65 per hour thereafter
<b>Malibu Civic Theater</b>				
1 Hour	\$111	\$165	\$220	\$332
4 Hours	\$275	\$413	\$554	\$829
Half Day (8 Hours)	\$441	\$662	\$883	\$1,324
Full Day (16 Hours)	\$695	\$1,043	\$1,391	\$2,087
<b>Parking</b>	\$10 per space/per day	\$10 per space/per day	\$10 per space/per day	\$10 per space/per day
<b>Parking Lot</b>	\$144/hour - \$1,368/day	\$144/hour - \$1,368/day	\$144/hour - \$1,368/day	\$144/hour - \$1,368/day

## Administrative and Staffing Fees

Late Processing Fee (Less than 14 days)	\$102.00
Attendant Fee (Part Time Staff)	\$21.00 per hour
Attendant Fee (Full Time Staff)	\$39.00 per hour
Custodian	\$29.00 per hour
Audio Technician	\$71.00 per hour
Lighting Technician	\$71.00 per hour
Audio Visual Fee	\$29.00 per use
Pre –Event Set-Up and Post-Event Clean-Up	\$51.00 per hour
Security Guard	\$54.00 per hour, per guard
Table Linens	\$25.00 per linen
Refundable Security/Cleaning Deposit	Dependent upon application; cashed prior to event

**Facility Use fees do not include staffing. Staffing may be required based on the schedule and type of event.**

## Facility Use Group Classifications/Tiers

### Group 1: Community Based Use

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### Group 4: Commercial Use

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# Facility Use Policies, Rules & Regulations

*City of Malibu, Community Services Department*

23825 Stuart Ranch Road, Malibu, CA 90265 (310) 456-2489

## GENERAL RENTAL INFORMATION

The City of Malibu has facilities that are designed for recreational, civic, and cultural activities. The primary use of these facilities is for activities sponsored by the City. The facilities shall be available for usage or rental when not in use for scheduled City activities. Use for non-city programs shall be available as the schedule allows.

1. To reserve the use of any City of Malibu owned or managed facility, a Facility Use Application must be submitted.
2. Applications will not be accepted more than six (6) months in advance of the event.
3. The Facility Use Application shall be submitted at least fourteen (14) calendar days prior to use or a late processing fee will be charged. Reservations will be confirmed upon full receipt of payment, evidence of insurance, signed facility use application, and rules and regulation form.
4. All facility use fees are due to the City of Malibu no less than 10 working days prior to the rental.
5. All facility use applications are subject to approval by the Community Services Director.
6. Approved use is non-transferable. The person signing the Facility Use Permit is responsible for the conduct of all participants and is fully responsible for any damage caused by use. The signer of the Facility Use Permit must be on the premises during the hours of the event and must be 21 years of age or older.
7. "Rental Hours" are from the time a renter arrives, until the time the facility is cleaned and completely vacated. Rental hours include set up and clean up time. All applicable fees will be charged for all facility usage time.
8. Renter must comply with all laws, ordinances, and park rules governing the City of Malibu.
9. The City of Malibu assumes no liability for any injury, damage, theft, or loss of property belonging to others, before, during or after usage.
10. Fees will be doubled for reservations scheduled on holidays, holiday weekends, and after midnight.
11. All teenage groups must be accompanied by responsible adult chaperones including the signer of the Facility Use Permit, on a ratio of two (2) adults for the first twenty (20) juveniles and one (1) adult for each group of twenty (20) juveniles or part thereof. Chaperones must stay with group at all times.
12. A City of Malibu issued Temporary Use Permit may be required depending on the size and scope of the rental.
13. Food or beverage may not be sold or served at any event unless specified on the Facility Use permit. No open flame, barbecue, or other cooking devices will be permitted in parks unless approved by the City.
14. Smoking is not permitted in any City building or park; including e-cigarettes.
15. Renter is responsible for removing excess trash caused by the event. Rental of a roll-away trash receptacle may be required.
16. No animals except those used for disability assistance are permitted indoors. Dogs are permitted outside, while on a leash and under control of the owner.



## Facility Use Policies, Rules & Regulations

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17. The use of inflatable attractions is only permitted at Malibu Bluffs Park with an approved facility use permit on file with the Community Services Department. Permitted uses would be required to provide a certificate of insurance and evidence of general liability from the vendor providing the attraction for \$1 million per occurrence with City of Malibu named as additionally insured.
18. Facilities may not be available on City Observed Holidays.
19. Facilities may be closed and permits cancelled when Red Flag Warnings are issued by the Los Angeles County Fire Department.

### **SECURITY DEPOSIT**

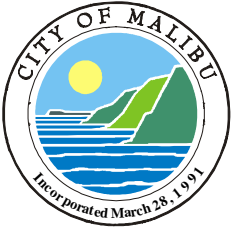
1. The Security Deposit is due upon receipt of the deposit invoice. The deposit will be refunded within 3 5 weeks after the event.
2. Upon arrival, renter will complete a walk through the facility with staff. Any damage or unclean conditions must be brought to staff's attention at that time.
3. At the conclusion of the event, staff will walk through facility with renter and document any damage or unclean conditions; time of departure will also be noted and deducted from the deposit if it exceeds permitted time along with staff costs. Security deposits will be released upon written report by staff to City administration.
4. The renter is responsible for any damage to the facility during rental use. Cost of repairs as determined by the Parks & Recreation Director will be retained by the City and deducted from the deposit. If cost of damages exceeds amount available from deposit, user shall remit the balance due to City upon receipt of invoice.
5. If the facility is not left in a clean and orderly manner, the cost to clean the facility appropriately will be deducted from the deposit. If cost of cleaning exceeds amount available from deposit, user shall remit the balance due to City upon receipt of invoice.

### **CANCELLATION POLICY**

1. Refunds for renter-initiated cancellations are based on advance notice to the City. Renters cancelling reservations more than 31 days prior to the event will receive a full refund less a \$25.00 administration fee. Renters cancelling 15-30 calendar days prior to the event will result in loss of 50% of deposit fee or rental fee (whichever is less). Cancellation of reservations less than 14 calendar days from reservation will result in loss of 100% of deposit fee or rental fee (whichever is less). Insurance fees are non-refundable.

### **PUBLICITY**

1. Publicity for any event held at any Community Services facility or Santa Monica-Malibu School District may not be released until final approval of the Facility Use Application.
2. Users are prohibited from using the City's name to promote their activity. This includes using the City of Malibu on banners, flyers, and any other forms of advertisement. Commercial events may be required to post permit information during the program or event.
3. No event flyers, banners or promotional merchandise may be displayed or distributed at City of Malibu facilities unless the event is co-sponsored by the City of Malibu. Co-sponsored event advertising must feature the City of Malibu logo and be approved prior to distribution.



## Facility Use Policies, Rules & Regulations

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### **LIABILITY**

1. All persons receiving a Facility Use Permit must agree in writing to hold the City of Malibu harmless and indemnify City of Malibu from any and all liability for injury to persons or property occurring as the result of the activity sponsored by the renter, and said person shall be liable to the City of Malibu for any and all damages to parks, equipment, and buildings owned or controlled by City which result from the activity of the renter or is caused by any participant in said activity.
2. A person exercising any of the privileges authorized by this policy does so at his/her own risk without liability on the part of the City of Malibu for any injury to persons or property resulting there from.
3. All subcontracting providers, security companies, inflatable bounce house companies, caterers, etc., must provide the City of Malibu with a Certificate of Insurance and letter of endorsement naming the City of Malibu as additionally insured. Policy limit is \$1,000,000 minimum of combined single limits.
4. All groups and private parties using a City facility must provide the City of Malibu with an endorsement of insurance naming the City of Malibu as additionally insured. The minimum policy limit is \$1,000,000 general liability insurance coverage per occurrence. Insured's name must be the same as the renting party on Facility Use Application. Additional insurance coverage may be required depending on the type event and size.

### **DECORATIONS**

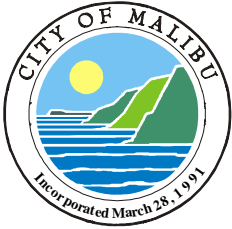
1. Decorations may not be permanently fastened to light fixtures, tables, chairs, or other City property.
2. Only painter's tape may be used. No scotch tape, thumbtacks, staples, etc. will be permitted.
3. Balloons, Styrofoam products, glitter, birdseed, rice, or other like items are not allowed.
4. All decorations must be removed at the conclusion of the event.
5. No sidewalk chalk art may be placed on the exterior areas of the facility.

### **CLEANUP RESPONSIBILITY**

1. All trash, including bottles, cans, cups, and paper must be disposed of using the proper trash/recycling receptacles.
2. All equipment must be left in a clean, sanitary condition and in proper working order.
3. All parties are responsible for setting up and taking down chairs and tables.
4. Renter must supply all cleaning supplies and cooking utensils for their own use.

### **LIVE ENTERTAINMENT**

1. Security guard service is required for events with live entertainment. The number of guards required will depend on the size and scope of the event.



## Facility Use Policies, Rules & Regulations

*City of Malibu, Community Services Department*

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### **ALCOHOL**

1. Alcohol will not be allowed unless approved by the Community Services Director specified in the Permit. Only beer, wine and champagne are permitted; no hard alcohol.
2. Any group or individual charging a fee for alcohol or charging a fee for entrance to the event and serving alcohol must purchase a one-day ABC permit from The State of California Alcohol Beverage Control Department. Contact the ABC for further information.

State of California  
Alcohol Beverage Control  
Santa Ana District Office  
28 Civic Center Plaza Room 379  
Santa Ana, CA 92701  
714-558-4101

3. Alcohol is limited to beer, wine, and champagne.
4. Security guard service is required for events where alcohol is served. The number of guards required will depend on the size and scope of the event.
5. Renter is allowed to secure security guards for the event without going through the Community Services Department. The Security Company's name and phone number must be submitted to the City of Malibu Community Services Department at least 2 weeks prior to the event and the security company must be bonded and supply proof of insurance.
6. Only events that have been granted a permit from the Alcoholic Beverage Control will be allowed to sell alcohol.
7. Alcohol distribution shall end 1 hour prior to the event closing.
8. Outdoor events distributing alcohol must keep all alcohol beverages inside a contained area or structure.

### **USE OF MALIBU CITY HALL**

1. Hours and Staffing: City Hall is open 7:30am-5:30pm (Monday-Thursday) and 7:30am-4:30pm (Fridays). Any rentals outside of those hours will require a staff member be present at an additional fee. Staffing may be required for use of the Malibu Civic Theater in order to operate equipment for audio and visual needs.
2. Capacity: The maximum seating capacity of the Malibu Civic Theater is 250, Zuma Conference Room is 40, Multi-Purpose Room is 133 full room / 67 half room.
3. Equipment: The following items will be provided at Malibu City Hall: Chairs and tables up to the maximum capacity, trashcans and liners, and paper supplies for the restrooms. Renter is responsible for providing all other supplies and equipment.
4. Kitchen: Renters requesting to use the kitchen facilities must state use on the facility use application. Kitchen access is limited to the kitchen sink and counter tops.
5. The parking lot has 115 parking spaces available for public use and private rental.



## Facility Use Policies, Rules & Regulations

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### **USE OF MALIBU BLUFFS PARK**

1. Hours and Staffing: 6:00am - 10:00pm. Users requesting use of the facility prior to 8:00am or beyond 5:00pm will require a staff member be present at an additional fee.
2. Capacity: Any event with 150 people or more in attendance will require additional approvals, and possibly a Temporary Use Permit through the Planning Department.
3. Portable toilets and hand washing stations are required for events over 150 people.
4. Renter shall comply with the City of Malibu noise ordinance.
5. The parking lot has 75 parking spaces and space for an additional 50 vehicles along Winter Mesa Drive. The City reserves the right to reserve parking spaces during an event. A traffic plan may be required depending on the size of the event. All parking is open to the public and available on a first come, first served basis. Additional off-site parking may be required.
6. No vehicles of any type are allowed on the grass.
7. Chairs and tables must be provided by the renter. Chairs and tables are intended for inside use only and may not be removed from the Michael Landon Community Center.
8. The City does not provide water or electricity for outdoor events.
9. Renter is responsible for removing excess trash caused by the event. Renter may also be required to provide additional trash receptacles, trash bags/liners and trash storage bin.
10. No dunk tanks, water balloons or wading pools allowed in the park.
11. No barbecues or open flames are permitted.
12. Stakes for canopies and tenting may not be placed in the lawn or pavement. Sandbags may be used to secure tents in place. Renters using tents or other structures in excess of 20' by 20' (400 square feet) require a permit from the Los Angeles County Fire Department.

### **USE OF THE MICHAEL LANDON COMMUNITY CENTER**

1. Hours and Staffing: 6:00am – 10:00pm. Users requesting use of the facility prior to 8:00am or beyond 5:00pm will require a staff member be present at an additional fee.
2. Capacity: The maximum capacity of the Michael Landon Community Center is 55 people.
3. Equipment: The following items will be provided at the Michael Landon Center: Chairs and tables up to the maximum capacity, trashcans and liners, and paper supplies for the restrooms. Renter is responsible for providing all other supplies and equipment.
4. Kitchen: Renters requesting to use the kitchen facilities must state use on the facility use application. Kitchen access is limited to the kitchen sink and counter tops.
5. The parking lot has 75 parking spaces and space for an additional 50 vehicles along Winter Mesa Drive. The City reserves the right to reserve parking spaces during an event. A traffic plan may be required depending on the size of the event. All parking is open to the public and available on a first come, first served basis. Additional off-site parking may be required.