



West Sacramento Community Center Rental Application & Guidelines



Facility Rental Handbook
City of West Sacramento
Parks & Recreation Department
Updated: 02/20/26

City Facility/Park Reservation Application



Applicant Name: _____ **Date:** _____
Address: _____ **City:** _____ **Zip:** _____
Phone: _____ **Cell:** _____
Email: _____

Facility/Park Requested: _____
Facility/Park Name: _____ Date of Event: _____
<u>Reservation must include time for set-up and take-down/clean-up.</u>
Time of Event: _____ am pm to _____ am pm
Reservation Time Requested: _____ am pm to _____ am pm

Type of Event: _____

Number of Attendees: _____ **Time Guests will arrive:** _____

Will your event have alcohol? No Yes

Primary Contact Person:

Name: _____
Address: _____ **City:** _____ **Zip:** _____
Phone: _____ **Cell:** _____
Email: _____

Secondary Contact Person: *(This person will be contacted if the primary contact person is unavailable)*

Name: _____
Address: _____ **City:** _____ **Zip:** _____
Phone: _____ **Cell:** _____
Email: _____

Please describe in detail what activities will occur at this event.

Permits Information

Will you be having any of the items listed below at your event? If so, you may be required to obtain a Special Event Permit or other required permits.

(Please circle Yes or No to any items below for your event)

- | | | |
|--|----|-----|
| 1. Do you plan to have alcohol at this event? | NO | YES |
| 2. Do you intend to sell alcohol at this event?
If alcohol is sold, an Alcoholic Beverage Control permit is required. | NO | YES |
| 3. Will admission be charged to attend this event? | NO | YES |
| 4. Will you be selling anything at this event? (i.e. raffle tickets, drinks)
If yes, what will you be selling? | NO | YES |
| 5. How will selling be conducted? (i.e. booths, vendor carts, walking vendors) | | |
| 6. Will food be provided at this event? | NO | YES |
| 7. Will there be amplified sound at your event? | NO | YES |
| 8. Is this a fund-raising event? | NO | YES |
| 9. Will you be using any tent canopies or awnings over 200 square feet? | NO | YES |

Liability Waiver

I, (print name) _____, certify that by affixing my signature hereto that I am an authorized representative of _____, I am over eighteen (18) years of age; and that [on behalf of said organization] I have read and understand the City of West Sacramento recreation facilities' policies, rules and regulations, and above terms and additional conditions, if any, and that I [said organization] shall abide by them; I am fully aware that responsibility for the safety and well-being of all persons who participate or observe in said [organization's] activities is ours; and, I agree that the City of West Sacramento, its City Council, Officers, Agents, and Employees are released, indemnified, and held harmless from any and all claims, causes or action, losses, costs, expenses, damages, or other liabilities for personal injury or death or property by any person or person connected with said activities that may be sustained, caused by or alleged to have been caused by or arising out of the use of the above facility [by said organization.] I further agree that I/said organization will leave said facility in same or better condition in which it is presented to myself/said organization. If the facility is not cleaned or damage occurs, the deposit will be used to restore the facility to the condition in which it was presented to myself/said organization. If damage exceeds the deposit amount, I/said organization will be billed for the remainder.

Applicant Name: _____

Applicant Signature: _____ Date: _____

City of West Sacramento Parks & Recreation signature below indicates approval of application.

City Staff Signature: _____ Date: _____

Phone: _____ Title: _____

Cancellation & Refund Policy

Rental deposits paid with a credit card more than 90 days in advance will be refunded by check within 2-4 weeks following the rental. No Refunds will be issued for events cancelled without a 14-day notice of event cancellation.

Renter's Initials: _____ Date: _____

City of West Sacramento Community Center Rental Guidelines & Information

1. Facility Overview

- **Facility Name:** West Sacramento Community Center – Community, Bridge, River, Skyline and Treetop Rooms and Black Box Theater.
- **Facility Address:** 1075 West Capitol, West Sacramento, CA 95691
- **Primary Contact:** Lucy Ramos
 - Phone: 916-617-5320
 - Email: lucyr@cityofwestsacramento.org
- **Facility Description:**
The Community Center is available for rental year-round and offers six reservable indoor spaces to accommodate a variety of events. The facility is ideal for meetings, trainings, presentations, award ceremonies, receptions, performances, and other special gatherings. The Skyline and Treetop Rooms accommodate up to 20 guests. The Bridge Room accommodates up to 40 guests and the River Room accommodates up to 35 guests. The Community Room accommodates up to 125 guests and includes access to a prep kitchen. The Black Box Theater is available for small concerts, theatrical performances, and similar productions. A separate rental application and approval process is required for the Black Box Theater.
- **Amenities Available:**

Description	Available #	Size	Seating Capacity
Round Tables	15	72 in	8-10 guests
Rectangle Tables	34	30 in x 72 in	6 guests
Chairs	300	Black	

- Trash bags and cleaning supplies included
- Restrooms
- The Community Room’s prep kitchen includes: 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 and video amenities include: two wireless microphones, built in projector, screen, and CD/DVD player (Community Room and River Room), audio only is available in the Bridge Room (if River Room is not in use).

Table coverings are required for all tables and must be provided by the renter.

2. Quick Rental Overview (At-a-Glance)

- **Maximum Capacity:** 125 – Community Room, 40 – Bridge Room, 35 – River Room- Tree Top 20- Skyline-20
- **Rental Areas Available:** Community Room, Bridge Room, River Room, Skyline Room and Treetop Room.
- **Rental Hours:** 7am – 11pm; must include set-up and clean-up in reservation
- **Alcohol Allowed:** Yes
- **Insurance Required:** Yes
- **Refundable Security Deposit:** \$250 – no alcohol, \$500 - alcohol
- **Booking Window:** Rental requests are preferred at least sixty (60) days prior to the event date and may be submitted up to one (1) year in advance. Requests with less than 60 days’ notice will be reviewed on a case-by-case basis and are subject to availability and staffing.
- **Key Deadlines:**

- Application Due: 60 days prior
- Deposit Due: 3 business days from confirmation
- Final Payment Due: 30 days prior
- Insurance Due: 30 days prior
- Permit(s) Due: 30 days prior

3. Reservations and Eligibility

- Rental requests must be submitted and signed by a responsible adult, 21 years of age or older.
- Documentation is required for all government and non-profit rates.
- Consecutive day use is limited to two (2) days. Additional consecutive days will require City Manager Office approval.
- All reoccurring rentals will require pre-approval from the City Manager’s Office.
- A completed rental application and refundable security deposit are required to request a reservation.
- All rental requests are subject to review and approval by the City of West Sacramento.
- Approval is based on facility availability, intended use, staffing, and compliance with City policies.

4. Rates and Fees

Select All that apply:

**Community Room (125 max)
Skyline Room (20 max)**

**Bridge Room (40 max)
Treetop Room (20 max)**

River Room (35 max)

Rental Fees	Resident Rates	Non-Resident Rates	Nonprofit & Gov't Rates
Community Room - Hourly	\$100	\$120	\$80
Bridge Room - Hourly	\$60	\$72	\$48
River Room - Hourly	\$60	\$72	\$48
Bridge & River Room - Hourly	\$90	\$108	\$72
Skyline Room - Hourly	\$60	\$72	\$48
Treetop Room - Hourly	\$60	\$72	\$48
Skyline & Treetop Room - Hourly	\$90	\$108	\$72
Overflow Parking – Per Event	\$60	\$72	\$48
Deposit (<i>Refundable</i>)	\$250 No Alcohol or \$500 With Alcohol		
Event Cleaning Fee	\$185 – <i>required for all events</i>		
Security Fee	\$35 per hour – <i>required for all events after 5pm Monday-Friday and on Saturdays & Sundays</i>		

5. Initials: _____ Rental Time, Access, and Inspections

- Rental time includes **setup, event time, and cleanup.**

- Rentals may begin no earlier than **7am** and must end by **11pm**. Access will not be granted prior to the setup time approved by the City. Cleanup must be completed by 12am.
- One (1) hour of cleanup time is required and must be included in the reservation. Failure to reserve required cleanup time does not extend access beyond the reserved end time.
- A City facility attendant will conduct a **pre-event and post-event inspection**.
- Failure to return the facility to its original condition may result in partial or full forfeiture of the security deposit.

6. Initials: _____ Setup, Decorations, and Cleanup

Setup & Breakdown

- Renters are responsible for all setup and breakdown of tables, chairs, and decorations.
- Table coverings are required for all tables used during the rental and must be supplied by the renter.
- Refunds are not available for unused time or equipment.
- Exits must remain clear at all times.

Decorations

Permitted:

- Decorations secured with painter's or carpenter's tape only
- Fully enclosed candles (LED candles are strongly encouraged; birthday candles permitted)
- Flowers and balloons, balloons must be weighted down
- String lights installed along patio railings only
- Chafing dishes and crockpots
- Heaters with prior City authorization

Not Permitted:

- Clear tape, Scotch tape, duct tape, or any adhesive other than painter's/carpenter's tape
- Nails, staples, tacks, or fasteners that may cause damage
- Open flames, torches, hibachis, or similar devices
- Confetti, glitter, rice, birdseed, hay, or similar materials

All decorations and materials must be fully removed by the end of the rental period. Walls, pillars, railings, and all surfaces must be left free of tape, adhesive, residue, or damage. Failure to comply may result in additional cleaning or damage fees and/or forfeiture of all or a portion of the rental deposit.

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 damaged while in their care and control

Bounce Houses and Other Attractions

Bounce houses and similar attractions are not permitted in or around The Community Center facility.

Cleanup Requirements

To receive a full deposit refund, renters must:

- Remove all personal items and rental equipment
- Bag and dispose of all trash and recyclables in designated receptacles, all recyclables should be kept separate from trash and placed in designated receptacles
- Wipe down tables and return tables and chairs to designated storage areas
- Cleaning service: The Community Center requests a cleaning service to take care of all cleaning responsibilities at an additional fee

Nothing may be left on-site overnight. The City is not responsible for lost or stolen items.

7. Initials: _____ Permits, Alcohol, and Insurance

Special Event Permits

Special Event Permits may be required and must be submitted at least **30** days prior to the event. A permit is required for events (but not limited to) with any of the following conditions:

- Alcohol will be served or sold
- Street or sidewalk closure is required
- Traffic control is needed
- Amplified or elevated sound is involved
- Tent canopies or awnings over 400 square feet will be used
- Temporary structures, i.e., stages will be constructed
- Armed security will be present
- There will be more than 100 attendees

Alcohol Policy

- Alcohol is **allowed** at this facility.
- When alcohol is sold, an Alcoholic Beverage Control (ABC) permit is required and must be obtained by the renter. Additional security deposits and staffing may apply.
- **Non-Alcoholic Event Policy:** If your event is classified as non-alcoholic, no alcohol may be brought into the facility by you or your guests. Violation of this policy will result in full deposit forfeiture and possible event cancellation.

Insurance Requirements

- A Certificate of Insurance with a minimum of \$1,000,000 in General Liability coverage is required.
- The certificate must name the **City of West Sacramento, its officers, officials, employees, and volunteers** as additional insureds.
- Host Liquor Liability coverage is required when alcohol is served.
- Insurance documentation must be submitted at least **30** days prior to the event.

8. Initials: _____ City Staff, Security, and Enforcement

- A City facility attendant will be present for the duration of the reservation.
- All instructions provided by City staff must be followed.
- The City requires security to be on site for all functions that take place after 5pm, Monday - Friday and at all times on Saturday and Sunday. All security fees will be paid by renter.
- City staff have the authority to modify or terminate an event due to safety concerns or policy violations.

9. Initials: _____ Guest Conduct and Use Restrictions

- Renters are responsible for the conduct and supervision of all guests.
- Use is restricted to approved areas, times, and activities.
- Smoking and vaping are prohibited in all City facilities, parks, recreation areas, parking lots, and within 20 feet of public transportation shelters.
- Charging admission or selling food, beverages, or merchandise requires prior approval and additional permits.
- 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.

10. Initials: _____ Music and Amplified Sound

- Amplified sound requires a separate Special Event Permit and is not included in a standard facility reservation. Approval must be obtained prior to the event.
- City staff will monitor speaker placement and sound levels throughout the rental period and may require adjustments as necessary to ensure compliance. Failure to comply may result in sound being discontinued and/or forfeiture of all or a portion of the rental deposit.

11. Initials: _____ Parking and Access

- Parking is available on a first-come, first-served basis.
- Additional parking locations and restrictions: **Additional parking lot is available for an extra fee.**
- Parking in restricted or emergency access areas is prohibited and may result in individual fines or removal of the vehicle.

12. Initials: _____ Accessibility and ADA Accommodations

- This facility is ADA accessible.
- Requests for reasonable accommodations should be made at least **30** days prior to the event.
- For ADA-related questions, please contact: rentals@cityofwestsacramento.org

13. Initials: _____ Weather and Facility Disclaimer

This facility may be located within a park setting. The City cannot control weather conditions or outdoor environmental factors such as wind, dust, leaves, insects, or noise. Refunds will not be issued due to inclement weather or environmental conditions.

14. Initials: _____ Changes, Cancellations, and Refunds

Contract Changes

- Any requested changes, including rescheduling, to the Rental Agreement must be submitted in writing at least 30 days prior to the scheduled event date.
- All changes are subject to City approval.
- Additional fees may apply based on the requested changes.
- The City reserves the right to deny any requested modification.

Cancellations

- All cancellation requests must be submitted in writing and are subject to the following schedule:
 - **60 or more days prior to the event:** Full refund, minus a \$50 administrative processing fee.
 - **30–59 days prior to the event:** 50% of the required deposit refunded, minus a \$50 administrative processing fee.
 - **0–29 days prior to the event:** Full deposit forfeited.
- Cancellation timelines are calculated based on the date written notice is received by the Parks & Recreation Department.

Refund Processing

- Approved refunds will be issued within three days of the conclusion of your event.
- Payment received by check will be refunded within 4-6 weeks.

15. Acknowledgment and Signature

I have read, understand, and agree to comply with all Facility Rental Guidelines and City policies.

ALL RESERVATIONS REQUESTS ARE SUBJECT TO REVIEW AND APPROVAL.

Applicant Name: _____

Signature: _____ **Date:** _____