



**FACILITY RULES & REGULATIONS**  
COLUMBIA MEMORIAL SPACE CENTER  
12400 Columbia Way, Downey CA 90242  
(562) 231-1200 P / (562) 213-1206 F  
Reservations@DowneySpaceCenter.org



1. The facility may be reserved for use by individuals and/or organizations. Reservation requests are accepted at the Columbia Memorial Space Center. Requests must be made in person with the Center Coordinator. Reservation requests must be made a minimum of two weeks or maximum of one year in advance. A \$15 processing fee will be incurred for reservations made less than two weeks in advance.
2. All vendors and independent contractors (i.e. caterers, DJs, etc.) must provide proof of insurance unless the applicant's general liability policy (pursuant to requirement above) covers all vendors and independent contractors. Insurance may be acquired through the City of Downey's participation in S.P.A.R.T.A (Service Providers and Artisan Tradesman Activities). Inquiries regarding the accessibility of insurance through S.P.A.R.T.A should be directed to the Center Coordinator.
3. All facility reservations require a 3 hour minimum.
4. Applicants must be 21 years of age or older and authorized by their organization to sign the reservation agreement.
5. **The facility deposit must be made in full at the time of booking.** Full payment is due one week prior to the reservation date. **For Birthday Parties, full payment must be made at the time of booking.** Payments will only be accepted from the responsible party on the permit. Full payment must be paid by cash, check, or credit card. Payment by check and/or credit card must have the permit holder's name on the form of payment.
6. There will be a \$15 administrative fee charged for amendments made to the permit. This includes, but is not limited to, revising the time of the permit.
7. Cancellations and refund requests must be received at least one month prior to the reservation date to receive a full refund less **30% of permit fee.** Cancellations and refunds requested less than 30 calendar days prior to the reservation date will be charged **50% of the permit fee.** Refunds will not be issued for cancellations or for revisions made seven business days or less of the reservation date. Refunds are not given for any unused portion of the time stated on the application.
8. Organizations requiring additional set up or clean up time for caterers must include this time on the application form. **Organizations that arrive before their start or finish after the end time designated on the final permit will be penalized by the hour and will be charged double the hourly rate for the additional time.** Columbia Memorial Space Center staff are not authorized to sign for deliveries. Someone involved in the reservation must accept deliveries. No deliveries may be made prior to approved permit date.
9. Vehicles are not allowed on City property other than designated parking stalls.
10. **The individual on the permit must be present during the entire use of the facility unless a designated alternate was approved prior to the permit date.** The person accepts full responsibility for the conduct of those within the reservation using the facility and accepts responsibility of any damage to City property.
11. Proof of Downey residency is required for all persons/organizations named on the permit receiving the Downey based rate.
12. The facility shall be used for the purpose stated and no other use will be permitted. The permit may be revoked by the Columbia Memorial Space Center for failure to observe rules and regulations, improper conduct, or when cancellation is necessary for any other reasons. The City of Downey has priority use of all facilities and permits may be cancelled with or without notice.
13. The use of the facility may not be used for monetary gain that results from the exchange of money or events that conflict with City of Downey programming.
14. The Columbia Memorial Space Center and City of Downey name(s) may only be used for purposes of facility location. Columbia Memorial Space Center and/or City of Downey logos may not be reproduced or used without expressed written consent.
15. Smoking is not permitted inside the facility or within 20 feet of the facility. Use of any candles or incendiary devices inside the facility is strictly prohibited.
16. Permit holders must inspect the permitted rental space with a staff member prior to the start of the reservation and at the conclusion of the reservation. Permit holders must leave the facility clean and orderly.
17. Permit holders must immediately report any accident or damage to City property to the staff on duty.
18. Amplified music and/or sound systems including public address systems, DJs, karaoke, film/video systems will not be permitted without express written consent. Additional fees and insurance may be required by the City's Risk Manager.
19. Alcohol may not be served without express written consent. Security fees and additional insurance may be required by the City's Risk Manager.
20. No tape, nails, staples, glitter, etc. will be permitted on walls, ceilings, floors, or windows.
21. No equipment of any kind may be stored in the facility.
22. Permit holder(s) agree to pay the cost of repair, restoration, replacement of damage done by you, your subcontractors, vendors, agents, or invitees to the Columbia Memorial Space Center, its equipment or exhibits.

The undersigned, both individually and on behalf of the named organization below, if applicable, certifies that I/we have received and read the rules, regulations and insurance requirements of the City of Downey for usage of the Columbia Memorial Space Center, outlined in the provisions above. **I/we, the undersigned, do hereby agree that I/we will abide by and enforce the policies governing the use of this facility and will be responsible for any damages to the facility, furniture, exhibits, or equipment caused by our occupancy of the premises.** I/we further understand additional fees to the reservation is dependent upon, and not limited to, the condition in which a facility is left, damage and/or loss of City property, failure to comply with rules and regulations, costs incurred by the City as a result of damage due to noncompliance with rules, and the use of the facility before or beyond the scheduled reservation time. Financial liability is not limited by the amount of the reservation fee or insurance. I/we understand that the City reserves the right to bill the permit holder for the cost of all damages resulting from the use of the facility.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE OF NAMED ORGANIZATION, IF APPLICABLE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

RELEASE/INDEMNIFICATION

I/we, the undersigned, individually and on behalf of the named organization set forth below, if applicable, hereby voluntarily release and forever discharge the City of Downey and its agents, volunteers and/or employees from any and all liability, claims, demands, actions or rights of action which arise out of or are in any way related to or connected with the use and occupancy of the Columbia Memorial Space Center and adjoining city property, including specifically, but not limited to, the willful or negligent acts or omissions of the City of Downey, its agents, volunteers and/or employees, for any and all injury, death, illness or disease, and damage to myself and any other person or to my property or the property of any other person.

I, the undersigned, individually and on behalf of the named organization set forth below, if applicable, hereby agrees to indemnify, defend (with counsel approved by the City of Downey), and hold harmless the City of Downey, its officers, employees, volunteers and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, of any nature, including, but not limited to liability or damages for injuries to any person(s) or damages to any property arising out of or in connection with the use or occupancy of the Columbia Memorial Space Center and adjoining city property.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE OF NAMED ORGANIZATION, IF APPLICABLE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_