

Dollarhide Community Center 301 N Tamarind Ave, Compton CA, 90220
Email: arelf@comptoncity.org
Email: dgalan@comptoncity.org
Phone: 310-605-5688

Welcome to Dollarhide. The center is a beautifully landscaped multi-purpose event center that offers youth, adult and senior program and activity services. The Center is open Monday - Friday from 8am to 5pm for community programming and is available seven days a week for rentals. A \$250 deposit is required to reserve space. Other fees include staffing and security.



Please complete the attached application to receive fee assessment. Thank you!

CONFERENCE ROOM



- Audio Visual
- 10 Seat Conference Table
- \$50 per hour

TERRACE - OUTDOOR SPACE



- Capacity 200
- \$75 per hour

COURTYARD - OUTDOOR SPACE



- Capacity 200
- \$75 per hour

MEETING ROOMS



- Small meeting rooms (x4)
- Capacity: 28 - Fee:- \$35 per hour
- Large Meeting Rooms (x2)
- Capacity: 56 - Fee - \$50 per hour

BANQUET ROOM



Full Room

- Audio Visual
- Capacity 801 Seating Auditorium
- Capacity 350 with Tables & Chairs
- \$125 per hour

Half Room

- Audio Visual
- Capacity 300 Seating Auditorium
- Capacity 150 with Tables & Chairs
- \$75 per hour



City of Compton Facility Rental Guidelines

Community Rooms & Athletic Fields

Burrell Mac Donald Park Community Center

2516 W. Alondra Blvd
Compton, CA 90220
310-638-6414

Small Banquet Room

Resident Rate: \$50 per hour
Non Resident Rate: \$55 per hour

Baseball Field

Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 per hour

Multipurpose Field

Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 per hour

Ellerman Park

400 West Street
Compton, CA 90220

Multipurpose Field

Lighted Res. Rate: \$35 per hour
Lighted Non Resident Rate: \$40 per hour
Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 per hour

Gonzales Park Community Center

1101 West Cressey Street
Compton, CA 90220
310-638-1007

Small Meeting Room

Resident Rate: \$35 per hour
Non Resident Rate: \$40 per hour

Baseball Field

Lighted Res. Rate: \$35 per hour
Lighted Non Resident Rate: \$40 per hour
Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 per hour

Multipurpose Field

Lighted Res. Rate: \$35 per hour
Lighted Non Resident Rate: \$40 per hour
Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 per hour

Gymnasium

Resident Rate: \$75 per hour
Non Resident Rate: \$80 per hour



City of Compton Facility Rental Guidelines

Kelly Park Community Center

2319 East Caldwell Street
Compton, CA 90220
310-761-1415

Small Meeting Room

Resident Rate: \$35 per hour
Non Resident Rate: \$40 per hour

Baseball Field

Lighted Res. Rate: \$35 per hour
Lighted Non Resident Rate: \$40 hour
Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 per hour

Multipurpose Field

Lighted Res. Rate: \$35 per hour
Lighted Non Resident Rate: \$40 hour
Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 per hour

Lueders Park Community Center

1500 East Rosecrans Avenue
Compton, CA 90220
310-638-4821

Small Meeting Room

Resident Rate: \$35 per hour
Non Resident Rate: \$40 per hour

Gymnasium

Resident Rate: \$75 per hour
Non Resident Rate: \$80 per hour

Tennis Courts:

Lighted Res. Rate: \$15 per hour
Lighted Non Resident Rate: \$20 hour
Unlighted Res. Rate: \$10 per hour
Unlighted Non Res. Rate: \$15 hour

Small Banquet Room

Resident Rate: \$50 per hour
Non Resident Rate: \$55 per hour

Raymond Street Park

400 block of Raymond Street
Compton, CA 90220

Baseball Field

Lighted Res. Rate: \$35 per hour
Lighted Non Resident Rate: \$40 hour
Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 hour



City of Compton Facility Rental Guidelines

Sibrie Park

1300 West El Segundo Blvd
Compton, CA 90220

Multipurpose Field

Lighted Res. Rate: \$35 per hour
Lighted Non Resident Rate: \$40 hour
Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 hour

Baseball Field

Lighted Res. Rate: \$35 per hour
Lighted Non Resident Rate: \$40 hour
Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 hour

South Park

Multipurpose Field

Lighted Res. Rate: \$35 per hour
Lighted Non Resident Rate: \$40 hour
Unlighted Res. Rate: \$30 per hour
Unlighted Non Res. Rate: \$35 hour

Wilson Park

123 North Rose Street
Compton, CA 90220
310-631-3845

Small Banquet Room

Resident Rate: \$50 per hour
Non Resident Rate: \$55 per hour

Gymnasium

Resident Rate: \$75 per hour
Non Resident Rate: \$80 per hour

Additional fees include:

Security: \$30 per hour per guard

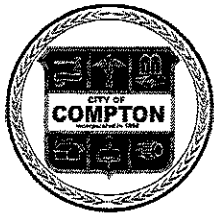
Minimum of two guards required for Dollarhide Community Center. Guard to guest ratio is 1 guard per 50 guests. Guards report to duty one hour prior to the event time and leave one hour after the event ends.

Custodial: \$30 per hour per custodian

Minimum of two custodians required for events at Dollarhide for 100+ guests. Custodians report to duty one hour prior to the event time and leave one hour after the event ends.

Parks & Recreation staff: \$30 per hour

A Parks and Recreation staff member is required for all after-hours events at the Dollarhide Community Center. This staff member reports ½ hour prior to the event time and leaves ½ after the event ends.



City of Compton Facility Rental Guidelines

City of Compton Facility Rental Permit Application

Notice To Applicant: Please type or print firmly using a ball point pen. Any person applying for the use of City property on behalf of any society, group or organization must present satisfactory credentials or proof of authorization and all applicable insurance to the Parks & Recreation Department representative in charge of permits prior to the filing of the application.

Name of Representative: _____ Phone: _____ Date: _____

Address: _____ City: _____ Zip: _____

Name of Organization: _____ Alternative Representative: _____

Email Address: _____ City: _____ Zip: _____

NOTE: No Alcoholic Beverages of Any Type Are Allowed At Any City Facility

Name of Facility: _____ Time Requested: _____ TO _____ Total Hours: _____

Date Requested: _____ Day of Week: _____ or continuous Dates: _____ to _____

Type Activity: _____ Estimated Attendance: _____

Facility: Meeting Room Banquet Room Athletic Field Multi Field Picnic Gym

Equipment Needed: Tables Chairs Podium P/A System

Please complete Equipment Needs Form for all needed equipment

Note: Group is responsible for observing all facility Rules and Regulations and for maintaining an acceptable standard of behavior, failure to do so may result in partial/full loss of security deposit.

Signature of Person Requesting Reservation: _____ Date: _____

For Office Use Only

Security Deposit: _____ Date Paid: _____ Receipt #: _____

Facility Fees: _____ Hours @ _____ Total Fees _____

Staff Fees: _____ Hours @ _____ Total Fees _____

Special Equipment Fees: _____ Total Fees: _____

Departmental Signature: _____ Date: _____ Approved: Yes No

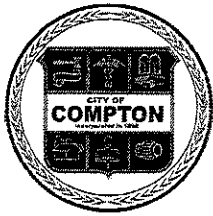
Security Fees: _____ Hours @ _____ Total Fees _____

Departmental Signature: _____ Date: _____ Approved: Yes No

Cleaning Fees: _____ Hours @ _____ Total Fees _____

Departmental Signature: _____ Date: _____ Approved: Yes No

Director Signature: _____ Date: _____ Total Fees: _____



City of Compton Facility Rental Guidelines

Rental Application Conditions

Please initial each of the following items to acknowledge that you have read and agree with the information.

_____ I understand that this document serves as a request for usage of City of Compton Facilities and in no way serves as an agreement for rental and/or usage. I understand that a Rental Agreement contract must be completed and confirmed by the Compton Parks & Recreation Department and a security deposits must be paid in addition to the Rental Agreement contract for confirmation of a rental.

_____ I understand that my requested rental start-time and end-time includes all set-ups and clean-up and will end no later than 12 AM. I understand that I will not have access to a facility before or after my requested and confirmed start-time and end-time. Failure to exit facility/parking lot at confirmed end time **will result in additional fees being charged.**

_____ I understand that time and date changes will be accepted in writing subject to facility and staff availability. Additional rental time must be paid at the time of request.

_____ I understand that I, the applicant, must be at least 21 years of age and be present throughout the entire rental period. The applicant must be in constant contact with the on-site facility supervisor.

_____ I understand that only rooms specified in the rental agreement will be available for my use during my event. All exits and walkways must be kept clear at all times.

_____ I understand there will be **NO SMOKING IN ANY CITY BUILDING OR WITHIN 25 FEET OF ANY BUILDING ENTRANCE.**

_____ I understand that some equipment, decorations, and supplies **cannot** be used i.e.; fog/smoke machine, helium filled balloons, staples, tacks, glue, or anything that would damage city property or that is disapproved of by Recreation department.

_____ I understand that **music** will be monitored throughout the event and must be **turned off by 10p.**

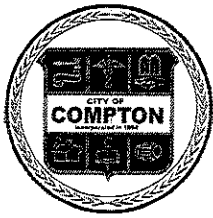
_____ I understand all rented facilities, bathrooms, hallways, common areas and parking lots must be cleaned and in the same condition as when you arrived.

_____ I understand that the deposit is only refundable upon compliance of all terms of rental contract.

_____ I understand that for my protection the City of Compton recommends renters obtain public liability insurance naming the City of Compton as additional insured. This insurance will protect me and my guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. Any insurance broker or agency can help you obtain the proper coverage.

I, _____ have read the above conditions for renting a City of Compton Facility. I agree to uphold these conditions and understand that failure to comply with any of these requirements may result in termination of the rental agreement, vacating the premises, forfeiture of deposits, and/or rental fees. In the case of damage or cleaning issues, additional charges may be assessed as well.

Applicant Signature _____ Date: _____



City of Compton Facility Rental Guidelines

Facility Use Equipment List

Name: _____

Address: _____

Phone: _____

Event date: _____

Event location: _____

Event start time: _____ Event end time: _____

Please check off all needed equipment and list quantities/size where appropriate.

_____ Podium

_____ Microphone

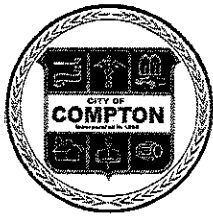
_____ P/A System

_____ Round Tables _____ Quantity _____ # of chairs per table

_____ Rectangular Tables _____ Quantity _____ # of chairs per table

_____ Chairs only _____ Quantity (This is for auditorium seating only)

Additional information/notes _____



City of Compton Facility Rental Guidelines

Preferred Caterers' List

(For all events taking place at Dollarhide Community Center)

Vendor	Contact	Phone
Cookie Gal	Corina Pleasant	424-381-4410
Shef Catering Services	Star Washington	323-989-3468
Sutton Restaurant	Tommy Hairabedian	818-424-7911
Choura Event Catering	Dan D'sa	562-682-1174



City of Compton Facility Rental Guidelines

Rental Procedure

Reservations for all City of Compton facilities are made at the Department of Parks and Recreation office located at 301 N. Tamarind Ave, Compton CA 90220. Call 310-605-5688 to inquire about the availability of Compton Recreational sites.

- Recreation facilities may be reserved for use by individuals and organizations for recreational, social, educational, and or government functions. Priority is given to Compton residents on a first-come, first-served basis.
- Permit applicants must be 21 years of age or older, and be authorized by their organization to sign the reservation agreement.
- All rental requests can be submitted up to six months in advance and no later than 10 business days prior to event date.

Proof of Liability Insurance

During the full term of this permit, the organization/applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 aggregate for personal injury, bodily injury and property damage. Applicant agrees to endorse such policy to name the City of Compton as additionally insured. The organization/applicant must provide a Certificate of Insurance evidencing the required insurance before using any City Facilities. Furthermore the Certificate of Insurance shall provide 30 days prior written notice of cancellation.

Payments

All deposit amounts must be paid prior to the reservation permit being processed. The balance of all fees must be paid 10 business days prior to the day of the event. Payment must be paid by cashiers check or money order and must have the permit holder's name on the form of payment. Reservations made less than 10 business days prior to the event date must be paid in full at time of application submittal.

- Each rental application will be assessed a mandatory non-refundable \$25 processing fee.
- Deposits – A \$250 security deposit is required for all facility reservations. Security deposits are refunded (in part or in whole depending upon the condition of the facility). The cost of replacing broken, damaged or missing equipment will be deducted from the security deposit. If the cost of cleanup and damages exceeds the amount of the security deposit, the applicant will be billed for the additional amount.

Set-up and Break-down Time

Groups requiring time to decorate or make other preparations or needing additional set-up and clean-up time for caterers must include this time on the permit request form. Permit groups that arrive before the "start time" or leave after the "end time" will be charged double the hourly rental rate for the additional time. Staff is not authorized to sign for deliveries. Someone involved with the activity must accept deliveries. No deliveries may be made prior to approved permit time. Vehicles are NOT allowed to be driven onto restricted areas of City property to unload/load equipment, supplies etc. Designated areas will be identified by City staff.



City of Compton Facility Rental Guidelines

Cancellation Policy

Cancellations and refund requests must be received at least 10 business days prior to the date of the event. Cancellations and refunds requested less than 10 business days prior to the date of the event will be charged 50% of the rental amount. Refunds will not be issued for cancellations or for revisions made seven business days or less of event date. Refunds are not given for any unused portion of the time stated on the permit. The permit-processing fee is not refundable. Due to unforeseen circumstances, the City reserves the right to reschedule and/or cancel the building reservation. In such event, the City will offer the permit holder an opportunity to change their original date or be issued a full refund.

- Refunds and facility deposits will be paid by check payable to the permit holder and will be mailed via U.S. Postal Service.
- Permit holders interested in changing the date or location of their reservation will need to cancel their original reservation request and begin the process for a new request. Cancellation and permit processing fees will be charged accordingly.

Rental Guidelines

The facility shall be used for the purpose stated and no other use will be permitted. The permit may be revoked by the City of Compton for failure to observe the rules and regulations, improper conduct, or when cancellation is necessary for other reasons. The City of Compton has priority use of all facilities.

All permit holders approved for facility use, must observe the following guidelines and requirements.

- Permit holders must inspect the permitted facility space and review and sign the Facility Permit / Facility Deposit Release form with staff prior to the start of and at the conclusion of their permit.
- The permit group agrees to leave the permitted facility space in a clean and orderly condition.
- The permit holder must immediately report any accident and/or damage to City property to recreation staff on duty.
- Entertainment: Loud music is prohibited; therefore amplified live music and bands are **NOT** permitted. Unamplified single instrument performances, D.J.'s and karaoke machines are allowed provided the sound is kept at a reasonable level as determined by recreation staff on duty. If volume exceeds the "reasonable" level as dictated by staff, the permit holder must lower the volume. If noise problems continue, the event will immediately be canceled.
- Adult entertainment is **NOT** permitted on park premises.
- In accordance with City of Compton Municipal Code, 7-28.1, prohibits smoking in all public areas where non-smokers are subject to the exposure of second-hand smoke.
- No tape, nails, staples, glitter, etc. will be permitted on the walls, ceilings, floors or windows of any facility.
- No equipment or materials of any kind may be stored in City buildings