# COMMUNITY CENTER
## FEE SCHEDULE & FACILITY USER REGULATIONS

<table>
<thead>
<tr>
<th>FEE SCHEDULE</th>
<th>NON PROFIT/GOVERNMENT</th>
<th>PRIVATE PARTY</th>
<th>HOURS</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Security Deposit</strong></td>
<td>$250.00</td>
<td>$500.00</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td><strong>Hourly Room Rental</strong></td>
<td>$20.00</td>
<td>$50.00</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td><strong>Facility Attendant per/hr</strong></td>
<td>$25.00</td>
<td>$25.00</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td><strong>Security per/hr 4 hr minimum</strong></td>
<td>$25.00</td>
<td>$25.00</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td><strong>Event Cleaning Fee</strong></td>
<td>$126.00</td>
<td>$126.00</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td></td>
<td>or up to actual costs if necessary</td>
<td>or up to actual costs if additional cleaning necessary</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IT Staff</strong></td>
<td>$31.00</td>
<td>$31.00</td>
<td>x</td>
<td>=</td>
</tr>
</tbody>
</table>

SECURITY DEPOSIT DUE WITH APPLICATION TO RESERVE FACILITY TOTAL RENTAL FEES DUE 30 DAYS PRIOR TO RESERVATION DATE

### Final Checklist

<table>
<thead>
<tr>
<th>Items Due to Finalize Reservation</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Security Deposit Paid</strong> (Due to reserve)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rental Fees Paid</strong> (30 Days prior to event)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Insurance Certificate</strong> (Due prior to event)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ABC Permit</strong>- Due (30 Days prior to event)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Event Permit</strong> (Due prior to event)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 1. RESERVATIONS:

- Reservations for use of the facilities must be made in person and approved by the City Parks & Recreation Department. Reservations can be made Monday through Friday from 8:00 a.m. to 4:00 p.m. Please call prior to coming in so that we may assure that a staff member is available to speak with you.
- Reservations will be accepted as early as one year prior to the requested date of usage and **not less than 60 days** prior to the event.
- Consecutive day use is limited to two (2) days. Additional consecutive days will require City Manager Office approval.

Any re-accruing rental for any amount of time will require pre-approval from the City.
Manager’s Office.

• The rental contract must be signed by a responsible adult, 21 years of age or older.

• The insurance that is required for the rental must be in the name of the person who has signed the Rental contract.

• All groups, organizations, and individuals who sign a contract to rent the facility shall agree to indemnify and hold harmless the City, its elected and appointed boards, commissions, officers, agents and employees harmless from any liability for damages and claims for damages or personal injury, as well as for claims for property damage and/or loss, including personal property, which might arise from the use of the Galleria. **Users shall sign a waiver of liability at the time the contract is signed.**

• A deposit of $500.00 ($250.00 for non-profit and Governmental agencies) is required to reserve the room(s). The balance (i.e., outstanding rental, staff, security charges) are due and payable **no less than thirty days (30) prior** to the event. **All fees must be paid thirty days prior to the date of the event, or the function will be canceled and all fees forfeited.**

  • If you pay your rental deposit with a credit card more than 90 days in advance you will be refunded by check within 2-4 weeks following your rental.

• Storage facilities are not available to users before or after functions. Set up of equipment is allowed only during the hours for which the facility has been reserved.

• Documentation is required for all non-profit rentals.

2. HOURS OF OPERATION:

• Community Center is available for use (including setup and cleanup) Monday through Sunday, 7:00 a.m. until 11:00 p.m. *subject to availability.

• Although the City offices are normally closed on holidays, reservations may be accepted for those dates. Requests for usage on City-recognized holidays are subject to 200 percent of regular fees. Contracts for these days shall be approved only if adequate staffing can be arranged.

• A City representative shall be available at all times. The representative has authority to enforce all rules governing the facility.

3. GENERAL:

• The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function.

• Fights, vandalism, or destructive behavior are grounds for immediate cancellation of the contract (and all future contracts). The party will be asked to leave the facility immediately. No refund will be issued.

• If intentionally misleading information is provided by the user in the contract or through any other means regarding the nature of the event or the number of participants, the City will immediately cancel the contract and all fees will be forfeited.

• Persons responsible for decorating or preparing rooms for scheduled events will not be permitted in the rooms until the time specified on the contract as the start of the rental period. The applicant or
specified responsible party should arrive at the time designated on the contract.

• There is no refund on unused reservation time or equipment.

• The City requires security to be on site for all function that take place after 5:00 pm, Monday thru Friday and at all times on Saturday and Sunday. All security fees will be paid by renter.

• The City is not responsible for any property lost or stolen during an event, or any items left behind.

• Applicants will be billed additional charges for unsatisfactory clean-up or damages, and/or when the event or activity exceeds the specified time.

4. EQUIPMENT:

Available to renter:

**Community Center:**

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge Room</td>
<td>40</td>
</tr>
<tr>
<td>River Room</td>
<td>35</td>
</tr>
<tr>
<td>Community Room</td>
<td>125</td>
</tr>
</tbody>
</table>

Renter is responsible for set up and breakdown of chairs and tables.

**Tables:**

- 34 - 6’ rectangular tables
  - seat 4 comfortably

- 15 – 72" round tables
  - seat 8 comfortably

**Chairs:**

- 300 black plastic chairs

**Kitchen Equipment Inventory:**

- Double wide refrigerator, ice machine, microwave oven, small convection oven, large sink, garbage disposal, warming rack, hand washing station, counter prep space, trash and recycling cans

**Audio video**

<table>
<thead>
<tr>
<th>Room</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge Room</td>
<td>Audio only (available if River Room not in use)</td>
</tr>
<tr>
<td>River Room</td>
<td>2- Wireless microphones</td>
</tr>
<tr>
<td></td>
<td>Built in projector and screen</td>
</tr>
<tr>
<td></td>
<td>CD/DVD player</td>
</tr>
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</tbody>
</table>

• Operations and adjustment of all fixed equipment, including lighting, sound, and temperature control systems are the responsibility of the City staff. Users are not to adjust or operate any piece of equipment, and will be held liable for any damage occurring from unauthorized usage.

• *** Under no circumstances shall City-owned equipment be removed from the facility. Users will be liable for the cost of necessary repairs and/or replacement of any equipment lost or
5. DECORATIONS:

- Cellophane tape, adhesives, nails, screws, staples, tacks, or any other devices, which may mar or leave a residue, are prohibited on walls, woodwork, windows, fixtures, furniture and floor. Carpenter and painters tape is acceptable.
- All balloon decorations must be weighed down.
- Exits must remain clear at all times.
- Open flames are prohibited (including but not limited to candles, torches, and hibachis).
- Throwing birdseed, rice, confetti or other similar materials inside or outside the building is prohibited.
- Users must remove all decorations from tables, walls, windows, woodwork, and fixtures prior to leaving the building.
- Users are subject to a charge for decorations that have not been removed from the facility within the time frame stated in this contract. This cost will be taken from the cleaning deposit.
- User must furnish their own decorating supplies (i.e., scissors, helium etc. ladders)

6. CLEANUP:

It is expected that the renter of the facility will return the facility in the same condition it was received and is responsible for all cleaning duties including sweeping, mopping, and vacuuming all the floors as well as cleaning the bathrooms of any debris on the floor and counter as well as ensuring all trash items are properly disposed of.

- The City does offer a cleaning service that will take care of all cleaning responsibilities mentioned above. Renter must still make sure all trash is inside the trash receptacles and that all the tables and chairs are put away. The service must be arranged at least one week prior to the rental and the fee will come out of the security deposit. Please arrange service with Parks and Recreation rental staff.
  - If your event has over 75 people in attendance and is serving food and/or alcohol you will be required to pay for the Event cleaning service. Self-cleaning will not be an option. This is not negotiable.

IF YOU ARE ABLE TO CLEAN UP THE FACILITY YOURSELF PLEASE READ THE FOLLOWING

- Time for cleanup must be included in the hours specified in the contract. Users will be billed for staff and facility rental for cleanup extending past the ending time specified in the contract. No event may go past 12 midnight.
- All spills must be mopped up. Cleaning supplies are available in the kitchen area.
- All soiled tables and chairs must be wiped down.
- All bathrooms must be cleared of paper products on the floor and sinks. Counters will be wiped.
• The City supports a comprehensive recycling program that includes paper, bottles, cans, and cardboard. All recyclables should be kept separate from trash and placed in designated receptacle. All trash and recyclables must be picked up from the room, lobby, and parking lot and placed in outdoor receptacles located at the west end of the parking lot.

• All or a portion of the cleaning/damage deposit will be withheld if the facility is not adequately cleaned, or if damage occurs.

7. CHANGES, CANCELLATIONS, RESCHEDULING AND REFUNDS:

• Changes to contract, such as the nature of the event or the number of participants, shall be made to the City’s Parks & Recreation Department, in writing, not less than 30 days prior to the scheduled event. Changes must be approved and if necessary, fees will be adjusted. The city reserves the right to deny changes.

• Cancellation of the event must be submitted in writing and is subject to the following fees:
  - 60 or more days prior to event – Full refund, minus a $50 processing fee
  - 30-59 days prior to event – 50% of required deposit, minus $50 processing fee
  - 0-29 days prior to event – Full deposit forfeited

• Users should receive a refund check within 30 days.

8. ALCOHOLIC BEVERAGES:

• Sales and consumption of alcoholic beverages is prohibited within the facility without specific written permission.

To obtain permission the following forms are required:

Special Event Permit
ABC- Special Daily License
Alcohol Declaration Form
Insurance with proper alcohol coverage

Once all the forms above are submitted and signed off on the City will authorize alcohol on site during the rental.

Special Event Permit
FORM: http://www.cityofwestsacramento.org/city/depts/police/special_events/default.asp
Contact Ana Padilla at 916-617-4620 or at City Hall 1110 West Capitol ave, West Sacramento

ABC Special Daily License
FORM- http://www.abc.ca.gov/FORMS/ABC221-2010.pdf
WEBSITE- http://www.abc.ca.gov/forms/PDFlist.html

Local ABC Office- 2400 Del Paso Road, Suite 155
Sacramento, CA 95834
(916) 419-1319
It is the permit holder’s (renter’s) responsibility to comply with the Alcoholic Beverage Control (ABC) Board regulations. Failure to comply with ABC regulations will result in the immediate cancellation of the contract, and/or termination of the event.

City staff reserves the right to limit the amount of alcohol allowed on the premises.

The individual or group reserving the Galleria assumes full responsibility for the conduct of the guests at the function.

Security officers and City staff are required at all event. Security is arranged by the City, and charges paid by the user at the time the contract is signed or thirty (30) days prior to function date.

Users who charge a fee for alcohol must obtain approval from the West Sacramento Police Department at 550 Jefferson Blvd. West Sacramento, CA 95605, signed by the Chief of Police or his/her designee. A copy of the sales permit (license) must be on file at the City’s Parks & Recreation Office no less than ten (10) working days and no more than thirty (30) days prior to the event. The license must be posted on-site during the event. All license fees are the responsibility of the user.

9. LIABILITY AND LIABILITY INSURANCE:

Lessees shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the Lessee’s operation and use of the leased premises. The cost of such insurance shall be borne by the lessee.

The options for providing liability insurance are as follows:

- You may provide your own insurance through your insurance agency.
- The City has a contact that may be able to sell you a one-day special event policy. Information will be forwarded to the company if you wish a quote from them. This policy may be paid for in the Parks and Recreation office.
- If verification of your own insurance is not received, your event will be canceled. The City will provide contact information for coverage the event the individual does not have access.

Minimum Limits of Insurance – Lessee shall maintain limits no less than:

- General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence
Deductibles and Self-Insured Retentions – Any deductibles or Self-insured retentions must be declared to and approved by the City.

Lessee shall provide a certificate of insurance with an attached endorsement to contain the following as additional insured. “The City of West Sacramento, its, officers, elected officials, employees, agents and volunteers.”

The certificate of insurance must include:
- Applicant's name
- Amount of coverage
- Location and date(s) the event is being held.

• The general liability policy is to contain, or be endorsed to contain, the following provisions:

- The City, its officers, officials, employees, agents and volunteers are to be covered as additional insured as respects:
  Liability arising out of activities performed by or on behalf of the Lessee; from or in connection with the Lessee’s operation and use of the leased premises, premises owned, occupied or used by the Lessee. The coverage shall contain no special limitations of the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.

- The Lessee's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Lessee’s insurance and shall not contribute with it.

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled except after thirty (30) days' prior written notice has been given to the entity.

- Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

- Lessee shall furnish the City with certificates of insurance and original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City not less than thirty (30) days prior to use of the facility.

Alcoholic beverages require additional insurance unless provided and served by a licensed caterer. The caterer's insurance will be considered adequate if the amount of coverage is sufficient and there is a rider specifying the date(s) and location of the event being covered.

The caterer’s insurance only covers the alcohol beverages, not the facility.

I have read the Facility User Regulations above and understand that I am responsible for ensuring that my event falls within them.
Primary Rental Contact Signature

Date