



CITY OF MONROVIA

Mary Wilcox Facility Rules & Regulations

All groups must leave the facility in a clean and orderly fashion. Closing hours are:

1. 12 Midnight on Fridays and Saturdays
2. 10 P.M. on Sundays
3. 9 P.M. Monday through Thursday.

The City of Monrovia reserves the right to request licensed security officers for security purposes per the discretion of the Director of Community Services (or designee). The guard to guest ratio is as follows:

With Alcohol	Without Alcohol
1 – 99 guests = 2 guards	1 – 99 guests = 1guards
100 – 199 guests = 3 guards	100 – 199 = 2 guards
200 – 250 guests = 4 guards	200 – 250 = 3 guards

LIGHTED CANDLES or FOG MACHINES are not permitted.

No beverage or ice filled containers may be placed on the gym floors.

The rental group must follow all instructions issued by City employees on duty.

The Department of Community Services, Police and Fire Departments, reserve the right of full access to all activities, at any time, in order to insure that all rules, regulations, and City and/or State laws are being observed.

The serving of red wines and/or red-based punches is prohibited.

ALCOHOL USE

Please initial here if you are not planning to serve _____

Applicant must designate a specific location and serving attendant/bartender during the course of the event where alcohol is served. Alcohol may only be served from this location and the person must be stationed at the bar the entire event time. Attendant/Bartender may not consume alcoholic beverages while serving and may not be attendant of the event.

No person under 21 years of age may possess, consume, or be served alcoholic beverages in accordance with State law and the regulations of the Department of Alcoholic Beverage Control. Violators are subject to criminal prosecution and reported violators will be denied approval of subsequent requests for facility use. If violation occurs bar will be shut down and security deposit will be forfeited. BP Code#25662

No additional alcohol may be brought into the facility once the event has started.

Applicants SELLING alcohol must do so through a licensed caterer or bartender with a valid Alcohol Beverage Control permit. Permits must be obtained through the State of California Alcohol Beverage Control located at 222 E. Huntington Dr. Monrovia, CA 91016, and provide copy of permit to Staff with at least thirty days in advance.

The distribution or selling of alcohol must end one hour prior to the cleanup.

_____ : _____ a.m. / p.m. _____ Initial

No alcoholic beverages are allowed in City Parks. MCC Code #9.12.020

It is the Applicant's responsibility to share this information with serving attendants, bartenders, catering companies and other responsible parties.