



ROSSMOOR COMMUNITY SERVICES DISTRICT

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

USER PROCEDURES FOR ROSSMOOR PARK COMMUNITY ROOM

User Permit # _____ Key assigned? Yes ___ No ___
Pickup Date: _____

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.** Initial _____
3. **No smoking is allowed in the facility.**
4. **NO ALCOHOL IN PARKS OR FACILITIES**
5. No cooking or BBQs near buildings.
6. **No tacks, nails, staples, tapes, etc. are permitted on walls, ceilings or woodwork.**
No candles or glitter.
7. Return all tables and chairs to their proper storage areas.
8. Leave counters and/or surfaces clean.
9. Secure trash in plastic bags and place in outside receptacles.
10. Clean fingerprint smudges on walls and windows.
11. Vacuum carpets.
12. Turn air conditioner/heater timer off.
13. Make sure facility is left in good condition.
14. Turn off lights, including restrooms. The light above the sink in the Community Room will stay on.
15. Close and lock all windows and doors.
16. Turn on alarm (refer to Alarm Instructions). In the event of a false alarm where the Sheriff responds, the last user of the facility will be charged the \$74.00 response fee if a door or window is found to be open or unlocked OR if the Sheriff responds at any time during their event time for any reason relating to the event. **Initial** _____
17. Return keys in person to the above address within 5 days to avoid extra charges and to receive your deposit.
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



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Signature

Date