

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: INDOOR FACILITY RENTAL
POLICY NUMBER: 6075

6075.1 The intent of this policy is to insure that the Rio Linda Elverta Community Center is used for recreational purposes, in conjunction with District programs. Non-recreational activities are allowed, but are given lower priority. District programs have highest priority.

6075.2 District sponsored programs take priority over other uses. All rental facilities are available on a first come first serve basis. Reservations can be taken up to twelve months in advance for District residents or ten months for non-residents.

6075.3 All permit requirements (insurance certificate, ABC Permit, Security contract etc.) must be met not later than ten (10) days prior to event date. Allow three days for confirmation and approval of rental request.

6075.4 Reservations

6075.4.1 Renter must be twenty one (21) years of age.

6075.4.2 Applications will be accepted on first come first serve basis.

6075.4.3 Residents can submit applications one year in advance of their scheduled activity. Residents must provide verification of address.

6075.4.4 A \$100.00 reservation deposit is required to secure the reservation and is applied to the rental fee.

6075.5 Cancellations

6075.5.1 A \$30.00 administrative fee is charged in the event a cancellation occurs 31 days or more of scheduled event. If cancelled 30 days or less of scheduled event the \$100.00 deposit is retained by District.

6075.5.2 A late fee of \$50.00 will be assessed when fees are not paid in total within thirty (30) days of rental date(s).

6075.6 Cleaning Deposit

6075.6.1 Cleaning deposit shall be required for all reservations, payable at the time of reservation. The cleaning deposit is separate from the rental fee and cannot be applied to rent. Deposit is refundable provided the facility is returned in the same condition in which it was found and all hours occupied have been pre-paid. Any part of the cleaning deposit can be withheld for 1) damages to the

building, furnishings or grounds; 2) facility left in unclean condition; 3) missing equipment or furnishings; 4) occupation beyond pre-paid reserved hours; or 5) cancellation of reservation within sixty (60) days of event. Deposit will be returned no later than thirty (30) days after event if facility is left in same condition as issued.

*******At the discretion of the General Manager, the cleaning deposit may be reduced or waived for low risk activities. District reserves the right to require security services at any event.**

6075.7 Availability

6075.7.1 Facilities shall be closed and not available for rental on the following days; January 1, Thanksgiving Day, and December 25th.

6075.8 Equipment

6075.8.1 Equipment available for rent includes public address system, podium, coffee makers and igloos.

6075.9 Liability Insurance

6075.9.1 Renter shall provide liability insurance in the amount of \$2,000,000 naming the District as additional insured and providing a 30 day notice of cancelation. This insurance can be acquired through the District or your personal insurance carrier. If acquired through District the cost is not refundable. Certificate of insurance shall be provided to District at time of reservation request.

6075.10 General Rules

6075.10.1 Smoking not allowed inside building.

6075.10.2 Facility must be cleaned and vacated by 12:00 midnight. District Administrator may approve activities past midnight at double the hourly rate.

6075.10.3 District staff shall monitor the facility at all times.

6075.10.4 Renter is responsible for set up and removal of all decorations used. The Renter will be responsible for set up and take down of District equipment used.

6075.10.5 District may require renter to provide security personnel. If security personnel are required it will be maintained at a level of 1:100 attendants of the event.

6075.10.6 Renter shall be solely responsible for;

6075.10.6.1 Damage, loss, accidents, or injuries to persons or property resulting from use of District property;

6075.10.6.2 Supervision and control of persons in attendance;

6075.10.6.3 Damage to furniture, fixtures or any part of the facility. Additional charges will be assessed for any damage, repair or cleaning required by the District. Any serious injury or damages incurred on District property shall be reported to staff immediately.

6075.10.7 Renter pays for time spent decorating, band set up and take down, and caterer set up and take down;

6075.10.8 Rental periods are defined in the fee schedule;

6075.10.9 District approved private security is required for all activities serving alcohol during rental event. Cost of private security must be paid with rental fee to secure reservation.

6075.10.10 Music and entertainment must cease one (1) hour prior to the end of event.

6075.10.11 For any event in which alcoholic beverages are sold, the renter is required to notify the Sheriff's Department. In addition, renter must secure an Alcoholic Beverage Control (ABC) Permit and follow all State and local laws regarding sale and consumption of alcohol. Permission to use the facility will not be granted until the ABC permit is received by District. If alcohol is served it is renter's responsibility to insure no one under the age of twenty one (21) is possessing or consuming alcohol. If this occurs the event will be shut down immediately.

6075.10.12 District staff reserves the right to full access to all activities at any time in order to insure that all District rules and regulations, as well as County and State Laws are being observed.

6075.10.13 District reserves the right to cancel or reschedule any reservation to accommodate District activities.

6075.10.14 District reserves the right to suspend any individual or group from using the facilities in the event their behavior is abusive or destructive, or violates any District rules or regulations, without refund of fees previously paid.

6075.10.15 Activities involving persons under the age of twenty one (21) years must be supervised by adults at a ratio of one adult for every 15 minors. A list of chaperons must be submitted to the District at time of reservation, not later than thirty (30) days prior to event.

6075.10.16 Control of lights, heating, and cooling systems and other equipment is the responsibility of District staff. Any requests for adjustments shall be made to the staff member on duty.

6075.11 Setup

6075.11.1 All event equipment must be approved by District two (2) weeks prior to the reservation date. District will determine if additional insurance is needed for equipment items.

6075.11.2 Candles, open flames, and fog/smoke machines are not permitted.

6075.11.3 All District equipment must remain inside the facility and cannot be used outdoors.

6075.11.4 Plans for decorations must be approved by District at least thirty (30) days prior to event. The use of staples, tacks and nails on walls is prohibited. Decorations shall be made of fireproof or fire-retardant materials. At no time shall exits be covered or obstructed.

6075.11.5 Renters are responsible for all persons present during set up and cleanup of event. Use of ladders during rental is at the risk of renter. Renters shall be required to sign District's indemnification clause acknowledging proper use of ladders.

6075.12 Cleaning

6075.12.1 All cleaning must be completed prior to check out time on the same day as the event. Renters are responsible for; 1) Depositing all refuse in District supplied trash bags and deposit those bags in the dumpster located in the Community Center parking lot; 2) wiping clean all tables and chairs, 3) removing all decorations; 4) sweeping floors; 5) clean all kitchen equipment and counters and 6) clean all rented District equipment.

6075.12.2 A cleaning check list will be completed before and after each rental by District staff. The District shall provide the following; trash bags, paper towels, dust mop, wet mop, and vacuum. Renter shall provide cleanser, dish soap, sponges, hand towels and any other materials or supplies needed to restore the facility to pre rental condition.