

CITY OF SACRAMENTO  
DEPARTMENT OF PARKS AND RECREATION

# FACILITY RENTAL GUIDE

George Sim Community Center  
6207 Logan Street Sacramento, CA 95824  
(916) 808-3761

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



## Frequently Asked Questions

### Where do I start?

Community Center staff will give you a tour of the facility, review the fee structure, and provide you with the necessary documents to apply for the use of the facility. An appointment to tour the facility is not necessary. Tours are offered during all business hours. Business hours are: Monday - Friday 10:00am - 8:00 pm.

### After I have visited the site what must be done next to secure my room and date?

A reservation is not complete until you have submitted a completed Facility Use Application and paid all applicable deposits. Your completed applications and deposit must be submitted to the Coloma Community Center, 4623 T Street, Sacramento, CA 95819 (Monday – Thursday; 10:00am – 4:00pm). Phone: (916) 808-6060.

### How far in advance should I submit my application?

Applications can be submitted one (1) year in advance, but not less than 14 days prior to the event. A completed application does not guarantee a permit will be issued for your event. You must meet all of your permit requirements and submit payment in full before your reservation is complete.

### When are my Rental Fees due?

Rental Fees are due 60 days in advance of your activity. Applications submitted less than 60 days before the rental require payment in full (deposit and all rental fees). Payments by check will not be accepted less than 30 days prior to the rental.

# THINGS TO CONSIDER

## City Staff

A building monitor will be on duty for the duration of your event. The building monitor is responsible for opening the facility, and providing 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.

## Alcohol

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

If you are going to sell alcohol at your event an ABC license is required. 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 75 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, and any time alcohol is present. The City requires one security guard per 75 guest or portion thereof Security must arrive a half our 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.



## Cleanup/Deposits

The renting party is responsible for the following cleaning duties:

- ◆ Tables must be cleared of all items such as table linens, dishes, decorations, etc.
- ◆ 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 dumpster. The Community Center will provide additional trash liners if needed. Boxes must be broken down before being placed in the dumpster.
- ◆ All decorations must be taken down and 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.
- ◆ Spot sweeping and mopping the floor is the renter's responsibility. 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.

# THINGS TO CONSIDER

## Setup Time and Decorations

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

The use of nails, tacks, scotch tape, staples, or pins are not permitted. Only masking tape can be used and 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.

**Balloons with helium are not allowed in the Event Center or the main facility.**

## Kitchen

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 forfeit of your deposit. The Event Center kitchen is to be used as a "warming kitchen" only.

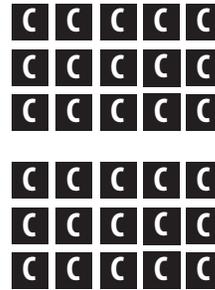
## Tables and Chairs

Round 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.

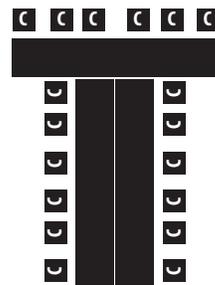
The Event Center has round tables and chairs for 200 guests. Additional seating is the responsibility of the renter.

**Event Center has specialized table set-ups. Please contact the facility manager for assistance in designing your event.**

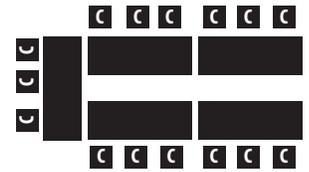
## Table Set Up Options for Main Facility



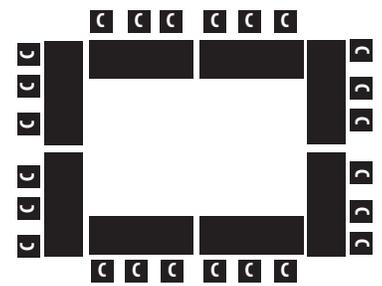
*Theatre Style*



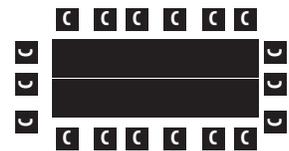
*T Shape*



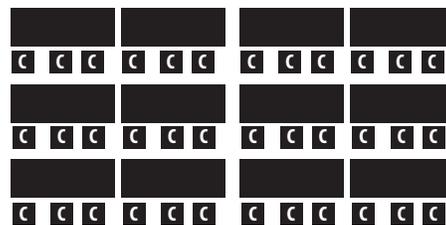
*Horseshoe Style*



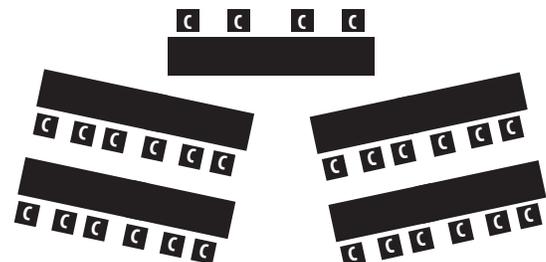
*Hollow Square*



*Conference Style*



*Regular Classroom*



*Chevron Reception*



## THINGS TO CONSIDER CONTINUED

### 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 the Event Center, or Room C500 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 days, or more 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. Payments made by credit card will be returned to the credit card.

### Visit us on line @

[www.cityofsacramento.org/parksandrec](http://www.cityofsacramento.org/parksandrec)

## CITY OF SACRAMENTO FEE SCHEDULE

### Fees

Deposits are required at the time of the reservation. All remaining fees are due 60 days prior to the event. Payments made less than 30 days in advance of event date must be paid with a VISA, Mastercard or cashier check. (4 hour minimum rental)

<b>Main Facility</b>	<b>Fee</b>
C100	\$35.00 per hour
C200	\$35.00 per hour
C500	\$50.00 per hour
EC105	\$25.00 flat rate
TV/DVD	\$25.00 flat rate
Overhead Projector (C500 Only)	\$50.00 flat rate
Room Deposit	\$200.00 with alcohol / \$100.00 without
A/V Equipment Deposit	\$50.00

<b>Event Center</b> <i>(4 Hour minimum rental)</i>	<b>Fee</b>
Event Center Deposit	\$350.00
Stage Deposit	\$50.00
Event Hours/Clean Up	\$115.00 per hour
Set-Up	\$50.00 per hour
Un-Occupied Storage	\$25.00 per hour
Event Center Stage Rental	\$100.00 flat rate
Kitchen w/ice machine	\$200.00 flat rate
Kitchen w/ice machine Deposit	\$200.00

<b>Additional Fees</b>	<b>Fee</b>
Fundraising Permit	\$50.00 flat fee
Alcohol Surcharge	\$50.00 flat fee
Security Guard(s)	\$22.00 per hour per guard (4 hour minimum) \$33/hour over 8 hours

CITY OF SACRAMENTO  
Darrell Steinberg, Mayor  
Howard Chan, City Manager  
CITY COUNCIL  
Angelique Ashby, District 1  
Alan Warren, District 2  
Jeff Harris, District 3  
Steve Hansen, District 4  
Vice Mayor - Jay Schenirer, District 5  
Eric Guerra, District 6  
Vice Mayor - Rick Jennings II, District 7  
Mayor Pro Tem - Larry Carr, District 8

City of  
**SACRAMENTO**  
Parks and Recreation



我們講中文  
Hablamos Español  
Мы говорим по-русски  
ພວກເຮົາເວົ້າພາສາລາວໄດ້  
Peb hais lus Hmoob  
Chúng tôi nói tiếng Việt

**CALL 311**

### DEPARTMENT OF PARKS AND RECREATION COMMISSION

Jag Bains - District 1  
Fatima Malik - District 2  
David Guerrero - District 3  
Julie Murphy - District 4  
Vacant - District 5  
Vacant - District 6  
Shane Singh - District 7  
Chinua Rhodes - District 8  
David Heitstuman - At Large  
Dave O'Toole - At Large

Christopher Conlin, Director  
Department of Parks and Recreation



**Indoor Facility Reservations**

4623 T Street, Sacramento, CA 95819 Suite B

Phone: (916) 808-6060 / Fax: (916) 454-3956 / E-mail: sacrecreation@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 Address:
Tax Exempt No		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 <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 need a stage?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:		
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. Damage deposits will be refunded less the \$25 administrative fee. Cancellation for Coloma Auditorium 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 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](mailto: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.

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 Coloma 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:

\_\_\_ Check or Money Order#

\_\_\_ Cash

## Refund Information

Name:

Organization/Company Name:

Care of:

Address:

City, State, ZIP Code:

Day/Cell Phone:

## Office Use Only

Notes: