



COMMUNITY ROOM RESERVATION FORM

Today's Date: _____

Contact Information

Organization Name: _____

Address: _____

Contact Name: _____

Title/Position: _____

Phone Number: _____

E-mail: _____

Organizational Profile

☐ Mall merchant

☐ Mall management

☐ Educational institution

☐ Commercial/Business

☐ Non-profit organization; 501c #: _____

☐ Other: _____

Program Description

Please provide a summary of the activities that will take place on the requested date(s):

Event Start Date: _____ Start Time: _____

Event End Date: _____ End Time: _____

Type of Event

☐ Social

☐ Cultural

☐ Educational

☐ Lecture/Seminar

☐ Community Forum

☐ Commercial/Business

☐ Other: _____

Number of Guests Expected: _____

Setup Date & Time: _____

Duration (hours): _____

Take Down Date & Time: _____

Duration (hours): _____

Equipment Request

Please check off what equipment you require along with the amount:

☐ Chairs (60 max): _____

☐ Tables (6 max): _____

☐ Podium (1 max): _____

☐ PA System (1 max): _____

Additional Information or Special Needs:

Applicant Information

Full Name of Applicant: _____

Signature: _____

All activity is subject to approval by mall management. Contact information must be the same as the person who checks in.



COMMUNITY ROOM WAIVER, RELEASE AND INDEMNITY

The undersigned does hereby waive all claims, actions, or causes of action against and does hereby release Baldwin Hills Crenshaw, Capri Urban Baldwin, LLC; Capri Urban Crenshaw, LLC; Capri Capital Partners, LLC; Capri Urban Investors, LLC; Capri Urban Investors, REIT; and Primestor Development, Inc., and each of them from any and all liability on the part of the Baldwin Hills Crenshaw, Capri Urban Baldwin, LLC; Capri Urban Crenshaw, LLC; Capri Capital Partners, LLC; Capri Urban Investors, LLC; Capri Urban Investors, REIT; and Primestor Development, Inc., or any of them, to the undersigned as a result of any personal injury or any loss or damages to any property of the undersigned occurring during or as a result of the below referenced individual's/organization's use of Baldwin Hills Crenshaw Community Room, and this waiver and release shall be effective irrespective of any negligence, whether active or passive, on the part of mall associates, Capri Urban Baldwin, LLC; Capri Urban Crenshaw, LLC; Capri Capital Partners, LLC; Capri Urban Investors, LLC; Capri Urban Investors, REIT; and Primestor Development, Inc., or any of them.

The undersigned shall indemnify, defend, hold harmless, and protect the Capri Urban Baldwin, LLC; Capri Urban Crenshaw, LLC; Capri Capital Partners, LLC; Capri Urban Investors, LLC; Capri Urban Investors, REIT; and Primestor Development, Inc., and each of them from and against any and all claims, suits, actions, causes of action or liability for alleged personal injury or property loss, or damage to any third person caused or claimed to have been caused, directly or indirectly, by any Community Room activity, or anything in connection therewith, irrespective of any active or passive negligence on the part of the mall associates, Capri Urban Baldwin, LLC; Capri Urban Crenshaw, LLC; Capri Capital Partners, LLC; Capri Urban Investors, LLC; Capri Urban Investors, REIT; and Primestor Development, Inc., or any of them, and whether or not the undersigned shall have been actively or passively negligent or non-negligent.

Organization Name: _____

Contact Name: _____ Phone Number: _____

Activity Date(s): _____ Time: _____

Representative: _____

Signature: _____ Date: _____

Witnessed By:

Baldwin Hills Crenshaw

Representative: _____ Title: _____

Signature: _____ Date: _____



COMMUNITY ROOM RULES AND REGULATIONS

1. Reservation may be made a maximum of 90 days in advance.
2. Reservation approval is subject to availability and other factors deemed relevant by mall management.
3. The Community Room application is for one-time use only. A separate application must be submitted for each event requested.
4. Organization contact must check in to the Public Safety office prior to the start time of their event. Public Safety will open doors.
5. Organization contact information must be the same in application as the person who checks in.
6. Deposit may be forfeited if organization does not check in within 60 minutes after scheduled date and time.
7. Organization contact is solely responsible for confirming the approval or denial of any and all applications submitted.
8. Alcoholic beverages are not allowed on the premises.
9. Bands, DJs, music, voices, noise or any kind of sounds that are found to be disruptive will not be permitted.
10. Room is to be left in the exact condition it was when it was first entered into.
11. Nothing is to be hung from the ceiling. Tape is not to be used on walls or furnishings. Absolutely no stapling, nailing, boarding, or screwing of items is permitted.
12. All chairs and tables are to be returned to their original location upon vacating the premises. The room will be inspected after each group vacates the room.
13. Baldwin Hills Crenshaw is a smoke-free environment. Smoking is not allowed in the Community Room and other adjacent facilities.
14. Should any damage to the structure of fixtures occur, the organization will forfeit the security deposit and be required to submit another security deposit of \$250.00 before entrance will be permitted for the next scheduled use of the Community Room. The organization will be advised in writing within one week of said damage.
15. Organization shall not permit any person to enter the premises who has been banned by Baldwin Hills Crenshaw and will cease any such activity upon request of Baldwin Hills Crenshaw.
16. Organization shall not permit any activity, criminal activity, etc., which is in conflict with the businesses' purposes of the plaza, nor which impinges upon the atmosphere outside the Community Room premises.
17. An adult must supervise activity if group is under the age of 18 years.
18. Organization to first solicit from, and to make a good faith effort in dealing with, the merchants of the plaza for the purchase of any food, beverages or services, which may be needed in connection with a catered event at the Community Room.
19. Organization and guests are not allowed to park in the "Authorized Personnel" parking area nor will vehicles block the handicap parking space at any time.
20. Any and all public advertising for events held in the Community Room must reflect the name of the mall, "Baldwin Hills Crenshaw" and must be approved by the Marketing Department.
21. All animals are strictly prohibited on the premises, with the exception of Seeing Eye or service dogs.
22. In the event of an emergency during time of use, Baldwin Hills Crenshaw's Public Safety Department should be notified immediately.
23. It is required that you sign and date all required documents outlined in the Community Room reservation package.
24. Organization failing to abide by the Rules and Regulations of Baldwin Hills Crenshaw Plaza, BHCP Community Room will forfeit further use of Baldwin Hills Crenshaw Plaza, BHCP Community Room.
25. Organization failing to abide by the Rules and Regulations of Baldwin Hills Crenshaw Community Room will forfeit further use of the Community Room.



COMMUNITY ROOM RULES AND REGULATIONS

I, and the members of my organization, understand that the use of the Community Room is subject to all the rules and regulations herein set forth. I, and the organization in which I am authorized to represent, agree to be bound by all such rules and regulations and any and altogether agreements contained herein.

Full name: _____ Date: _____

Title/Position: _____

Organization: _____

Signature: _____

Please sign and return the original copy to the Baldwin Hills Crenshaw mall management office and retain a copy for your own records.

Please submit all requirement documents to mall management at:

**Baldwin Hills Crenshaw
3650 W Martin Luther King Jr. Blvd, Suite 243
Los Angeles, CA 90008
323-290-4201**

NO EMAILS. THANK YOU.