

# DICK DEWEES COMMUNITY & SENIOR CENTER

## DETAILED CONDITIONS OF USE

Thank you for your interest in renting the Dick DeWees Community & Senior Center. Please read the following information and acquaint yourself with the rental policies and procedures.

### RESERVATION PROCESS:

- All reservations are submitted to 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 and amendments that are made less than 48 hours in advance will be refused.
- The damage deposit is due in full at the time of the reservation.
- The balance of the rental is due 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 The Lompoc Recreation Division.
- 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 The Lompoc Recreation Division office at least six weeks, up to 1 year prior to your event date. Be prepared to pay the "refundable" damage deposit when you submit your application. This reservation fee will hold your desired date.
- 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 (Meetings, trainings, conferences, programs):**

**BANQUET ROOM 101 A, B, C, D, E:**

Handicapped accessible; tables and chairs available; projector screen available; podium; U.S. flag & pole; portable stage; restrooms available in lobby.

**Banquet Room 101 A (includes 101 B, C, D & E)- Occupancy 300**

- Weekdays- 8:00 a.m. – 10:00 p.m. \$45 per hour (two-hour minimum)
- Weekends- 8:00 a.m. – 10:00 p.m. \$50 per hour (two-hour minimum)

**Banquet Room 101 B-Occupancy 100**

- Weekdays- 8:00 a.m. – 10:00 p.m. \$35 per hour (two-hour minimum)
- Weekends- 8:00 a.m. – 10:00 p.m. \$40 per hour (two-hour minimum)

**Banquet Room 101 C, 101 D or 101 E- Occupancy 40 per room**

- Weekdays- 8:00 a.m. – 10:00 p.m. \$25 per hour (two-hour minimum)
- Weekends- 8:00 a.m. – 10:00 p.m. \$30 per hour (two-hour minimum)

**Multi Purpose Room- Occupancy 96**

- Weekdays- 8:00 a.m. – 10:00 p.m. \$25 per hour (two-hour minimum)
- Weekends- 8:00 a.m. – 10:00 p.m. \$30 per hour (two- hour minimum)

**CLASSROOM 105 or 106 (two-hour minimum): Occupancy 25 per room**

Handicapped accessible; tables and chairs available; whiteboard available; projector screen available, counter space and sink; podium; U.S. flag & pole; restrooms available in lobby.

- Weekdays- 8:00 a.m. – 10:00 p.m. \$20 per hour
- Weekends- 8:00 a.m. – 10:00 p.m. \$25 per hour

**CLASSROOMS 105 & 106 combined (two-hour minimum): Occupancy 50**

- Weekdays- 8:00 a.m. – 10:00 p.m. \$30 per hour
- Weekends- 8:00 a.m. – 10:00 p.m. \$35 per hour

**CLASSROOM 107 or 108 (two-hour minimum): Occupancy 20 per room**

Handicapped accessible; tables and chairs available; whiteboard available; projector screen available, counter space and sink; podium; U.S. flag & pole; restrooms available in lobby.

- Weekdays- 8:00 a.m. – 10:00 p.m. \$20 per hour
- Weekends- 8:00 a.m. – 10:00 p.m. \$25 per hour

**MEETING ROOM 118, Library or Game Room (two-hour minimum):**

Handicapped accessible; tables and chairs available; whiteboard available; projector screen available, counter space and sink; podium; U.S. flag & pole; restrooms available in lobby.

- Weekdays- 8:00 a.m. – 10:00 p.m. \$15 per hour
- Weekends- 8:00 a.m. – 10:00 p.m. \$15 per hour
- On weekends, Meeting Room 118, Library or Game room can only be rented in conjunction with a larger function



Banquet Room 101 A	250-300	300
Banquet Room 101 B	100	100
Banquet Room 101 C, D or E	35	40
Multi Purpose Room	50-96	96
Multi Purpose Room combined with 105 & 106	80-130	x
Classroom 105	x	25
Classroom 106	x	25
Classroom 107	x	20
Classroom 108	x	20
Meeting Room 118	x	15

### **DAMAGE DEPOSITS**

A damage deposit of up to \$50.00 for rental of the classroom/meeting rooms may be assessed based on the nature of the event at the discretion of the Facility Supervisor. Hourly classroom/meeting room rental fees are due in full at the time of booking.

### **THE RENTAL FEES INCLUDE:**

- Supervision by one Recreation Division 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 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.
- He/she will pick up trash/litter before, during and after the event.
- He/she will mop and sweep floors.
- He/she will wipe down tables and chairs after the event.
- He/she will clean, disinfect restrooms, lobby and rented areas.
- He/she will restock goods and materials in the restrooms and trash cans.
- 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:**

- A Security/Damage Deposit is charged to protect our facility.
- 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.
- The Lompoc 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 additionally insured.
- The damage deposit is due at the time of registration to reserve the requested indoor facility and time. If the damage deposit is not received at the time of registration, the facility cannot be booked. The remainder of the balance is due no later than thirty days prior to the first date of use.

**COST OF SECURITY/DAMAGE DEPOSIT/CLEANING FEES:**

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

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

**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.

**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 Lompoc 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.

**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 the Lompoc Recreation Division at least 30 days 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 The Lompoc Recreation Division at least 30 days 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 Banquet Room A and Multi Purpose room with a designated alcohol area in the Multi Purpose Room.
- A maximum capacity of 300 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 from 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.

**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.

**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:

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

Any reservation changes may 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**

**Dick DeWees Community & Senior Center Decoration Policy**

In order to maintain the Dick DeWees Community & Senior 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 Banquet Room.
- 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 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 moveable walls.
- 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).

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Full Name



# DICK DEWEES COMMUNITY & SENIOR CENTER 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.

\_\_\_\_\_ Chairs (300) \_\_\_\_\_ 5' Round Tables (50) \_\_\_\_\_ 6' Banquet Tables (50) \_\_\_\_\_ 8' Banquet Tables (10)

\_\_\_\_\_ Conference Tables (30)

Number of people attending: \_\_\_\_\_

Comments: \_\_\_\_\_

## Banquet Room



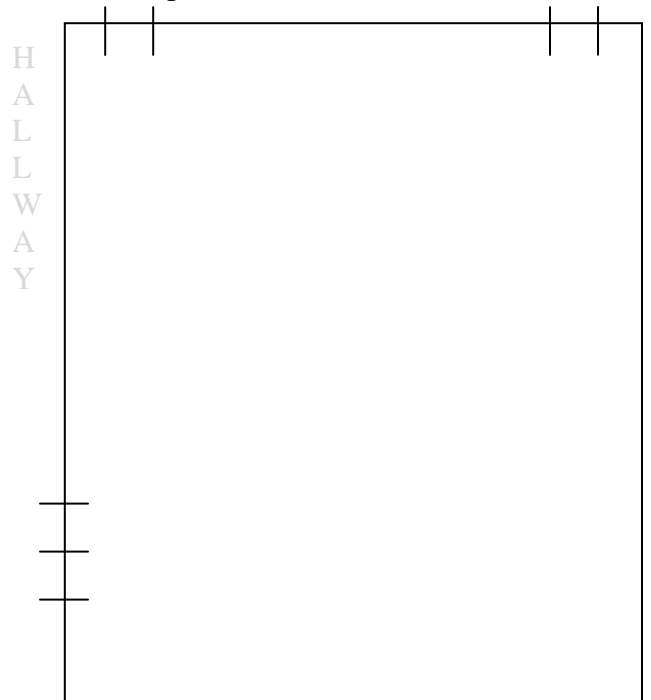
Additional equipment requested for this rental:

\_\_\_ Podium (P)- Table Top      \_\_\_ U.S. Flag (F)

\_\_\_ Beverage Carts (B)      \_\_\_ P.A. System

\_\_\_ Podium (P)- Free Standing      \_\_\_ Portable Stage

## Multi Purpose Room



Lobby