

**POA PARK
GENERAL INFORMATION,
RESTRICTIONS AND LIMITATIONS**

**PLEASE READ THIS INFORMATION.
IT OUTLINES IMPORTANT RESTRICTIONS AND LIMITATIONS!**

1. The POA Park is located at 7390 E. Carson Street in Long Beach.
All correspondence should be sent to:

**LONG BEACH POLICE OFFICERS ASSOCIATION
2865 TEMPLE AVENUE
LONG BEACH, CA 90755**

You will also pick up/return the key at this address.
DO NOT send any correspondence to 7390 E. Carson.

2. **Park Rental Hours:** 8:00 am to 10:00 pm the day of your event.
3. **It is very important that you sign and return the POA Park Rental Agreement and rental Questionnaire, pay the rental fees specified in the Agreement, and provide proof of insurance (Accord Form) by the due date noted in your Agreement.** If they are not received by this date, your reservation may be canceled without notification.
4. The Park Cleaning Checklist specifically states what must be completed to receive a refund of your cleaning deposit. Refunds of the cleaning deposits are issued within two weeks of the rental date.
5. If using the charcoal barbecue, you are responsible for the cleaning of the grills prior to use. After use, please move all ashes to one side. Our inspector will take care of them.
6. Portable restrooms, game booths, rides, etc., are permitted on the premises. **Please note: All equipment must be removed from the premises the evening of your event. Do not make arrangements for them to be picked up the following day. The park may be rented the next day, and we will not allow anyone to interrupt an event.**
7. Due to the fact the park may be rented the day before your event, we cannot allow you to store food or other supplies on the premises the day prior to your event.
8. There are no public phones on the premises. **You are required to have a designated Safety Person in charge of the First Aid Kit and summoning/calling First Responders if necessary.**
9. Parking is allowed in the designated area in front of the park. There are 83 spaces, including 3 disabled parking spaces. There is additional parking on the street leading to

the park. NO PARKING is allowed in the Police Academy parking lot or the Walmart parking lot. If you park in these areas, your car may be towed at your expense. With prior arrangements, overflow parking is allowed in El Dorado Park. Please contact the City of Long Beach to make these arrangements. (A fee may be charged per car for overflow in El Dorado Park.)

10. The POA office is open Monday through Friday from 8:00 am to 5:00 p.m. Please make arrangements to pick up the key the week prior to your event during these hours. We suggest picking up the key no later than noon on Friday due to the fact the office may close early on Fridays.
11. ****We require all groups to provide their own trashcan liners.** All trashcans will be lined with a trash liner when you arrive at the facility. These will be provided free of charge. The Lessee must provide all additional liners. The cans require 33-gallon bags. Please tie or secure the top of bags before depositing them in the large trash bins. Those who do not use additional liners will be charged for the cleaning of all cans. We hope that this will prevent problems of offensive odors and flies. We ask for your cooperation. (Please Note: The key to the front gate will also open the gate to the trash bins. Do not remove any bins from this area. All boxes should be broken down before depositing in trash bins. You will be charged a fee if assembled boxes are left in dumpsters.)
12. NO STAPLES, NAILS, OR TAPE (other than BLUE MASKING tape) will be allowed.
13. The following is a list of things you may need to know:
 - a. The park holds approximately 5,000 people.
 - b. The kitchen contains a refrigerator, freezer, sink, stove, oven, and a large table. No utensils are provided. Additionally, the kitchen doors roll up to make a pass through serving area to the outside.
 - c. There are 15 rectangular picnic tables under a covered cabana. They seat 300 to 500 people. They measure *approximately* 3'x 20'.
 - d. A deep pit is available for roasting large amounts of meat (pig, etc.) for an additional \$100.00 cleaning fee, which is non-refundable.
 - e. A stage is located west of the deep pit.
 - f. Restrooms are located in the southwest corner of the park. Toilet paper and paper towels are supplied, but we suggest that you bring extra if your event is an all-day event.
 - g. A hose is located outside of the restrooms so that you can hose down the cement area after you have swept. Please return it to that location when you are finished.
 - h. The lights on the cabana can be turned on by the switches in the electrical box located on the top of the pole on the southeast corner of the cabana. Field Lights will take a few minutes to warm up. **AT NO TIME SHOULD YOU TOUCH ANY OF THE SWITCHES IN THE MAIN ELECTRICAL BOX IN THE KITCHEN.**
 - j. Electrical outlets are located in the kitchen, along the front fence, under the cabana and near the stage. Please note: All outlets are 110v.

- k. **Alcohol is permitted in the park. If you are going to sell alcohol, or if your event is open to the public, a one-day license is required, and you must abide by all of the rules and regulations of the Alcoholic Beverage Control Board. To obtain a license, contact the Alcoholic Beverage Control Board at 3950 Paramount Blvd, #250, Lakewood 90712. (562) 982-1337. You will need to take a letter to the ABC Board from us stating you will be using the park before the license will be issued. Please call our office in advance so that the letter will be ready for you.**
 - l. If you are planning to set up a tent of any kind in the grass area, please be advised that tent stakes may be no longer than 12 inches. Any stakes longer than 12 inches can puncture the sprinkler system. If longer stakes are used and this occurs, you will be charged for the repair.
 - m. Signs may be placed at the following three designated spots only! 1) On the Police Academy sign, at the Lowes entrance, on Academy Way. 2) The sign closer to the Academy, and 3) On the POA Park gate itself. **Under no circumstances are signs or balloons allowed on light posts, trees, grass area, or in the Towne Center.** The signs must be removed at the end of the day, or you may not get a full cleaning refund.
14. **DISCLAIMER: The POA Park is completely separate from the Long Beach Police Academy and Police Range. The POA does not have control of or knowledge about the Police Academy or Range scheduling. Events at the Academy and Range do not pose any danger to occupants of the park; however, there is the possibility of a noise nuisance.**

If you have any further questions, please feel free to contact the POA office at (562) 426-1201.

Thank you for choosing the POA Park for your event.