



Community Center Policy Manual and Application

Community Center Users:

Attached is the Community Center Rental Application, fee schedule and regulations. The Application is to be accompanied with a deposit of \$50.00. If the deposit is NOT made at the time of reservation, there is no guarantee that the date will be. The Completed application must be turned in a minimum of ten (10) working days prior to the event. Full payment for the rental and damage deposit MUST be paid a minimum of ten (10) working days prior to the event. If alcohol is being served or sold, proof of hired security must be turned in a minimum of ten (10) working days prior to the event.

Kitchen use is optional for an additional fee of \$50. This includes access to the stove, refrigerator, and freezer in the kitchen. No other kitchen appliances, dishes or utensils will be provided for your event.

The center is not available prior to 5:00 pm on weekdays due to other activities at the Community Center.

The City of Blythe hopes you enjoy the facility. If you have further questions, please contact us at (760) 922-6161.

The Blythe City Council adopted Resolution No. 94-367 on May 10, 1994, which prohibits the use of tobacco products in the Community Center.

All current Covid-19 guidelines must be followed per the California Department of Public Health.

City of Blythe Public Facility Policy

General Conduct:

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all City facilities:

1. Specific permission is required to use or occupy every room and office.
2. Unless participating in a supervised activity, children under 5 years of age must be accompanied by an adult 18 years or older.
3. All persons or organizations using a facility will be expected to abide by Municipal Code Title 12, Chapter 12.28 regarding conduct in City Parks.
4. The following are regulated by State and Municipal Codes and will be strictly enforced:
 - A. Gambling is prohibited
 - B. The dispensing and consumption of alcoholic beverages without a permit is prohibited.
 - C. The use or sale of dangerous restricted drugs is prohibited.
5. Eating and drinking are permitted in designated areas only
6. Smoking is prohibited in the facility.
7. Unruly behavior such as shouting and profanity which is disruptive of classes and other activities is prohibited.
8. Bicycles may be ridden and parked only in designated areas.
9. Possession of a weapon or other dangerous device will subject the possessor to immediate removal from the premises and to possible arrest and prosecution.
10. Pets or animals are not permitted at the facility unless present as a part of an authorized activity.

Violation of any rule or regulation may result in the suspension of facility use privileges by an individual or group.

Usage Policies and Procedures:

1. An application to use the facilities must be submitted by all individuals or organizations before permission to use the facilities will be granted.
2. All users must submit some form of identification when applying.
3. All applications for permission to use the facilities shall be issued by the City Manager or their designee, subject to the availability of the facilities and adherence to City rules and regulations. Application forms are available at City Hall.
4. Applications shall be issued only to responsible adults who shall be in attendance at the function for which the application is made.
5. City facilities may not be used by an individual, group, or organization which has as one of its objectives to overthrow the United States government or by an individual, or organization deemed subversive as defined in the State of California Code.
6. City government functions and City recreation programs shall have first priority for use of all facilities. Furthermore, previously scheduled uses may be canceled for city functions and programs. This does not apply to wedding receptions.
7. All applications for use of facilities must be submitted **at least ten (10) working days** and not more than 90 days, prior to the date of use. In the case of wedding receptions, 180 days prior to use shall be granted. This does not apply to City sponsored or co-sponsored activities.
8. An approved request for regular use of the facilities must be renewed on a seasonal basis (Jan-Apr; May-Aug; Sept-Dec). Local organizations located in the City of Blythe may reserve 1 year of regular use. There shall not be regular use of facilities permitted on Friday, Saturday or Sunday except for city sponsored functions and programs.
9. The City Manager shall have the authority to cancel or postpone use of a facility if such action is deemed necessary by the City. Whenever possible, 24 hours notice will be given to the applicant.
10. Youth group reservations must be made by an adult sponsor. At least one adult Chaperon for every 10 minors shall be required when using the facility.
11. The City will not be held responsible for loss, damage, or theft of any equipment or personal articles owned, leased or rented by people using the facilities.
12. Theft or items missing from the facilities that are property of the City of Blythe shall be the responsibility of the applicant and is subject to replacement at cost.
13. No equipment or furnishings shall be removed from the premises without permission of the City Manager or their designee.
14. Any member of city staff shall have access to the facilities at all times while the facilities are being used and shall have full access to all activities at any time in order to ensure that all rules, regulations, City and State laws are being observed.

15. If decorations are considered for any program, their use must have prior approval from the City Manager or their designee. **No group may hammer, tape, stick, or staple anything to floors, wall or ceilings.** Decorations may only be placed as designated by a City representative.
16. Applicant/Group must be ready for building lock-up at the activity end time indicated on the application. If any group is not ready for lock-up by the time indicated on their application, additional fees may apply.
17. All activities must cease no later than 12:00 A.M, and all clean-up must be completed by 1:00 A.M. The center is to be vacant of all guests and ready to be locked no later than 1:00 A.M., unless written permission is granted for a longer period of usage.
18. Community Center set-up capacities and kitchen use arrangements.
 - A. Seating capacity is as follows:
Full Auditorium:
Assembly:.....200
Dining: 185
Dining and Dancing: .. 175
19.
 - A. The Kitchen facilities shall not be opened for any group unless specific written use is granted and the kitchen rental fees paid. Specific written permission for use of kitchen facilities must be granted by the City.
 - B. Groups using the kitchen shall furnish dishes, silverware, cooking utensils, all Paper products, towels, soap, etc.
 - C. The responsibility for clean-up of the facilities after the event is the duty of the applicant.
20. The serving of alcoholic beverages may be authorized at the Community Center only in accordance with the following conditions:
 - A. Alcoholic beverages may be served, sold, and consumed on the premises only in connection with a meal which is being served at the site. Hot hors d'oeuvres can be considered as a meal when champagne or sparkling wine is being served.
 - B. Such service, sale and consumption of alcoholic beverages may be permitted at only those events for which the application for the rental of the auditorium so specifies.
 - C. Alcoholic beverages shall be sold only by a person possessing a current, valid license from the Alcoholic Beverage Control Board.
 - D. Bring your own bottle (B.Y.O.B.) events are prohibited.

Alcoholic Beverage Policy:

Individuals may request the use of the Community Center facilities including the serving of alcoholic beverages. The serving of alcoholic beverages at other city facilities will require special consideration by the City Council. The applicant will follow the requirements established hereafter.

1. Groups or individuals wishing to serve alcoholic beverages must submit an application at least ten (10) working days prior to the event. Applications may be obtained from the Blythe City Hall, 235 N. Broadway, Blythe.
2. The City Manager or their designee has the right to approve or disapprove all applications with the serving of alcoholic beverages.
3. If approved, the applicant must abide by all requirements of the California Department of Alcoholic Beverage Control.
4. Persons under 21 years of age shall not be served alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with the State law and the regulations of the Department of Alcoholic Beverage Control. Violators are subject to criminal prosecution and reported violators will be denied approval of subsequent requests to use the facility.
5. City specified City of Blythe personnel may be required to be in attendance at all functions. At all functions where alcoholic beverages are served, security police may be required by the City Manager or their designee. Proof of hired security must be provided at least ten (10) working days prior to the event or the event may be cancelled.
6. The responsibility for obtaining all permits is the duty of the applicant. A copy of all permits must be supplied to the City.
7. The serving of alcoholic beverage may be authorized in accordance with the following conditions:
 - A. Alcoholic beverages may be served, sold, and consumed on the premises only in connection with a meal which is being served at the site. Hot hors d'oeuvres can be considered as a meal when champagne or sparkling wine is being served.
 - B. Such service, sale and consumption may be permitted at only those events for which the application for the rental of the Community Center so specifies.
 - C. Alcoholic beverages shall be sold only by a person possessing a current valid license from the Alcoholic Beverage Control Board.
8. The following requirements must be followed in order to sell and serve, or to have alcoholic beverages sold and served on the premises of City of Blythe facilities:
 - A. The applicant shall apply in person or by letter to the State of California Department of Alcoholic Beverage Control and obtain the necessary alcoholic beverage permits.
 - B. The request for the permit must be accompanied by a letter from the City of Blythe approving the use of the facility and serving of alcoholic beverages.
 - C. The permit must be presented to the City Manager or their designee during normal office hours prior to the event.
 - D. The individual organization is responsible for displaying the permit over the bar at the event.

ANY VIOLATION OF THE ABOVE MAY RESULT IN IMMEDIATE CANCELLATION OF THE REQUEST FOR USE OF THE FACILITY AND DENIAL OF FURTHER REQUESTS FOR A PERIOD OF UP TO TWO (2) YEARS AT THE DISCRETION OF THE CITY MANAGER OR THEIR DESIGNEE.

Fees:

1. Final approval is granted upon payment of total fees. Facilities are subject to automatic cancellation if all fees are not paid ten (10) working days prior to use.
2. User not paying balance of fees in full ten (10) working days prior to scheduled use will be assessed a 10% charge of the unpaid balance for each day the balance of fees is late.
3. All late fees must be paid in cash or with a cashier's check.
4. Reservations may be canceled by applicant and all fees, except reservation fee, will be returned up to one week prior to event.
5. Cleaning/damage deposit is refundable by a city warrant subject to the condition of building or other reasons; and will be sent by mail approximately 20 days after date of use. The facility must be cleaned and returned to a reasonable condition.
6. Security police will be required in certain circumstances. The City will arrange for security from the Blythe Police Department (See fee schedule for security costs). If alcohol is being served or sold, proof of hired security must be turned in a minimum of ten (10) working days prior to the event.
7. The City Manager or their designee may establish special rate schedules for groups or individuals charging admission or soliciting donations, or when it is in the best financial interest of the city to do so.

Community Center Fee Schedule

Reservation Deposit:	\$ 50.00 (Non-refundable)
Rental Rate:	\$ 500.00
Labor Fee:	\$ 100.00
Cleaning/Damage Deposit:	\$ 150.00 (Refundable)
Kitchen:	\$ 50.00 (Optional)

Non Refundable Deposit:	A \$50.00 deposit is necessary to reserve the facility. The deposit will be applied towards the total cost of the rental.
Rental Rate/Labor Fee:	This includes services such as opening prior to the event for decorating, delivery of supplies, equipment, etc.
Kitchen:	Kitchen facilities are available for a flat fee of \$50.00.
Security:	Under certain circumstances security may be required. The City will assign off-duty police officers or reserve officers for such security. The rate is \$87/hour per officer. If alcohol is being served or sold, proof of hired security must be turned in a minimum of ten (10) working days prior to the event.
Late Fees:	Users not paying the balance of fees in full ten (10) working days prior to use will be assessed a 10% charge of unpaid balance for each day fees are late. All late fees must be paid with cash or cashier's check.
Holiday Rate:	Rental of the Community Center on City observed Holidays requires full rental fees plus an additional fee to cover staff time.

CITY OF BLYTHE
COMMUNITY CENTER RENTAL
APPLICATION & AGREEMENT

235 N Broadway
Blythe, California 92225
Phone: (760) 922-6161 Fax: (760) 922-4938

NOTE: The City of Blythe has first right to use of the facility. Should a conflict occur the City's right will prevail. The City will make every effort not to create an inconvenience for applicants, but you may be requested to rearrange your schedule.

FOR CITY HALL USE ONLY

☐ APPROVED ☐ DENIED

SIGNATURE OF AUTHORIZED OFFICIAL _____ DATE _____

Payment of all fees and proof of Security Services are due by
end of business day on _____

APPLICANT INFORMATION

Name of Responsible Party: _____
Name of Organization: _____
Complete Mailing Address: _____
Contact Phone Number: _____ Email Address: _____
☐ Valid Drivers License or ☐ Valid California ID Number: _____

EVENT INFORMATION

Date of Use: _____
Begin Set Up: _____ Event Start: _____ Event End: _____ End of Clean up: _____ Total Hours: _____
Facility is to be vacant by the End of Clean Up time listed above
Purpose of Use: _____
Estimated Attendance: Adults: _____ Teens: _____ Children: _____ Total: _____
Admission/Donation: _____ What will the proceeds be used for?: _____
Alcohol Served: _____ Alcohol Sold: _____
Are you using a caterer? ☐ No ☐ Yes Caterer's Name: _____
Address: _____
Phone Number: _____
Equipment Requested: ☐ Tables ☐ Chairs ☐ Kitchen

APPLICANT ACKNOWLEDGEMENT

- Please read each box carefully. Each box must be checked before signing.
- ☐ I have read the rules and regulations pertaining to building use and will be present and responsible for their enforcement.
 - ☐ I certify that all the above statements are true and correct.
 - ☐ I understand that any misstatement or omission of a material fact may be sufficient cause for cancelation of use of the building.
 - ☐ I am aware that all fees are due and payable ten (10) working days in advance of the activity and if not paid by said date a 10% penalty of the unpaid balance is applied for each day that it is late.
 - ☐ Any late fees must be paid with cash or cashier's check only.

Applicant Signature: _____

Date: _____

CITY OF BLYTHE**COMMUNITY CENTER RENTAL FEE COMPUTATION**

235 N Broadway

Blythe, California 92225

Phone: (760) 922-6161 Fax: (760) 922-4938

APPLICANT NAME: _____

DATE OF USE: _____

DATE SUBMITTED: _____

		Deposit Date Paid	Receipt #
RESERVATION DEPOSIT 000-25-363-011	\$ 50.00	_____	_____
RENTAL FEE 000-25-363-011	\$ 450.00		
CLEANING/DAMAGE DEPOSIT 820-229-010	\$ 150.00		
LABOR/CUSTODIAN SERVICE 503-00-341-080	\$ 100.00		
<input type="checkbox"/> KITCHEN USE 000-25-363-011	\$ 50.00		
TOTAL DUE: _____			
INITIAL PAYMENT: (_____)			
TOTAL BALANCE DUE: _____			
BALANCE DUE BY: _____			

All fees are due and payable ten (10) working days in advance of the activity and if not paid by said date a 10% penalty of the unpaid balance is applied for each day that it is late. Any late fees must be paid with cash or cashier's check only.

BLYTHE POLICE DEPARTMENT
COMMUNITY CENTER RENTAL
APPLICATION & AGREEMENT
REVIEW

240 N Spring St
 Blythe, California 92225
 Phone: (760) 922-6111

FOR CITY HALL USE ONLY

CENTER IS AVAILABLE FOR REQUESTED DATE:

☐ YES ☐ NO

APPLICATION HAS BEEN:

☐ APPROVED ☐ DENIED

SIGNATURE OF AUTHORIZED OFFICIAL

DATE

	YES	NO
Police Services required	<input type="checkbox"/>	<input type="checkbox"/>
Number of Officers required	_____	
Security Services required	<input type="checkbox"/>	<input type="checkbox"/>
Number of Security Guards required	_____	
<i>If Private Security is required at the activity, a receipt showing Payment and/or deposit to a <u>licensed</u> Private Security Company must be submitted at the time all other fees are paid to City Hall</i>		
Time schedule required for Police/Security	_____ FROM	_____ TO
Is an Alcoholic Beverage Control (ABC) Permit required?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, a copy of an Alcoholic Beverage Permit must be submitted to City Hall at least two weeks prior to the event</i>		

 Chief of Police Signature

 Date

DEPARTMENT OF PUBLIC WORKS**COMMUNITY CENTER PRE-EVENT INSPECTION FORM**

440 S Main St

Blythe, California 92225

Phone: (760) 922-6611 Fax: (760) 922-0278

SCHEDULED PUBLIC WORKS EMPLOYEE: _____ DATE: _____

TABLE COUNT: _____ CHAIR COUNT _____

CLEANLINESS:

	YES	NO
KITCHEN CLEANED	<input type="checkbox"/>	<input type="checkbox"/>
GRILL	<input type="checkbox"/>	<input type="checkbox"/>
OVEN	<input type="checkbox"/>	<input type="checkbox"/>
STOVE (TOP BURNERS)	<input type="checkbox"/>	<input type="checkbox"/>
REFRIGERATOR	<input type="checkbox"/>	<input type="checkbox"/>
RESTROOM CLEANED	<input type="checkbox"/>	<input type="checkbox"/>
TABLES & CHAIRS CLEANED	<input type="checkbox"/>	<input type="checkbox"/>
FLOOR CLEAN	<input type="checkbox"/>	<input type="checkbox"/>
TRASH EMPTIED	<input type="checkbox"/>	<input type="checkbox"/>

DAMAGE:

	YES	NO
DAMAGE TO FLOORS	<input type="checkbox"/>	<input type="checkbox"/>
DAMAGE TO WALLS / PAINT	<input type="checkbox"/>	<input type="checkbox"/>
DAMAGE TO BLINDS	<input type="checkbox"/>	<input type="checkbox"/>

OTHER: (DETAILS):

TIME SPENT CLEANING PRIOR TO THE EVENT:

START TIME_____
END TIME

TOTAL HOURS CLEANING: _____

Signature of Custodian on Duty_____
Date

DEPARTMENT OF PUBLIC WORKS**COMMUNITY CENTER POST-EVENT INSPECTION FORM**

440 S Main St

Blythe, California 92225

Phone: (760) 922-6611 Fax: (760) 922-0278

APPLICANT NAME: _____

MAILING ADDRESS: _____

DATE OF USE: _____

	YES	NO
TABLES CLEANED OFF	<input type="checkbox"/>	<input type="checkbox"/>
FLOOR SWEEPED AND MOPPED	<input type="checkbox"/>	<input type="checkbox"/>
REFRIGERATOR CLEAN	<input type="checkbox"/>	<input type="checkbox"/>
DEBRIS ON STOVE TOP	<input type="checkbox"/>	<input type="checkbox"/>
DEBRIS IN OVEN	<input type="checkbox"/>	<input type="checkbox"/>
DEBRIS ON GRILL TOP	<input type="checkbox"/>	<input type="checkbox"/>
TRASH CONTAINERS EMPTIED	<input type="checkbox"/>	<input type="checkbox"/>
DAMAGE TO WALLS / PAINT	<input type="checkbox"/>	<input type="checkbox"/>
DAMAGE TO FLOORS	<input type="checkbox"/>	<input type="checkbox"/>
ITEMS ATTACHED TO WALL AND / OR CEILING	<input type="checkbox"/>	<input type="checkbox"/>

OTHER: (DETAILS):

EXTRA TIME TO CLEAN – HOURS: _____

ESTIMATED COST TO REPAIR DAMAGES, IF ANY: \$ _____

Signature of Custodian on Duty_____
Date

Deposit Amount \$ 150.00

Charges _____

Refund Amount _____

Date Refunded _____

Check Number _____