

## HILLCREST CENTER FOR THE ARTS FACILITY USE DISCLAIMER

### **PERMIT APPROVAL & CANCELLATION DUE TO LACK OF PAYMENT:**

Permits are not approved until all payments due have been received by the Hillcrest Center for the Arts and a signed approved copy of the permit is provided to the applicant. If monthly billing is offered, all amounts due must be paid by the end of each month. If payments are not received by the end of the month, all future permits will be cancelled until is received and monthly billing services will not be continued.

### **AIR CONDITIONING AND HEATING:**

The facility comes "as is" and no guarantee of a particular temperature is made. Reasonable care will be taken to provide a temperature suitable for most activities. No refunds or fee reductions will be made for lack of air conditioning or heating.

### **PAYMENTS AND INSURANCE CERTIFICATES:**

When mailing a payment or insurance certificate note PERMIT NUMBER, LOCATION AND DATE of event on the check or certificate. Make checks payable to Conejo Recreation and Park District. Mail to: Conejo Recreation and Park District, Hillcrest Center for the Arts, 403 W. Hillcrest Drive, Thousand Oaks, CA 91360. Payment by phone (VISA & Mastercard only) 805-381-2747.

**APPLICATION FEE: \$10.00** per application (Non-refundable.)

**CHANGE TO APPLICATION FEE: \$5.00** (Per applicant requested change of date, time, or room.)

This does not apply to set up instructions. This fee only applies to ongoing monthly permits and all changes must be made a minimum of 10 days prior to the reservation date. Changes must be requested in writing.)

**LATE EXIT FEES:** (Added on top of appropriate hourly use fees.)

\$25.00 for any portion of the first 15 minutes late;      \$50.00 for 16 to 30 minutes late;  
\$75.00 if the applicant is 31 to 45 minutes late;      \$100.00 for over 45 minutes late.

### **HCFA USE OF THE COMMUNITY ROOM:**

The Conejo Recreation & Park District has priority for scheduling the use of the Community Room. Use of the Community Room by Arts Groups may be cancelled without recourse with up to one week's notice. In the event of a cancellation, the HCFA Management will make every attempt to relocate your activity. If that is not possible, your group will be refunded for the cancelled time.

### **PERMIT REFUNDS:**

Any refunds due including deposit from permit use will be issued within six weeks after the event. If fee were paid by cash or check, a check will be mailed to address on the permit. If fees were paid by a credit card, the account charged will be credited. (Please check you statement.) It is not necessary to request a refund. Permittees will be called prior to any funds being withheld. Deposits approved for refund will be issued up to SIX WEEKS after the event. If the RD was paid by cash or check, a check will be mailed to the address on the permit. If the RD was paid by credit card, the account charged will be credited (check your statement.) It is not necessary to request a refund. Permittee will be called prior to any funds being withheld.

**REFUNDABLE DEPOSIT** (See General Information form for additional information.)

Refundable Deposits may be withheld if:

- If directional signs are not removed immediately following an event. (Signs may be left up for the weekend.)
- If the group arrives early or stays past scheduled hours.
- If the facility is not cleaned or if CRPD property is damaged.
- If attendance exceeds the maximum on Application.
- If alcohol is consumed by minors.
- If alcohol is consumed without prior written approval.
- If items owned by CRPD/HCFA are taken from the center (including food.)
- If property is damaged.
- If clean up exceeds end time of permit.

**EMERGENCY: After hours if the facility is locked, call 495-6471 to request assistance. ASK THE CRPD ANSWERING SERVICE OPERATOR TO BE CONNECTED TO THE EMERGENCY NUMBERS LISTED UNDER ACC.**

The undersigned has read and agrees to abide by the condition listed above:

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**