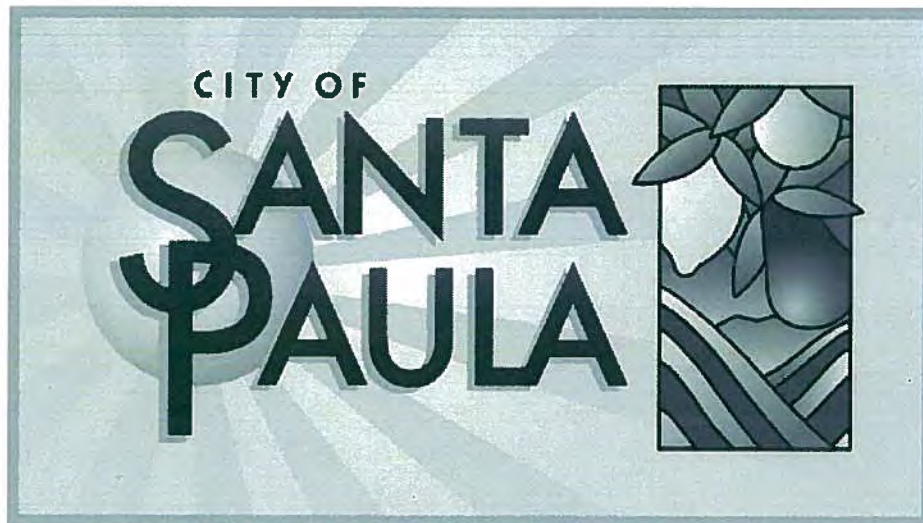


City of Santa Paula Community Center

530 West Main Street
Santa Paula, CA 93060
(805) 933-4226

The Santa Paula Community Center is the perfect place to hold a wedding reception, birthday party, anniversary, family reunion or for that special meeting. The Community Center is equipped with the state of the art kitchen to take care of all your cooking needs and is able to accommodate 265 guests to dine & up to 365 guests for an evening dance. We have chairs, tables and a portable stage to make your evening a success. Thank you for selecting the Santa Paula Community Center to hold your special event.



Santa Paula Community Center
RESERVATION, RENTAL DEPOSIT & REFUND POLICIES

RESERVATION & RENTAL DEPOSIT

To reserve a date in our calendar a deposit must be submitted to the Community Services Department. Reserving a date is done on a first come first serve basis. The rest of your rental and insurance fees need to be paid thirty (30) working days prior to your event. The Community Services Department does not accept payments.

Cancellation Fee

Cancellation or change of a confirmed reservation must be made in writing and will be subject to a 20% deposit penalty. A cancellation or change made between thirty (30) and forty-five (45) **working** days prior to the scheduled date is subject to a 50% penalty. Any cancellation or change made less than thirty (30) **working** days prior to scheduled event will be subject to a 100% deposit penalty fee. If a scheduled event date must be changed there will be a 20% penalty fee.

Refund of Deposit

You will receive a **full refund** of your deposit if you leave the facility in the same condition as when you took possession of it and no damage has been done to the facility. This means all kitchen supplies are present and the end of the night clean up list is completed. **In accordance with the rental agreement, all documents and full payment must be on file with the community center 30 working days prior to your event. Failure to do this will result in a 5% penalty for every day that it is late.** Your refund will be revoked if party attempts to bring alcoholic beverages into the building, which was not provided by the licensed liquor caterer. A warning will be given and secondly the refund will be revoked. Your deposit refund will **BE MAILED TO YOU THREE (3) TO FOUR (4) WEEKS AFTER YOUR EVENT.**

Cleaning the Community Center **must be done before twelve o'clock midnight.** All guests including the rental party must exit the building by twelve midnight. Therefore, it is a good idea to designate several people to be in charge of clean up. These people need to get instructions from the facility attendants on how to clean the Community Center properly and to follow the cleanup checklist. To do a proper and thorough cleanup it generally takes time, so proper planning is advised. You may also choose to have the Community Center staff complete the clean up. If you select this option you must pay in advance.

Cleaning the Community Center consists of wiping tables and chairs and placing them back into storage correctly; wiping walls; sweeping and mopping the auditorium, front and back lobbies, kitchen, and the rest rooms (excluding restocking); etc., see the attached end-of-night clean up checklist. The building attendants are available to instruct you on how to clean properly. Please, let the attendant know when you've finished your cleanup. He/she will let you know if your cleanup is sufficient. **If you have not completed the cleanup checklist by twelve o'clock midnight, the facility attendants will finish the cleanup at \$25.00 per hour. If there is any damage or graffiti, a charge will also be assessed to your deposit.**

*******To discuss your refund, call 933-4226 the following week. The facility attendant does not have information regarding your refund.**

(The above-mentioned policies are subject to change)

Community Center

530 W. Main Street

Santa Paula, CA 93060

Santa Paula Community Center

DECORATION POLICIES

In order to maintain the Community Center in such a way as to maximize use for a wide variety of activities, the following regulations have been established:

1. No thumbtacks, staples, or straight pins may be used to put up decorations. We will provide clips if needed.
2. No tape on the walls is allowed. Renters are responsible for the removal of all decorations, including those on the tables.
3. All materials used in decorating must be NONFLAMMABLE.
4. The use of special effects for decoration must be requested at the time of the application for use of the facility; some special effects are restricted.
5. No smoke machines are allowed.
6. No dance sand or wax on the floor is allowed.
7. All balloons must be popped and picked up after the event.
8. All decorations must be approved by the Community Services Department.
9. Lighted candles for decoration are prohibited.
10. No confetti or glitter is allowed.

(The above-mentioned policies are subject to change.)

BUILDING POLICIES

The Community Center is designed for the recreational use of the residents of the City of Santa Paula. When not in use for Community Services programs, the building may be used by local groups, organizations and individuals for social, cultural, or recreational activities. NOTE: Community Services Department programs will have priority on all open dates.

The Community Center may be used in accordance with the following policies and rules:

1. The use of the Community Center shall be made available to any local group, organization, or individual regardless of ethnic background, religious affiliation, handicapped status, or gender; however, use shall not be allowed to any individual or group for any purpose which will impose, influence or prescribe moral or political philosophies, or that advocates the overthrow of the government of the United States of America or the State of California by force or violence or other unlawful means. The Community Services Director may at his/her discretion deny the use of the Community Center to any individual, group or organization when it is not deemed in the best interests of the City of Santa Paula or the Community Services Department. Any appeals of the decision shall be made before the City Council of the City of Santa Paula, and shall be submitted in writing to the City Clerk within ten days of the Community Services Department's denial.
2. The City of Santa Paula shall not be responsible for any accidents, injury or loss of individual private property during the use of the facility. Lost property will be kept for a maximum of ten (10) days; after ten (10) days the lost property will be transferred to the City's unclaimed property list and sold at the City's annual public auction.
3. All lessees granted use of the facility shall be responsible for reimbursing the City for any loss or damage to City property caused by such use.
4. The use of the facility is contingent upon execution of a Hold Harmless Agreement and a statement signed by the lessee agreeing that all rules governing the use of the facility will be adhered to. Permission to use the facility may be revoked at any time for failure to follow the rules and policies of the facility. These policies are subject to change. Notice of changes will be provided to lessees.
5. All applicants must comply with the City of Santa Paula's insurance requirements as outlined in the City's Risk Management Policy. Please consult with the Building Coordinator for specific requirements for your event.
6. If false statements or gross omissions are made in reserving facilities, or if a rule or regulation established by the City is violated, the function will be closed immediately and all deposits and rates forfeited. This includes the presence of alcoholic beverages not associated with the licensed liquor caterer.
7. A completed rental use application is required by all lessees. The application will not be formally accepted until the building and City policies have been reviewed and signed by the applicant and fees paid. Approval will only be issued to adults twenty-one (21) years of age or older.

Building Policies - cont'd

8. When the facility is used by minors, the group must at all times be under the direction and supervision of its own adult leadership while on the premises. There must be at least one adult over the age of twenty-five (25) years for every twenty (20) minors under the age of eighteen (18) years.
9. The use of any amplification equipment must be approved by the Community Services Department. If approved, the amplification must not be disturbing to any surrounding areas.
10. No advertising materials shall be exhibited and no sales or solicitations made on the grounds or in the facility without approval of the Community Services Director.
11. Cancellation of confirmed reservations must be made in writing and will be subject to a 20% deposit penalty. A cancellation made between thirty (30) and forty five (45) working days prior to the scheduled date is subject to a 50% penalty. Any cancellation made less than thirty (30) working days prior to scheduled event will be subject to a 100% deposit penalty fee. If a scheduled event date must be changed there will be a 20% penalty fee.
12. On going reservations for the use of the facility auditorium or individual meeting rooms shall be granted for no more than one use during a consecutive seven-day period during a calendar year. Requests for continued use shall be submitted in January of each year.
13. The Community Services Department shall have the right to cancel any reservation upon thirty (30) days written notice.
14. The lessee named on the application as the responsible party shall be responsible for the conduct of the activity, and compliance to the rules and regulations by the persons attending the event.
15. The Community Center is a "Non Smoking" facility. Smoking is permitted outside the building in designated areas only.
16. Facility Attendant(s) shall be present at all times during the use of the facility. The attendant has full authority during the event and may terminate the activity.
17. All individuals renting the facility must purchase special liability insurance through the City of Santa Paula at current rates. These rates are subject to change.
18. Gum is not allowed inside the Community Center.
19. The Kitchen area will be CLOSED at 10 pm, all personal cooking utensils, should be out by this time. There will be no exceptions, the kitchen will be locked.
20. Any appeals of the decisions of the Community Services Director regarding use of the Community Center's fees, policies, waiver of fees, shall be made before the City Council of the City of Santa Paula in writing and submitted to the City Clerk within ten days of the Community Services Department's denial.

(The above-mentioned policies are subject to change.)

CITY OF SANTA PAULA

FACILITY RENTAL APPLICATION

THIS APPLICATION MUST BE ACCOMPANIED BY A DEPOSIT IN ORDER TO RESERVE YOUR EVENT DATE
***THERE IS A 35% ADDITIONAL CHARGE NON-SANTA PAULA RESIDENTS**

NAME _____ DATE _____

ADDRESS _____ PHONE (H) _____
STREET

CITY _____ STATE _____ ZIP _____ (W) _____

California DRIVERS LICENSE # _____ Exp. _____
IF YOU CHANGE YOUR ADDRESS, PHONE, ETC. PLEASE NOTIFY THE COMMUNITY CENTER IMMEDIATELY!

IF REPRESENTING AN ORGANIZATION, COMPLETE THE FOLLOWING:

NAME OF ORGANIZATION: _____

TYPE OF ORGANIZATION: NON-PROFIT PROFIT GOVERNMENT PERSONAL

FEDERAL TAX ID# _____ JOB TITLE: _____

EVENT INFORMATION

ONE TIME USE

CONTINUOUS USE

EVENT DATE: _____

EVENT DATES: _____

EVENT TYPE: _____

EVENT TYPE: _____

HOURS: (INCLUDING TIME TO SET UP & CLEAN UP)

HOURS: (INCLUDING TIME TO SET UP & CLEAN UP)

_____ A.M. OR P.M. TO _____ A.M. OR P.M.
CIRCLE CIRCLE

_____ A.M. OR P.M. TO _____ A.M. OR P.M.
CIRCLE CIRCLE

ESTIMATED ATTENDANCE:

MUST COMPLETE THIS SECTION

265 FOR RECEPTION & 375 FOR DANCE MAXIMUM

WILL A FEE BE CHARGED? YES NO

EXPLAIN: _____

ADULTS _____

YOUTHS _____

TOTAL _____

ALL APPLICANTS MUST PURCHASE LIABILITY INSURANCE

