

# CARMEL YOUTH CENTER

Corner of Fourth Avenue & Torres Street  
Post Office Box 2399  
Carmel, CA 93921  
PHONE (831) 624-3285 FAX (831) 624-0130

## FACILITY USE PERMIT – ONE TIME

Date of Reservation \_\_\_\_\_ Times \_\_\_\_\_ to \_\_\_\_\_

Organization \_\_\_\_\_  
(Persons Responsible)

Name/Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

Type of Event \_\_\_\_\_

Rooms Reserved \_\_\_\_\_ Time for Set-Up \_\_\_\_\_

Food \_\_\_\_\_

Estimated Attendance: Under 18 \_\_\_\_\_ Over 18 \_\_\_\_\_ Chaperones/Security Guards \_\_\_\_\_  
**(YOU MUST HAVE 1 CHAPERONE OR SECURITY GUARD PER 25 PEOPLE)**

**Proof of Insurance** \_\_\_\_\_

Applicant must provide general liability insurance of at least \$500,000 combined single limit covering its on premises activities. Such insurance shall include personal injury, premises and products liability.

**Security/Cleaning Deposit: \$250**

### FACILITY FEES PER EVENT

- \_\_\_\_\_ \$150 first hour and \$100 each additional hour (**\$250 minimum for 50 people**)
- \_\_\_\_\_ \$100 Additional per 25 people
- \_\_\_\_\_ \$250 Additional for Amplified Music
- \_\_\_\_\_ \$100 Snack Bar with Staff
- \_\_\_\_\_ \$50 Additional for Theater Use
- \_\_\_\_\_ \$100 Over time Fee per hour

**TOTAL FACILITY FEES \$** \_\_\_\_\_

**I, the undersigned applicant, have read, understand and agree to the rules as stated on the reverse of this form. I agree to pay in advance, the total fees as indicated above and the full cleaning deposit will be refunded if the facility is left in a clean and neat condition. I agree to be personally responsible and liable for any and all damages or losses which are caused to the Carmel Youth Center as a result of use of the facility by the Organization listed above. I agree to adhere to any and all rules and regulations governing facility use.**

\_\_\_\_\_  
**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Carmel Youth Center, Executive Director or Facilities Committee Board Member** \_\_\_\_\_ **Date** \_\_\_\_\_

## SECURITY/ CLEANING DEPOSIT & CANCELLATION POLICY

1. Security/ cleaning deposit is refunded within 21 days of the event. If there are any additional charges, damage to the building or its contents, overtime maintenance charges, a deduction will be made from the deposit and the balance will be refunded. If the deposit does not cover the charges, the Organization will be responsible for any additional fees. **IF CLEAN-UP IS NOT COMPLETED, THE ENTIRE DEPOSIT SHALL BE FORFEITED.**
2. If an event is cancelled by the Organization, a 48 hour notice of cancellation is required for a full refund of the Total Facility Fees and Security/Cleaning Deposit.
3. Failure to vacate the premises by the end of the scheduled time will result in the deduction of an overtime fee (\$100 per hour) from the Security/Cleaning Deposit.

## RESERVATIONS

1. All Carmel Youth Center reservations are made on a first come, first served, month to month basis. A completed facility use permit form must be accompanied by a security/cleaning deposit.
2. Meetings not related to Carmel Youth Center activities should be scheduled during non-youth hours.
3. **Carmel Youth Center initiated and/or sponsored activities, programs, or meetings will be given priority use.**
4. Carmel Youth Center reserves the right to refuse the use of the facility.

## SET UP AND CLEAN UP

1. The Organization is responsible for set up and clean up.
2. Clean up responsibilities include:
  - a. Cleaning and returning tables and chairs to proper storage location
  - b. Removing all decorations and emptying trash (as necessary) into trash receptacles located in the backyard of Carmel Youth Center.
  - c. Floors, counters, sinks, stoves are to be cleaned. The center will provide brooms, mops, dish towels, and other necessary cleaning supplies.

## SMOKING AND USE OF ALCOHOL

1. **The sale, use, or serving of alcohol is not permitted.**
2. **Smoking is prohibited in the facility and on the grounds.**

## GENERAL RULES

1. Organization will be responsible for any damage to the facility and must leave facility in the same condition received, including areas outside of the building.
2. The Board of Directors, Carmel Youth Center, City of Carmel-by-the-Sea, and its staff are NOT liable for accidents, injuries, or loss of individual property in connection with use of this facility.
3. Organization shall observe, obey, and comply with all City, County, State, and Federal laws.
4. No solicitation, campaigning or recruiting of any kind for or by an individual or organization is permitted.
5. The Organization is responsible for all activities, group members, group behavior and facility use.
6. No event shall be advertised without prior consent, from the Youth Center Board, as to method and content.
7. Carmel Youth Center is not responsible for any items left on the premises.
8. Organizations must respect the close proximity of private residences to Carmel Youth Center. Loud boisterous behavior, disorderly conduct, and otherwise socially unacceptable behavior will not be permitted. **Additionally, loud noise upon departure may jeopardize the future use of Carmel Youth Center Facility.**
9. The use of nails, staples, screws, etc. on tables, walls or equipment is not permitted. Painters tape is allowed and must be removed immediately following the event.
10. The use of office facilities is not allowed (except in case of emergency). A phone is located near the snack bar for emergencies only. Organization is responsible for any phone charges incurred.
11. D.J.'s and live music are allowed until 10pm. Music amplified after 10pm will result in a citation by the Police, the forfeiture of the security deposit and may jeopardize future use of Carmel Youth Center Facility.

INITIAL HERE THAT YOU HAVE READ THIS PAGE \_\_\_\_\_