



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.

Avenal Residents - 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.

Nonresidents - may submit a Facility Rental Application no less than three (3) weeks, not more than three (3) months, in advance of the planned event.

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.

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.

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.

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 48 hours or less to their event will forfeit all their facility use fees (excluding deposit) as the Avenal Recreational Department (ARD) 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.



Recreation Center 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.

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. 1 security guard, for rentals only having DJ, 2 security guards, for rentals having both Alcohol/DJ. 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. **Alcoholic beverages may not be sold nor consumed at an event where the honoree is under 21 years of age.**

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

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.

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.

Cleaning/Damage Deposit – A cleaning/damage deposit of \$200.00 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.

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.

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.

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.

Maximum Occupancy – The maximum number of people allowed is 77 persons.

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

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 must not be dragged over the floor.

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.

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.

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).

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.



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).

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.

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.

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

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 them.

Applicant Signature

Date

Center Staff Signature

Date



Facility Rental Agreement

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

anna@cityofavenal.com

Facility / Date Information

(Choose one): Recreation Center Scout House Veteran's Memorial Building

717 Monterey St

708 E. San Joaquin St

108 W. 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

Initials _____ 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

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

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

Signature of Renter

Date

Organization



Facility and Park Pavilion Rental Rates

Rental Facilities

Recreation Center (Birthday Parties, Showers, Family Reunions)		
Group	Rental Rate	Cleaning / Damage Deposit
Non-Profit	12.50 / Hour	No Deposit
Resident	\$25 / Hour	\$200 (No Alcohol / No Dance / NO DJ) OR \$500 (With Alcohol, Dance and or DJ) Permits must be approved by City Manager and Chief of Police
Non-Resident	\$35 / Hour	\$300 (No Alcohol / No Dance / NO DJ) OR \$600 (With Alcohol, Dance and or DJ) Permits must be approved by City Manager and Chief of Police

NOTE: Security Guard services must be secured at renter's expense for rentals where Alcohol, Dance and or DJ are being utilized.

Recreation Center (Capacity 77) / Scout House (Capacity 30) (Meetings)		
Group	Rental Rate	Cleaning / Damage Deposit
Resident Non- Profit	\$0	No Deposit
Non-Resident Non- Profit	\$25 / Hour	\$100 All refundable deposits if building is left clean and no damages
Private / Commercial Resident	\$15 / Hour	\$100 All refundable deposits if building is left clean and no damages
Private / Commercial Non-Resident	\$35/ Hour	\$100 All refundable deposits if building is left clean and no damages



Picnic Areas

(All park pavilion rentals include electricity)

Sports Complex			
Group	Cleaning / Damage Deposit	Rental Rate	
Resident	\$50.00 All refundable deposits if area is left clean and no damages	<u>Half Day (1-4 hr.)</u> \$30 + Deposit Total: \$80.00	<u>Full Day (4+hours)</u> \$60 + Deposit Total: \$110.00
Non- Resident	\$60.00 All refundable deposits if area is left clean and no damages	<u>Half Day (1-4 hr.)</u> \$40 + Deposit Total: \$100.00	<u>Full Day (4+ hours)</u> \$70 + Deposit Total: \$130.00

NOTE: Security Guard services must be secured at renter's expense and an additional \$50 deposit will be incurred if you have Music/DJ. NO alcohol beverages are allowed.

Rice Park			
Group	Cleaning / Damage Deposit	Rental Rate	
Resident	<u>\$50.00</u> All refundable deposits if area is left clean and no damages	<u>Large Pavilion</u> Half Day (1-4 hr.) \$30 + Deposit Total: \$80.00	<u>Large Pavilion</u> Full Day (4+hours) \$60 + Deposit Total: \$110.00
		<u>Small Pavilion</u> Half Day 1-4hr.) \$20 + Deposit Total: \$70.00	<u>Small Pavilion</u> Full Day (4+hours) \$40 + Deposit Total: \$90.00
Non- Resident	\$60.00 All refundable deposits if area is left clean and no damages	<u>Large Pavilion</u> Half Day (1-4 hr.) \$40 + Deposit Total: \$100.00	<u>Large Pavilion</u> Full Day (4+hours) \$70 + Deposit Total: \$130.00
		<u>Small Pavilion</u> Half Day 1-4hr.) \$30 + Deposit Total: \$80.00	<u>Small Pavilion</u> Full Day (4+hours) \$50 + Deposit Total: \$110.00

NOTE: Security Guard services must be secured at renter's expense and an additional \$50 deposit will be incurred if you have Music/DJ. No alcohol beverages are allowed.