



# CONEJO RECREATION & PARK DISTRICT

## HILLCREST CENTER FOR THE ARTS USE OF INDOOR FACILITIES FOR ORGANIZATIONAL FUNCTIONS

**NOTE: Staff has the authority to close down facility if group does not adhere to the rules and regulations of the Conejo Recreation and Park District.**

1. Deposit is made at the Hillcrest Center for the Arts, 403 West Hillcrest Dr., Thousand Oaks, CA 91360 after receipt of permit. Final payment must be received two weeks prior to event. Deposit may be withheld if attendance exceeds estimate on application, and impacts use of the facility.
2. At least two weeks before the event, permittee is required to:
  - Meet with Center Supervisor for a facility walk through.
  - Provide HCFA with final payment, insurance, and set-up sheet (unless otherwise directed).
3. Decorations must not cover or block fire extinguishers, exit signs, light switches or doorways, and may not be attached with nails or tacks. Tape, wire and string may be used in attaching decorations. Stairways, doorways, and aisles must be kept clear and free of obstructions at all times.
4. Center tables and chairs may not be used on patios or any outside locations.
5. All Chairs must be stacked (10 per) and tables broken down at the end of the event.
6. Smoking is prohibited in all CRPD facilities.
7. Open flames, including candles, are prohibited in any CRPD facility.
8. Foreign substances are not to be used on floors at any time. Rice, masking tape, and powder are strictly prohibited.
9. Alcohol is to be served and consumed in the approved and/or designated areas. Alcohol may not be served if minors (under the age of 21) are present. Bars are not allowed on carpeted areas. Alcohol is not permitted to leave facility under any circumstances. When alcohol is sold, the organization's *ABC Daily Sale Permit* must be turned in to the Reservations Coordinator no later than one week prior to function.
10. Any event that requires special or additional lighting, e.g., spotlights, or additional amplification, must receive approval from the Center Supervisor at least two weeks prior to the function.
11. Group must start and stop their function at times designated on permit.
12. **GROUP MUST ASSIST IN SET-UP AND CLEAN-UP OF FACILITY**  
After a function, it will be the responsibility of the custodian and permittee to:
  - a. Clean kitchen when used, e.g. sinks, stove, refrigerator.
  - b. Empty trash containers.
  - c. Clean facility, tables and chairs when used, remove all decorations, store tables and chairs.
  - d. Check electrical appliances.
  - e. Sweep and mop floors as needed.
  - f. Clean restrooms and replace all supplies. (Custodian only - all other duties combined.)
13. Failure to adhere to guidelines may result in loss of facility deposit.

**NOTE:** Patrons requesting use of CRPD/HCFA facilities for an activity that involves an admission fee or sale of food or merchandise must make a written request, in advance, to the District in conjunction with the permit application. The request should outline the desired use, what the admission fee or sale entails, what the money would be used for, and location and layout design. The request must be approved as part of the permit approval process. A permittee may have sales or admissions added to an existing permit by submitting a written request for advanced approval as described above.

Permit representative \_\_\_\_\_ Date \_\_\_\_\_