



DEPARTMENT OF MILITARY AND VETERAN AFFAIRS  
BOB HOPE PATRIOTIC HALL  
1816 S. FIGUEROA STREET, LOS ANGELES, CA 90015

**BUILDING GUIDELINES**

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- Smoking of any type to include e-cigarettes is prohibited inside the building pursuant to County Code.
- Consumption and/or sale of alcohol is prohibited on the premises pursuant to County Code.
- Regular Business Hours: Monday through Friday from 8:00AM – 5:00PM
- Extended Business Hours: 1<sup>st</sup> Friday, and 3<sup>rd</sup> Wednesday of every month from 5:00PM – 8:00PM.

**GENERAL DISCLOSURES**

- The use of Bob Hope Patriotic Hall is for the strict use of County Departments and non-profit Veteran Services Organizations to honor the services of veterans by providing services directly to the veteran community at no cost. Therefore, the sale of tickets online and fundraisers, onsite or otherwise for profit is prohibited.
  - All Rooms are reserved as is.
  - Reservation priority will be given to County Departments and non-profit veteran organizations with the primary intent to serve the veteran community at no cost to the veteran and their families.
  - The use of the Basketball Court is for the purpose of playing basketball is available to non-profit veteran organizations only during the extended business hours as specified above. However, the use of the Court is not available to walk-ins.
    - A Hold Harmless form must be completed by each player and emailed back along with this form 5 business days prior to the day of the event. The use of rubber soled shoes is mandatory while on the court.
- Kitchen area is off limits to all while culinary school is in session.
- The Event Reservation Form must be completed and submitted via email at least fifteen (15) business days prior to the day of the event for review and approval.
- Coordination of all events must be finalized 5 business days prior to the day of the event.
- **All events will require Special Events Liability Insurance naming the County of Los Angeles and the Department of Military and Veterans Affairs as additional insured. Special Events Liability Insurance it can be purchased from the County sponsored SELIP Insurance Program. Please contact them at 800.420.0555 or [www.2sparta.com](http://www.2sparta.com). Submittal of proof of insurance will be required 5 business days prior to the day of the event.**
  - **Certificate of Liability Insurance Limits:**

|   |   |             |                                       |   |             |
|---|---|-------------|---------------------------------------|---|-------------|
| Each Occurrence                             | - | \$1,000,000 | General Aggregate                     | - | \$2,000,000 |
| Damages to Rented Premises (Ea. Occurrence) | - | \$100,000   | Products – Comp/OP AGG                | - | \$2,000,000 |
| Med Exp (Any one person)                    | - | \$10,000    | Combined Single Limit (Each Accident) | - | \$1,000,000 |
| Personal & Adv Injury                       | - | \$1,000,000 | Aggregate                             | - | \$1,000,000 |
  - User will be liable for any and all damages to County property and/or equipment.
- The Department of Military and Veterans Affairs will not be responsible for any misplaced business and/or personal property.
- Event Coordinators are solely responsible for securing off-site parking, for notifying their guests prior to the event, and for redirecting attendees to an alternate parking location the day of the event.
  - Designated/Reserved parking spaces must remain free and clear at all times.
- All cancellations must be submitted in writing via email 72 business hours prior to the day of the event.
- Changes and/or additional requests will not be honored the day of the event to include additional furniture.
- Event Coordinators are solely responsible for providing their own equipment such as computers, laptops, HDMI/VGA cables, USBs, adaptors, extension cords or any other accessories, and for ensuring the area is free of any safety hazards.
- All available areas are fully equipped with audio and visual except the 1<sup>st</sup> floor lobby.
- Copying and/or faxing of documents is not available on the premises.
- Food and/or drinks are not allowed inside the Auditorium and Marine Room.
- Pets are not allowed on the premises unless registered as a service animal. Effective March 2011, **only dogs** are recognized as service animals under Titles II and III of the American Disability Act; and miniature horses under 100 lbs. when and where reasonable. A copy of the policy can be provided upon request.
- Relocation, and/or rearranging of furniture is not permissible.

**SAFETY DISCLOSURES**

- Upon request, in-house staff may be available to go over any housekeeping items such as emergency evacuations, ADA accommodations, location of baby changing stations, and lactation room.
- The facility is not equipped with defibrillators. A CPR/First Aid certified staff member of your group is highly recommended to be in attendance the day of the event in case of an emergency.

**BUILDING MANAGEMENT CONTACT INFORMATION/QUESTIONS**

Jorge Reynoso – Facility Manager-Acting  
[JReynoso@isd.lacount.gov](mailto:JReynoso@isd.lacount.gov)  
(213) 765-9227

Chuck Jester – Building Maintenance  
[CJester@mva.lacounty.gov](mailto:CJester@mva.lacounty.gov)  
(213) 290-7535

Event Reservations  
[Reservations@mva.lacounty.gov](mailto:Reservations@mva.lacounty.gov)

Jose Garcia – I.T and A/V Support  
[JGarcia@mva.lacounty.gov](mailto:JGarcia@mva.lacounty.gov)  
(213) 221-9267