



# Sylvan Community Center Facility Rental Application

*Please Print*

Today's Date \_\_\_\_\_

## Applicant Information

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Business and/or Organization \_\_\_\_\_

Non-profit ID number \_\_\_\_\_

Refund Check Issued To \_\_\_\_\_

\*\*Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**\*\*Rental Deposit will be returned to address listed above, via check, 30-days following the 1-time event.**

**Deposits on hold for annual rentals will not be returned until the conclusion of the final date, upon written request, via check, 30-days following the receipt of the written request.**

Number attending event \_\_\_\_\_ (Max Capacity: 50 people)

Describe the event and list the activities you will be having at the Sylvan Community Center:

\_\_\_\_\_

\_\_\_\_\_

**ALCOHOL IS PROHIBITED.** \_\_\_\_\_ Initials

## Alternate Contact Information

*\* Please Note: Only those listed on application can make changes to rental. All changes need to be submitted in writing.*

Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

# Pricing Breakdown

To be completed at time of booking.

**All Rental Fees due at time of booking. Insurance is required for annual rental dates which can be provided by the organization as it satisfies the City requirements or purchased thru the City for an additional fee.**

**Service Club/Organization/Non-Profit**

Deposit: \$250.00 (to be held for a period of 1-year)

Annual Rental Fees: \$75.00 (for a period of 1-year)

Hours of Rental: \_\_\_:\_\_\_ AM to \_\_\_:\_\_\_ AM

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Total Due: \$325.00**

## **Annual Rental Dates**

Year \_\_\_\_\_

**Re-occurring meeting? Y or N Specify: Weekly, Monthly or Other: \_\_\_\_\_**

Notes: \_\_\_\_\_

January \_\_\_\_\_ May \_\_\_\_\_ September \_\_\_\_\_

February \_\_\_\_\_ June \_\_\_\_\_ October \_\_\_\_\_

March \_\_\_\_\_ July \_\_\_\_\_ November \_\_\_\_\_

April \_\_\_\_\_ August \_\_\_\_\_ December \_\_\_\_\_

Additional Date(s): \_\_\_\_\_

**TIME OF MEETING: \_\_\_:\_\_\_ AM**

(Client is allowed up to 1-hour before and 1-hour after meeting conclusion.)

**Citrus Heights Residents/Non-Residents (One-time rental)**

Deposit: \$250.00

Event Rental Fees: \$85.00 Facility Use/Insurance

Date of Event: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Hours of Rental: \_\_\_:\_\_\_ AM to \_\_\_:\_\_\_ AM

(8 hour maximum rental)

Total # of Hours \_\_\_\_\_

**Total Due: \$335.00**

## RENTAL POLICIES AND GENERAL INFORMATION

### I. GENERAL RENTAL INFORMATION

- 1) Reservations are taken at the Citrus Heights Community Center, 6300 Fountain Square Drive, Citrus Heights, CA 95621 (916) 727-5400, Monday - Friday, 8:00 a.m. – 4:00 p.m. Inquiries may be made in person, by telephone or visit us on the web at [www.citrusheights.net](http://www.citrusheights.net). Telephone inquiries are not considered confirmed reservations.

Reservations are accepted on a first come, first served basis, up to one year in advance of the rental date.

- 2) You may tour the Sylvan Community Center by appointment during normal hours of operation, provided that an event is not in progress. To talk with a staff member regarding your event plans, please call (916) 727-5400.
- 3) Rental times are Monday through Thursday 6:00 a.m. - 10:00 p.m., Friday through Sunday 6:00 a.m. - 11:00 p.m.
- 4) **To secure your reservation, a *Booking/Cleaning & Damage Deposit* is required.** Please see Item #II below for details.        Initials
- 5) **All rental fees are due at time of booking.**
- 6) You must be 21 years of age to rent the Sylvan Community Center. A 8:1 ratio of youth to adult chaperones is required at all times.
- 7) One-time events: Renter is required to check-in with Staff at the Citrus Heights Community Center, 6300 Fountain Square Drive and pick up the Building Key during regular business hours. **Monday through Friday 9AM to 4PM. Failure to check-in with Staff will result in forfeiture of Renter's Deposit and may in fact cause delays for your event. The key will only be released to the Renter or main contact listed in this agreement. The building key must be returned to 6300 Fountain Square the week following the event.**        Initials

### II. BOOKING/CLEANING & DAMAGE DEPOSIT

- 1) A *Deposit* is required for all facility rentals. This amount is \$250.00. Funds are deposited and will be returned (if no damages or violations occur) within 30 days after the event date (one-time use rentals). Annual renters will receive deposit at the one year anniversary date of the contract or termination of the contract within the annual contracted year. If your event causes the need for:
  - a. Cleaning beyond normal Sylvan Center maintenance,
  - b. Repairs or replacement due to structural or equipment damage,

- c. Fire Department response due to false alarm or exceeding capacity of the building per the Fire Code, or
- d. Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace.

The security deposit will be used to pay for the additional fees. If fees exceed the amount of the deposit, renter may be required to pay the additional amount.

- 2) Annual Renters- The \$250.00 deposit will be collected at the inception of the yearly contract and each renewal of the contract thereafter. A \$50.00 deduction will be taken from the deposit for each infraction as stated in **Section II-1, Section V, and Section VI**. When the deduction amount totals \$100.00, the renter will be required to supply the funds necessary to bring the amount to the original deposit of \$250.00.
- 2) Facility inspections are conducted following events by City Staff to determine the condition of the facility, including the assembly area, restrooms and kitchen. If all clean up requirements are met, no damage has occurred, staff will recommend that your *Booking/Cleaning & Damage Deposit* be refunded.
- 3) The City reserves the right to retain the entire security deposit if the applicant has 7/14/2015 made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

### **III. RENTAL FEES/POLICIES**

- 1) **All rental fees are at time of booking.** Payments may be in the form of a check, cash or credit card (MasterCard, Visa, or Discover).
- 2) If renter wishes to switch event dates, a fee of \$25.00 per occurrence, may be charged and depends on availability of the facility. *All Date Change requests MUST be submitted in writing.*
- 3) Renters who arrive earlier or stay later than the reserved time will be charged for the additional time at a rate of **one and a half times the hourly rate.** \_\_\_\_\_ Initials
- 4) Fees are not refunded for reserved time not used.
- 5) The City of Citrus Heights and/or the Citrus Heights Police Department reserves the right to cancel any event for violations of any terms and conditions of the Facility Rental Application.
- 6) Only the renter(s) whose name is on the rental application can submit changes. Changes must be approved by staff, who will determine if additional fees are necessary.
- 7) Incomplete, inaccurate or false information by the renter on the contract may result in cancellation of the contract and loss of the security deposit and any fees paid.
- 8) The City reserves the right to adjust fees at any time.

- 9) Renter acknowledges that the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event that the facility should become unavailable due to any such circumstances, the City will refund any fees received from renter. The City shall not be liable for renter's consequential damages, including but not limited to other costs incurred in connection with renter's event, lost profits, and lost opportunity.
- 10) Renter is entitled to two (2) consultation appointments (in person or via telephone) with Community Center Staff.

#### **IV. CANCELLATIONS**            **Initials**

**Cancellation of reservation are subject to the following conditions and fees:**

1) **One-time events:**

- a. All cancellations are required to be in writing by the person named on the contract, 14-days prior to the rental date for a full refund of all fees.  
Cancellations made less than 14 days prior to the event date will forfeit deposit and all rental fees paid. Written cancellations may be faxed, emailed, mailed or hand delivered to the community center staff.

2) **Annual events:**

- a. All cancellations are required to be in writing by the person named on the contract. Written cancellations may be faxed, emailed, mailed or hand delivered to the community center staff. Only the initial \$50.00 deposit will be refunded, less any deductions for cleaning, damages, etc., if applicable.

#### **V. RENTER/RENTAL POLICIES & CONDITIONS**

- 1) For all re-occurring events held at the Sylvan Community Center, renters are required to either purchase insurance from the City or add the City as additionally insured to their insurance. If the City of Citrus Heights is being added as additionally insured, the original certificate and Additional Insured Endorsement page must be mailed to: **Risk Management, City of Citrus Heights, 6237 Fountain Square Drive, Citrus Heights CA 95621**. All persons, groups and organizations shall agree to hold the City of Citrus Height, its' elective and appointive boards, commissions, agents and employees harmless from any liability for damages and claims for personal injury including death as well as from claims for property damage which might arise from the use of the recreation center or furnishings. Failure to obtain proper insurance can result in cancellation of event and all fees forfeited.

*Please see staff for sample Insurance Certificate and Additional Insured Endorsement*

- 2) **The person in charge of the event must be available** to check in with Community Center staff in order to gain access to the facility. **Failure to return the key will resort in loss of deposit.**
- 3) **The Sylvan Community Center is an Alcohol Free Building.**

- 4) Subleasing is not allowed.
- 5) The Citrus Heights Police Department and/or City staff may, at anytime, visit the facility during a rental and instruct renter to turn music down or discontinue due to abuse of the noise permit rules and regulations. See Citrus Heights Municipal Code, Section 9.24.130 regarding sound limits for events on public property.
- 6) **Children** are not allowed outside rented facility without adult supervision. **Failure to supervise children may result in forfeiture of Renter's Deposit.**
- 7) Smoking is prohibited inside the building and on the grounds CCH MC Section 8.02.200 (B.2.).
- 8) Renter is responsible for all rental guests' behavior. Violence, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests are to abide by all facility policies and procedures. The City may cancel any event for violations of disturbing the peace laws.
- 9) Fire code does not permit open flame devices except those needed for food preparation.
  - a) **NO SMOKE/FOG MACHINES are ALLOWED.** All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.
- 9) **Decorations** must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape or staples are not permitted. **ONLY painters/masking tape can be used and must be removed immediately after use.** Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside/outside the facility. **No candles are allowed.**
- 11) **Rice, birdseed, confetti, hay, straw, sand, glitter etc. are not permitted.**
- 12) Parking availability is limited and is not guaranteed.
- 13) Storage is not available for one-time renters.
- 14) **Barbecuing is not allowed. All outdoor cooking is prohibited.**
- 15) The Sylvan Community Center and the City of Citrus Heights are not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- 16) Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs.
- 17) The Center staff reserves the right to photograph events for promotional purposes.

- 18) Renter assumes full responsibility for the communication to its attendees for events held. The City of Citrus Heights and/or the Sylvan Community Center are not to be listed as a contact for your event. \_\_\_\_\_ Initials
- 19) **The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.**

## **VI. RENTERS CLEANING RESPONSIBILITIES**

The renter is responsible for the following cleaning duties:

- 1) **All clean-up is the renter's full responsibility.** The facility is to be left clean and free of debris/spills. If excess trash, food or spills are left on the floor, the security deposit will be withheld to cover the expense of outside cleaning resources and may affect the renter's status for any future facility rentals.
- 2) **ALL TRASH is the responsibility of the renter.** At the conclusion of each event, all trash and recycling materials MUST be taken out of the Sylvan Community Center building and placed in the large trash and recycle containers located behind the building. Any cardboard boxes must be broken down before being placed in the recycle container. **DO NOT** place trash in the recycle containers.
  - a) All interior trash cans must be re-lined with liners prior to renter leaving. The Sylvan Community Center will provide trash liners, as needed.
- 3) All tables must be cleared of all items: table linens, dishes, decorations, etc.
- 4) Any and all decorations must be taken down and removed from the Sylvan Community Center within the rental time.
- 5) See Page 9 of Facility Rental Application for detailed Cleaning Responsibilities.
- 6) **The Kitchen and Restroom areas must be thoroughly cleaned and ready for the next facility user.** Failure to return the Facility to the condition it was presented to the renter at the time of the rental will result in the loss of your deposit and the loss of future facility rentals. \_\_\_\_\_ Initials
- 7) Basic cleaning supplies are available for use and can be found in the bathroom(s) of the facility. Please use them according to the directions listed on the cabinet.

**Signature of Renter(s) Required below:**

The consequence of not following the City of Citrus Heights' rental policies may result in loss of your deposit and/or your event being cancelled completely or early.

- My signature below signifies that I have read and understand the rental policies/rules outlined on pages 3 through 7 (and the Kitchen Cleaning Procedures, page 9).
- I agree to abide by all of the conditions of this application and any permit(s) issued based upon this application.
- I also agree to pay the City of Citrus Heights all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I understand that the City of Citrus Heights reserves the right to photograph facilities, activities and participants for its own use.
- I agree to defend, indemnify and hold harmless the City of Citrus Heights, its officers, agents and employees from any liability resulting from my intentional or negligent acts while renting the Sylvan Community Center.
- I declare that the information contained in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event may be cancelled if this application contains any intentional misrepresentations.
- I agree that I am solely responsible for any damage, loss, accident or injury to persons or property resulting from the use of the Sylvan Community Center Facility.
- I am responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of the Rules and Regulations can result in a denial of further permits and, in case of damage to the facility, financial reimbursement for repair or replacement will be demanded.
- I, the undersigned, have received and read a copy of the Community Center Rules and Regulations concerning the use of the facility and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant organization.
- In permitting the use of its facilities, I, individually and on the behalf of my successors, heirs, administrators and assigns, agree to hold harmless, indemnify and release the City of Citrus Heights, its officials, offices, employees, volunteers and agents, from any and all actions, demands and/or claims for damage or injury, including claims of negligence, which may arise from or in connection with the use of said facilities.

Print Name: \_\_\_\_\_

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

**On behalf of:**

Name of the Organization (if applicable): \_\_\_\_\_

**Sylvan Community Center  
7521 Community Drive  
C/O Citrus Heights Community Center  
6300 Fountain Square Drive  
Citrus Heights, CA 95621  
Phone - (916) 727-5400 Fax - (916) 727-5491 [www.citrusheights.net](http://www.citrusheights.net)**



# Sylvan Community Center

## Facility Checkout Checklist

### Meeting Room Checklist:

- Remove Debris from floor
- Remove All Equipment
- Remove Personal Items
- Clean ALL Tables w/ Disinfectant
- Remove All Decorations
- Trash emptied; new liners in cans

### Kitchen Checklist:

#### Appliances

- Equipment Turned Off & Cleaned
- Turn off Coffee Maker,
- Clean Refrigerator, Freezer & Oven
- Clean and wipe down all surfaces/wash w/ dish soap & hot water
- Empty Refrigerator, Freezer and Oven

#### Surfaces

- Counter Surfaces Cleaned: Wash with dish soap & hot water, spray w/ disinfectant and dried w/ clean dry towel.
- Clean all stovetop surfaces (burners & inside oven & racks). Wash with dish soap & hot water.

**Note: Kitchen does NOT have garbage disposal in sink; do not force any food down drain.**

- Emptied, rinsed and no food debris in sinks & dishwasher. Sinks are washed, sanitized & dried w/ clean dry towel.
- Two (2) Oven Racks in Kitchen

#### Floor & Misc.

- Floors Swept
- Mop ALL Floor Surfaces
- Clean all drains of debris
- Rinse out mop bucket
- Trash emptied; new liners in cans

**Restrooms must be completely cleaned following each event. Restrooms MUST be cleaned of debris and all paper products restocked. Floors swept and mopped and all trash removed. Toilets and sinks left clean and presentable.**

**NOTE:** Renter is responsible for all kitchen cleaning requirements and failure to follow guidelines listed above may result in reduction or forfeit of rental deposit.

**Retrieve all personal items, decorations & equipment.  
City of Citrus Heights NOT responsible for items left behind.**

**Renter will ONLY have access to areas listed on their Rental Application.**



# CITY OF CITRUS HEIGHTS

\_\_\_\_\_  
Name of Organization & Event and Date

## Agreement and Release Regarding use of the Sylvan Community Center

In consideration of the acceptance of my application for entry/participation into the above event, I, \_\_\_\_\_, hereby waive, release and discharge any and all claims from any persons from the group or organization listed above for damages for death, personal injury or property damage which I may have, or which hereafter accrue to me, against the City of Citrus Heights as a result of my use and participation in the event at the Sylvan Community Center. This release is intended to discharge the City of Citrus Heights, its officers, officials, employees and volunteers, any other involved municipalities or public agencies from and against any and all liability arising out of or connected in any way with my participation in the event, even though that liability may arise out of the negligence or carelessness on the part of persons or Entities mentioned above. I further understand that accidents and injuries can arise out of the event; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

I consent to the use for all purposes of my name, picture, voice, and likeness as part of or in connection with any broadcast or promotional item relating to this event and will receive no compensation in any form.

Additionally, I agree that participation in this event is subject to approval by the City of Citrus Heights City Manager's office, which reserves the right to refuse or disqualify any participants. All performance material must be suitable for family events.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

\_\_\_\_\_  
Participant Name (Print)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date