



## City of West Sacramento Recreation Center Rental Policies and Procedures



### Reservations/Deposits

Dates for rentals must be requested **30 days minimum prior** to the event date and no more than one year out. A Reservation Application must be submitted with the deposit. The Party Rooms including both Community Rooms can accommodate up to 88 guests standing.

### **ALL RESERVATIONS REQUESTS ARE SUBJECT TO REVIEW AND APPROVAL.**

#### **Initial \_\_\_\_\_ Pre and Post-Inspections**

An authorized representative must meet City staff at the beginning and end of your event for a facility inspection. Failure to return the facility to the condition it was found will result in forfeiture of all or a portion of your deposit.

**Initial \_\_\_\_\_ Rental Times** can begin as early as 9 a.m. and must end by 9 p.m. on weekdays and on the weekends the rentals can begin as early as 9 a.m. and must end by 8 p.m. We require that you include one hour to your rental time for clean up. Clean up and removal of all trash/recyclables and all rental equipment is required. All personal items, including rental equipment, must be removed by this time. The City is not responsible for lost or stolen items. The renter will pay for any additional hours required for clean-up. This cost will be the rate of pay for the staff person on site. If this extra-time is during the staff persons overtime hours, then that rate of pay applies.

#### **Initial \_\_\_\_\_ Renter and Guest Policies and Procedures**

Renters and guests must follow the established WSRC rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

- Renter must be present during the entire event.
- Renter must provide a specific floor plan and/or special requests on the *Rental Request Form*.
- Renter shall be available to assist with admittance. All rental guests will receive a hand stamp if other areas outside of community rooms will be used.
- Guests of rental parties may be admitted into the building no sooner than 15 minutes prior to the rental.
- Renter must have all guests enter their name on a sign-in form to verify their attendance.
- It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The renter is held liable for their group's actions including any damages or losses caused during rental to the WSRC.
- Certain groups may require entry/exit from a designated set of doors other than those at the main entrance. In these cases, the renter would be responsible for instructing group members to the appropriate doors. He/she would also monitor access through these doors to ensure there are no illegal entries.
- Use will be restricted to the terms of the *Rental Contract* including area reserved, time of entry and departure, intended activity, etc.
- Rentals shall not infringe on or restrict the use of other facilities in the WSRC. Any large events during school hours must first receive approval from the principal or his/her designee.
- No alcohol is permitted on WSRC grounds.
- Smoking and use of other tobacco products is prohibited.

- No electrical appliances are allowed without prior approval.
- Appropriate participant dress is required while using the WSRC facilities. Please adhere to the clothing guidelines established for facility use.
- Charging admission or selling merchandise/food requires prior approval.
- All furniture, equipment decorations and other needs shall be detailed in the request and approved in advance.
- Decorations shall not be attached to the walls, ceilings, or sprinkler systems. Decorations shall not be taped, alter or damage any surfaces.
- No rice, confetti, or straw shall be used in or around the WSRC property.
- Renters are asked to keep the noise at a reasonable level.
- Only music suitable for a public facility will be permitted (judgment made by the Manager on Duty). The volume is subject to control by the Manager on Duty.
- Any material (pamphlets, etc.) containing advertising must first be approved before distribution.

#### **Initial \_\_\_\_\_ Clean-up**

- Clean-up shall be performed during the approved rental time period.
- Cleaning supplies such as: towels, cleaning solution, vacuum, broom, and garbage bags will be provided by the WSRC.
- Clean-up shall include but not be limited to:
  - Removing all food, beverages, decorations, displays, balloons, tape, staples, equipment or other materials
  - Wiping tables, chairs, countertops, and appliances
  - Depositing trash in proper receptacles
  - Any other clean-up as necessary
- The Rental Coordinator (or designated WSRC staff) will complete a *Facility Inspection Form* at the end of the rental. The rental patron is financially responsible for damage fees and any facility over-usage fees that are accessed on the Facility Inspection Form.

#### **Initial \_\_\_\_\_ Food and Catering Policy**

- There will be no outside food/drinks admitted into the facility without prior approval.
- Food is restricted to certain areas in the facility. Spill-proof, unbreakable squeeze bottles containing water only with a lid or controlled spout is the only exception.
- Accidental spills and stains should be reported immediately to the staff to arrange for clean-up.
- Groups choosing to bring their own food are welcome to utilize the kitchen area if requested on the *Rental Request Form*. Requests for the kitchen are granted on a first come first serve basis.
- The kitchen shall only be available for use during the time period approved on the *Rental Contract*. The renter shall completely clean all surfaces, appliances and equipment in the kitchen area.
- Any group requiring a catering service **must** provide the caterer's license number before the request can be granted.

#### **Initial \_\_\_\_\_ Rental Applications and Guidelines**

Anyone interested in renting an area of the WSRC can pick up an application and guidelines available at the Front Desk. *Rental Applications* must be completed and submitted to the Front Desk. Requests are typically reviewed within two (2) business days and are subject to approval based on facility and staff availability. Specific policies include:

- Only adults (18 years and older) are permitted to request rental of the facility.
- Facilities will not be rented for any programs similar to the WSRC programs.
- The reservation time period shall include all preparations, activities, clean-up and restoration.

- Events requiring major set-up (floor tarp, etc.) should be submitted at least one (1) month prior. A detailed description of the special event activity and set-up should be included on the *Rental Application*.
- Organizations requesting a rental are required to provide proof of liability insurance as well as the Additional Endorsement naming the WSRC as “Additional Insured” for the event.
- *Rental Applications* can be submitted at the WSRC Front Desk during normal business hours. Forms should be fully completed when submitted. Once the rental application has been approved you will be required to pay for the security deposit within 3 days.

#### **Initial \_\_\_\_\_ Security Deposit**

Rental Deposits **MUST** be paid within three (3) days from creation of invoice on your account; failure to comply will result in the removal of your rental request from the calendar. (You may pay for your deposit either at the Recreation Center or online)

#### **Initial \_\_\_\_\_ Rental Payment**

Once the renter has been notified that their request has been approved, full payment is due within 48 hours of rental date. The rental will not be finalized until the full payment is received.

#### **Initial \_\_\_\_\_ Changes**

Any changes to the *Rental Request Form* or *Rental Contract* must be submitted in writing. If the change is approved, it must be signed and dated by both the renter and the Rental Coordinator. If approved, any change will be charged a \$5 administrative processing fee. WSRC reserves the right to deny any change to the rental request.

#### **Initial \_\_\_\_\_ Cancellations**

Any cancellations to the rental must be made a minimum of fourteen (14) days prior to the event in order to receive a full refund. Cancellations made less than fourteen (14) days in advance will forfeit a **25% administration fee** from your rental deposit. Fees will not be refunded for reservation times not used. Refunds will not be issued for reservations not used due to undesirable weather.

#### **Initial \_\_\_\_\_ Set Up/Decorating – The renter is responsible for all setup and take down needed for your event. It is required to have table coverings for all tables used during the rental.**

*Decorations:* Carpenter/painters tape is the only item allowed for securing your decorations to the tables, walls, and windows. **No staples, nails, or tacks.** Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed inside or outside of the facility. Candles must be in a container; however we will not allow torches, and hibachis. User must furnish their own decorating supplies (i.e., scissors, helium, etc.).

**Initial \_\_\_\_\_ Breakdown/Cleaning** is to take place within the allotted time as indicated on the application. A checklist will be available at the start of your rental. *It should be initialed as appropriate and presented during post-inspection.* In order to receive a security/cleaning deposit refund, the renter must do the following:

- Leave the Recreation Center and surrounding area in the condition it was found. Nothing can be left on the premises overnight. The renter may not come in early the next morning for clean-up.
- Sweep and mop the floor of indoor facilities.
- Bring rags and cleansers to clean tables.
- Put away all tables and chairs.

#### **Initial \_\_\_\_\_ Equipment/Amenities**

AV and PA equipment available upon request.

**Initial \_\_\_\_\_ Insurance Requirements**

Certificate of Insurance for COMPREHENSIVE GENERAL or COMPREHENSIVE PERSONAL LIABILITY coverage for a minimum of \$1,000,000. This can normally be obtained from the renter's insurance agent. The following statement must appear on the certificate: **"Additional Insured Endorsement names the City of West Sacramento, its officers, officials, employees, and volunteers as additional insureds"**. Also include facility name and date of event.

**Initial \_\_\_\_\_ City Staff**

A City facility attendant will be present in the building the entire duration of your event. The facility attendant will unlock the rooms for the renter. Any directions or instructions from that facility attendant are to be followed for the safety and security of the building and all its users. Please report any safety issues immediately to that person. The facility attendant has the authorization to stop or modify the event if deemed necessary or if the application information is found to be false.

**Initial \_\_\_\_\_ Security**

The City reserves the right to require security and/or attendant service at any events. Any cost associated with this is the renter's responsibility.

**Initial \_\_\_\_\_ Rental Fees** must be paid at least 48 hours prior to event; failure to do so may result in cancellation of any scheduled event.

**Initial \_\_\_\_\_ Insurance** certificate must be provided at least two (2) weeks prior to event, failure to do so may result in cancellation of any scheduled event.

***Please contact Ana Almejo with any questions at (916) 617-4770 or email [anaa@cityofwestsacramento.org](mailto:anaa@cityofwestsacramento.org)***

**Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_