City of
SACRAMENTO
Youth, Parks, & Community Enrichment

FACILITY RENTAL GUIDE

Joe Mims - Hagginwood Community Center

3271 Marysville Blvd, 95815 (916) 808-6439 • MHCC@cityofsacramento.org

Open

Monday - Friday 10:00 am - 8:00 pm

Saturday 9:00 am - 5:00 pm

How Do I Reserve a Facility?

Step 1: Check Facility Availability and Tour Facility

- ❑ Call, email, or visit the facility

Step 2: Application Process

- ❑ Submit completed application to the Joe Mims-Hagginwood 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.*

*This location currently accepts credit card payments only. Cash and check payments need to be processed at a Paypoint location.

- ❑ 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

Deposits/Fees*

Deposits are required at the time of booking the reservation. All remaining fees are due 60 days prior to the event. Payments can be paid with a VISA, MasterCard, Discover, American Express, cash or cashier check.

Meeting Room 1	$35.00 per hour
Room Deposit	
• Standard	$100.00
• With Alcohol	$200.00
Meeting Room 2	$50.00 per hour
Room Deposit	
• Standard	$100.00
• With Alcohol	$200.00
Auditorium	$90.00 per hour
Room Deposit	
• Standard	$250.00
• With Alcohol	$350.00
Kitchen	$25.00 flat fee
Deposit	$75.00
Additional Fees	**Fees**
Fundraising Permit	$50.00 flat fee
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
Fire Alarm	$350.00 per alarm

Cancellation Policy

All cancellation notifications must be submitted to the Joe Mims-Hagginwood Community Center, 3271 Marysville Boulevard, Sacramento, CA 95815 or hagginwoodreserve@cityofsacramento.org 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.

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.

THINGS TO CONSIDER

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

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 within 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

A security guard may be required for any activity. If alcohol is permitted, an additional guard will be required. 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. 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, chairs restacked.
- Trash must be placed in receptacles provided and placed into the trash dumpsters located near the building. If there is large trash that will not fit in the receptacles, it must be taken out 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.
- 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.

The facility must 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.

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:

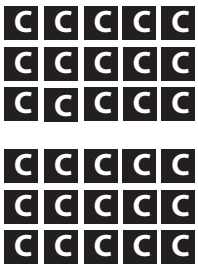
- Glitter
- Metallic Confetti
- Rice
- Birdseed
- Candles
- Open Flames
- Smoke Machines
- Helium Balloons

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

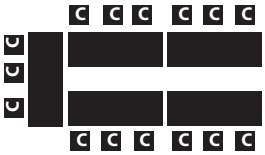
Tables and Chairs

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.

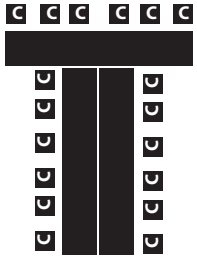
Table Set-Up Options



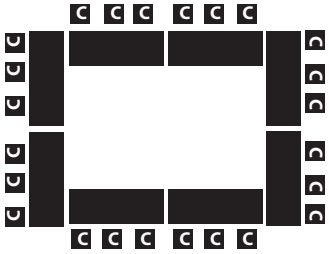
Theatre Style



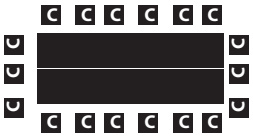
Horseshoe Style



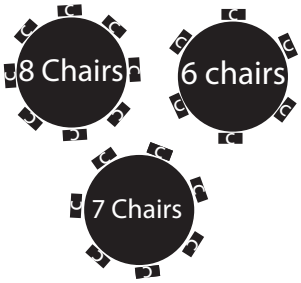
T Shape



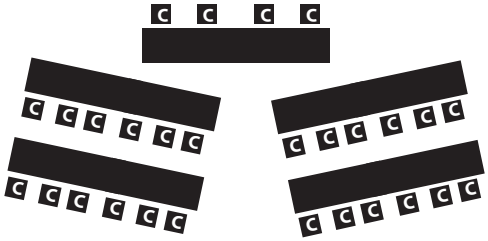
Hollow Square



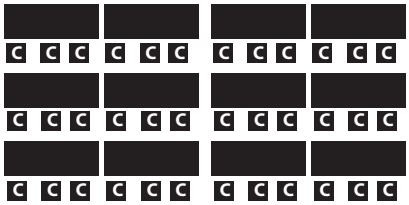
Conference Style



Banquet Style



Chevron Reception



Regular Classroom

C Chair

Mayor & Council

Mayor Darrell Steinberg
Vice Mayor Eric Guerra – District 6
Councilmember Angelique Ashby – District 1
Councilmember Allen W. Warren – District 2
Councilmember Jeff Harris – District 3
Councilmember Steve Hansen – District 4
Councilmember Jay Schenirer – District 5
Councilmember Rick Jennings II – District 7
Councilmember Larry Carr – District 8

City of Sacramento

City Manager Howard Chan

Parks & Recreation Commission

Rita Gallardo Good -Mayoral
Sumiti Mehta - District 1
Fatima Malik - District 2
David Guerrero - District 3
Julie Murphy - District 4
Joe Flores - District 5
Tyler Aguilar - District 6
Devin Lavelle - District 7
Chinua Rhodes - District 8
Terri Kletzman - At Large
Jason Law - At Large

Department of Youth, Parks, & Community Enrichment

Mario Lara, Director

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Youth, Parks, & Community Enrichment

Visit us online:
http://www.cityofsacramento.org/YPCE

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City of SACRAMENTO
Youth, Parks, & Community Enrichment

City of Sacramento Application for Facility Use

Contract Number_____

Joe Mims - Hagginwood Community Center, 3271 Marysville Blvd., Sacramento, CA 95815
Phone: (916) 808-6439

Applicant(s) Information

Name/Responsible Party		
Organization/Company Name		Is this a company activity? YES ☐ NO ☐
Address		
City, State, ZIP Code		
Birthdate		
Home Phone		Cell Phone:
E-Mail Address		
Tax Exempt #		Web Address:
Alternate Contact Person		Cell Phone:
Home Phone		E-Mail Address:

Activity Details

Type of Activity:					
Date:	Day of the Week:				
Set-up Time:	Break Down Time:				
Activity Start Time:	Activity End Time:				
Facility:	Room(s):				
Maximum Attendance	Adults:		Youth:	Total:	Males: Females:
Will you need the use of a Kitchen?	YES ☐	NO ☐			
Will you need City equipment?	YES ☐	NO ☐	Type of equipment:		
Will you need a stage?	YES ☐	NO ☐	If yes, explain:		
Is this activity a fundraiser?	YES ☐	NO ☐	If yes, explain:		
Will alcohol be present?	YES ☐	NO ☐	If yes, explain:		
Will food be at your activity?	YES ☐	NO ☐	If yes, explain:		
Will money be charged or exchanged?	YES ☐	NO ☐	If yes, explain:		
Will there be amplified sound?	YES ☐	NO ☐	If yes, explain and identify hours of use:		
Will your event include entertainment?	YES ☐	NO ☐	If yes, explain:		
Will your activity be open to the public?	YES ☐	NO ☐	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. Damage deposits will be refunded less the $25 administrative fee. Cancellations for large meeting spaces 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, American Express, 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 canceled or event provided that the building is cleaned, repaired and restored to its condition immediately prior to 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) 808-6060, by fax at (916) 454-3956 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 that facilities must 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 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 is by permit only. "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 Joe Mims-Hagginwood 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

Amount Due:	Cashier Initials:

Refund Information

Name:	Organization/Company Name:
Care of:	Address:
City, State, ZIP Code:	Day/Cell Phone:

Office Use Only

Notes: