



## LOS ALAMOS PARK KEY PROCEDURES EFFECTIVE AUGUST, 2008

The Center at Founders Village makes available a key to the restroom at Los Alamos Park. In order to obtain the key, please follow the procedures listed below. If you have any questions, please call 714-593-4446.

1. The week prior to the scheduled date to use the park, please go to The Center at Founders Village, 17967 Bushard Street, between the hours of 8:30am to 4:30pm.
2. A check-out form must be filled out with the date of the event, name, address, and telephone number of client requesting the key. Staff will complete paperwork with key # and make sure all information required has been filled out.
3. A \$20.00 flat fee will be charged including a separate refundable check made payable to the City of Fountain Valley in the amount of \$75.00. **This check will be returned to the client upon key return to The Center at Founders Village.**
4. The key must be returned the Monday following your event to the same location. Upon receipt of the key, your \$75.00 check will be returned. Please note: if the key is not returned within two weeks, this check will be processed through our Finance Department.