



Introduction

This handout summarizes Temecula's Charitable Organization Bingo License application requirements. Charitable Organization Bingo License standards are specified in Chapter 9.50 of the Temecula Municipal Code.

What is Bingo?

Bingo is defined as a game of chance in which prizes are awarded on the basis of designated numbers or symbols on a card which conform to numbers or symbols selected at random. The game may include cards having numbers or symbols which are concealed and preprinted in a manner providing for distribution of prizes. The winning cards shall not be known prior to the game by a person participating in the bingo game.

What is the Purpose and Intent of a Charitable Organization Bingo License?

The purpose of a Charitable Organization Bingo License is to authorize qualified charitable organizations to conduct bingo games within the City limits for charitable purposes. Qualified organizations include mobile home park associations, senior citizens organizations, and those organizations exempted from the payment of bank and corporation taxes by Sections 23701a, 23701b, 23701d, 23701e, 23701f, 23701g and 23701l of the California Revenue and Taxation Code.

What is the Term of a Charitable Organization Bingo License?

A Charitable Organization Bingo License is valid for a period of twelve (12) months.

Where can Bingo Games be Held?

A qualified organization can conduct a bingo game only on property owned or leased by it, or on property whose use is donated to such an organization, and which property is used by such organization for an office or for the performance of purposes for which the organization is organized.

Who can Participate in Charitable Bingo Games?

All charitable bingo games shall be open to the public and not limited to the members of the qualified organization. No person shall be allowed to participate in a bingo game unless the person is physically present at the time and place in which the bingo game is being conducted. Additionally, minors are not allowed to participate in any bingo games.

How do I obtain approval for a Charitable Organization Bingo License?

An application, available at the Community Development Department (Planning Division), needs to be filled out with required information and submitted with a fee. The Planning Division will review this information to determine if the criteria can be met for approval. Upon completion of a background check of the applicant, the City Manager or his/her designee shall approve, conditionally approve or deny the application for a Charitable Organization Bingo License. This process usually takes approximately two weeks.

What are the Primary Criteria for Approval?

- Upon receipt of an application for a Charitable Organization Bingo License, the City Manager or his/her designee shall investigate the information provided in the application and the character of the applicant, and may examine the premises to be used for the bingo games or games.
- No person shall receive pay, profit, wages, salary or a percentage from any bingo game.
- Only the charitable organization authorized to conduct a game shall hold a financial interest in the conduct of the game.
- All profits that a qualified charitable organization derives from a bingo game shall be kept in a special fund or account and shall not be commingled with any other fund or account. Such profits shall be used only for charitable purposes.
- The total value of prizes awarded during the operation of bingo games shall not exceed two hundred fifty dollars (\$250.00) for each separate game.



CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street 951-694-6400

Temecula, CA 92590 TemeculaCA.gov/planning

BINGO

- The licensee shall have the bingo license, lists of approved staff and accounting documents relating to all monies collected, disbursed and distributed available to peace officers for inspection at all times during any bingo game or during the business hours of a licensee.
- The licensee shall submit a complete financial report accounting for the funds remaining or distributed for charitable purposes to the City of Temecula Finance Department each month.
- The City Manager has the authority to deny any application for a Charitable Organization Bingo License if the applicant: a) does not fulfill the specific requirements for such license as set forth in this chapter; b) has knowingly made any false, misleading or fraudulent statement of a material fact in the application; c) is not of good moral character; or (d) is unfit to conduct bingo games.
- The City Manager may also suspend or revoke a bingo license.

Where can I review Charitable Organization Bingo License Standards?

This information is available for review at the Planning Department and on the web at: TemeculaCA.gov/planning.

What Charitable Organization Documentation is Required?

Most charitable organizations in California seek income tax exempt status under the federal Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701(d). A Section 501(c)(3) organization must be organized and operated exclusively for religious, charitable, scientific, test for public safety, literary or educational purposes. As such, the articles of incorporation include language limiting the purposes of the organization and operation to one or more of the exempt purposes set forth in Section 501(c)(3). In order to insure compliance with the City's Bingo Ordinance, the following must be provided with the charitable organization's application:

- Articles of Incorporation as filed with the Secretary of State
- Annual Information Statement as filed with the Secretary of State
- Franchise Tax Exemption Certificate (Also, IRS 501(c)(3))
- Registration with the Attorney General's Registry of Charitable Trusts
- Monthly Statement of Revenues and Expenditures and Financial Disclosure Reports



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SUBMITTAL CHECKLIST

APPLICANT ✓	STAFF ✓	# OF COPIES	SECTION	REQUIRED ITEMS Detailed instructions for each section can be found in this packet. Incomplete applications will not be accepted. Use this checklist to make sure all requirements are fulfilled.
		1	A	Completed and signed application and filing fee
		3	B	Statement of Operations
		3	C	Annual Information Statements as filed with the Secretary of State
		3	D	Articles of Incorporation as filed with the Secretary of State
		3	E	Franchise Tax Exemption Certificate & IRS 501(c)(3) letter
		3	F	Registration with the Attorney General's Registry of Charitable Trusts
		3	G	Monthly Statement of Revenues and Expenditures and Financial Disclosure Reports
		3	H	City of Temecula Business License

BEFORE SUBMITTING PLEASE REMEMBER

Fees:

Fees will be required to submit your application. Please contact a Planner at 951-694-6400 to obtain fees prior to your submittal. We suggest that you bring an additional check in-case your scope of work requires additional fees. Additional fees may be required while your application is being processed (for outside agencies, additional permitting requirements, etc...).

Appointment:

Prior to your submittal, please contact the Senior Planner to schedule an appointment at 951-694-6400.



SECTION A	BINGO LICENSE APPLICATION (CHARITABLE ORGANIZATION)
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PROJECT INFORMATION

Project Title _____

Street Address(es) _____

Assessor's Parcel No(s) _____

General Location _____

ADDITIONAL PROJECT INFORMATION

Date(s) of Proposed Event(s) _____

Estimated Daily Attendance of Event(s) _____

Hours of Operation _____

Number of On-Site Parking Spaces at the Project Location _____

CHARITABLE ORGANIZATION

Name of Organization _____

Website _____

Street Address _____

City	State	Zip	Phone
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E-mail _____

APPLICATION CONTINUED ON NEXT PAGE →

FOR STAFF USE		
PLANNING APP. NO.	DATE STAMP	REC'D BY

APPLICANT/REPRESENTATIVE

Company

First Name	Middle Initial	Last
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Street Address

City	State	Zip	Phone
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E-mail	Date of Birth	California Driver's License Number
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PROPERTY OWNER

First Name	Middle Initial	Last
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Street Address

City	State	Zip	Phone
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E-mail

SIGNATURES AND CERTIFICATIONS

I certify under the penalty of perjury of the laws of the State of California that all the information provided in this application is true and correct. My signature also authorizes the City of Temecula, its staff and agents to seek information and conduct an investigation, including, but not limited to, a records check of prior convictions, into the truth of the statements set forth in the application and my qualifications for the permit. I further understand that an incomplete application will result in delays to the processing of my application.

Applicant's Signature →	Date
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I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property`

Owner's First Name (Printed)	Owner's Last Name
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Owner/Authorized Agent Signature →	Date
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NOTE

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

Multiple parcels will require authorization from each property owner.

SECTION B**STATEMENT OF OPERATIONS**

Provide a typed statement outlining your request for a Charitable Organization Bingo License. Your response must give a detailed description of the proposed use and shall include, but is not be limited to:

- Provide a title labeled "Section B: Statement of Operations"
- Include a date on the Statement of Operations
- A detailed description of the equipment proposed for the event
- Hours and days of operation
- Number of employees
- Proposed private security (if required)
- Amount of required parking
- Estimated number of people in attendance

SECTION C**ARTICLES OF INCORPORATION**

Provide a copy of the organization's Articles of Incorporation as filed with the Secretary of State.

SECTION D**ANNUAL INFORMATION STATEMENT**

Provide a copy of the organization's Annual Information Statement as filed with the Secretary of State.

SECTION E**FRANCHISE TAX EXEMPTION CERT. & IRS 501(C)(3) FORM**

Provide a copy of the organization's Franchise Tax Exemption Certificate and the IRS 501(c)(3) form.

SECTION F**ATTORNEY GENERAL'S REGISTRY OF CHARITABLE TRUSTS**

Provide a copy of the organization's registration with the Attorney General's Registry of Charitable Trusts. For more information please visit <http://oag.ca.gov/charities/forms>.

SECTION G**FINANCIAL DISCLOSURE REPORTS**

Provide a copy of the organization's monthly revenues and expenditures and financial disclosure reports.

SECTION H**CITY OF TEMECULA BUSINESS LICENSE**

Obtain a City of Temecula Business License. For more information please visit TemeculaCA.gov.