

Douglas F. Dollarhide Community Center

301 N Tamarind Ave, Compton CA, 90220

Phone: 310-605-5688

Email: contactparks@comptoncity.org

Welcome!! The Douglas F. Dollarhide Community Center is a beautifully landscaped multi-purpose event center that offers youth, adult and senior program and activity services.

- Monday - Thursday from 8am to 5pm for community programming
- Available seven days a week for rentals.
- A \$250 deposit is required to reserve space. Other fees include staffing and security.
- **COVID-19**- Listed capacities will be adjusted in accordance to the guidelines of the CDC, L.A. County, and the City of Compton's best practices.



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

CONFERENCE ROOM



- Audio Visual
- 10 Seat Conference Table
- \$61 per hour

TERRACE - OUTDOOR SPACE



- Capacity 200
- **COVID (60-75)**
- \$91 per hour

COURTYARD - OUTDOOR SPACE



- Capacity 200
- **COVID (60-75)**
- \$91 per hour

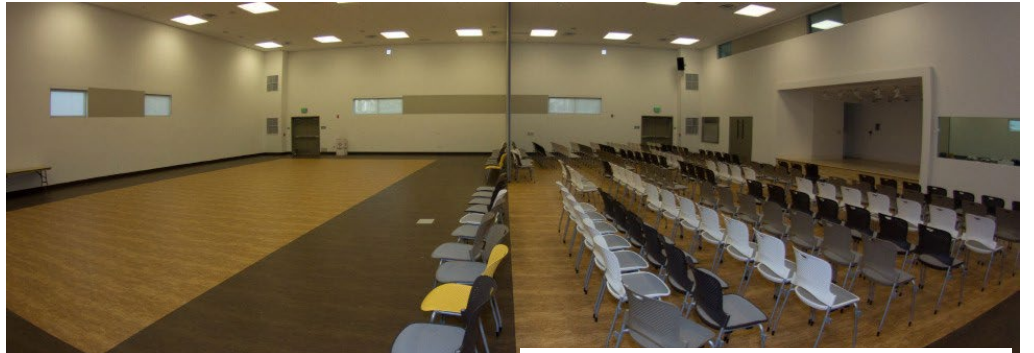
MEETING ROOMS



Small meeting rooms (x4)

- Capacity: 28 - Fee:- \$42 per hour
- **COVID (10-12)**
- Large Meeting Rooms (x2)
- **COVID (20)**
- Capacity: 56 - Fee - \$61 per hour

BANQUET ROOM



Full Room

- Audio Visual
- Capacity 801 Seating Auditorium
- **COVID (90-108)**
- Capacity 350 with Tables & Chairs
- **COVID (80-96)**
- \$152 per hour

Half Room

- Audio Visual
- Capacity 300 Seating Auditorium
- **COVID (45-55)**
- Capacity 150 with Tables & Chairs
- **COVID (32-48)**
- \$91 per hour



City of Compton Recreation Department

Community Rooms and Athletic Fields

Burrell Mac Donald Park Community Center

2516 W. Alondra Blvd
Compton, CA 90220
Community Center - (310) 638-6414
Recreation Office- (310) 605-5688

Small Banquet Room

Resident Rate: \$42 per hour
Non- Resident Rate: \$55 per
hour **Capacity:**

Auditorium Seating-TBD	COVID- TBD
Banquet Seating-TBD	COVID- TBD

Baseball Field

Unlighted Res. Rate: \$152 per hour
Unlighted Non- Res. Rate: \$152 per
hour

Multipurpose Field

Unlighted Res. Rate: \$152 per hour
Unlighted Non -Res. Rate: \$152 per
hour

Ellerman Park

400 West Street
Compton, CA 90220
Recreation Office- (310) 605-5688

Multipurpose Field

Lighted Res. Rate: \$152 per hour
Lighted Non- Resident Rate: \$152per
hour Unlighted Res. Rate: \$152 per
hour Unlighted Non-Res. Rate: \$152
hour

Gonzales Park Community Center

1101 West Cressey Street
Compton CA 90220
Community Center- (310) 638-1007
Recreation Office- (310) 605-5688

Small Meeting Room

Resident Rate: \$42 per hour
Non- Resident Rate: \$55 per
hour **Capacity:**

Auditorium Seating- TBD	COVID- TBD
Banquet Seating- TBD	COVID- TBD

Gymnasium

Resident Rate: \$91 per hour
Non- Resident Rate: \$91 per hour
Capacity: Regular- TBD

COVID- TBD



City of Compton Recreation Department

Community Rooms and Athletic Fields

Kelly Park Community Park

2319 East Caldwell Street
Compton, CA 90220
Community Center- (310) 761-1415
Recreation Office- (310) 605-5688

Small Meeting Room

Resident Rate: \$42 per hour
Non- Resident Rate: \$55 per hour
Capacity:
Auditorium Seating-TBD COVID-TBD
Banquet Seating- TBD COVID-TBD

Baseball Field

Lighted Res. Rate: \$152 per hour
Lighted Non- Resident Rate: \$152per
hour Unlighted Res. Rate: \$152 per
hour Unlighted Non-Res. Rate:

\$152per hour Field

Multipurpose Field

Lighted Res. Rate: \$152 per hour
Lighted Non- Resident Rate: \$152per
hour Unlighted Res. Rate: \$152 per
hour Unlighted Non-Res. Rate: \$152
per hour

Lueders Park Community Center

1500 East Rosecrans Avenue
Compton CA 90220
Community Center- (310) 638-4821
Recreation Office- (310) 605-5688

Small Meeting Room

Resident Rate: \$42 per hour
Non- Resident Rate: \$55 per hour
Capacity:
Auditorium Seating-TBD COVID-TBD
Banquet Seating- TBD COVID-TBD

Gymnasium

Resident Rate: \$91 per hour
Non-Resident Rate: \$91 per hour
Capacity: Regular- TBD COVID- TBD

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: \$42 per hour
Non-Resident Rate: \$55 per hour
Capacity:
Auditorium Seating- TBD COVID-TBD
Banquet Seating- TBD COVID-TBD



City of Compton Recreation Department

Community Rooms and Athletic Fields

Raymond Street Park

400 Block of Raymond Street
Compton, CA 90220
Recreation Office- (310) 605-5688

Baseball Field

Lighted Res. Rate: \$152 per hour
Lighted Non-Resident Rate: \$152hour
Unlighted Res. Rate: 152 per hour
Unlighted Non-Res. Rate: \$152 hour

Sibrie Park

1300 West El Segundo Blvd
Compton, CA 90220
Recreation Office- (310) 605-5688

Multipurpose Field

Lighted Res. Rate: \$152 per hour
Lighted Non-Resident Rate: \$152 per
hour Unlighted ResRate: \$152 per
hour Unlighted None- Res. Rate: \$152
hour

Baseball Field

Lighted Res. Rate: \$152 per hour
Lighted No- Resident Rate: \$152
hour Unlighted Res. Rate: \$152
per hour Unlighted Non-Res. Rate:
\$152 hour

South Park

1300 East Caldwell Street
Compton CA 90221
Recreation Office- (310) 605-5688

Multipurpose Field

Lighted Res. Rate: \$152 per hour
Lighted Non-Resident Rate: \$152
hour Unlighted Res. Rate: \$152 per
hour Unlighted No-Res. Rate: \$152
hour

Baseball Field

Unlighted Res. Rate: \$152 per hour
Unlighted Non-Res. Rate: \$152 hour

Wilson Park

123 North Rose Street
Compton, CA 90220
Community Center- (310) 631-3845

Small Banquet Room

Resident Rate: \$42per hour
Non-Resident Rate: \$55 per hour

Capacity:

Auditorium Seating- TBD	COVID-TBD
Banquet Seating- TBD	COVID-TBD

Gymnasium

Resident Rate: \$91per hour
None-Resident Rate: \$91 per hour

Capacity: Regular- TBD COVID- TBD

Additional Fees Included:

Security Guard: \$45.74 per hour per guard

Security Guard to guest ratio is 1 guard per 50 guests. Security duties begin one hour prior to the event time and leave one hour after the event ends

(Minimum of two Security guards required for **Douglas F. Dollarhide Community Center.**)

Custodial: \$30.82 per hour per custodian

(Minimum of two custodians required for events at **Douglas F. Dollarhide Community Center** for 100+ guests)

Custodians begin duties one hour prior to the event start time and leave one hour after the event ends.

Recreation staff: \$35 per hour per Staff

A Recreation staff member is required for all after-hours events at **the Douglas F. Dollarhide Community Center**. Staff will begin duties ½ hour prior to the event start time and leaves ½ hour after the event ends.



City of Compton Facility Rental Permit Application

Any person applying for the use of a City of Compton facility on behalf of any society, group or organization must provide all applicable insurance to the Recreation Department prior to the filing of the application.

Name of Representative _____

Phone: _____ Alternate # _____ Date: _____

Address: _____ City: _____ Zip: _____

Name of Organization: _____ Alternative Representative: _____

Address: _____ City: _____ Zip: _____

(No Alcoholic Beverages of Any Type Are Allowed at Any of The City Parks or Park Facilities)

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

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

Type Activity: _____ Estimated Attendance: _____

Specify Facility: Meeting Room Banquet Room Athletic Field Lighted Field Picnic Area Gym

Equipment Needed: Tables Chairs Podium P/A System Easels

Note: The 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, removal from the facility, and/or event cancellation.

Signature of Person Requesting Reservation: _____ Date: _____

For Office Use Only

Security Deposit Amount: \$250.00 Date Received: _____ Total Fees: _____

Facility Fee: _____ Rec. Staff: _____ Security: _____ Custodian: _____ Application: \$25.00

Refund Check# (if applicable) _____ Total Fees Due Date: _____

Payments

Payment 1 Receipt #: _____ Date: _____ Amount: _____

Payment 2 Receipt #: _____ Date: _____ Amount: _____

Payment 3 Receipt #: _____ Date: _____ Amount: _____

Department Signature: _____ Date: _____



City of Compton Facility Rental Guidelines

Rental Application Terms and 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 a City of Compton facility 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 City of Compton 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 and reasonably available throughout the entire duration of the rental.

_____ I understand that only the rooms specified in the rental agreement will be available for my use during the event and all guest will remain in the designated area. 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 the City Compton's property or that is disapproved by the Recreation Department.

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

_____ I understand, within reason, all decorations, debris, food items, and supplies in all rented facilities, bathrooms, hallways, common areas and parking lots must be cleaned and/or removed.

_____ 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 applicants to obtain public liability insurance and naming the City of Compton as an additional insured. The 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. This will be required under certain circumstances. Any insurance broker or agency can help you obtain the proper coverage.

_____ I understand, that my guests and I are susceptible to the COVID virus and will abide by all rules and regulations enforced. If I, or my guests, contract the virus, we will not hold the City of Compton and its staff, agents, or affiliates accountable in any form.

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: _____ Alternate Phone: _____

Event Date: _____

Event Location: _____

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

_____ Podium

_____ Microphone

_____ P/A System

_____ Round Tables Quantity _____ # of chairs per **Round** table

_____ Rectangular Tables Quantity _____ #of chairs per **Rectangular** table

_____ Chairs only Quantity _____ (Auditorium Seating)

Additional information/notes: _____



City of Compton Facility Rental Guidelines

General Information

Rental Procedure

Reservations for all City of Compton facilities are made at the Department of 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.
- 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 \$2,000,000 combined single limit per occurrence and \$1,000,000 aggregate for personal injury, bodily injury and property damage. Insurance policy must include the City of Compton as additional 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 cashier's 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.

General Information (cont'd)

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.

- o Refunds and facility deposits will be paid by check payable to the permit holder and will be mailed via U.S. Postal Service.
- o 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 the 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 and payment may be forfeited.
- Adult entertainment is **NOT** permitted on City 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
- COVID-19
 - Masks are to be worn at all times unless eating or drinking.
 - Social Distancing of 6 ft. is required
 - Anyone who is sick or have symptoms of COVID-19 must be removed from the group and the facility grounds.
 - Rental participants will be scanned for a temperature check.
 - Any participants, not willing to abide by the COVID guidelines, will be asked to leave the facility and the grounds.
 - Staff may end the event at any time, if he/she feels it is necessary to prevent the spread. There will be no refunds upon cancellation of the event due to COVID.

- Failure to adhere to the guidelines may result to the cancellation of the event and all funds will be forfeited.