

PLEASE READ, SIGN, AND RETURN THIS FORM – THANK YOU!

Regulations and Guidelines for Rental Use of the Pacifica Community Center

I. The Parks, Beaches and Recreation Dept. shall provide the following:

- A. Room(s) for the event (as arranged and paid for by renter)
- B. Tables, chairs, recycling bins and trash cans
- C. Non-profit and community groups renters will be responsible for set-up of tables and chairs.
- D. After event, the renter will clean and dismantle tables and chairs and return to storage areas.
- E. Staff shall not be expected to wash dishes or perform any other functions such as serving, clearing or cleaning tables unless so deemed by the Department Director.
- F. Janitor will mop floors and clean restrooms.

II. The renter shall be responsible for the following:

- A. When using kitchen, a kitchen walk-through and signed form is required at least 2 weeks prior to event.
- B. Dinnerware, flatware, glasses, pitchers, serving trays and utensils
- C. Setting tables, silver, floral arrangements, tablecloths
- D. Providing all food service
- E. Removing **all** debris, recyclables, and litter and depositing it in the appropriate receptacles
- F. Cleaning up kitchen, including counters, stove and other equipment if used. The refrigerator is to be left empty.
- G. Sweeping and spot mopping auditorium and kitchen floors
- H. Removing all decorations and depositing in appropriate receptacles
- I. Cleaning chairs and tables as necessary

III. Regulations

- A. All events scheduled in the building on Friday and Saturday nights must end and vacate building by 10:30PM and building. During the week, events must conclude and vacate building by 9:30 PM.
- B. The renter using the building shall be responsible for their guests in the event of any abuse, damage or loss of City/Department property.
- C. Renter shall be required to provide liability insurance if the event will include alcohol and/or dancing. Insurance may be obtained either through the Parks, Beaches and Recreation Dept. or through the renter's own insurance agent.
- D. The Parks, Beaches and Recreation Dept. shall be notified of any reservation cancellation **at least 30** business days in advance of scheduled meeting time. Cancellation fee is \$50 if we are notified 30 business days prior. Cancellations less than 30 business days prior to event will lose their entire security deposit. Cost of rental will be refunded.
- E. Department personnel will be in attendance whenever the Community Center facilities are in use. The Director or authorized representative and any officer of the Pacifica Police and Fire Services Division shall have the right to enter all facilities, at all times during all occupancies.
- F. The Staff on duty are representatives of the Parks, Beaches and Recreation Dept. and are responsible for the enforcement of rules governing the use of facilities. The specific responsibility for conduct of guests/participants rests with the person obtaining the permit.
- G. Department personnel shall have power to stop any permit in violation of their agreement with the City, example: groups without permission to have alcohol in possession of alcohol, should the permit group fail to remove all alcoholic beverages immediately. Event will be stopped by staff with Police Dept. assistance immediately and group dispersed from the building. In such cases, the renter forfeits all fees/deposits.
- H. Any event that runs beyond the reserved hours will be billed at time and one-half the original rate for each additional hour. The amount will be deducted from the deposit.
- I. Throwing rice, birdseed or confetti of any type is prohibited.
- J. Renter is responsible for obtaining department-approved security guards when alcohol is being served. Said security shall remain on duty at the facility during the entire event time, leaving upon departure of the renter. Security guards should be uniformed when possible. Failure to identify the security guards to the Building Supervisor is in violation of this regulation.
- K. Groups selling alcohol must obtain a Dept. of Alcohol Beverage Control one-day license and a copy of the license must be on file with us at least a week before the event. In order to get a license, groups may be required to obtain a one-day seller's permit from the State Board of Equalization. These rules apply if money changes hands in any way.
- L. The service or sale of alcoholic beverages to minors (under 21) shall not be permitted at any time.
- M. Decorations must be fire-retardant and receive Parks, Beaches and Recreation approval prior to installation.

- N. No material shall be attached to curtains, blinds, table tops, ceiling or doors. On walls, use fun tack only (any tape, thumb tacks or staples are prohibited)
- O. Electrical and decorative equipment shall conform to National Electrical Code (NEC) and be approved by the City's building official. Exits shall be kept clear and free of any obstruction. Maximum occupancy as specified by city code shall be enforced.
- P. Only City approved candles or open-flamed devices for centerpieces will be allowed. Only candles, tea lights, etc. in a votive enclosure twice as big as the candle is allowed and must be extinguished prior to leaving the building.
- Q. The Parks, Beaches and Recreation Dept. is not responsible for any equipment, supplies or other articles left on premises following meetings.
- R. Do not drag chairs!
- S. Premises shall be left in the same condition as they are found. Groups will be held responsible for breakage and general cleanup. Cleaning equipment (broom, mop, cleaning solution and sponges) can be provided by Department personnel on duty for use in restoring the facility to an orderly and clean condition. Failure to cleanup will result in amount deducted from security deposit.
- T. Under no circumstances will City equipment be removed from premises.
- U. Arrangements to have flowers, cake, tables, dishes, etc. delivered to the facility being rented should be made during the reserved time only.
- V. A diagram of the room setup must be on file with Parks, Beaches and Recreation 10 working days prior to the event. Floor plans will be emailed with your rental packet. Only one setup diagram per rental period is permitted and must be approved by the Department Director or Recreation Supervisor in charge of the Community Center.
- W. No smoking is allowed in the building at any time or within 20ft of any entrance. Failure to comply with this regulation could result in immediate termination of permit privileges.
- X. No children under 16 allowed in the kitchen.

I have read all of the above information and agree to comply with all regulations as written.

Date

Signature