GENERAL INFORMATION:
Roxbury Park Community Center provides the community with on-going recreational programs for all ages as well as spaces to use for your next picnic or meeting. The Roxbury Park Community Center was first opened to the public in the 1950’s and rebuilt and reopened in the spring of 2014.

PICNICS AND MEETINGS:
Rental permits are required for all interior spaces and field use which can be obtained at the front desk at the Roxbury Park Community Center.

PICNIC TABLES:
Roxbury Park also offers picnic tables for rent. There are 24 tables available throughout the park. Tables may be rented individually. All tables are 8ft in length and can seat 8-10 people and includes access to a grill. Picnic table rentals are for the entire day, from dawn until dusk.

Permit and picnic rentals are also available at La Cienega Community Center located at 8400 Gregory Way, Beverly Hills, 90211. Picnic rentals for Coldwater Canyon park may be reserved at the La Cienega Tennis Center office on the 3rd floor at 325 S. La Cienega Blvd., Beverly Hills 90212.

PHOTOGRAPHY AND FILMING:
Any professional photography or filming must obtain a permit through the Events & Film office at City Hall. Contact is 310.285.2408.

The following pages offer photos, capacity information, and descriptions of each area.
APPLICATION PROCESS & REQUIREMENTS

- Reservations can only be made in person at Roxbury Park Community Center Monday-Friday 8:00am-4:00pm with a credit card or check only.
- Beverly Hills Residents can book a reservation up to 3 months in advance.
- Beverly Hills Businesses can book a reservation up to 2 months in advance.
- Non-residents can book a reservation up to 1 month in advance.
- Permits will not be accepted less than 5 days in advance of the event date.
- Proof of residence must be in the form of a photo ID and/or current utility bill to qualify for resident rate. Beverly Hills post office boxes or postal zones are not acceptable for residency status. Beverly Hills businesses must pay with a check imprinted with the Beverly Hills business address to qualify for residence status.
- Permit must be completed by an adult (18 years or older), and booked in person. Emailed, faxed or phoned in reservations will NOT be accepted.
- Permit holder must be in attendance for the duration of the permit. The facility will not be opened until the permit holder has checked in with the front desk.

BOOKING FEES & INFORMATION

- Indoor facilities are available for booking Monday-Friday 9:00am-9:00pm, Saturday and Sunday 9:00am-5:00pm.
  - Weekend hours may be extended to 9:00pm pending staff availability.
  - Extended hours will be at an additional rate of 2x the hourly rental rate, plus additional cost of staff and park ranger per hour.
- Prices are per hour. There is a two (2) hour minimum plus a refundable security deposit of two (2) hour rental fee.
- Booking date transfers are limited to one (1) per rental.
- Cancellations must be done one (1) week in advance and will be charged a fee of one hour rental fee for indoor rentals. Outdoor rentals will be charged a fee of $10 or 10% whichever is greater

SECURITY DEPOSIT

- All indoor bookings require a refundable security deposit of two (2) hour rental fee.
- A refund of the security deposit will be processed within 7 days following the activity date if all Department regulations and requirements have been satisfactorily met and if no damage to City facilities has occurred.
- Security deposits paid in the form of a check will be refunded in the form of a check within 4-6 weeks after the event. Security deposits paid in the form of a credit card will be refunded back onto that credit card within 8-10 business days.
- Any event that extends beyond regular business hours without prior approval will result in a forfeit of the entire security deposit and subject to staff and Park Ranger fees.
- Alcohol is prohibited. If alcohol is present at an event, this will result in a forfeit of the entire security deposit and possible immediate permit cancellation as determined by the Park Rangers.

INDOOR FACILITY SETUP

- Complimentary room setups must be selected at the time of rental.
- All rooms are allotted a set number of tables and chairs. NO ADDITIONAL requests for tables and/or chairs will be granted.
- All rectangle tables are 6ft long. Round tables are 5ft. Youth tables are only available in the Redwood Room.
- The facility is to be left clean and free of debris/trash. Applicant is financially responsible for any damage to equipment or property and for any additional personnel costs that may result from facility use.
- Amplified sound must be at a level that is not disruptive to Community Center and/or other permit rentals occurring at the same time.
- City staff and/or Park Rangers may enter a permit rental at any time.
- All doors must remain accessible at all times and may not be blocked by any tables, chairs or miscellaneous equipment.
ADDITONAL CERTIFICATES/INSURANCE

- A certificate of insurance, naming the city of Beverly Hills as additionally insured for said event, is required for:
  - Caterer use of the kitchen facility
  - Events, organized competitive games, or activities involving more than 100 guests.
- All vendors must have a Beverly Hills Business License.
- $1M General Liability Certificate of insurance is due five (5) business days prior to the reserved permit date.
- Any outside vendor must have prior written approval and all insurance requirements stated above. Vendors who do not receive prior written approval or do not have a Beverly Hills business license will not be permitted.

OUTDOOR PERMIT REGULATIONS

- Outdoor permits are limited to less than 100 guests.
- Sports equipment may be used only in appropriate areas designed for sports use. Hardball playing is not allowed in the park, except with written permission of the Community Services Department. Softball playing is permitted only within the diamond area with an outdoor rental permit.
- Athletic fields are only available for private rental in July and August.
- Automobiles, trucks, and motorcycles are NOT permitted in the park at any time.
- Picnic reservation are assigned by the facility staff and are valid from dawn to dusk.

MISCELLANEOUS

- Private equipment rentals are not permitted (i.e. tables, chairs)
- The indoor permit holder is required to do a final walk through at the close of the event at which the facility staff will inspect the room to be left in an “acceptable condition” which includes but is not limited to debris/trash, left over decorations, and/or visible damage to the facility or equipment.
- A broom and dust pan will be provided to assist in the clean up.
- Reservations will not be allowed on the following days: Martin Luther King Jr Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the Friday after, Christmas Day, and New Year’s Day.
- Any and all event specifics must be described in detail and receive authorization by Roxbury staff prior to implementation.
- Permit only entitles party the use of specified areas and time indicated on permit.
- Publicity materials must not advertise City facility telephone numbers and also require approval by the Department.
- Setup and breakdown must be included in your rental time.
- ONLY blue “painters” tape may be used to hang decorations.
- All dogs must be on a leash not exceed six (6) feet in length. Nuisances created by animals must be cleaned up immediately. Animals are not allowed indoors without proper identification as a registered service animals.
- Picnic tables that have not been reserved are available on a first come first serve basis.
- Commercial use of the rental space is not permitted. Any commercial use must be a City contracted vendor.

ACTIVITIES/ITEMS PROHIBITED IN THE PARK (Beverly Hills Municipal Codes Sec 8-1-4 & 8-1-7)

- Alcoholic beverages, smoking or narcotics
- Amplified sound
- Privately owned barbeques, hibachis, smokers or any open fire other than City provided grills
- Bicycles, skateboards, roller skates, in-line skates or scooters
- Folding tables or chairs
- Canopies, tents, umbrellas, shade structures or portable stages
- Gymnastic equipment
- Kites, gliders, piñatas, silly string or wading pools
- Moon bounces/jumpers, obstacle courses, inflatable decorations or carnival attractions
- Parachute games
- Pony rides, petting zoos, reptile farms or any other type of animal attraction
- Projectiles (e.g. lawn darts, foam planes, water powered rockets)
- Remote controlled vehicles, land or air
- Hanging anything in or from the trees
- Staking items into the ground
- The Department reserves the right to cancel any picnic and/or facility permit.

THE CITY RESERVES THE RIGHT TO CHANGE OR MODIFY ANY RULE OR REGULATION AS NEED. THE CITY RESERVES THE RIGHT TO CANCEL ANY FIELD AND/OR FACILITY PERMIT AT ANY TIME.
MULTIPURPOSE ROOM A
Capacity: 75 seated

High ceilings, recessed lighting, and wood flooring makes this room perfect for a larger party with a classic look. This room also includes a small kitchenette (does not have a refrigerator.) and interior access to the Community Center.

MULTIPURPOSE ROOM B
Capacity: 75 seated

A beautiful corner view of the park gives this space a great indoor/outdoor feeling. Room can be accessed directly from the park and has optimal audio and visual capabilities. This room does not have direct interior access to the Community Center.

FULL MULTIPURPOSE ROOM SUITE
Capacity: 150

The largest room available at Roxbury Park has the capacity to hold up to 150. The wood floors and high ceiling make this room ideal for your next big event.
**MAGNOLIA 128**  
Capacity: 36

A great option for an event needing direct access to the fully equipped catering kitchen that may also be rented. With a beautiful view of the park with both interior access to the Community Center and exterior access to the park makes the room ideal.

**MAGNOLIA 129**  
Capacity: 36

A perfect setting for your next meeting or baby shower. The linoleum floor makes for an easy clean up. The room also has a beautiful view as well as park tables just outside its exterior doors.

**MAGNOLIA 130**  
Capacity: 36

The best view of the park can be seen from this room. Access to a small kitchenette (does not have a refrigerator) and a smart TV that you can hook up to your lab top when you include the A/V rental option.
**MAGNOLIA - 2 ROOMS**  
Capacity: 72

A great option for birthday parties. The magnolia rooms have both an interior and exterior access making the space versatile for your next event.

**MAGNOLIA - FULL SUITE**  
Capacity: 108

The second largest room in the Roxbury Park Community Center comes with all the best amenities. This rental has direct access to the full size catering kitchen when rented additionally, A/V capabilities, external doors, and a view that is inspiring.

**REDWOOD**  
Capacity: 30

Perfect for your young child’s next event, as this room includes an option for preschool size tables and chairs. This room is also equipped with two arts & craft sinks. A small children’s size sink and a full size for adults. A white board, plenty of counter space, and linoleum flooring makes clean up a cinch.
ROXBURY MEMORIAL PARK COMMUNITY CENTER PHOTO GALLERY

(ADDITIONAL AMMENITIES THAT ARE NOT AVAILABLE FOR RENT)

Street View of Roxbury Park Community Center

Lobby

Park View of Magnolia Suite

Park View of Lobby

Snack Lounge

Children’s Library

Exercise Room

Community Center Hallway
100 person maximum for any outdoor event.

<table>
<thead>
<tr>
<th><strong>ATHLETIC FIELD</strong></th>
<th>The field is available for private rental in July and August only. The rest of the year the field is</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASKETBALL COURTS</strong></td>
<td>1 full court and ½ court are drop-in only.</td>
</tr>
<tr>
<td><strong>CROQUET GREEN</strong></td>
<td>Drop-in only.</td>
</tr>
<tr>
<td><strong>GROUNDS USE</strong></td>
<td>This is recommended for larger groups (50-100 guests) and corporate events.</td>
</tr>
<tr>
<td><strong>HITTING WALL</strong></td>
<td>Drop-in only.</td>
</tr>
<tr>
<td><strong>LAWN BOWLING GREEN</strong></td>
<td>For schedule information please contact the club directly at 323.857.6676</td>
</tr>
<tr>
<td><strong>PARKING</strong></td>
<td>Metered parking is available around the park Monday-Saturday 8-6pm $.75 per hour. Sunday’s are free.</td>
</tr>
<tr>
<td><strong>PICNIC TABLES</strong></td>
<td>The 24 tables available for rent are spread over four areas. Each 8’ table rental includes a grill and seats 8-10 people. For event planning purposes; table assignment shall be determined by staff.</td>
</tr>
<tr>
<td><strong>PLAYGROUND</strong></td>
<td>Designed by Kompan and installed early 2015. The playground is divided: toddlers ages 2-5 and youth 5-12.</td>
</tr>
<tr>
<td><strong>PRESCHOOL</strong></td>
<td>A City of Beverly Hills Preschool program licensed by the state of California for children ages 3</td>
</tr>
<tr>
<td><strong>TENNIS COURTS</strong></td>
<td>For reservation information please call the tennis clerk directly at 310.285.6829</td>
</tr>
<tr>
<td><strong>VOLLEYBALL COURT</strong></td>
<td>Drop-in or by reservation. Athletic Field rental rates apply.</td>
</tr>
</tbody>
</table>
PICNIC AREA 1
3 Tables

PICNIC AREA 2
8 TABLES

PICNIC AREA 3
4 TABLES

PICNIC AREA 4
5 TABLES

PICNIC PAVILLION
4 TABLES, 2 GRILLLS

SAND VOLLEYBALL

ATHLETIC FIELD

GROUNDS USE
ROXBURY MEMORIAL PARK PHOTO GALLERY (PARK AMMENITIES THAT ARE NOT AVAILABLE FOR RENT)

Basketball Courts

Playground

Lawn Bowling Field

Art Piece “Conversation”

Outdoor Restrooms

Main Parking Lot (Metered)

4 Tennis Courts (For Reservation Call 310.285.6825)

Tennis Wall
### STANDARD FEES

**INDOOR - EVENT RATE IS PER HOUR (2 HOUR MINIMUM)**

<table>
<thead>
<tr>
<th>ROOM</th>
<th>RESIDENT</th>
<th>NON-RESIDENT</th>
<th>TIME</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnolia 128, 129 OR 130</td>
<td>$45.00</td>
<td>$56.00</td>
<td>X___HRS</td>
<td></td>
</tr>
<tr>
<td>Magnolia – 2 Rooms</td>
<td>$90.00</td>
<td>$112.00</td>
<td>X___HRS</td>
<td></td>
</tr>
<tr>
<td>Magnolia Full Suite</td>
<td>$134.00</td>
<td>$167.00</td>
<td>X___HRS</td>
<td></td>
</tr>
<tr>
<td>Redwood</td>
<td>$45.00</td>
<td>$56.00</td>
<td>X___HRS</td>
<td></td>
</tr>
<tr>
<td>Multipurpose-A or B</td>
<td>$108.00</td>
<td>$135.00</td>
<td>X___HRS</td>
<td></td>
</tr>
<tr>
<td>Multipurpose Full Suite</td>
<td>$216.00</td>
<td>$269.00</td>
<td>X___HRS</td>
<td></td>
</tr>
</tbody>
</table>

**NON-RESIDENT**

| Magnolia – 2 Rooms    | $90.00   | $112.00      | X___HRS |         |
| Magnolia Full Suite   | $134.00  | $167.00      | X___HRS |         |
| Redwood               | $45.00   | $56.00       | X___HRS |         |
| Multipurpose-A or B   | $108.00  | $135.00      | X___HRS |         |
| Multipurpose Full Suite| $216.00  | $269.00      | X___HRS |         |

**OUTDOOR**

| Picnic Table          | $16.00   | $31.00       | X___PER TABLE |         |
| Picnic Pavilion       | $108.00  | $215.00      | FLAT RATE     |         |

Athletic Fields Only Available July – August

| Athletic Field Private | $62.00   | $124.00      | X___HRS     |         |
| Athletic Field Non-Profit | $31.00 | $62.00       | X___HRS     |         |

| Grounds Use Private   | $73.00   | $91.00       | X___HRS     |         |
| Grounds Use Non-Profit | $58.00  | $73.00       | X___HRS     |         |

**ADDITIONAL FEES**

| Kitchen*              | $104.00  | -            | FLAT RATE   |         |
| Audio Visual          | $26.00   | $32.00       | FLAT RATE   |         |

**EXTENDED WEEKEND HOURS (Pending Approval)**

| PARK RANGER           | $62.00   | -            | FLAT RATE   |         |
| Facility Staff        | $62.00   | -            | FLAT RATE   |         |

| Room Rate             | ____ (X2) | ____ (X2)   | X___HRS     |         |

**PARKING**

| PARKING LOT Meters    | .75¢     | -            | PER HOUR    | N/A     |

**FOOD TRUCKS** (ALLEY METERS ONLY. FOOD TRUCKS OVER 40FT IN LENGTH WILL NOT BE PERMITTED.)

| Reserved Parking Meters | $1.00 | X___PER METER | X___PER HOUR |         |
| Reserved Parking Sign   | $7.00 | -            | X___PER SIGN |         |

Refundable Holding Deposit  

| ROOM RATE | X (2)HRS |         |

**PAYMENT IN FULL**

**DUE AT TIME OF RESERVATION**

TOTAL RENTAL FEE DUE: $ __________

ACCEPTABLE PAYMENT METHODS: VISA, MASTER CARD, AMERICAN EXPRESS, DISCOVER OR PERSONAL CHECK TO THE PAY ORDER OF “CITY OF BEVERLY HILLS”

*CATERING USAGE REQUIRES $1M GENERAL LIABILITY INSURANCE LISTING “CITY OF BEVERLY HILLS” AS ADDITIONALLY INSURED*
PERMIT HOLDER: _________________________________________________
PERMIT NUMBER: ____________________

RENTAL POLICIES
APPLICATION PROCESS & REQUIREMENTS
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• Indoor facilities are available for booking Monday-Friday 9:00am-9:00pm, Saturday and Sunday 9:00am-5:00pm.
  * Weekend hours may be extended to 9:00pm pending staff availability.
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• Complimentary room setups must be selected 2 weeks in advance.
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• The facility is to be left clean and free of debris/trash. Applicant is financially responsible for any damage to equipment or property and for any additional personnel costs that may result from facility use.
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