

## Instructions for reserving your event at the Canoga Park Community Center

1. Please review the schedule for availability. Please note that ending times on the schedules are **not** listed at the summary level.
2. Please send your completed application via email to [reservations@cpccf.org](mailto:reservations@cpccf.org) or via text to (818) 414-2700.
3. Once received, your application will be processed and you will receive instructions related to processing your \$50.00 deposit via Zelle, check or cash. For cash or check, a receipt will be provided.
4. On the day of your event, fees for rental will be collected prior to the start of your event also via Zelle, check or cash. A receipt will be provided. Your deposit will be returned after assessment of clean-up from your event.
5. Reservation cancellation can be done via e-mail or by calling (818) 414-2700 and must be done 2 weeks prior to your reservation to receive a full refund.

**APPLICATION FOR AND AGREEMENT TO USE THE  
CANOGA PARK COMMUNITY CENTER**

NAME OF USER: \_\_\_\_\_

USER ADDRESS: \_\_\_\_\_

PRIMARY CONTACT PHONE: \_\_\_\_\_; ALTERNATE CONTACT PHONE: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_ (AM/PM) TO: \_\_\_\_\_ (AM/PM)

ROOM REQUESTED: COMMUNITY ROOM (70): \_\_\_\_\_; BOARD ROOM (20): \_\_\_\_\_ BOTH: \_\_\_\_\_

The Canoga Park Community Center Foundation, Inc. (the "Foundation") grants the user permission to use its Community Center Rooms (the "Premises") as stipulated on the Application Agreement. User shall use and occupy the designated room for only purposes stated. User shall not use the Premises for any unlawful purpose or in any manner, which will interfere with the rights of other occupants of the building. User, its members, officers, directors, agents and invitees shall comply with all laws, rules, statues, ordinances, governmental regulations and requirements affecting the use or occupancy of the Premises as well as Foundation's "Rules Governing Use of Community Center Rooms", a copy of which is attached hereto and is incorporated within.

User hereby agrees to indemnify and hold harmless the Foundation, its agents, employees, invitees; licensees or persons acting on its behalf, the City of Los Angeles its officers, departments, agencies, bureaus and employees against and from any and all claims of damage or injury arising out of its use of the Premises or from the conduct of any activity permitted by User therein. Further, User hereby assumes all risk of damage to property or injury to persons in, upon or about the Premises from any cause other than the Foundation's use or negligence and User hereby waives all claims in respect thereto against the Foundation, its agents, employees, invitees, licenses or persons acting on its behalf, the City of Los Angeles, its officers, departments, agencies, bureaus and employees.

This Agreement shall only become effective upon the Foundation's Community Center Representative receiving the signed original of this Agreement. Foundation will make keys available to User prior to the rental date only if all conditions of the Agreement have been met and if fee for use of the Premises has been paid.

**CANCELLATION FEE:** Any cancellation later than two weeks before the reservation date shall be subject to a \$25.00 cancellation fee. Notification shall be made in writing by standard mail or email. If no notice is given before 24 hours of the reservation date, all deposits shall be forfeited.

RESERVATION REQUESTED BY:

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(please print)

DATE: \_\_\_\_\_

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Application and Payment of Deposit accepted by Foundation Representative:

\_\_\_\_\_ on Date: \_\_\_\_\_

**APPLICATION FOR AND AGREEMENT TO USE THE  
CANOGA PARK COMMUNITY CENTER**

**Rules Governing Use of Community Center Rooms**

1. Two hours prior to the event for set-up and one hour after event for cleaning are part of the rental agreement that are not charged.
2. Saturday's Farmers Market personnel will have access to the Center bathrooms during set up periods only from 9am to 2 pm. (They will be directed to use other facilities during the event if there is a conflict with the use of the Center.)
3. Use masking tape provided for any wall hangings. Do not use pins, staples or clear adhesive tape in the Center.
4. A tablecloth shall be used to cover the boardroom table when used. If heating elements are to be used for serving, additional protection will be applied to the board room table.
5. Markers for the "whiteboard" will be provided upon request. Do not use any other markers on the whiteboard.
6. Cleaning materials can be found in unlocked locker number 3.
7. If an outside vender is used for food service, they will be set up in the backyard parking area only.
8. Deposit will be returned when the following conditions have been met:
  - a. Tables and Chairs will be restored on their storage devices and placed in their holding positions in the Community Room,
  - b. Chairs in the board room will be returned to their positions found at beginning of set up,
  - c. All trash is placed in the outside dumpster that will be opened for clean-up,
  - d. All trash in bathrooms will be removed,
  - e. All tape, if used will be removed from all surfaces, and
  - f. Floors in the Boardroom, Community Room, Kitchenette and both bathrooms are swept and/or mopped in preparation for others to use the Center.
9. For renters with keys: all lights will be turned off prior to lock-up and alarm set after clean-up other renters have been met.