

**Fees:** \$300/20 or less participants  
\$400/30 or less participants  
\$450/40 maximum participants

City of Morro Bay  
Recreation and Parks Department  
**TEEN CENTER RESERVATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Date/Day Requested (must be during hours of non-operation): \_\_\_\_\_

*Reservations can only be held on days and times the Teen Center is normally closed.*

I hereby waive any claims on the City of Morro Bay, the Recreation and Parks Department, the Morro Bay Teen Center, or any employees thereof for any injuries that might be sustained in connection with the use of the Morro Bay Teen Center. This reservation will be made in pursuant to the Morro Bay Municipal Code, sections 2.24.150, 2.24.170, 2.24.180, and 2.24.190. This reservation will not be valid if all below listed guidelines are not followed. Fees for this reservation will not be refunded after the date of above reservation date without prior approval.

\_\_\_\_\_  
Applicant Signature

**OFFICE USE ONLY**

DEPOSIT DUE: \$150.00

RESERVATION FEE: \_\_\_\_\_

SCHEDULED: \_\_\_\_\_

CASH: \_\_\_\_\_

CHECK #: \_\_\_\_\_

BY: \_\_\_\_\_

**Teen Center Guidelines for Special Reservations**

*Staff will enforce the following guidelines. Any violations of these guidelines will result in immediate cancellation of reservation and fees (including deposit) will not be refunded.*

1. Reservation must be made 2 weeks in advance.
2. Application and payment must be turned in before reservation can be made.
3. Application and payment does NOT guarantee reservation. Reservations are made on a first-come, first-served basis and staff availability.
4. Cancellations must be made two business days prior to the reservation date in order to receive a refund.
5. Reservation may only take place during non-operating hours for a maximum of 3 hours (including set-up and clean-up time).
6. All participants MUST sign-in.
7. All participants must be in grades 7<sup>th</sup> through 12<sup>th</sup> (siblings/family members in grades lower than 7<sup>th</sup> may NOT attend).
8. Adult (21 or over) chaperones are required depending on the group size as follows:
  - 20 or less participants = 1 staff + 1 adult chaperone
  - 30 or less participants = 2 staff + 2 adult chaperones
  - 40 or less participants = 2 staff + 3 adult chaperones
9. Chaperones must stay inside the building at all times.
10. Participants must stay inside the building – the surrounding grounds are not part of the rental.
11. Rental applicants may decorate (no screws or nails) and are responsible for their own clean-up.
12. Rental applicants may bring their own refreshments and/or purchase items from the Teen Center Snack Bar if available.
13. All Teen Center Guidelines must be followed (i.e. food and drink can only be consumed in designated areas, drugs, alcohol, and tobacco are prohibited, no gum, etc.)