

APPLICATION INSTRUCTIONS TO RESERVE
CITY OF SACRAMENTO DEPARTMENT OF PARKS AND RECREATION
INDOOR FACILITIES

Address: Coloma Community Center E-mail: sacrecreation@cityofsacramento.org
4623 T Street
Sacramento, CA 95819
Phone # (916) 808-6060 Fax # (916) 454-3956 www.cityofsacramento.org

The following information is designed to help you through the process for securing a reservation for your event. It is our desire to make this a simple and easy process. Please do not hesitate to ask staff for assistance.

The first step is to complete an **Application for Use**. **All applications for building use will be reviewed by the Building Security Review Committee. The Committee will determine security needs on public safety concerns. This may result in fees added to your reservation.** It is important that you understand that completing an application is not a guarantee that a reservation will be issued/approved for your event. Only when all required items have been completed and approvals granted will the facility be reserved. Larger events may need additional time to determine the additional requirements. **It is important that all fees and any additional requirements such as proof of insurance and setup plans are received by reservation staff no later than 60 days prior to the event.**

It is important that you complete the application as thoroughly as possible. Information left off or omitted from the application makes the process of approving your request very difficult. Any information found to be false, said reservation will be deemed null and void and any activity associated with this reservation will immediately cease.

Upon completion of your application and submission of deposits, we will calculate the amount of fees that will be required. These could range from free usage to several hundred dollars for a larger social event.

All deposits are due at time of reservation with remaining fees due 60 days prior to the event. Room deposits range from \$100 to \$350 depending on your event. Kitchen Deposits range from \$75-\$100.

FULL PAYMENT IS EXPECTED AT THE TIME OF APPLICATION IF THIS EVENT IS LESS THAN 60 DAYS AWAY. Building reservations can be made a maximum of 1 year in advance and a minimum of 14 days in advance. If a reservation is made less than 14 days, we will do our best to process your request, however we cannot guarantee our success. You will be charged late fees of \$2 per day. **Any payments made less than 60 days prior to the reserved date, must be paid with a MasterCard, Visa, cash, or a cashier's check.**

For large rooms and events involving food, dancing and/or alcohol, the deposit on the room (either \$200/\$350) will be due at the time of application. **All remaining fees are due 60 days prior to the event date.**

Any reservation cancellation will result in the City retaining a \$20 processing fee (for each room/item). Cancellations made 30 days or more before the event will be returned 100% of remaining fees. Any cancellations made less than 30 days, the permittee forfeits all fees paid to date. Any refunds due will be processed and mailed within 21 business days of cancellation.

You will receive the following at the time an application is submitted and a deposit is paid on the building space:

- Information on the building use rules;
- A Checklist of any additional requirements that will be needed to complete your application;
- A summary of remaining fees, if any.

Once your application and all fees and any additional requirements have been submitted and all reviews are accomplished, you will receive final approval for use.

Type of Activity and Number in Attendance:

Please describe your activity; dance; child, youth, or adult party; banquet; meeting; show; reception; etcetera fully on the application. The size and type of room depends on the expected number of guests. Also consider room size in relation to your activity. Be sure to include all details of the event.

Designate responsible adult helpers for your event. You are responsible for the behavior, actions, etc of all the people attending your event.

Room Capacities:

Rooms must adhere to seating and standing Fire Code restrictions. Staff can help you with this determination. Room capacity may be reduced or increased according to your setup instructions.

Tables and Chairs:

Facilities are limited to the amount of furniture available at any given time. Tables are 2' by 6' rectangle and can seat 6-8, depending on your set up arrangement. Round tables are available in the Multi-purpose room. Table covering must be used on events with food.

Decorating, Setup Time, and Cleanup Time:

Your facility rental is inclusive. Time for set up tables and cleanup must be included in your reservation and you are charged for this time. Please allow a minimum of 1 hour for setup and cleanup. You will not be allowed into the facility before your reservation time, so plan carefully. Your caterer, Disc Jockey, decoration committee or any other outside service **MUST** arrive during your rental time.

Setup of Tables and Chairs:

The City will set up tables and chairs for you at no extra charge. Please indicate what kind of set up you want. If you choose to use your own furniture or from an outside rental company, you are responsible for your own setup and take down. Early delivery of items for your event must be approved by the community center director. The City does not accept responsibility for any items brought in early. Storage fees will be charged for items left in the center after your event.

Special Needs:

Please contact the community center director at least 30 days in advance to set up an appointment if you have special needs.

City Staff:

A City staff person will be present in the building the entire duration of your event. The staff person will unlock the building for you. Cleaning supplies should be obtained from that person. Any directions or instructions from that City staff person are to be followed for the safety and security of the building and all its users. Please report any safety issues immediately to that person. That City staff person has the authorization to stop or modify the event if deemed necessary or if the application information is found to be false.

Food Sold/Prepared:

A County of Sacramento Environmental Health temporary food permit is required if the food is to be sold to the general public. If you are preparing and/or serving food to a known group such as family or club members, (not the general public) then a food permit is not required. Sterno burners are allowed **only** underneath serving trays. Sterno cans must not be placed directly on the table; they must be up off the table surface. Please restrict consumption of food and alcohol to the rooms you have rented.

Kitchens:

Some facilities have kitchen amenities. There are additional fees and deposits for the use of the kitchen. Kitchens must be cleaned and sanitized prior to your departure. Failure to clean the kitchen will result in forfeiture of your deposit. Coffee pots can be reserved for an additional fee.

Stage:

Some centers' auditoriums have a stage and it is included in your rental.

Lighting:

Special lighting is available at some centers for an additional fee. Normal room lighting is either on or off. Some community center rooms do not have the ability to dim the lights. Darkened rooms are not allowed for safety reasons.

Additional Equipment:

Equipment such as chalkboards, projection screens, podiums, coffee pots, overhead projectors are available at some facilities and in limited quantities. Arrangements for this equipment can be made by including them in your reservation. Additional fees will be charged for each item. Special electrical needs must be

discussed and approved by the community center supervisor prior to your event. Power cords may not be run along the floor unprotected. Small strips of duct tape are acceptable and must be removed before leaving the facility.

Amplified Sound:

Bands, DJ's, music or speaking that uses speakers or amplifiers is considered amplified sound. There are restrictions and sound ordinances relating to amplified sound. Your event may be subject to sound metering to ensure sound level compliance. All dances are required to have security present. City Noise Ordinance starts at 10 PM. Music volume must be lowered. Please be considerate of your neighbors. Sacramento Police Department may be summoned in the case of excessive noise.

Alcohol:

If you are planning to sell alcohol, you must have an ABC permit, alcohol liability insurance, and facility security. Serving alcohol requires insurance and facility security. There are additional fees for these. If your group does not serve or consume alcohol you are still responsible for all members of your party who may bring their own. If you have not paid for alcohol and evidence is found that alcohol was on the premises, the charge will be deducted from your deposit. If staff become aware that there is alcohol present and it was not included in your application, you or your representative will be asked to remove it from the property. Please restrict consumption of food and alcohol to the rooms you have rented.

The City of Sacramento, Coloma Community Center reserves the right to close down any event at any time for alcohol violations. Remember, it is a misdemeanor to sell, furnish, or give alcohol to any person under the age of 21. In addition, it is a misdemeanor to sell, furnish or give alcohol to an obviously intoxicated person. A copy of your ABC license must be on file with the Community Center.

Insurance:

Liability insurance is required for all activities. The certificate of insurance has to specifically name the City of Sacramento as an additional insured and be accompanied by an additional insured endorsement often referred to as page CG 2011 11 85. The policy must be for \$1 million dollars of coverage. The certificate holder will be the City of Sacramento, Risk Management Division, 915 I Street – 4th Floor, Sacramento, CA 95814. Certificate must state that alcohol is being served. The date and location of your event must be included on the certificate. Insurance can be obtained from your insurance agent or the City of Sacramento Risk Management Division at (916) 808-5556. ***The original insurance certificate and named additional insured endorsements need to be supplied 60 days prior to the event.***

Fund Raisers:

Many activities are fund raisers in which either the sponsoring group benefits or proceeds go to a chosen beneficiary. Non-profit documentation stating your non-profit number is required for any fund raising activities. There are additional fees for fund raising.

Clean Up:

You are responsible for cleaning up after your activity. You are required to mop up any spills, remove any dropped food, sweep floors, remove all decorations and table coverings, wipe down all tables, wipe down chairs where food or drink have been spilled, bag all trash and remove it to the dumpster. If the kitchen is used, the refrigerator, oven, stove, sinks, coffee pots, counters, and floors are to be left cleaned. The on duty building host or custodian will assist to some extent. Upon departure, double check your belongings to make sure you don't inadvertently take City equipment. Before your group has officially left the building, your designated person must check out with the on duty building host or custodian for a confirmation that the cleanup is completed. You may be required to sign off on a building monitor report form. Your deposit will be refunded and mailed within 21 business days provided all the above is completed in a satisfactory manner and the event was incident free.

Decorations:

Masking tape and Scotch tape (provided by you) are the only items allowed for securing your decorations to the tables, walls, windows, and stage area. **No staples, nails, or tacks.** Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed inside or outside of the facility. If there are more than 10 balloons on the ceiling at the end of your event, a fee of .50 per balloon will be deducted from your deposit.

Floors:

Do not use any substance to make the floors slicker or tackier for dancing. Sunflower seeds, gum, and candy create cleanup problems. It is your responsibility to clean up problems. It is your responsibility to clean up these items from carpets and floors. Custodial recovery fees may be deducted from your deposit.

Restrooms:

You are responsible for checking on the condition of the restrooms and lobby during and after your event. Excessive mess in the restrooms or lobby may result in a deduction from your deposit.

Cleaning and damage fees will be charged if these Specific Guidelines are abused:

Specific Guidelines:

No smoking in any facility—City Ordinance 67-022.

No animals inside the buildings, except canine assistance or companions.

No bicycles or roller blades in the buildings or patio area.

Rice, bird seed, and confetti may not be thrown inside the buildings or patio area.

Candles, oil lamps, space heaters, electric, propane and kerosene heaters, and incense are prohibited by City Fire ordinance.

Fog machines are not allowed. Be sure to inform your Disc Jockey.

No metallic decoration sprinkles, glitter, or confetti.

Clients are responsible for completing all maintenance tasks in order for your deposit to be returned. Failure to complete any item will result in the loss of your facility deposit or deposits.

Cleaning responsibilities:

- Remove all decorations
- Remove all table coverings
- Wipe down all tables
- Wipe down all chairs where food or drink have fallen
- Mop any liquid spills
- Remove any food spills
- Sweep Floor
- Bag all trash and remove to dumpster
- Empty refrigerator and freezer
- Wipe up any spills in refrigerator and freezer
- Wipe down ovens and stove
- Empty and wash coffee pots
- Clean counters and sink
- Clean microwave
- Sweep floor
- Turn freezer temperature down to lowest setting
- Turn refrigerator temperature down to lowest setting
- Pick up any trash outside that was part of your event

**Building Security Guidelines for
 Coloma, Clunie Community Centers, East Portal Park Clubhouse, and
 Southside Activity Center.**

Building uses for activities such as community based meetings, leisure enrichment classes, or school district meetings will not usually require an event review or city staffed security. All other events including city operated activities will require event review by the Building Security Review Committee. The committee will determine security needs based on public safety concerns. This may result in fees added to your reservation.

Security is defined as monitoring of the activity/event with City paid security staff in addition to custodial and facility monitor services. Additional City Staff and/or Sacramento Police Officers may be required depending upon the complexity of the event and the potential for problems with public safety.

Security Standards

Low Risk—Events with 150 or less in attendance **or**
 Small Private Activities without alcohol, dancing, amplified sound, live band or DJ **or**
 Not a youth/teen event or activity.

Security Fee—\$22.00 per hour, per officer (½ hour prior to guest arrival and ½ hour into clean up time).

Activity Attendance	Minimum Number of Security Required
1-150	0-2

High Risk—Events with over 150 in attendance **or**
 Events with alcohol, dancing, amplified sound, live band or DJ **or**
 Is a youth/teen event or activity **or**
 Events with the collection of monies at the facility

Security Fee—\$22.00 per hour, per officer (½ hour prior to guest arrival and ½ hour into clean up time).

Activity Attendance	Minimum Number of Security Required
1-75	1
76-150	2
151-225	3
226-Capacity	4

All events will have a security needs analysis completed and security plan developed for the event.

INSURANCE LIABILITY COVERAGE REQUIREMENTS FOR EVENTS HELD AT CITY OF SACRAMENTO COMMUNITY CENTERS

Insurance liability coverage is required for the purpose of renting a City of Sacramento Community Center to hold a special event. Insurance liability is also required for the purpose of using or renting sports facilities.

A Certificate of Insurance must be presented to the reservation office (4623 T Street) before your event will be held. This certificate may be obtained through your homeowner's insurance company or the City of Sacramento, Risk Management Division.

Certificate of Insurance must state the following:

- \$1 million coverage
- The City of Sacramento, its officials, officer's, agent's employees, and volunteers must be specifically named as additional insured.
- The certificate holder will be:
 - City of Sacramento
 - Risk Management Division
 - 915 I Street, Fourth Floor
 - Sacramento, CA 95814
- **A second page**, known as the "Additional Named Endorsement" must accompany the Certificate of Insurance.
- Name and address of the facility you are using.
- Date(s) and times of your event
- Permit/Reservation Number
- Note if alcohol is being served (Certificate of Insurance must state that alcohol is covered under the policy).

CITY OF SACRAMENTO'S INSURANCE PROGRAM

****For more information about obtaining insurance through his program, contact the Risk Management Division at (916) 808-5556.**

**City of Sacramento
Department of Parks and Recreation
Indoor Facility Fees**

These fees are for:

Clunie Community Center—601 Alhambra Boulevard
Coloma Community Center—4623 T Street
East Portal Clubhouse—M Street and Rodeo Way
Southside Activity Center

Description	Fee
Refundable Room Deposit	\$100 - \$350
Refundable Kitchen Deposit	\$75 - \$100
Kitchen Use	\$25 - \$50 flat fee
Auditorium Rental	\$95 per hour
Meeting Room Rental	\$30 - \$45 per hour
Fundraising Permit	\$50
Security	\$22 per hour, per guard ½ hour prior to guests arrival and ½ hour into your clean up time
Public Address System Deposit	\$200
Public Address System	\$50
Podium	\$15
Audio/Visual Equipment	\$25
Late Fees	\$2 per day under 14 days in advance
Alcohol Surcharge	\$25

Receipt of General Guidelines

REMINDER

In order to serve alcohol at your event, we require certain paperwork to be in place. If you do not have the necessary paperwork on file, you will not be able to have alcohol on the premises. If for some reason we are made aware that there is alcohol being consumed, you will be asked to remove it from the premises or have it removed by one of your representatives. The City of Sacramento, Clunie or Coloma Community Center reserves the right to entirely close down an event for alcohol violations.

As the permit holder/contact person, you will be the individual our Building Monitor looks for if any sort of a situation or problem occurs. We hope nothing will happen to bring a negative light to your special event and it is better to have a plan of action in place just in case. If an individual gets out of hand and cannot be controlled by members of your group, the City Building Monitor has been instructed to call the Center Supervisor, Park Safety Services, and Sacramento Police Department.

I, _____, have read and received a copy of the guidelines. By signing this agreement, I take full responsibility for enforcing these rules during the course of my event. I realize that violation of the above rules may result in additional fees and/or my event/activity being closed down early.

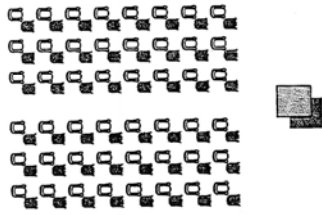
Deposits will be forfeited for the following:

- Alcohol consumption by any person under the age of 21 years
- Any loitering in the parking lot or outside the community center
- Anyone consuming alcoholic beverages outside the designated room in the Community Center, in vehicles, in parking lot or in area around the Community Center. Alcoholic beverage containers found in Community Center parking lot area or area around the Community Center
- Not cleaning rooms. Floors, kitchen or applications, tables, lobby, or patio
- Fighting or any other physical violence
- Vandalism or damage to building or building contents
- Police or Fire responding to non-medical emergencies
- Threatening City or security personnel
- Falsifying application or any required documents
- Theft of City of Sacramento property
- Over maximum capacity of reserved room or attendance listed on application
- Uncontrolled exits and entrances
- Smoking in undesignated smoking areas
- Event exceeds time reserved on contract

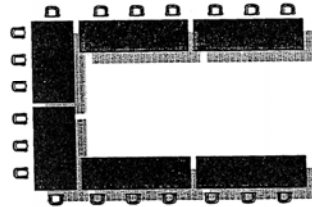
I, _____, have read and understand that I will forfeit my deposit if I or any of my guests do not abide by the above mentioned guidelines.

Applicant's Signature _____ Date: _____

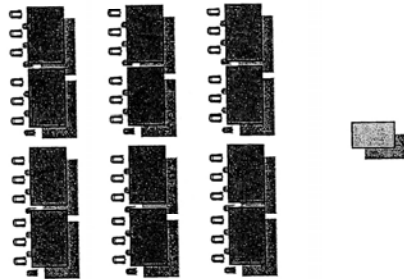
Room Set-up Styles



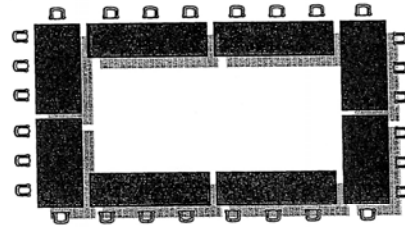
Theater Style ^



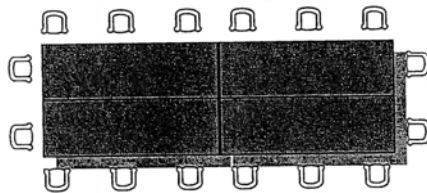
Horseshoe Style ^



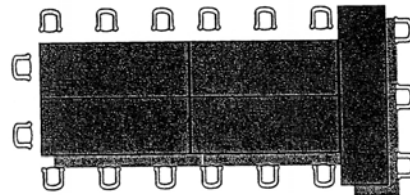
Regular Classroom ^



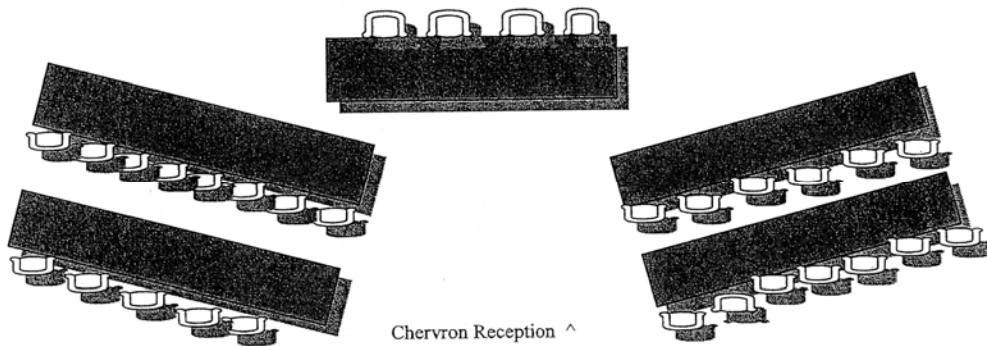
Hollow Square ^



Conference Style ^



T-Shape ^



Chevron Reception ^



Application to Reserve City of Sacramento Indoor Facilities
 Coloma Community Center
 4623 T Street, Sacramento, CA (916) 808-6060
 FAX: (916) 454-3956 www.cityofsacramento.org
 E-mail: SacRecreation@cityofsacramento.or

6/30/07

Event # _____

Applicant Information	Name		Driver's License (Required)		
	Address		E Mail Address		
	City	State	Zip Code		
	Home Phone	Day Phone	Cellular/Pager Number	Fax Number	
	Company/Organization Name & Department or Section		Is this a company event? Yes ___ No ___	Web Address	
	Company Address / City / Zip		Company Phone Number		

Answer All Questions Completely

Responsible Party	Will you be in attendance at this event? Yes ___ No ___		Are you the responsible party for this event? Yes ___ No ___	
	IF YOU ARE NOT THE RESPONSIBLE PARTY YOU MUST ANSWER THE FOLLOWING ITEMS:			
	Responsible Party's Name		Driver's License Number	
	Address	City	State	Zip
	Day Phone	Night Phone	Cellular/Pager Number	Fax Number
	Name of Alternate Contact Person		Phone Number	

Answer All Questions Completely

Indoor Event Information	Event Date	Day of Week	Event Start Time (include set-up)	Event End Time (include clean-up)	
	*Multiple Dates? (List dates, day of the week and times; attach additional page if necessary)		What time will guests arrive?	What time will guests leave?	
	Building	Room (s)			
	What type of event are you having?				
	Will alcohol be consumed at your event? Yes ___ No ___		If yes, will it be sold? Yes ___ No ___		
	Are you a visual or performing arts agency? _____		If yes, which art? _____		
	Are you a non-profit agency? _____		Non-profit Number: _____		
	* Note: You must provide the current non-profit status document with this application.				
	Is this event open to the public? Yes ___ No ___				
	If open to the public, how will it be advertised?				
	Is this event a benefit to the community? Yes ___ No ___		If yes, how?		
	Is this event an educational workshop or seminar? Yes ___ No ___				
	Is this event a planning meeting for an upcoming community service event? Yes ___ No ___				
	Is this a private social function either by membership or private invitation? Yes ___ No ___				
	What is the maximum number of people you expect to attend?		Adults	Teens	Children
Will there be amplified sound at your event? Yes ___ No ___		If yes, explain:			
Does this activity include dancing? Yes ___ No ___					
*Note: City noise ordinance hours are 6am – 10pm					

Indoor Event Information continued	Will food be at the event? Yes _____ No _____ Will it be catered? Yes _____ No _____ Will it be for sale? Yes _____ No _____ If not catered, how will the food be prepared or provided? What is the caterer's arrival time? Will you need the use of the kitchen? Yes _____ No _____ *Note: A cleaning/damage deposit will be required if food and/or beverages are served; if decorations are used; or if the stage and backstage area are used.
	Will you have any need to access electricity? Yes _____ No _____ If yes, explain: Will you be bringing any equipment like coffee pots, TV/VCR, screen, overhead projector, extension cords, service carts? Yes _____ No _____ If yes, what items? * Note: Our facilities have limited availability of these items. There may be an additional fee for City supplied items.
	Do you need any City equipment?
	Will money be charged or exchanged? Registration? Tickets? Raffle? Donations? Yes _____ No _____ Explain:
	Will you need a stage or special lighting? Yes _____ No _____ If yes, explain:
	Do you need special access for the physically challenged? Yes _____ No _____
	Will you need to park adjacent to the building? Yes _____ No _____
	Have you been given a guideline on building procedures and have all your questions been answered? Yes _____ No _____ Have you been given a diagram for room set-up? Yes _____ No _____ If yes, list type of set-up:

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

Initial _____ If a fee-based reservation is cancelled, a \$20 administrative fee will be assessed (for each individual booking). If the cancellation is made less than 30 days before the event date the entire fee is non-refundable (This includes reservations made less than 30 days in advance). Only after all fees and required documents are turned in, will an approved reservation be issued. Final date for full payment of reservation will be 60 days prior to event date. The applicant must submit all cancellations and revisions in writing.

Initial _____ Cleaning and damage deposits are refunded according to the condition of the room after use. Tables should be wiped clean, any spills cleaned off the floor and all trash picked up, bagged and taken to the dumpster located outside. Any equipment needed to complete the cleaning of the room may be obtained from the event host that will be on site the duration of your event. Should your event go past the time on your permit, the overtime will be deducted from your deposit. Any fees paid by check less than 60 days prior to event may delay the refund up to 8 weeks.

Note: Cleaning/damage deposit and refunds will be processed within 21 business days after the event cancellation or event provided that the building is cleaned, Repaired and restored to its condition immediately prior to the activity.

Note: Please state if the refund should be sent to anyone other than the applicant _____

Initial _____ I hereby attest that the forgoing information is true and correct, and that should any of the information be found to be false or should any conduct by myself, participants or guests not be as described in the application; or should any applicable City, State or Federal rules regulations, codes or laws be violated, said reservation will be deemed null and void and any activity associated with this reservation will immediately cease and the event will be cancelled.

Initial _____ I also agree that I will be financially responsible for any costs incurred by the City for damages to city property; costs associated to any public safety action or enforcement as a direct or indirect result of the event; the recovery of any and all reasonable attorney fees to enforce the provisions of any permit that is issued for the event described in the application; forfeit all fees and deposits as liquidated damages of any costs associated with the enforcement of the provisions of the application or permit or providing false information on the application; pay any costs that exceed deposits or fees already collected by the City for enforcement or 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 extend 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 _____ "If I, the Applicant, am not the Responsible Party, I represent and warrant that I am authorized to execute this Application on behalf of the Responsible Party."

Signature of Applicant

Date

Cashier Initials

Date

Paid \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check or Money Order # _____ (Make Payable to the CITY OF SACRAMENTO) <input type="checkbox"/> Visa / MasterCard _____ Exp. Date _____ Verification Code _____
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