

*City of Stockton  
Community Services Department*

*Application and Guidelines  
for Reserving  
Community and Senior Center Facilities  
Fiscal Year 2015 -2016*

*Absolutely No Alcohol or Smoking*

## **Facility Rental Process**

The City of Stockton Community Services Department has established the following guidelines and procedures to ensure success in your rental process of private use of our facilities.

1. Reservations may be scheduled no more than one year in advance and are on a first come first serve basis. We reserve the right to secure any dates for a City or City sponsored program.
2. **Payment in full** must be received 45 days prior to your event.
3. A deposit and an Event Checklist, or Facility Rental Application, is required to make reservations; you may submit them to the Community Services office or to the desired location of rental. All rental fees must be paid prior to your event. The only accepted forms of payment will be cash, cashiers check, money order, or a credit card when payment is made 45 days or less prior to your event.
4. The request for outside vendors where insurance is required will be considered only if it is 45 days prior to the event.
5. If your event is approved, a facility rental contract will be mailed to you as confirmation.
6. The facility rental contract details the entire rental agreement. A signed agreement must be returned by the noted due date(s) in ensure the reservation for your rental.
7. If your event/rental requires security, a list of City approved security companies will be provided. (Security will be required for large groups at user's expense. Security requirements are determined by the Community Services Department.)
8. Prior to the event/rental you will meet with the facility/rental coordinator to complete a lay-out of tables/chairs submit insurance and endorsement, provide security company, and pay balance of rental if needed.
9. A City of Stockton employee will be on duty as a Facility Supervisor who will provide supervision from one hour prior to start of event and one hour after its conclusion. The facility will be clean and ready for use.
10. Following your event the Facility Supervisor will inspect facility for damage and closing condition. You must dispose of all trash and decorations in the facility. Per City ordinance, there is NO alcohol permitted on City of Stockton Community Center property. Failure to follow this ordinance will cause for immediate shut down of your rental.
11. You will receive your deposit refund in full, or with deductions and a letter stating reasons, in the mail with 3-4 weeks after your event.

## Security Deposit Requirements

A deposit is required for any event/rental at a City of Stockton property.

\$100 Deposit – Rental of 1-100 people

\$200 Deposit – Rental of 101-capacity

1. User is responsible to clean up area after use and to leave it damage free. Damage repairs will be deducted from deposits and/or billed.
  
2. All decorations must be completely removed immediately following the event. A cleaning fee will be charged for any type of attachments left on the walls or strings attached to chairs or the building. To avoid a cleaning fee please take home left over food, clean out the refrigerator, clear and clean counter tops and put everything away, and turn off and wipe off kitchen stove if needed.
  
3. The applicant is responsible for returning the premises back to the general condition of cleanliness and repair in which it was found. Do not leave any garbage in rental area or your deposit may be charged.
  
4. Lessee is responsible for care and removal of anything they take into the building. If the building is not cleaned, we will clean it and charge the fee against your security deposit. You will be asked to pay for broken or stolen items. Because the halls may be rented again shortly after your event, it is important you clean up immediately.
  
5. Additional time must be requested in advance and paid for however, overage of your allotted rental time the day of your set up and/or event will be deducted from your security deposit per current rates on the fee schedule.

I agree to and will follow the above guidelines. This will ensure the City Property stays maintained for the entire community. Thank you in advance for your cooperation.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

## **Cancellation / Refund Policy**

The City's cancellation policy has been developed to discourage the last minute cancellation of rentals. If a cancellation is received on short notice, the City's ability to-rent the facility is severely limited. The cancellation/refund policy is therefore structured to offer the greatest refund in instances where the City has the highest probability of re-renting the facility.

1. Written notification of cancellation is required by the applicant 15 days prior to the event in order to receive the refund.

Cancellation fees will be charged on the following basis:

- a.) 15 days or more prior to event: \$25
  - b.) Fewer than 15 days prior to event: \$50
2. All deposits/payments will be forfeited if proper paperwork is not completed and submitted within 15 days to the Community Services Department, 605 N. El Dorado Street, 2<sup>nd</sup> Floor Admin. Offices or faxed to (209) 937-8683. **City staff will not accept cancellations made by telephone.**
  3. The City of Stockton reserves the right to cancel any use of facilities in emergency situations or when deemed necessary for the safety and best interests of the customers the City of Stockton and all concerned. In such cases, the City will provide a full refund or credit of all fees and deposits paid at the end of the reservation. Every effort will be made to notify user of a cancellation at the earliest possible date.

I agree and acknowledge that I have read the above Cancellation Policy and understand that all cancellations must be submitted to the Community Services Department in person.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

## Rental Facility Fee Schedule 2015-16

The City of Stockton is pleased to offer several rental facilities available for reservations. Below are the facilities currently offered along with their rental fees.

Following fees apply to all venues:

Deposit fee	\$100 (1-100 people)
Deposit fee	\$200 (101-capacity)
Clean up charge	\$16.00 per hour
Staff fee (hours outside normal operation hours)	\$16.00 per hour

Percentage of admission/services

(City is entitled to the following percentages of gross when admission is charged)

Admission	20 %
Catered Food	10 %
Other concessions	20 %

<b>McKinley Community Center</b>	424 E. Ninth Street	(209) 937-7354
<b>Arnold Rue Community Center</b>	5758 Lorraine Avenue	(209) 937-7350
<b>Seifert Community Center</b>	28 W. Ben Holt Dr.	(209) 937-8307
<b>Stribley Community Center</b>	1760 E. Sonora Street	(209) 937-7351
<b>Van Buskirk Community Center</b>	734 Houston Avenue	(209) 937-7358

Gym/Auditorium	\$40.00 per hour
Gym/Auditorium w/ floor coverings (4 hour minimum)	\$57.00 per hour
One side court	\$28.00 per hour
Multi-purpose Room	\$33.00 per hour
Activity Room	\$33.00 per hour
Kitchen (warming purposes only) - (1 hour minimum)	\$33.00 per hour
Staff fee- includes 2 staff (hours outside normal operating hours)	\$32.00 per hour
Bounce House	\$70.00 per rental

<b>McNair Community Center</b>	9550 Ronald E. McNair Way	(209) 937-8128
<b>Weston Ranch Community Center</b>		

Classroom Rental	\$40.25 per hour
Dance Room	\$57.00 per hour
Small Gym (full gym)	\$51.25 per hour
Small Gym (one court)	\$30.75 per hour
Staff fee (hours outside normal operation hours)	\$16.00 per hour

<b>Oak Park Senior Center</b>	730 E. Fulton Street	(209) 937-7777
Social Hall		\$56.00 per hour
Activity Room		\$33.00 per hour
Kitchen (warming only)		\$33.00 1 hour min
Clean up charge		\$16.00 per hour
Staff fee (hours outside normal operation hours)		\$16.00 per hour

## **Rental Room Sizes and Capacities**

<b>Arnold Rue</b>	<b>Capacity</b>	<b>Dimensions</b>
Gymnasium	250	85 x 50
Multi Use Room	105	45 x 35
Dance Room	50	35 x 40
Arts & Crafts Room	40	25 x 25

<b>Stribley</b>	<b>Capacity</b>	<b>Dimensions</b>
Gymnasium	250	107 x 77
Multi Use Room (Teen)	40	25 x 30
Multi Use Room (Seniors)	30	25 x 20
Meeting Room	50	30 x 30

<b>Van Buskirk</b>	<b>Capacity</b>	<b>Dimensions</b>
Gymnasium	250	85 x 50
Ross Hall	70	35 x 30
Arts & Crafts Room	60	36 x 25
Teen Room	30	22 x 20