



City of Torrance - Community Services Department

Facility Booking Office: 3031 Torrance Blvd., Torrance, CA 90503

Phone: (310) 618-5982 • Fax: (310) 781-7598

E-Mail: FacilityBooking@TorranceCA.Gov

DEE HARDISON SPORTS CENTER AT WILSON PARK RENTAL APPLICATION

NOTE TO APPLICANT: Any person applying for the use of City property on behalf of any society, group or organization must present satisfactory credentials or proof of authorization to the Community Services Department representative in charge of permits, prior to the filing of such applications.

Date of Application: _____ E-mail Address: _____

Name of Representative: _____ Cell Phone: _____

Address: _____ City: _____ Zip Code: _____

Name of Organization: _____ Phone Number: _____

Address: _____ City: _____ Zip Code: _____

Name of Alternate Representative: _____ Phone Number: _____

Type of Organization: Private Commercial Non-Profit 501(c)(3) # _____

ACTIVITY INFORMATION

Facility: Court 1 Court 2 Main Court Multi-Purpose Room Plaza

Day/Date Requested: _____, _____, _____
(1st Choice) (2nd Choice) (3rd Choice)

OR Continuous Dates From: _____ to _____

Time Requested: _____ AM PM to _____ AM PM Total Number of Hours: _____

Type of Activity: _____ Estimated Attendance: _____

USERS MUST AGREE TO THE FOLLOWING TERMS

Group is responsible for set-up and clean-up, for observing all facility Rules and Regulations, and for maintaining an acceptable standard of behavior. Failure to do so may result in PARTIAL/FULL loss of security deposit. *Please initial here:* _____

All requests for changes, cancellations and/or refunds must be received in writing at least five (5) business days before the reservation date.

A 20% administrative fee will be withheld not including the debit/credit card fee. The debit/credit card fee is non-refundable.

Signature of Representative/Facility User: _____ Date: _____

FOR OFFICE USE ONLY

Receipt #: _____ Staff: _____ Date: _____



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RENTAL AVAILABILITY

Reservations are available daily from 8am – 10pm. Please call (310) 618-5982 or email FacilityBooking@TorranceCA.Gov for availability.

HOURLY RENTAL RATES PER COURT

	1 Court	2 Courts (Whole Gym)	Staff (per court)	Scoreboard Fee (per court)
Non-profit	\$50.00/hour	\$100.00/hour	\$18.00/hour	\$18.00/hour
Private	\$75.00/hour	\$150.00/hour	\$18.00/hour	\$18.00/hour
Commercial	\$120.00/hour	\$240.00/hour	\$18.00/hour	\$18.00/hour

HOURLY RENTAL RATES MULTI-PURPOSE ROOM

	Hourly Rate
Non-profit	\$50.00/hour
Private	\$75.00/hour
Commercial	\$120.00/hour

GENERAL INFORMATION

- Gym rentals are a minimum of two (2) hours.
- Please contact Facility Booking at (310) 618-5982 or FacilityBooking@TorranceCA.Gov for availability. All reservations must be completed a minimum of five (5) days in advance to allow for staffing.
- Staffing fee is required for all rentals. If you are requesting two (2) courts, staff fee is \$36.00/hour.
- The electric scoreboard is an additional fee and a two (2) hour minimum. If you are requesting scoreboards for two (2) courts, the scoreboard fee is \$36.00/hour plus a staff fee of \$36.00/hour. You must notify Facility Booking if a scoreboard is required when booking the reservation.
- A refundable security/cleaning deposit of 50% of the rental fees will be required with the application submission. A \$250.00 security/cleaning deposit will be required for long-term users. Damage to the facilities being rented or facilities not left in the same condition that they were in before the start of the reservation, damages or expenses (cleaning, repair, replacement, and otherwise) may be deducted from the deposit.
- All organized groups/teams/leagues/organizations and/or user groups requesting multiple dates of usage, must supply Proof of Liability Insurance in the amount of One Million Dollars with the City of Torrance named as additionally insured.
- To qualify as a non-profit organization, groups must be recognized by the California Franchise Tax Board and/or the Internal Revenue Service as a tax-exempt entity.
- All rental time reserved must include set-up and take-down time. The Dee Hardison Sports Center will only be available to the rental group during the hours reserved.
- All request for changes and/or refunds must be made in writing at least least five (5) business days before the reservation date. A 20% administrative fee will be withheld not including the debit/credit card fee. The debit/credit card fee is non-refundable.
- For further rental information please call the Facility Booking Office at (310) 618-5982 or email FacilityBooking@TorranceCA.Gov.

RULES AND REGULATIONS

The rules and regulations as identified in this document are agreed to by the facility renter hence referred to as the "facility user", and the City of Torrance Community Services Department, henceforth referred to as the "City". These rules and regulations include but are not limited to:

1. It is the responsibility of the person in charge and identified on the facility use permit to enforce the rules and regulations regarding the conduct of the group while on the permitted facilities.
2. The facility user will assign one person to be responsible for all on-site activities taking place in the facility. This person will be at the facility for the entire time the facility is reserved for use. This person is who the City facility supervision staff will communicate with during the facility user's rental use. It will be this person's responsibility to ensure enforcement of all City rules and regulations and/or City facility supervision staff's directives. The name of this person must be provided in writing to the City prior to facility use. This person must provide an acceptable form of I.D. (Driver's License, State I.D. card, or Passport) to City supervision staff upon every facility use.
3. The facility user's person-in-charge will tour the facility with City facility supervision staff directly before and directly after the facility use to ensure the facility is left in the same condition after use ends as before use began. Anything not left in clean and in appropriate condition will be noted in writing by City supervision staff.
4. All reservations for the Sports Center which requires special needs, such as the use of the scoreboard, bleachers, curtain, tables and chairs, or the need of additional staff, must be made at least 7 days in advance, or obtain an official approval from the Program Supervisor. Such use will require additional fees.
5. Appropriate codes of conduct of all users of the facility will be required at all times. Profane or abusive language, taunting, verbal or physical quarreling or fighting will not be permitted and will be grounds for immediate termination of rental use. Abuse of this regulation will not be tolerated.
6. All rental time reserved must include set up and clean up.
7. The entire facility is a non-smoking facility. Smoking cannot take place within or at any entrance/entry to the facility.
8. Alcoholic beverages and/or drug use are not allowed in City parks, fields, facilities, or adjacent areas at any time (TMC 49.2.6).
9. A copy of the use permit must be available during all use and presented to any City representative upon request.
10. No subleasing of facility is allowed under any circumstance without written authorization of the Community Services Director. Any unauthorized subleasing of the facility will result in revocation of all permits.
11. The facility user will immediately notify the City facility supervision staff of any damage incurred to the facility during their use of the facility.
12. The facility user will immediately notify City facility supervision staff of any injuries to facility user patrons and will assist City facility supervision staff with completion of a mandatory City Accident Report form.
13. Facility user activities will not unreasonably interfere with or detract from the general public enjoyment/ use of the facility and/or Wilson Park.
14. Parking is allowed in designated areas only. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the users' responsibility to alleviate traffic and parking issues as a result of their use of the facility.
15. Amplified sound is not allowed without City approval and notation on permit.
16. The use of artificial noisemakers, horns, rattles, bells, and whistles by spectators are not allowed.
17. Food, drinks, hard-soled, and black soled shoes are absolutely prohibited in the Gymnasium and Multi- purpose Rooms.

18. Children must be supervised by facility user at a rate of at minimum 1 adult per 10 children.
19. Banners may not be posted without City approval and notation on permit.
20. No objects are to be suspended, attached or affixed to ceilings, walls, window blinds, floor, drapes, dance floor or folding doors. No tape, tacks or pins are to be used on facility property or furnishings. No candles, confetti, glitter, rice or birdseed are allowed in or around the facility. Prior approval must be obtained for use of helium balloons.
21. At the conclusion of games or practice the user group is responsible for picking up trash and debris and depositing it into the proper trash bins. The gym and any adjoining areas affected by the group's use must be picked up and cleared of all trash.
22. The facility users proposed activity and use will not unreasonably interfere with or be detrimental to the public health, welfare, safety, and recreation.
23. The facility users proposed activity or use is not reasonably anticipated to incite violence, crime, or disorderly conduct.
24. The proposed activity or use will not entail unusual, extraordinary or burdensome expense or police operation by the City.
25. The facility user's use of the Dee Hardison Sports Complex and Roller Hockey Rink must be protected from damage and mistreatment and ordinary precautions for cleanliness must be maintained. The facility user shall be responsible for the condition in which they leave the facility. In cases where property has been damaged or abused beyond normal wear, the City shall be paid for damages by the organization(s) and person(s) involved.
26. SECURITY: Security Guards may be required at the discretion of the City. Security guards are required to be on premises during event time. Security is not required during preparation or clean-up times. If required it is the facility user's responsibility to contract independently with a licensed, bonded and unarmed security company, that is approved by the City. Written proof of service, copy of license and bond insurance paperwork must be provided prior to event or your event may be cancelled and rental deposit retained. If required, at minimum, one security guard per 100 persons is required.

CANCELLATION

Facility bookings may be cancelled by the City for the following reasons: weather, unforeseen facility problems, required maintenance or upgrade of the facility, double booking or required City use of the facility. In the event of scheduled maintenance, double booking or required City use of the facility, 30 days' notice of cancellation will be given. When a cancellation by the City occurs for any reason, fees paid will be refunded.

I, the undersigned, on behalf my organization; do hereby agree that we will abide by the policies governing the use of the facility as set forth on the back of the application, which includes no alcoholic beverages. I will specifically accept responsibility for any damage to the facility as a result of the occupancy of said premises by our organization. Said premises will be left clean as when organization arrives.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS the City of Torrance, it officers, agents, employees, boards and commissions from any and all claims, liability, damages, loss, or injury to persons or property arising out of or in connection with my use of the facility.

Signature: _____

Date: _____

Name (Print): _____

* Please copy for your own records.



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REQUEST TO PAY BY CREDIT CARD

PERMIT DELIVERY

Please choose one (1) option.

I would like my permit and receipt:

E-Mailed: _____

Mailed – Reservation date must be at least two (2) weeks in the future.
Please indicate address if different on reservation/application form:

CREDIT CARD INFORMATION

I hereby authorize use of my: Visa MasterCard
 Discover American Express

Print Name As It Appears on Card: _____

Credit Card Number: _____ Zip Code: _____

Expiration Date Month: _____ Year: _____ CVV#: _____ Amount Authorized \$ _____

Signature: _____ Date: _____

A surcharge will be added to all credit and debit card transactions.

DAMAGES, OVERAGE AND IMPROPERLY INCURRED EXPENSES

In the case of any damage to the facilities being rented or if the facilities are not left in the same condition that they were in before the start of this contract, damages or expenses (cleaning, repair, replacement, and otherwise) will be billed directly to the credit card provided for this purpose. For building, gym, pool and rink reservations, the hourly fee will be charged for each portion of an hour that you stay past your scheduled end time. In addition to the amount incurred in damages, the credit card on file may be charged up to \$500.00 for any breach of contract.

I have read and understand Damages, Overage and Improperly Incurred Expenses and authorize my credit card to be charged.

Signature: _____ Date: _____

Please include with a completed application to:

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