

ANDERSON RECREATION CENTER

DETAILED CONDITIONS OF USE

Thank you for your interest in renting the Anderson Recreation Center. Please read the following information and acquaint yourself with the rental policies and procedures.

RESERVATION PROCESS:

- All reservations are processed at our Administrative offices located at the Anderson Recreation Center 125 West Walnut Avenue up to one year in advance. Please call (805) 875-8100 for questions regarding facility and park rentals.
- Complete rental contract, pay balance and submit set up form thirty days prior to the date of your event.
- Be sure that the time you reserve *includes set-up, rehearsal time, clean up and take down*.
- You must vacate the building at the time stated on your application.
- Any time that is requested for set-up 1.) On the day before your event or 2.) Takedown on the day after will be charged the regular rental rate at a minimum of two hours.
- If you find that you require additional hours, your request must be made at least 48 hours in advance of your event, in order to schedule a facility attendant.
- Facility requests that are made less than 48 hours in advance will be refused.
- The damage deposit is due in full at the time of the booking.
- The balance of the rental fee, and the cleaning deposit, are payable 30 days prior to the date of your event. You will be given a due date for the balance of those fees and deposits.
- IF THE BALANCE IS NOT PAID BY THE DESIGNATED DATE, YOUR RESERVATION WILL BE CANCELLED. Any fees paid up to that time will be subject to retention by Lompoc Parks & Recreation.
- The facility is available for rental until 12' Midnight, **BUT THE EVENT AND MUSIC MUST CEASE AT 11 PM FOR CLEAN UP AND TAKEDOWN.**
- Return the completed reservation form to Lompoc Parks & Recreation office at least six weeks prior. Be prepared to pay the "refundable" damage deposit when you submit your application.
- The Facility Supervisor will contact you to make an appointment if you need further assistance in regards to:
 1. Reviewing the rental terms, conditions and policies.
 2. Determining total fees and deposits.
 3. Determining the due date for payment of the balance of fees and deposits (30 days prior to your activity).
 4. Clarifying any questions or concerns you may have.

RENTAL FEES (retirement parties, special events, fundraisers, birthdays, celebrations, Quinceañera, reunions):

*If your event is over 125 people, a list of first and last names of invited guests must be submitted to the Recreation Supervisor one week prior to your event.

<u>Gym, Lobby, Kitchen and Bar</u> (2 hour min)	Non-profit	Private/Business/Commercial
Occupancy 225 dining	\$85 per hour	\$100 per hour + 5% gross sales
Half Day (6 hours)	\$450	\$500
Full Day (12 hours)	\$900	\$1000

<u>Kitchen and Bar</u> (when rented alone) (2 hour min)	\$25 per hour	\$35 per hour + 5% gross sales
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**These rates are for one Recreation Staff, depending on the nature of your event. If your rental requires more than one staff you will be billed additional fees. *RENTAL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE*

The following furnishings are available for use during rentals. You must provide your own decorations and tablecloths for your event.

30	6' x 30" tables
2	5' diameter round tables
275	chairs (not all matching)

THE ABOVE QUANTITIES ARE SUBJECT TO CHANGE WITHOUT NOTICE

GYM FOR SPORTS RENTALS (Basketball/Volleyball):

***RENTAL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Weekdays	7:00am-5:00pm	\$15.00 per hour	(two-hour minimum)
Weekdays	5:00pm-10:00pm	\$25.00 per hour	(two-hour minimum)
Weekends	7:00am-12:00am	\$25.00 per hour	(two-hour minimum)

SECURITY/DAMAGE DEPOSITS

Damage deposits typically are not required for hourly gym sports rentals. The renter/licensee is responsible and liable while using the facilities and must return it in the same condition received.

MEETING ROOMS AND CLASSROOM RENTALS

CONFERENCE ROOM- Occupancy 25

Downstairs; handicapped accessible; tables and chairs available; chalkboard; counter space and sink; restrooms available in lobby.

PANORAMA ROOM- Occupancy 25

Downstairs; handicapped accessible; tables and chairs available; portable chalkboard; restrooms available in lobby.

RENTAL FEES FOR MEETING ROOMS AND CLASSROOMS:

***RENTAL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

Weekdays:	\$25.00 per hour (two-hour minimum)
Weekends:	\$30.00 per hour (two-hour minimum)

DAMAGE DEPOSITS

A damage deposit of up to \$100.00 for rental of the classroom/meeting rooms may be assessed based on the nature of the event at the discretion of the Facility Manager. Hourly classroom/meeting room rental fees are due in full at the time of the booking.

THE RENTAL FEES INCLUDE:

- Supervision of one Recreation employee.
- Setup and takedown of tables and chairs.
- Post-event custodial service.

- Rates are due in full 30 days prior to your event.

ADDITIONAL FEES:

- A security/damage deposit.
- Non-refundable cleaning fee.
- Uniformed security.
- Wristbands.
- An additional dumpster, if necessitated by your activity. The fee is \$25.00 per dumpster.
- Call-out fees.
- Additional staff charges.

BUILDING SUPERVISOR SET-UP RESPONSIBILITIES:

- The Building Supervisor is a Recreation Employee who must be on duty at all times during non-business hours.
- He/she is on duty to set-up and takedown chairs and tables, and assists you with any problems you may have with the building.
- He/she is not available to help you decorate or transport your items in and out of the building.
- He/she is **NOT** responsible to supervise any children.

SECURITY/DAMAGE DEPOSIT:

- In the event that City Property is damaged, broken, stolen, or excessive cleaning (over and above normal custodial service) is necessary as a result of actions during your rental, all or a portion of your deposit will be retained.
- If the facility is left in a clean and orderly fashion, your deposit will be fully refunded in approximately two weeks.
- Recreation Division reserves the right to require any person/persons/business to obtain a Certificate of Liability of a minimum of \$1,000,000.00 naming the City of Lompoc as an additional insured.
- The damage deposit is due at the time of booking to reserve the requested indoor facility and time. If the damage deposit is not received at the time of booking, the facility cannot be booked. The remainder of the balance is due no later than thirty days prior to the first date of use.

CLEANING RESPONSIBILITY:

- Remove all decorations, supplies and equipment brought in by you and your staff. Remember to reserve enough time on your rental application to include set up, clean up and takedown before and after your event.
- Pick up large loose litter throughout the facility.
- Leave the facility in a clean, orderly state.

COST OF SECURITY/DAMAGE DEPOSIT/CLEANING FEES:

- For small parties (less than 50 people, not serving alcohol) deposit is: \$200 MINIMUM
- Cleaning Fee (non-refundable) \$50.00
- For banquet rentals (more than 50 people, serving alcohol/no alcohol) deposit is: \$500 MINIMUM
- Cleaning Fee (non-refundable) \$75.00

RECREATION DIVISION RESERVES THE RIGHT TO ASSESS A DEPOSIT OF UP TO \$5000.00, DEPENDING ON THE NATURE OF YOUR RENTAL.

PUBLIC DANCES:

- You will be required to obtain a dance permit from the Lompoc Police Department and pay the appropriate fee to the City Clerk.
- A copy of the *paid* dance permit must be presented to the Recreation Division at least one month prior to your activity.
- Music and all other amplified sound **MUST CEASE AT 11 PM.**
- Uniformed security is required at all public dances.

SECURITY GUARDS:

Security guards are required when expecting more than 75 people in attendance, at any event that alcohol is being served, and/or whenever deemed appropriate by the Facility Supervisor.

- The Security Guard policy is 1 guard scheduled 30 minutes before event time until 30 minutes after event time. The other guards are schedule 30 minutes before the alcohol serving time until 30 minutes after the event time. Security Guards have a 4 hours minimum.
- The total number of security guards is determined by the number of facility entrances and exits, the nature of the event/rental, and the expected attendance as established by the renter.
- The security company's (Bomar Security) current rates are \$25.00 per hour per guard when booked 30 days or more in advance of the event and \$30.00 per hour per guard when booked 30 days or less in advance of the event.

SERVING FOOD:

- A health permit may not be required if food is served or sold at a private function.
- If you have contracted with a caterer, the caterer is responsible for all permits and licenses.
- The renter is responsible for identifying the caterer to Lompoc Recreation Division at least one month prior to the event.
- If you SELL food at a public event, you may be required to obtain a temporary health permit from the Santa Barbara County Health Department and pay any appropriate fees.
- A one-day business license may also be required from the City Clerk.
- It is the renter's responsibility to investigate the need for such permits and licenses.
- If the above permits and licenses are required, the renter must provide copies to Lompoc Recreation Division at least one month prior to the activity.

ALCOHOL:

Alcohol may be served at events, with renters/licensees adhering to specific stipulations:

- Security guards are mandatory and alcohol may only be served after the arrival of security guards.
- All youth based functions require user to rent the gymnasium with a designated alcohol area in the lobby by the bar.
- All functions with minors present will have a designated area for consumption of alcohol. This stipulation can be waived with consideration of higher deposit and additional security guards.
- A maximum capacity of 225 for youth based functions. (i.e. Quinceneras, baptisms, etc)
- A minimum refundable damage deposit of \$500.00 required. **The Lompoc Recreation Division reserves the right to assess a deposit of up to \$5,000.00, depending upon the nature of the activity or at the discretion of the Facility Supervisor.**
- Alcohol may only be served to photo-identified adults 21 years of age and older wearing wristbands; wristbands charged to the client at \$30.00.
- Alcohol may only be served and consumed between the hours of 12PM-11PM, for a maximum of six hours. Alcohol serving and event must end at the same time.
- Private and Non-profit functions may use glass/dinnerware during dinner. Once music and dancing starts, renter is required to use clear plastic containers for all beverages.
- Non-Profit special events, to include wine tastings, may use glassware for entire of event.
- Any special request different form the policy regarding glass/dinnerware must be approved by the Recreation Manager.

Beer/Wine- Renter providing alcohol at no charge at function

* If the renter is providing beer or wine at the event, an Alcohol Beverage Control License is not required.

Beer/Wine- Renter selling alcohol at function

* If the renter wants to sell beer or wine, an Alcohol Beverage Control License to sell alcohol is required at renter's expense and a certificate of liability insurance naming the City of Lompoc as additionally insured up to \$1 million dollars per occurrence.

Beer/Wine/Spirits- Renter providing or selling alcohol at function

* If renter wants to sell beer, wine or spirit, a licensed caterer or a nonprofit with valid Alcohol Beverage Control License to sell alcohol is required at the renter’s expense and a certificate of liability insurance naming the City of Lompoc as additionally insured up to \$1 million dollars per occurrence.

RECREATION BUILDING SUPERVISOR CLEANING DUTIES:

- Removing all tables and chairs.
- Wiping all tables and chairs.
- Picking up trash/litter.
- Mopping and sweeping floors.
- Cleaning and disinfecting restrooms, lobby, and rented areas.
- Restocking goods and materials.
- Building Supervisor’s **will not** monitor children during your rental.

DEPOSIT REFUND:

- Your deposit will be refunded BY MAIL approximately two weeks after your rental if originally secured by cash, cashier’s check, personal check, or money order, OR
- Your deposit will be refunded VIA DIRECT REFUND TO YOUR CREDIT CARD approximately two weeks after your rental if originally secured via credit or debit card.

CANCELLING RESERVATIONS:

Facility reservations that are cancelled by the renter are subject to a minimum \$20.00 Cancellation Fee. The following scale reflects the amount of the fee to be refunded, which includes the \$20.00 Cancellation Fee for reservations 30 days or less in advance of the reserved date:

Cancellation Notice	Amount of Fee Refunded
0-7 days	-0-
8-14 days	50%
15-29 days	75%
30 + days	100% less \$20.00 cancellation charge

Any reservation changes will be charged a \$5.00 fee, which is due at the time of the request of the change.

WE RESERVE THE RIGHT TO REFUSE YOUR RENTAL APPLICATION. WE ALSO RESERVE THE RIGHT TO CANCEL YOUR RESERVATION AT ANY TIME (WITH ADEQUATE NOTICE), IN WHICH CASE YOUR FEES AND DEPOSITS WILL BE FULLY REFUNDED.

**City of Lompoc
Recreation Division
Anderson Recreation Center Decoration Policy**

In order to maintain the Anderson Recreation Center for a wide variety of activities, the following regulations have been established.

- Thumbtacks, staples or straight pins may be used only to affix decorations to the carpeted portion of walls in the gym.
- The Renter must remove tacks, staples, etc. from all carpeted areas. FAILURE TO DO SO WILL RESULT IN A DEDUCTION FROM THE CLEANING/DAMAGE DEPOSIT.
- No masking tape, duct tape or scotch tape may be used to affix decorations to any painted wall surface. A clay-like substance called "*HOLD IT*" is available at local department and stationery stores, and can be used to stick decorations to wall surfaces. Renters are responsible for removing all residue of this material. FAILURE TO DO SO WILL RESULT IN A DEDUCTION FROM THE CLEANING/DAMAGE DEPOSIT.
- No nails, tacks, staples or tape of any kind may be used on the gym floor. DAMAGE TO THE FLOOR BY USING ANY OF THE ABOVE WILL RESULT IN A DEDUCTION FROM THE CLEANING/DAMAGE DEPOSIT.
- NO METALLIC CONFETTI may be used. Paper confetti may be used in moderation.
- No objects may be attached to window or stage drapes.
- All decorating materials must be non-flammable.
- Open flame candles are not permitted. Only candles contained in glass enclosures may be used.
- Use of special effects for decoration must be requested at the time of application for use of the facility; some special effects are restricted (e.g. smoke machines).
- If the power to the facility goes out due to the overloading of the stage, money will **not be** refunded for inconvenience. The stage cannot handle an overload of electronics due to the age of the facility.

I have read and understand the above policies, and I agree to follow them.

Applicant Signature

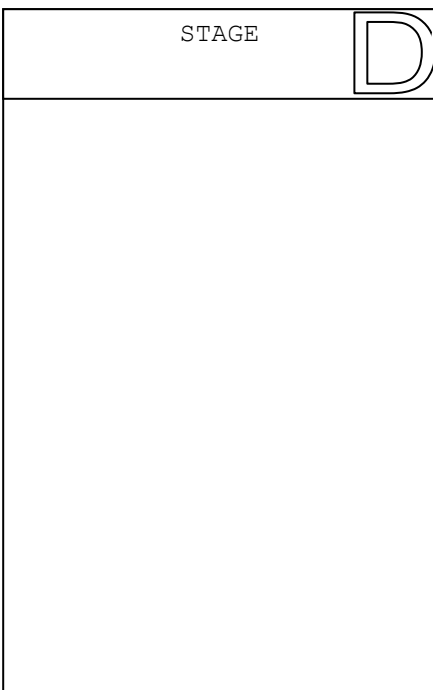
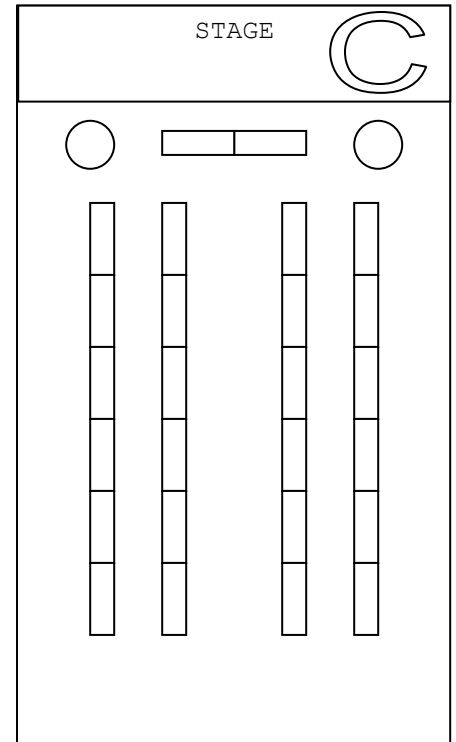
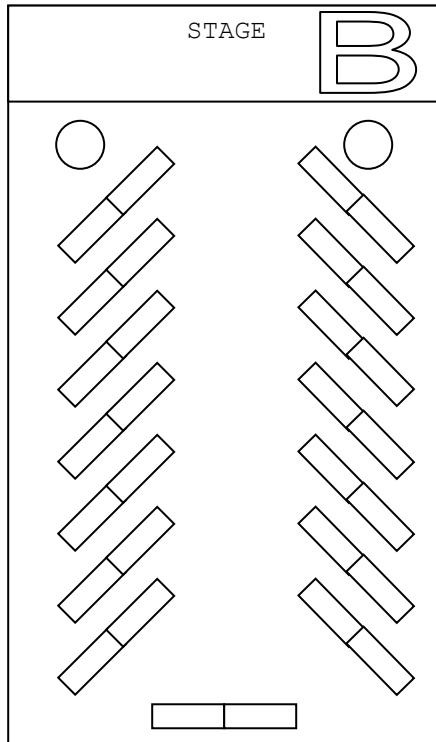
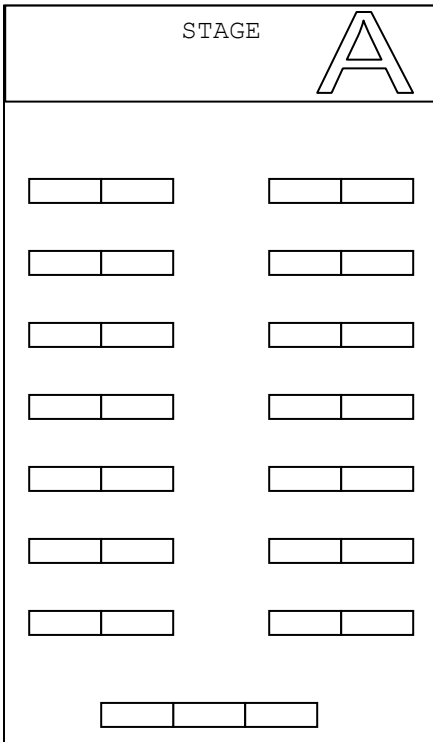
Date

Print Full Name

ANDERSON RECREATION CENTER GYM SET-UP SHEET

Fill out one form per type of event. Form needed two weeks prior to event.

Organization/ Individual: _____ Date of Event: _____
 Contact Person: _____ Phone #: _____
 Name & Type of Event: _____ Dancing? Yes/ No
 Set-up Time: _____ Event Time: _____ Break down/clean-up time: _____
 Equipment Needs: Check all that apply for your event, include # needed.
 _____ Folding Chairs _____ Round Tables (2) _____ 6' Banquet Tables (40)
 Maximum Seated Capacity: 225 people Maximum Standing Capacity: 300 people



Number of people attending: _____ Set-up Preferred: _____

Cross out any tables you would like to eliminate if your party will be smaller than what is shown. If you would prefer another set-up, please feel free to draw your own in the space provided to the left.

Comments: _____

