



Avenal Community Activities Department

Facility Reservation Procedure

1. **Call Office for Availability of Facility (559-386-4317)** - A tentative hold will be placed on date requested and an appointment will be scheduled to process paperwork, collect reservation deposit, and view the facility.

Reservations- Reservations are not taken more than six (6) months in advance or less than two (2) weeks prior to the event. Reservations requested within two weeks are handled on a case by case basis. Some events may require a Special Event Permit available from City Hall (e.g. carnivals, parades, religious or political events). Note: Special Event permitting takes 3-5 weeks to process. For more information, contact City Clerk 386-5766. **ALL RENTALS SUBJECT TO FINAL APPROVAL BY CITY MANAGER**

Initial_____

2. **Complete an Agreement** - A duly authorized representative of the organization, or person responsible for the rental, must sign the completed agreement. Renter must be eighteen (18) years of age. Proof of residency is required at the time of booking.

Initial_____

3. Liability Insurance: Liability insurance is required for any event held in a municipal building. A certificate of liability insurance, when required, must be obtained in the amount of \$500,000 each occurrence, with the City of Avenal (919 Skyline Blvd, Avenal, Ca 93204) named as additional insured. Endorsement page needs to be included as well.

Initial_____

4. **Rental Fee Balance** - All fees are due 2 weeks prior to your scheduled use. Fees can be paid with money order or cash, NO checks will be accepted.

Initial_____

5. **Cancellation Policy** - When booking facility, renters must put down deposit to hold their date. In the event of a cancellation the Avenal Recreation Department will keep \$25.00 from deposit, if cancellation is not done within 1 week of rental. Renters cancelling their event within 48hours or less to their event will forfeit all their facility use fees (excluding deposit) as the Avenal Community Activities Department will not be able to re-rent facility.

The City of Avenal reserves the right to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.

Initial_____



Avenal Community Activities Department

Recreation Facility General Rules and Regulations

Advertising - No advertising may be posted, petitions circulated, or solicitations or sales made in the building or on the facility grounds without written permission from Recreation Staff.

Initial _____

Alcohol Use/Security /DJ- If alcohol will be served; a uniformed security guard will be required from a reputable security firm, at renter's expense. The number of security guards that need to be present will be determined by security company. The security personnel are required to be present from the time alcohol services begins until the end of the event. Proof that a security firm has been retained must be submitted ten (10) days prior to the scheduled use.

Initial _____

Alcoholic Beverages: Alcoholic beverages are permitted on a "bring your own" basis. Permission must be obtained if alcohol will be present at the event.

Initial _____

Rental Rates - Rental rates are on an hour scale. Renter must include set-up and clean-up time in your hours of rental. (Ex. Party starts/ends 2-6pm, clean up 6-8pm, total rental hours = 6hours) Entering the facility prior to the scheduled time or extending the rental time, including clean up time, is not permitted. If rental exceeds rental time, they will be charged hourly rate which will be deducted from deposit. Please be aware the Police Department has a copy of all rental permits on file and may be monitoring the permitted times.

Initial _____

Rental Time - You must enter and leave within the time specified on your agreement which includes set-up and clean-up (we recommend allowing one (1) hour for each).

- Events that exceed the scheduled rental time will be billed the hourly rental rate for the additional time.
- Rentals that continue beyond 12am will be charged \$100 for every fifteen minutes.
- Only one (1) rental per day is permitted for facilities.

Initial _____

Cleaning/Damage Deposit - A cleaning/damage deposit of \$250.00 is required for use of the facilities, and is due to secure your rental. Payment can be made with cash or money order, NO checks will be accepted. Phone calls, Emails, or other communications will not hold the facility without a deposit. The cleaning/damage deposit will be returned within three (3) weeks if the facility is left in satisfactory condition. Additional cleaning costs are charged at \$60 per hour for labor. Any damage repairs will be charged at the actual cost. Applicant will forfeit entire cleaning/damage deposit and will be charged for costs above and beyond deposit.

Initial _____



Avenal Community Activities Department

Damages: The renter is responsible for any damages. In the event of damages, no matter how minor, the City reserves the right to obtain a quote for the repair of damages and to bill the renter appropriately. Failure to pay for damages as billed may result in the revocation of the privileges to use municipal property for future functions and/or legal redress.

Initial _____

Candles, Clay Ovens, Fryers or Open Flames - May not be used in/around any City facility without a Fire Permit. Under no circumstances are any of the above listed allowed inside at the Recreation Center. Cooking devices/BBQ's must be placed off patio/porch area and oil must be removed in proper container from premises.

Initial _____

DECORATING GUIDELINES: NO staples, tape of any kind (double - sided, scotch, sticky or duct tape), glue guns, nails, thumbtacks, any pins or any other objects shall **NOT** be fastened to walls, ceilings, windows, cabinets, counters or fans. **ONLY** freestanding decorations or table top decorations are allowed. If you have any questions about decorating guidelines ask recreation staff. Failure to comply will result in a deduction and/or forfeiture of your deposit.

Initial _____

Maximum Occupancy: The maximum number of people allowed in each building is specified on application.

Initial _____

Exit Doors and Paths - Do not block or obstruct any stairway, hallway, corridor, vestibule, aisle, or exit door.

Initial _____

Ladders - City ladders are not available for public use. Please do not stand on tables or chairs. Any equipment brought into the facility must have protected feet (rubber or felt) and mu not be dragged over the floor.

Initial _____

Leftover Food/Beverage - Must be removed from the premises by the end of your allotted rental time, otherwise it will be removed and you will be charged for staff's time for cleaning, which will come out of your deposit.

Initial _____

Prohibited Items - Do not use confetti, glitter, sequins, rice, birdseed in or around the building (including patios and porches). Smoke/fog machines of any kind are not allowed in City facilities.

Initial _____



Avenal Community Activities Department

No Smoking: Smoking is prohibited in all municipal buildings and within 20 feet of main entrances, exits and operable windows (California Code Section 7596-7598)

Initial _____

Clean Up - You are responsible for clean-up and the condition of the facility at the end of your rental. You will be charged for damage/abuse beyond normal wear and additional clean-up, if required.

Initial _____

The Renter Responsibilities for Clean-up include:

- All food removed from facility and refrigerator.
- All garbage cans emptied and disposed of in dumpster located outside by pavilion (including restroom wastebaskets and stainless steel wall units inside both stalls in women's restroom)
- All kitchen surfaces are free of grease, food particles, and spills.
- All spills and food particles cleaned from tables, chairs, floors rugs and counter tops.
- All toilets flushed, floors clear of toilet paper and paper towels.
- Freezer and refrigerator cleaned and wiped down.
- Return chairs and tables to their cabinets-please face all the same way.
- Sweep all floors, including restrooms. A mop is provided to clean up small spills and to mop restrooms and kitchen rea. The janitor will mop the main floor (spot mop spills if necessary)

Initial _____

Note: A checklist will be provided to renter during walk-through as well.

Storage - Is not available, either before or after your event. At the conclusion of the event, all materials and supplies must be removed from the facility.

Initial _____

Tables/Chairs - Do not slide tables across the floors (pick them up off the ground to move) Do not stand, sit, or lie on tables.

Initial _____

Vehicles - Driving or parking on sidewalks, pathways, or grass areas is prohibited.

Initial _____

The Recreation Department is not responsible for any lost or stolen items left by the rental party.

I understand these rules and regulations and agree to abide by the

Applicant Signature Date

Center Staff Signature Date



Avenal Community Activities Department

Facility Rental Agreement

Phone: 559-386-4317 Fax: 559-386-0629

anna@cityofavenal.com

Facility / Date Information

(Circle one):

Recreation Center (OCC 77) 717 Monterey St Scout House 708 E. San Joaquin St
Veteran's Memorial Building (OCC 200) 108 W. Kings St Avenal Theater 233 E. Kings St

Date of Event: _____ Day of Week: Su M T W Th F Sa

Set up: _____ am/pm _____ am/pm

Event Hours: _____ am/pm _____ am/pm

Clean up: _____ am/pm _____ am/pm

Note: Rental Hours must include all time needed for Decorating/Set up, Main Event, and Clean up

Renter Information

Name of Responsible Party: _____ Email: _____

Name of Organization/Company: _____

Address: _____

City/State _____ Zip: _____

Phone Number: Home _____ Cell _____

Work _____

Event Information

Type of Event: _____ Guest of honor under 21: yes no

Estimated Attendance: _____

Please circle all that apply: Alcohol Served: Yes / No If yes, must provide security: 1 guard

DJ Services: Yes / No If yes, must provide security: 1 guard

Failure to notify staff that you will have alcohol and /or DJ will result in an immediate forfeiture of your entire deposit.

Facility General Rules

Initial _____ I have read the Facility General Rules and Regulations and agree to, and will abide by those rules before, during, and after the event.

Facility Reservation Procedure

Initial _____ I have read and understand the Facility Reservation Procedure.



Avenal Community Activities Department

Hold Harmless and Compliance Agreement

I certify that the above information is accurate. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Avenal from any and all liability for damage or injury to person or property of the undersigned due to use of said facility

COVID Assumption of Risk and Waiver of Liability Clause – Clause Only

By signing this agreement, I acknowledge the contagious nature of COVID-19 and other communicable diseases and voluntarily assume the risk that I may be exposed to, or infected by COVID-19 by participating in the above **Event**, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the above **Event** may result from the actions, omissions, or negligence of myself and others, including, but not limited to, City of Avenal employees, volunteers, and program participants and their families.

Signature of Renter

Date

Organization



Avenal Community Activities Department

RECREATION FACILITIES RENTAL RATES

LOCATION	DEPOSITS NO ALCOHOL / ALCOHOL	RENTAL FEE	ADDITIONAL
<u>VETERANS HALL</u> <u>(OCC 200)</u>	\$250 / \$500	\$60 / HR	Security guards required for DJ / alcohol events
<u>THEATER</u>			
PEGASUS HALL (OCC 100)	\$250 / \$500	\$60 / HR	Security guards required for DJ/ alcohol events
CONFERENCE ROOMS (OCC 15 per room)	\$250 / \$500	2 Rooms \$25 / HR	Additional Room: Add \$20 per room
CINEMA AUDITORIUM (OCC 80 per room)	\$250 / \$500	\$50 / HR	
<u>FULL FACILITY</u>	\$250 / \$500	\$100 / HR	
<u>REC CENTER (OCC 77)</u>	\$250 / \$500	\$40 / HR	Security guards required for DJ / alcohol events
<u>SCOUT HOUSE (OCC 24)</u>	\$100	\$15 / HR	<u>N/A</u>
<u>PAVILIONS / CAR PORTS</u>	\$50 / \$100	\$60 All day use	Security guards required for DJ / alcohol events
<u>CONCESSION STAND</u>		\$100 Full day	\$20 /HR for use of lights at Complex

Liability Insurance must be provided at renter's expense. Policy requirements are listed in the application packet.

Security Guard services must be secured at renter's expense for rentals where Alcohol, Dance and or DJ are being utilized. Number of security guards will be determined by company.



Avenal Community Activities Department
RECREATION FACILITIES RENTAL RATES
NON-PROFITS/SCHOOLS/CHURCHES*

LOCATION	DEPOSITS NO ALCOHOL / ALCOHOL	RENTAL FEE	ADDITIONAL
ALL FACILITIES REC CENTER, VETERANS HALL, SCOUT HOUSE AND THEATER	\$100 / \$250	\$25 Up to 2hr 100.00 Full day	Security guards required for DJ / alcohol events
<u>PAVILIONS / CAR PORTS</u>	\$50 / \$100	\$30 All day use	Security guards required for DJ / alcohol events
<u>CONCESSION STAND</u>		\$100 Full day	\$20 /HR for use of lights at Complex
TECHNOLOGY & TRAINING ROOM (TECH CENTER)	-----	\$10 All day use \$0 For Public Educational Purposes*	Public Educational Purposes free classes open to the community

***Group must be recognized non-profit and registered with a valid business license with the City.**

Use of Ice Machine: Only for group event held within the City and open to the public. Must submit request three days in advance and subject to approval from the City Manager.

Liability Insurance must be provided at renter's expense. Policy requirements are listed in the application packet.

Security Guard services must be secured at renter's expense for rentals where Alcohol, Dance and or DJ are being utilized. Number of security guards will be determined by company.