

CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND RECREATION

E.M. HART SENIOR COMMUNITY CENTER FACILITY RENTAL GUIDE



915 27th Street, Sacramento, CA 95816 Office:
916-808-5462 Fax: 916-808-8253
Cashiering Hours: Monday - Friday 8am - 4:30pm

How Do I Reserve a Room?

Step 1: Check Availability

Call the office at 916-808-5462 OR
Visit the center at 915 27th Street (Between I Street and J Street)

Step 2: Submit Hart Senior Center Rental Application

Applications may be submitted in person, mail, fax or email.
(Attention: Laura Argueta (largueta@cityofsacramento.org))

Step 3: Complete Application Process

- Submit rental deposit(s)
- Submit Photo ID
- All remaining fees and additional documents due 60 days prior to event
- Submit insurance if required*
- Sign contract

THINGS TO CONSIDER

Fees

Deposits are required at the time of booking the reservation. All remaining fees are due 60 days prior to the event. Any payments made less than 30 days of event date, must be paid with a VISA, MasterCard, Discover, cash or cashier check.

Room Rental Rates

Room Rental Rates	Fee
Redwood East and West	\$90.00 per hour
Redwood East	\$50.00 per hour
Redwood West	\$50.00 per hour
Cypress	\$35.00 per hour
Kitchen	\$25.00 flat rate

Room Deposit Rates

Room Deposit Rates	Fee
Redwood East and West	\$350.00 with alcohol \$250.00 without
Redwood East	\$200.00 with alcohol \$100.00 without
Redwood West	\$200.00 with alcohol \$100.00 without
Kitchen	\$75.00

Additional Fees

Fundraising Permit	\$50.00 flat fee
Alcohol Surcharge	\$50.00 flat fee
Security Guard(s)	\$22.00 per hour per guard (4-hour minimum)

Cancellation Policy

All cancellation notifications must be submitted to the Hart Senior Center. Cancellations must be made in writing.

There is a \$25 cancellation fee for all meeting rooms. Cancellations for the Redwood Room made less than 30 days in advance of the event will forfeit all room rental fees. Cancellations made more than 30 days and up to 50 days in advance will be charged a \$350 cancellation fee. Cancellations received 51, or more days in advance of the reservation date will be charged a \$175 cancellation fee.

Refund Policy

Any refunds due will be processed and mailed within 21 business days of the event or cancellations. Payments made by cash or check will be refunded with a check. Refunds on payments made by credit card will be returned to the credit card within 5 to 7 days.

Room Specifications

Redwood East & West

236 Theatre Style
200 with Tables + Chairs

Redwood East

125 Theatre Style
100 with Tables + Chairs

Redwood West

(adjacent to kitchen)
125 Theatre Style
100 w Tables + Chairs

Cypress

45 Theatre Style
30 with Tables + Chairs



THINGS TO CONSIDER

Alcohol

Serving alcohol must be listed on the Facility application. There are additional permits that are required.

An ABC license is required if you are going to sell alcohol at your event. ABC will issue one-day permits to non-profit groups who wish to sell alcohol at fundraisers. Approval for the permit must be granted by the City of Sacramento Police Department prior to going to ABC. ABC will not issue permits to private citizens or groups. A caterer with a liquor license may serve alcoholic beverages at events held by private citizens or groups where there is monetary exchange.

Alcohol may be consumed without an ABC license when there is no monetary exchange for the beverage.

Insurance

Liability Insurance in the amount of \$1 million is required for events that have 50 or more persons or when alcohol is served.

A certificate of insurance must be filed with the Permit Office 10 days before the event. The City of Sacramento requires all certificates of insurance to be submitted on a standard ACORD form.

The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" as additionally insured must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011. If alcohol will be served, a liquor liability endorsement is required.

If you do not have insurance, the City of Sacramento's insurance broker can place coverage for most events at reasonable rates. For more information, please contact Risk Management at (916) 808-5556.

Security

Security services are required for any activity that will be attended by 75 or more people, or any time alcohol is present. The City requires one security guard per 75 guest or portion thereof.

Security will arrive a half hour before your activity start time and stay a half hour after your guest depart. There is a four hour minimum requirement for security. In some cases, the hiring of officers from the Sacramento Police Department may be required in order to complete your reservation.

City Staff

A building monitor will be on duty for the duration of your event. The building monitor will open the facility, and provide information and direction. The monitor will not be available to serve, decorate, or be involved in the event. The building monitor is authorized to enforce all facility use rules and regulations.

Cleanup/Deposits

The renting party is responsible for the following cleaning duties:

- u Tables must be cleared of all items such as table linens, dishes, decorations, etc.
- u Trash must be placed in receptacles provided. If trash will not fit in the receptacles, such as boxes or other large items, it must be taken out to the 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.
- u All decorations must be taken down and removed from the Center. The kitchen area must be thoroughly cleaned and returned to their original level of cleanliness. This includes all work areas, ovens, stoves, refrigerators, sinks, and floors.

Sweeping and mopping of the floor is not the renter's responsibility. However, the facility should be relatively free of debris and spills. If excess trash, food, or spills are left on the floor, the security deposit will be withheld to cover the cost of the extra clean up.

Decorations / Setup Time

The use of nails, tacks, scotch tape, staples, pins, etc, are not permitted. Masking tape may be used, but must be removed after use. Decorations, and or any type of wire or cord may not be hung, tied, or draped on any light fixture inside or outside the facility. All decorations must be taken down and removed from the facility immediately after an event. The use of glitter, metallic confetti, rice, and birdseed is not permitted.

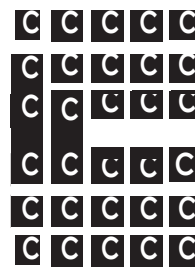
Candles or open flames are not permitted in City facilities.

The rental time must include all the time necessary for decoration and clean up.

Tables and Chairs

Tables and chairs are provided, and will be set up and taken down by Community Center staff. Set up diagrams must be submitted at least two (2) weeks prior to the event. Tables and chairs are not to be taken outside.

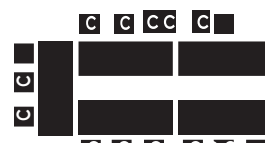
Table Set Up Options



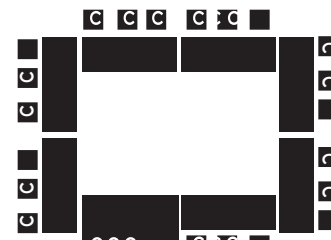
Theatre Style



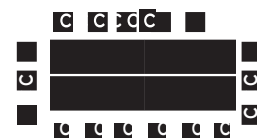
T Shape



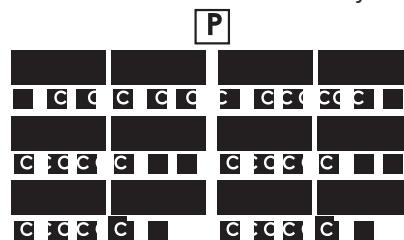
Horseshoe Style



Hollow Square



Conference Style



Regular Classroom



Chevron Reception

C Chair **P** Podium

Visit us online @

<http://portal.cityofsacramento.org/hartcenter>



www.facebook.com/hartseniorcenter

Contract Number _____

City of Sacramento Application for Facility Use

Ethel MacLeod Hart Senior Center
915 27th Street, Sacramento, CA 95816

Phone: 916-808-5462 / Fax: 916-808-8253 (Attention: Laura Argueta) / E-mail: largueta@cityofsacramento.org

Applicant(s) Information

Name/Responsible Party			
Organization/Company Name			Is this a company activity? YES <input type="checkbox"/> NO <input type="checkbox"/>
Address			
City, State, ZIP Code			
Driver's License or CA I.D. Number (Copy of I.D. Required)			
Home Phone		Cell Phone:	
Fax Phone		E-Mail:	
		Web Address:	
Alternate Contact Person		Cell Phone:	
Home Phone		E-Mail:	

Activity Details

Type of Activity:			
Date(s):	Day of the Week:		
Set-up Time:	Break Down Time:		
Activity Start Time:	Activity End Time:		
Rental Room(s)	Room(s) Name:		
Maximum Attendance	Adults:	Youth:	Total:
Will you need the use of a Kitchen?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Will you need City equipment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type of equipment:
Will you be bringing any equipment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type of equipment:
Is this activity a fundraiser?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will alcohol be present?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will food be at your activity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will money be charged or exchanged?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will there be amplified sound?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain and identify hours of use:
Will your event include entertainment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Will your activity be open to the public?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:

Rules and Regulations

Initial ____ I have received a guideline on building usage and all of the policies and procedures of facility rentals and usage.

Initial ____ In case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

Initial ____ Reservations may be made a maximum of one (1) year in advance and must be made a minimum of thirty (30) business days in advance.

Initial ____ I understand that my rental time is inclusive to set-up and clean-up time and will not gain access to my facility rental before said time on contract. Bring your Facility Use/Event Permit and contract to the facility with you on the day of your reservation.

Initial ____ I hereby attest that the information contained in this application is true and correct. **I understand that this is only an application and not a guarantee an activity will be allowed to commence.** If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease. In addition, violations of above said will result in the forfeiting of all deposits and fees.

Initial ____ For each fee based reservation that is cancelled a \$25 administrative fee will be assessed. If the cancellation is made later than thirty (30) days before the event date the entire fee is non-refundable and the damage deposits will be refunded less the \$25 administrative fee. Cancellation for the Redwood Room made more than 30 days and up to 50 days in advance will be charged a \$350 cancellation fee. Cancellations received 51, or more days in advance of the reservation date will be charged a \$175 cancellation fee. Contract will be issued at the time of payment. Final date for full payment of reservation will be 60 days prior to reservation date. Any payments made less than sixty (60) days prior to the reservation date must be paid with a MasterCard, Visa, cash or cashier's check. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing by the responsible party listed on the "Application for Facility Use." **Cleaning/damage deposits and refunds will be processed within 21 business days after the event is cancelled or event provide that the building is cleaned, repaired and restored to its condition immediately following the event.**

Initial ____ I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse City reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application or reservation.

Initial ____ "The Responsible Party agrees to fully indemnify, defend, and save harmless, the City of Sacramento, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the City of Sacramento's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Sacramento facilities. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial ____ All debris and trash must be bagged and removed from the indoor facility immediately and placed by the dumpster after the said activity. All expenses will be the responsibility of the applicant. When the applicant uses City receptacles all rights of ownership are forfeited.

Initial ____ I agree to report any discrepancies, complaints, or concerns within 48 hours of facility use. Refund requests other than your deposit will not be returned if the request is made more than 48 hours after your activity. These instances can be reported by telephone at (916) 808-5462, by fax at (916) 264-8253 or through E-mail at sacrecreation@cityofsacramento.org. If you have safety concerns, or on-site problems please contact on-site City employee.

Rules and Regulations

Initial ____ I agree to adhere to seating and standing Fire Code restrictions. Room capacity may be reduced or increased according to your setup instructions. (City staff can assist you with this determination).

Initial ____ Sacramento City Code section 12.72.135 prohibits smoking in all City facilities and City parks.

Initial ____ I agree that I will be responsible for the behavior, actions etc. of all of the attendants at my event/activity.

Initial ____ Amplified sound must be kept at a reasonable decible. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

Initial ____ I understand and agree that alcohol requires insurance and security. If your function does not serve or consume alcohol you are still responsible for all members of your party who may bring their own. I understand that is a misdemeanor to sell or give alcohol to persons under the age of 21. In addition, it is a misdemeanor to sell or furnish alcohol to an intoxicated person.

Initial ____ I agree, for the sale of alcohol at my event a copy of my ABC license will be submitted to the Hart Senior Community Center.

Initial ____ Insurance is required for your activity it must be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011.

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)

Signature:

Date:

Payment Information

Total Amount Due:

Rental Amount:

Deposit Amount:

Cashier Initials:

___ Check or Money Order#

___ Cash

___ Visa

___ MC

___ AMX

___ Discover

Expiration Date:

Authorized Signature:

Refund Information

Name:

Organization/Company Name:

Care of:

Address:

City, State, ZIP Code:

Day/Cell Phone:

Office Use Only

Certificate of Insurance and Endorsement Needed? Yes ___ No ___ Date received _____

Copy of ID? Yes ___ No ___

Room Diagram Received _____

Guards Needed? Yes ___ No ___ Date to request by _____

Payment Received \$ _____ Date _____ Balance \$ _____

Payment Received \$ _____ Date _____ Balance \$ _____ Paid in full? Yes ___ No ___ Date _____

Notes: