City of Gardena Recreation and Human Services Department 1670 West 162nd Street, Gardena 90247

Gymnasium Reservation Form

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Time of Activity:	of Activity: Beginning		am/pm		Ending		am/pm		
Day of Week:	Sun	Mon	Tues	Wed	Thur	Fri	Sat		
Dates Requested: (P	lease fill in e	xact calenda	r dates for	Month, Day	, Year)				
JanFe	eb	Mar_		April	1	May	Ju	ne	
JulyA	ug	Sept_		Oct		_Nov		Dec	
Section of Facility List of Special Rec Bleachers Gymnastics Equip ************** Please fill out for accu Type of Activity (Name of Organiza Youth Officers or Individ 1. 2. NOTE: A membersh The person signing the any damage done by any damage done by any damage done by the standard of the person signing the standard of the standar	quirements Scoreboar Score	c: (Check al d(Other ******** policies on rev lain) Adu arge (Incluent t accompany n form and/or	l that app Glass Bacl ******* rerse side of It de Name, this form if officers of	ly, limited kboards ******** form and sig Typ Address, A Reservation in the group usin	with prior Volley ******* n below be of Orgar Ex Apartment Request is for the facility	approval) yball Stand ******* nization_ xpected At #, City, Zi or more than y shall be he	dards ****** ttendance ip, Phone one-time u	MatsMatsNumber)	**** mduct of, and
on the back bf this ap				N. D					
SignatureAddress			A nt	Name P	rinted		7:		
Phone (day)			Apt _(evening))			Date		
Facility Availab Gym Staff Rec. Coordinato Remarks: Maintenance De	r	Rec.	Scv. Mai Rec. & I	HS Director	TOT TOT	Factorial F	ility Renta Hourly S DUE \$ _ ue By	al Fee \$ Fee \$	
(Maintenance Depo * Make Checks P	sit Must be o	n Separate Cl	neck)		Reg	gister Sequ	uence#_		

GENERAL POLICY OF OPERATION FOR MUNICIPAL GYMNASIUMS

- 1. The Municipal Gymnasiums are available to any group in Gardena or the vicinity for activities, which contribute to the best recreational, social, cultural, civic and educational interests of Gardena residents.
- 2. Reservations for the use of the Municipal Gymnasiums will be considered to the following groups in order of preference:
 - A. City Sponsored or Co-sponsored
 - B. Parallel, School, or Civic Groups
 - C. Private Groups

No weddings, wedding receptions, or birthday parties are allowed.

- 3. Use of a Municipal Gymnasium will be approved under the following conditions:
 - A. For general information;
 - 1. A new reservation form must be submitted for each separate activity requested. Permanent rental of the Gymnasium is not made to any individual or organization.
 - 2. All persons and groups must observe the limitations of their reservation and must not disturb or trespass on the rights of others.
 - 3. Officers of all groups are responsible for the conduct of and any damages done by their members.
 - 4. All articles or property of individuals or groups must be removed from the Gymnasium after all scheduled meetings. The Recreation and Human Services Department assumes no liability or responsibility for any articles or property left on the premises.
 - 5. No alcoholic beverages are allowed on City property.
 - 6. No animals are allowed on City property.
 - 7. No food is allowed inside the Gymnasium.
 - B. For Youth Groups:
 - 1. All youth groups must be supervised by an adult during the entire function.
 - 2. Failure to provide adult leadership will result in relinquishing the use of the facility.
 - 3. Only adults may sign the reservation form.
 - C. Fee
 - 1. Private groups will be charged a fee for the use of the Municipal Gymnasiums courts in accordance with the established fee schedule.
 - 2. All required fees are due at least ten days prior to the scheduled use date.
 - 3. A charge may be made to all organizations (other than City-Sponsored groups) that use the Municipal Gymnasium for fund-raising purposes or for soliciting donations to help defray costs of their activity.
 - 4. Payment can be made by cash or check made payable to "City of Gardena".

OPERATING SCHEDULE OF MUNICIPAL GYMNASIUMS

Monday through Friday	9:00 a.m 10:00 p.m.
Saturday	<u> =</u>
Sunday	-