

## **FACILITY RENTAL GUIDE**



### **Woodlake Clubhouse**

500 Arden Way 95815

Reservation Office at Coloma Community Center

4623 T Street, 95819 • (916) 808-6060

[sacrecreation@cityofsacramento.org](mailto:sacrecreation@cityofsacramento.org)

## **How Do I Reserve a Facility?**

### **Step 1: Check Facility Availability and Tour Facility**

- ☐ Call (916) 808-6060 or email [sacrecreation@cityofsacramento.org](mailto:sacrecreation@cityofsacramento.org)

### **Step 2: Application Process**

- ☐ Submit completed application to Coloma Community Center Reservation Staff
- ☐ Provide a valid Photo ID (California ID or CDL)
- ☐ Sign a pending contract, payment of deposit &/or fees required at a Paypoint location

### **Step 3: Payment of Deposit & Fees**

- ☐ Deposit due with the completed application
- ☐ Take the pending contract to any Paypoint location to process deposit &/or fees
  - South Natomas Community Center (2921 Truxel Road, Sac 95833)
  - Sam & Bonnie Pannell Community Center (2450 Meadowview Road, Sac 95832)
  - Coloma Community Center (4623 T Street, Sac, 95819)
- ☐ Sign completed contract

### **Step 4: Payment of Remaining Fees & Proof of Insurance**

- ☐ Payment of remaining fees can be done at a Paypoint center or online
- ☐ All remaining fees and additional documents due 60 days prior to the event
- ☐ Provide proof of insurance, if required

# THINGS TO CONSIDER

## Security

A security guard is required for any activity that will be attended by 75 or more people or deemed high-risk. If alcohol is permitted, an additional guard will be required. The City requires one security guard per 75 guests 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. Security is contracted through the City of Sacramento. In some cases, the hiring of officers from the Sacramento Police Department may be required in order to complete your reservation.

## Day of Event City Staff

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

## Clean-Up & Deposits\*

The renting party is responsible for the following:

- ◆ Tables must be cleared of all items such as table linens, dishes, decorations, wiped down and taken down.
- ◆ Trash must be placed in receptacles provided then emptied in the trash dumpsters located near the building. If large trash doesn't fit in the receptacles, must be taken to the trash dumpsters located near the building. Boxes must be broken down before being placed in the dumpster. The Building Monitor will provide additional trash liners if needed.
- ◆ Renter is responsible for proper disposal of **Organic waste** in designated organic waste bins.
- ◆ All decorations must be removed from the facility.
- ◆ 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.
- ◆ Tables and chairs stacked with staff support.

***\*The facility should be free of debris and spills. If excess trash, food, or spills are left on the floor, the room deposit will be withheld to cover the cost of the extra clean-up.***



# THINGS TO CONSIDER

## Deposits/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 prior to the event date, must be paid with a VISA, MasterCard, Discover, American Express, cash or cashier check.

<b>Woodlake Clubhouse</b>	<b>\$35.00 per hour</b>
Room Deposit	\$100.00
<b>Additional Fees</b>	<b>Fees</b>
Alcohol Surcharge	\$50.00 flat fee
Security Guard(s)	4 hour minimum
• Per Guard	\$22.00 per hour
• Per Guard (over 8 hours)	\$33.00 per hour
False Alarm	\$350.00 per alarm

## Cancellation Policy

All cancellation notifications must be submitted to the Reservations Office, Coloma Community Center at 4623 T Street, Sacramento, CA 95819 or [sacrec@cityofsacramento.org](mailto:sacrec@cityofsacramento.org). Cancellations must be made in writing.

Revisions must be made, *in writing*, no less than 10 days in advance.

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.

## Refund Policy

Any refunds due will be processed and mailed within 21 business days of the event or cancellation. Payments made by Cash or Check will be refunded by Check. Payments made by Credit Card will be returned to the original credit card processed for fees within 10 business days.

## Alcohol

Serving alcohol must be listed on the Request for Facility Use. 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.

Alcohol may be consumed without an ABC license when there is no monetary exchange for the beverage. If alcohol is found/consumed without proper permitting/authorization, the event can be cancelled and all deposits forfeited.

## Insurance

### (New Requirements as of 9/2021)

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.



## Decorations & Set-Up Time

The use of nails, tacks, scotch tape, staples, pins, etc., are not permitted. Painter's 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 the following items are not permitted in City facilities at any time:**

- Glitter
- Metallic Confetti
- Rice
- Birdseed
- Candles
- Open Flames
- Smoke Machines
- Helium Balloons

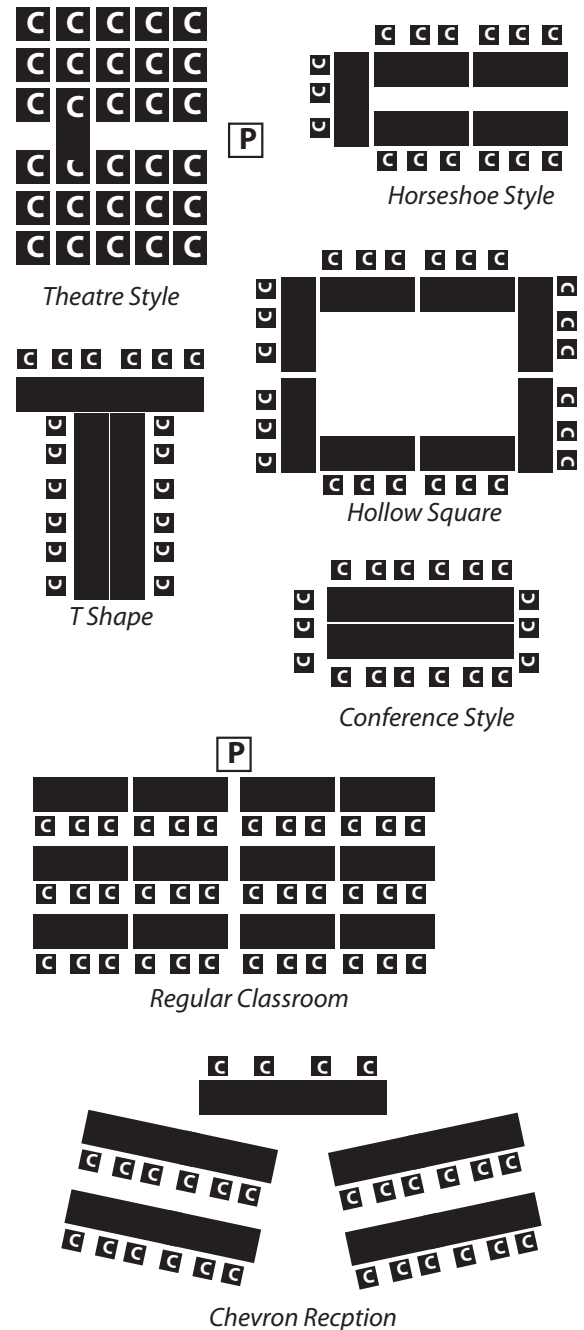
***The rental time must include all the time necessary for decorating and clean up.***

## Tables and Chairs

Tables and chairs are provided and will be set-up 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.



## Table Set Up Options



### Mayor and Council

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

### City of Sacramento

City Manager Howard Chan

### Department of Youth, Parks, & Community Enrichment

Mario Lara, Director  
 Mayoral - Rita Gallardo  
 Sumiti Mehta - Council District 1  
 Elsa Mario Romo-Flores - Council District 2  
 David Guerrero - Council District 3  
 Louis (Kai) Hermann - Council District 4  
 Joe Flores - Council District 5  
 Victoria Vasquez - Council District 6  
 Devin Lavelle - Council District 7  
 Jeanine Gaines - Council District 8  
 Terri Kletzman - At-large  
 Nicole Mary Kangas - At-large  
 Sam Eli Makarczyk - At-large

*City of*  
**SACRAMENTO**  
 Youth, Parks, & Community Enrichment

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