

CITRUS HEIGHTS COMMUNITY CENTER RENTAL POLICIES AND GENERAL INFORMATION

I. GENERAL RENTAL INFORMATION

1) Reservations are taken at the Citrus Heights Community Center, 6300 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-5400, Monday – Friday 8:00 a.m. – 4:00 p.m. Inquiries may be made in person, by telephone or visit us on the web at www.citrusheights.net. Telephone inquiries are not considered confirmed reservations.

Reservations are accepted on a first come, first served basis, up to (1) one year in advance of the rental date.

2) You may tour the Citrus Heights Community Center during hours of operation, provided that an event is not in progress and a staff member is available. To talk with a staff member regarding your event plans, or to schedule a tour, please call (916) 727-5400 to make an appointment.

3) Rental times are Monday through Thursday 6:00 a.m. – 11:00 p.m., Friday through Sunday 6:00 a.m. – 12:00 a.m. (midnight).

4) **Rental times must include ALL set-up and take-down/clean up time.**

5) **Insurance is required for all rentals.** (Item V #1 for details) Due 30 days prior to event.

6) **To secure your reservation, a Booking/Cleaning & Damage Deposit is required.**
Please see Item II below for details.

7) **All rental fees are due sixty (60) days before your rental date.**

8) Renter must be at 21 years of age to rent the Community Center. Rental permits for groups of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract. An 8:1 ratio of youth to adult chaperones is required at all times. A youth is an individual under the age of eighteen (18).

9) Renter is required to check-in and check-out with Citrus Heights Community Center Staff. **Failure to check-in and check-out with Staff will result in forfeiture of Renter's Deposit.**

II. BOOKING/CLEANING & DAMAGE DEPOSIT

1) A **Deposit** is required for all facility rentals. This amount is dependent on room rental and type of event. Funds are deposited and will be returned (if no damages or violations occur) within 30 days after the event date. If your event requires:

- a. Cleaning beyond the normal Community Center maintenance, such as carpet stain(s);
- b. Repairs or replacement due to structural or equipment damage;
- c. Fire Department response due to false alarm or exceeding capacity of the building per the Fire Code; or

- d. Police Department response for failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance or any laws related to disturbing the peace.

The Deposit will be used to pay for the additional fees. If fees exceed the amount of the Deposit, renter will be required to pay the additional amount within forty-five (45) days of the event.

2) Facility inspections are conducted immediately following events by the Community Center Staff to determine the condition of the facility, including the assembly areas, restrooms and kitchen. If all clean up requirements are met, no damage has occurred, and the rental time was not exceeded, staff will recommend that your *Booking/Cleaning & Damage Deposit* be refunded.

3) The City reserves the right to retain the entire Deposit if the applicant has made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

III. RENTAL FEES/POLICIES

1) **Resident Rate:** Proof of Citrus Heights residency must be provided by renter at time of booking to receive the resident rate (i.e. Driver's License, Utility Bill).

2) **All rental fees are due sixty (60) days prior to the scheduled event.** Payments may be in the form of a check, cash or credit card (MasterCard or Visa).

3) If renter wishes to change their event date, a fee will be charged. A renter is allowed to change their event date up to 60 days before the event, without their event being subject to cancellation and/or forfeiture of rental fees. Renter will NOT receive a refund if they have changed their rental date and subsequently cancel the event. An event date change request must be submitted in writing.

DATE CHANGE FEES

- a) *With more than 120 days of the original rental dates, the renter will be charged \$50.00.*
- b) *Between 90 and 120 days of the original rental dates, the renter will be charged \$100.00.*
- c) *With less than 90 days of the original rental dates, the renter will be charged \$250.00.*

LATE FEES

4) **Rental Fees paid less than sixty (60) days before rental are subject to the following additional charges:**

- a) \$50.00 rental fees paid within 30 - 59 days of the event.
- b) \$100.00 for rental and/or insurance fees paid within 15 - 29 days of the event.
- c) If rental fees and insurance are not paid 14 days prior to the event, the event will be cancelled and the Deposit will be retained by the City.

Renter may add additional hours up to fourteen (14) days before the event by appointment only. Renter is not allowed to reduce hours after rental fees have been paid. ALL Hourly Changes MUST be submitted in writing.

5) Renters who arrive earlier or stay later than the reserved time will be charged for the additional time at a rate of one and a half times the hourly rate.

6) Fees are not refunded for reserved time not used.

7) The City of Citrus Heights and/or the Citrus Heights Police Department reserves the right to cancel any event for violation of any terms and conditions of the Community Center Rental Application.

8) Only the renter(s) whose name is on the rental application may submit changes. Changes must be approved by staff, who will determine if additional fees are necessary.

9) Incomplete, inaccurate or false information by the renter on the rental application or rental contract may result in cancellation of the contract, as well as forfeiture of the Deposit and any fees paid.

10) The City reserves the right to adjust fees at any time.

11) Renter acknowledges that the Community Center may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event that the Community Center should become unavailable due to any such circumstances, the City will refund any fees received from renter. The City shall not be liable for renter's consequential damages, including but not limited to other costs incurred in connection with renter's event, lost profits, and lost opportunity.

12) Renter is entitled to two (2) consultation appointments (in person or via telephone) with Community Center Staff. A \$50.00 fee will be charged for any additional consultations, and which shall be deducted from renter's Deposit.

13) Community Center Staff cannot accept any additional payments for additional options or additional hours, the Renter may request on day of event.

14) Event layouts must be finalized and approved by Renter fifteen (15) days prior to scheduled event date. No day of the event layout changes are permitted.

IV. CANCELLATIONS

1) Cancellation of reservation is subject to the following conditions and fees:

- a. More than 90 days in advance of the scheduled event date, the City will retain a \$150.00 administrative fee from the rental Deposit.
- b. Between 60 – 89 in advance of the scheduled event date, the City will retain 100% of the rental Deposit.
- c. Between 30 – 59 in advance of the scheduled event date, if the balance for rental fees has been paid, the City will retain 100% of the rental fees. If the rental balance has not been paid, the City will retain 100% of the rental Deposit.
- d. Within less than 30 days of the scheduled event date, if the balance for rental fees has been paid, the City will 100% of rental fees and Deposit. If the rental balance has not been paid, the City will retain 100% of the rental Deposit.

2) All cancellations are required to be in writing by the person named on the contract. Written cancellations may be faxed, emailed, mailed or hand delivered.

V. RENTER/RENTAL POLICIES & CONDITIONS

1) For all events held at the Community Center, renters are required to either purchase insurance from the City or add the City as additionally insured to their insurance. If the City of Citrus Heights is being added as additionally insured, the original certificate and Additional Insured Endorsement page must be mailed to: **Risk Management, City of Citrus Heights, 6360 Fountain Square Drive, Citrus Heights, CA 95621.** All persons, groups and organizations shall agree to hold the City of Citrus Heights, its' elective and appointive boards, commissions, agents and employees harmless from any liability for damages and claims for personal injury including death as well as from claims for property damage which might arise from the use of the Community Center or furnishings. Failure to obtain proper insurance can result in cancellation of event and all fees forfeited.

Please see staff for sample Insurance Certificate and Additional Insured Endorsement.

- 2) **The person in charge of the event must be available** to the Community Center staff the entire time, and is required to check in before the event and check out with Community Center staff before leaving.
- 3) If the renter is using **Vendors (DJ, Caterer, Businesses, etc.)** at the event, the Community Center staff must be notified 30 days prior to the event. Rental with vendors may require additional insurance.
- 4) When selling alcohol, renter is required to provide all necessary permits from the California Department of Alcohol Beverage Control (ABC) **30 days** before the event, as well as purchasing additional insurance. Renter is responsible for securing all required **permits** and shall present copies of permits to the Community Center staff **30 days** prior to rental date (i.e. ABC Permit, Fire Permit)
- 5) Rentals serving any type of alcohol must have uniformed security present during the entire event. Uniformed security services for the Community Center are exclusively provided by the Citrus Heights Police Department at a rate of \$78.00 per hour per "Uniformed Security." Uniformed security is required to be on site while alcohol is available for consumption until the end of the rental period. (An 8 hour function will generally need security for 5 hours.) Community Center Staff reserve the right to require Uniformed Security depending upon the length and type of function.
- a. 100-299 people = 1 officer
 - b. 300-499 people = 2 officers
 - c. 500+ people = 3 officers
- 6) Social rentals with no alcohol present with attendance over 300 people will be required to pay for Uniformed Security.
- a. over 300 people = 1 officer
 - b. over 500 people = 2 officers

7) Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by individuals under the age of twenty-one (21). **Alcohol is to be consumed only in the room(s) rented. Serving alcohol must cease one (1) hour prior to the end of contracted hours.**

8) Renter is responsible for any of their guests that bring alcohol into the facility without obtaining the proper insurance and security requirements for alcohol. Events may immediately be cancelled if alcohol is consumed without meeting the requirements of the ABC permit(s) insurance policies and or Uniformed Security.

9) Event guests are to remain in the room(s) rented. Excessive gathering in the main lobby, bathrooms, and hallways will result in the loss of your Deposit and any other fees paid.

10) Subleasing is not allowed. Subleasing the Community Center will result in termination of the rental agreement and forfeiture of the Deposit and any other fees paid.

11) The Citrus Heights Police Department and/or Community Center staff may, at any time, instruct renter to turn music down or discontinue the music due to abuse of the noise permit rules and regulations. See Citrus Heights Municipal Code, Section 9.24.130 regarding sound limits for events on public property. Music must cease one (1) hour prior to end of contract.

12) Number of people attending the event may not be more than 10% of the number listed by renter on the Community Center Rental Application. If number attending increases by more than 10%, the renter will be charged a \$50 fee and be subject to and additional insurance requirements.

13) **Approved Caterers/Non-Approved Caterers**

The use of field kitchens on-site are prohibited. The City requires permits and insurance certificates from all caterers that are hired by a rental party.

- a. *Approved* – The City currently maintains an approved caterers list, for which permits and insurance certificates are currently on file with the City. Please ask Community Center staff for a *Caterer List*. Approved caterers may be used at no additional charge to renter.
- b. *Non-Approved* – A caterer not listed on the Approved Caterer List is a “Non-Approved Caterer. A Non-Approved Caterer must add the City as additionally insured to their insurance policy and provide the City with an Additional Insured Endorsement. If the kitchen is rented, the use of a Non-Approved Caterer shall require an additional fee of **\$400.00** with a cleaning deposit of **\$350.00**.

14) Any event that charges an admission fee and/or goods or services are sold must indicate that on their rental application form. Additional requirements will be required prior to rental. The City may request a percentage of the total gross receipts from any ticket sales. (IE: Multiple day business conference, trade show, theater production, concerts. Etc.)

15) **Rental equipment** –Tables, chairs, podiums, white boards, and easels are included in the cost of the rental packages where applicable. Additional equipment not provided by the City of Citrus Heights will have to be rented from an outside source. Equipment cannot be rented without a room rental. All

equipment must remain on the property. Rental items lost or stolen will be the responsibility of the renter. Any additional equipment rented by the renter for an event is the responsibility of the renter and not the City of Citrus Heights. All liability rests with the renter.

ALL AV equipment MUST be setup within the first (1st) hour of the renter's Rental Time. If the equipment is not setup and/or requested by the renter within the 1st hour, the AV equipment setup **IS NOT GUARANTEED.**

16) Any unauthorized use Community Center equipment will result in rental fees automatically being charged to your rental and loss of Deposit.

17) Children twelve years of age and younger are not allowed outside the Community Center without adult supervision. **Failure to supervise children may result in forfeiture of Deposit.**

18) **Smoking is prohibited inside the building and on the grounds of the Community Center.**

19) Fire Code does not permit open flame devices except those needed for food preparation (flame for chaffing dishes). A fire permit MUST be obtained from Sacramento Metro Fire Department for religious ceremonial purposes at least 30 days before the scheduled event. Open flame device(s) for food preparation shall be placed on a non-combustible surface and shall be securely fastened in place to prevent overturning. In addition, open-flame device(s) shall be located away from occupants and away from possible contact with combustible material.

NO SMOKE/FOG MACHINES are ALLOWED. All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.

20) Renter is responsible for all rental guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests are to abide by all Community Center policies and procedures. The City may cancel any event for violations of disturbing the peace laws.

21) Decorations must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape or staples are not permitted. **ONLY painters/masking tape can be used and must be removed immediately after use.** Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside/outside the Community Center. **No candles are allowed.**

22) **Rice, birdseed, confetti, hay, straw, sand, glitter, and other similar items etc. are not permitted.**

23) Parking availability is not guaranteed and may be limited.

24) There is direct access to the kitchen (if kitchen is rented) for unloading. Check with Community Center staff for entrance route.

25) Storage is not available. Any deliveries prior to event or after the event are not permitted and will not be accepted by Community Center staff. All deliveries must be within contracted rental period.

26) Barbecuing requires written pre-approval from the City and is restricted to the East Flex patio only.

- 27) Only Community Center staff are permitted to move the Operable Walls (room dividers). Renter is liable for all damages resulting from violation of this clause.
- 28) The City is not responsible for lost or stolen items and is not be responsible for any items delivered to, or left at the Community Center.
- 29) Sitting or standing on tables is not permitted. Renter will be fully liable for any damaged tables/chairs.
- 30) The Center staff reserves the right to photograph events for promotional purposes.
- 31) Renter assumes full responsibility for the communication to its attendees for events held. The City of Citrus Heights and/or the Citrus Heights Community Center shall not be listed as a contact for the event. If the City of Citrus Heights or the Citrus Heights Community Center's phone number(s) are publicly listed as an event contract by renter, a \$50.00 administration fee shall be deducted from the Deposit.
- 32) **The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.**
- 33) The City, in its reasonable discretion, may terminate any annual rental agreement. In cases of such termination, the renter shall be refunded the full amount of their Deposit (if no damages or violations have occurred) within sixty (60) days. Notice shall be sent to the contact address listed on the rental application.

VI. RENTERS CLEANING RESPONSIBILITIES

The renter is responsible for the following cleaning duties:

- 1) All tables must be clean and cleared of all items; including table linens, dishes, decorations, etc.
- 2) **Vacuuming is not the renter's responsibility** and will be done by the staff. The facility should be relatively free of debris, trash, and spills. If excess trash, debris, spills are left on the floor, the Deposit may be withheld to cover the additional clean-up.
- 3) **ALL TRASH is the responsibility of the renter.** All trash must be placed in receptacles provided. If any trash will not fit in the receptacles during the event, it must be taken out and placed in the trash dumpsters, located behind the building. The Community Center will provide additional trash liners, if needed. Boxes must be broken down before being placed in the dumpster. At the end of your event, all trash **MUST be taken out of Community Center Building and placed in trash dumpsters located behind the building.** Trash is the responsibility of the renter.
- 4) Decorations must be taken down and removed from the Community Center within the rental time.
- 5) See Page 8 of RENTAL POLICIES AND GENERAL INFORMATION for detailed Cleaning Responsibilities.

Citrus Heights Community Center Facility & Grounds Checkout Checklist

Community Hall Checklist:

- Remove Debris from floor
- Remove All Equipment
- Portable Bars: Emptied, Washed, Cleaned Drain Buckets, Sinks Dried.
- Remove Personal Items
- Clean ALL Tables w/ Disinfectant
- Remove All Decorations
- Trash emptied; new liners in cans

Kitchen Checklist:

(Note: If Kitchen is NOT rented, Renter will NOT be able to utilize the kitchen at any time.)

Appliances

- Equipment Turned Off & Cleaned
- Turn off Coffee Maker
- Clean Refrigerators, Freezers & Warming Ovens
- Emptied all grease traps, spill pans/wash w/ dish soap & hot water
- Empty Refrigerators, Freezers and Warming Ovens
- Ice Machine Scoop in Cradle of Ice Machine

Surfaces

- Stainless Steel Surfaces Cleaned: Wash with dish soap & hot water, spray w/ disinfectant and dried w/ clean dry towel.
- Clean all stovetop surfaces (grills, burners & inside oven & racks). Wash with dish soap & hot water.

Dish Station

Note: Kitchen does NOT have garbage disposal in sinks, do not force any food down drain.

- Emptied, rinsed and no food debris in sinks & dish sterilizer. Sinks are washed, sanitized & dried w/ clean dry towel.
- Four (4) Dishwasher Racks in Kitchen

Floor & Misc.

- Floors Swept (under appliances also)
- Mop ALL Floor Surfaces
- Black Mats Washed
- Rinse out mop bucket
- Clean all flood / liquid drains of debris
- Trash emptied; new liners in cans

NOTE: It is strongly recommended that renter notify caterer of kitchen checkout & cleaning requirements. Renter is responsible for **all** kitchen cleaning requirements and failure to follow guidelines listed above **may** result in reduction or forfeit of rental deposit.

Flex Room(s) Checklist and/or Senior Center and/or Patio Checklist:

- Remove Debris from floor
- Return City Equipment to Staff
- Trash emptied; new liners in cans
- Clean ALL Counters w/ Disinfectant
- Remove Personal Items
- Clean ALL Tables w/ Disinfectant
- Empty AND clean Refrigerators
- Clean & dry sinks
- Remove All Decorations

**Retrieve all personal items, decorations & equipment.
City of Citrus Heights **NOT** responsible for items left behind.
Renter will **ONLY** have access to areas listed on their Rental Application.**