

FACILITY RENTAL GUIDE

COLOMA COMMUNITY CENTER • EVELYN MOORE CLUB HOUSE
BELLE COOLEGGE COMMUNITY CENTER • EAST PORTAL CLUB HOUSE



RESERVATION OFFICE

4623 T Street, 95819 • (916) 808-6060

Open: Monday through Friday 9:00 am to 4:00 pm



Belle Coolegge Community Center



Evelyn Moore Club House



East Portal Club House

How Do I Reserve a Facility?

Step 1: Check Availability

- Call Reservation office at 808-6060
- Visit Reservation office at 4623 T Street, Suite B, Sacramento, CA 95819

Step 2: Submit application to Reservations office

- Obtain application online at:
<http://www.cityofsacramento.org/YPCE>
- Applications can be submitted through mail, email or by visiting the reservation office.

Step 3: Complete Application Process

- Submit Application
- Submit Photo ID
- Deposits due with application
- All remaining fees and additional documents due 60 days prior to event
- Submit insurance if required*
- Sign contract

City of Sacramento Facility Mask Policy

City of Sacramento Facility Face coverings must be worn by employees, volunteers, interns, contractors, and members of the public when indoors in city facilities regardless of vaccination status.

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, American Express, cash or cashier check.

Belle Coolegge	Fee
Crocker Room	\$50.00 per hour
McClatchy Room	\$50.00 per hour
Crocker/McClatchy Combo	\$75.00 per hour
Kitchen	\$50.00 flat rate
Room Deposit	\$200.00 with alcohol/ \$100.00 without
Combo Room Deposit	\$350.00 with alcohol / \$250.00 without
Kitchen Deposit	\$100.00 with Crocker Room Rental

Evelyn Moore Club House	Fee
Main Room	\$75.00 per hour
Kitchen	\$50.00 flat rate
Room Deposit	\$350.00 with alcohol / \$250.00 without
Kitchen Deposit	\$75.00

Coloma Community Center	Fee
Class Room	\$35.00 per hour
Auditorium	\$115.00 per hour
Kitchen	\$25.00 flat rate
Class Room Deposit	\$200.00 with alcohol/ food \$100.00 without
Auditorium Deposit	\$350.00 with alcohol/ food \$250.00 without
Kitchen Deposit	\$75.00

East Portal Club House	Fee
Main Room w/Kitchen	\$50.00 per hour
Room Deposit	\$200.00 w/ alcohol/food \$100.00 without \$50.00 Key Deposit

Additional Fees (all facilities)	Fee
Fundraising Permit	\$50.00 flat fee
Alcohol Surcharge	\$50.00 flat fee
Security Guard(s)	\$22.00 per hour per guard (4 hour min.)
False Alarm	\$350.00 charge per alarm

Cancellation Policy

All cancellation notifications must be submitted to the Coloma Community Center, 4623 T Street. Cancellations must be made in writing.

There is a \$25 cancellation fee for all meeting rooms. If, the cancellation of a meeting room is made less than 10 days prior to the activity date you will be charged an additional \$25 penalty fee.

Cancellations for large meeting rooms 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.

Alcohol



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. Payments made by credit card will be returned to the credit card within 5 to 7 days.

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

(New Requirements as of 9/2021)

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

Liability Insurance in the amount of \$1 million is required for all City of Sacramento facility rentals. 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 guests 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 (Excluding the East Portal Clubhouse).

Cleanup/Deposits

The renting party is responsible for the following:

- ◆ Tables must be cleared of all items such as table linens, dishes, decorations, etc.
- ◆ Trash must be placed in receptacles provided. If there is large trash that will not fit in the receptacles, it must be taken out to 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.
- ◆ Renter is responsible for proper disposal of **Organic waste** in designated organic waste bins.
- ◆ All decorations must be removed from the Center. The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, ovens, stoves, refrigerators, sinks, and floors.

Sweeping and mopping the Auditorium 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.

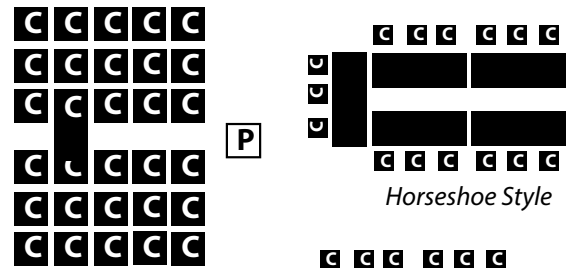
Tables and Chairs

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 one (1) week prior to the event. Tables and chairs are not to be taken outside.

Visit us on line @

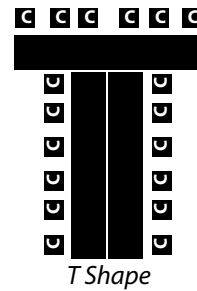
<http://www.cityofsacramento.org/YPCE>

Table Set Up Options

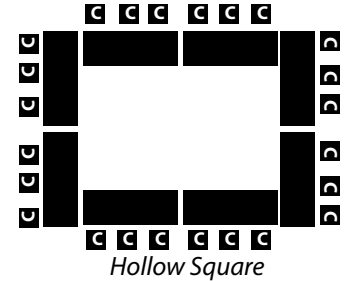


Theatre Style

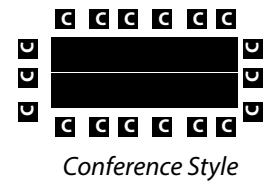
Horseshoe Style



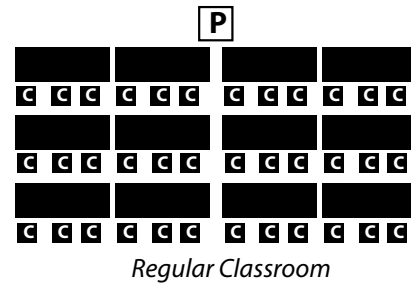
T Shape



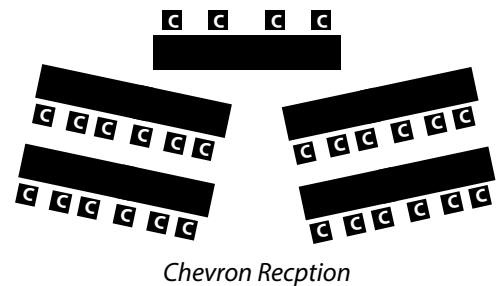
Hollow Square



Conference Style



Regular Classroom



Chevron Reception

C Chair **P** Podium

Mayor & Council

Mayor Darrell Steinberg
 Vice Mayor Jay Schenirer - District 5
 Councilmember Angelique Ashby - District 1
 Councilmember Sean Loloee - District 2
 Councilmember Jeff Harris - District 3
 Councilmember Katie Valenzuela - District 4
 Councilmember Eric Guerra - District 6
 Councilmember Rick Jennings, II - District 7
 Councilmember Mai Vang - District 8

City of Sacramento

City Manager Howard Chan

Parks & Recreation Commission

Rita Gallardo Good - Mayoral
 Sumiti Mehta - District 1
 Eugene Loew - District 2
 David Guerrero - District 3
 Kai Hermann - District 4
 Joe Flores - District 5
 Victoria Vasquez - District 6
 Devin Lavelle - District 7
 Jeanine Gaines - District 8
 Terri Kletzman - At Large
 Jason Law - At Large

Department of Youth, Parks, & Community Enrichment

Mario Lara, Director



Visit us online:

<http://www.cityofsacramento.org/YPCE>

311 Español | 中文 | Tagalog | Tiếng Việt | Нмооб | Русский