



ROSSMOOR COMMUNITY SERVICES DISTRICT
3001 BLUME DRIVE, ROSSMOOR, CA 90720 / (562) 430-3707 / FAX (562) 431-3710

**USER PROCEDURES FOR RUSH PARK
AUDITORIUM**

User Permit # _____ Attendant _____

1. All users are responsible for their own set-up and clean up, which will be done during their scheduled rental time. This includes setting up & putting away tables & chairs in the appropriate place.
2. No vehicles are allowed in the park.
3. No smoking is allowed in the facility.
4. No Alcoholic Beverages inside or outside facilities.
5. No cooking or BBQs near buildings.
6. No helium balloons.
7. No tacks, nails, staples, tapes, etc. are permitted on walls, ceilings or woodwork. No candles, glitter or helium balloons are allowed in the facility.
8. Return all tables and chairs to their proper storage areas.
9. Leave counters clean.
10. Secure trash in plastic bags and place in outside receptacles.
11. Clean fingerprint smudges on walls and windows.
12. Vacuum carpets.
13. Turn air conditioner/heater timer off.
14. District furniture (i.e., Board Meeting desks) may not be used to house/support your belongings and/or equipment. Any arrangements to use the Auditorium stage, must be requested in advance and paid for at the time the User Permit is issued; including any District furniture relocation requirements.
15. If you need partitions for your event, you **MUST** let us know at the time you apply for your User Permit. Partitions will **NOT** be set up for you on the day of your event if you have not already requested them.
16. All permittees and their guests must treat their assigned Event Attendant with respect; no abusive or foul language will be tolerated. Event Attendants represent the District and their instructions must be obeyed.
17. **The RCSD will not accept or be responsible for deliveries or pick up of equipment prior to or after your event.**
18. No tampering with AED Difibulator; any damaged caused will be charged to renter.

I agree that if I do not comply with RCSD rules, I will forfeit my deposit and limit my future ability to use the facilities. I accept financial responsibility for any breakage of items belonging to the facility and any additional expenses incurred during use.

I HAVE READ, UNDERSTAND & AGREE TO THE ABOVE STATEMENTS

Signature

Date