

## FACILITY RENTAL GUIDE

### Step 1: Check Facility Availability and Tour Facility

- ☐ Call, email, or schedule a visit with the facility. For North Natomas Community Center, you may also submit a Facility Rental Inquiry Form found at [cityofsacramento.org/nncc](http://cityofsacramento.org/nncc).
- ☐ Call, email, or visit the facility.

*In compliance with the Sacramento County Noise Control Program, rentals/events must end by 10 pm. Rentals ending at 10 pm must exit the facility by 11 pm after completing cleaning.*

### Step 2: Application Process

- ☐ Submit completed application to the Community Center's Reservation Staff. Rental applications must be submitted at least 60 days in advance. Applications submitted within 60 days of the event will be considered on a case-by-case basis depending on center availability and staffing.
- ☐ Provide a valid Photo ID (California ID or CDL).
- ☐ Sign a pending contract, payment of deposit &/or fees required at a Paypoint location.

### Step 3: Payment of Deposit & Fees

- ☐ Deposit due with the completed application.
- ☐ Pay deposit &/or fees required via ActiveNet or at one of the Paypoint locations below:
  - Coloma Community Center (4623 T Street, Sac, 95819)
  - Hart Senior Center (915 27th St, Sac, 95816)
  - Sam & Bonnie Pannell Community Center (2450 Meadowview Road, Sac, 95832)
  - South Natomas Community Center (2921 Truxel Road, Sac, 95833)
- ☐ Sign completed contract.

### Step 4: Payment of Remaining Fees & Proof of Insurance

- ☐ Payment of remaining fees can be done at a Paypoint center or online.
- ☐ All remaining fees and additional documents due 60 days prior to the event.
- ☐ Provide proof of insurance, if required.

## THINGS TO CONSIDER

### Deposits/Fees

Deposits are required at the time of booking the reservation. All remaining fees are due 60 days prior to the event. Any payments made less than 30 days of event date, must be paid with a VISA, MasterCard, Discover, American Express, cash or cashier check.

Room fees and deposits vary by site. Check directly with the facility for room rental rates.

\*Security guard services required for alcohol events.

### Cancellation Policy

All cancellations, adjustments, or rescheduling must be submitted in writing by the responsible party listed on the "Application for Facility Use" directly to the facility. There is a \$25 cancellation fee for all meeting rooms. If the cancellation of a meeting room is made less than 10 days prior to the activity date you will be charged an additional \$25 penalty fee.

Cancellations made less than 30 days in advance of the event will forfeit all room rental fees.

Cancellations made more than 30 days and up to 50 days in advance will be charged a \$350 cancellation fee. Cancellations received 51, or more days in advance of the reservation date will be charged a \$175 cancellation fee.

Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable.

### Refund Policy

Cleaning/damage deposits and refunds will be processed within 21 business days after the event is canceled or the event has concluded. Deposit refunds are contingent upon the facility being cleaned, repaired, and restored to its original.

Payments made by Cash or Check will be refunded by Check. Payments made by Credit Card will be returned to the original credit card processed for fees within 10 business days.

### Alcohol

Serving alcohol must be listed on the Request for Facility Use. There are additional permits that are required.

An ABC license is required if you are going to sell alcohol at your event. ABC will issue one-day permits to non-profit groups who wish to sell alcohol at fundraisers. Approval for the permit must be granted by the City of Sacramento Police Department prior to going to ABC. ABC will not issue permits to private citizens or groups. A caterer with a liquor license may serve alcoholic beverages at events held by private citizens or groups.

Alcohol may be consumed without an ABC license when there is no monetary exchange for the beverage. If alcohol is found/consumed without proper permitting/authorization, the event can be cancelled, and all deposits forfeited.

### Insurance

Liability Insurance in the amount of \$1 million is required for all City of Sacramento facility rentals. A certificate of insurance must be filed with the Permit Office 10 days before the event. The City of Sacramento requires all certificates of insurance to be submitted on a standard ACORD form. The City of Sacramento must be listed as the certificate holder.

An additional insured endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" as additionally insured must accompany the certificate of insurance. If Renter will be supplying alcoholic beverages, the general liability insurance shall include host liquor liability coverage. If Renter is using a caterer or other vendor to supply alcohol that vendor must have liquor liability coverage. If Renter intends to sell alcohol either the Renter or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol.

If you do not have insurance, the City of Sacramento's insurance broker can place coverage for most events at reasonable rates. For more information, please contact Risk Management at (916) 808-5556 or via email at: [Insurance@cityofsacramento.org](mailto:Insurance@cityofsacramento.org).

## Security

A security guard is required for any activity that will be attended by 75 or more people or deemed high-risk. If alcohol is permitted, an additional guard will be required. The City requires one security guard per 75 guests or portion thereof.

Security will arrive a half hour before your activity start time and stay a half hour after your guests depart. There is a four-hour minimum requirement for security. Security is contracted through the City of Sacramento. In some cases, the hiring of officers from the Sacramento Police Department may be required to complete your reservation.

## Day of Event City Staff

A Building Monitor will be on duty for the duration of your event. The City staff will open the facility and provide information and directions. They are not available to serve, decorate, or be involved in the event. The Building Monitor is authorized to enforce all facility use rules and regulations. If you have safety concerns or facility issues, please contact the City employee on site.

## Clean Up & Deposits

The renting party is responsible for the following:

- Tables must be cleared of all items such as table linens, dishes, decorations, and wiped down.
- If large trash doesn't fit in the receptacles, it must be taken to the trash dumpsters located near the building. Boxes must be broken down before being placed in the dumpster. The Building Monitor will provide additional trash liners if needed.
- Renter is responsible for proper disposal of organic waste in designated organic waste bins.
- All decorations must be removed from the facility.
- The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, ovens, stoves, refrigerators, sinks, and floors.

***\*The facility should be free of debris and spills. If excess trash, food, or spills are left on the floor, the room deposit will be withheld to cover the cost of the extra clean-up.***

## Decorations & Set-Up Time

The use of nails, tacks, scotch tape, staples, pins, etc. are not permitted. Painter's tape may be used but must be removed after use. Decorations, and or any type of wire or cord may not be hung, tied, or draped on any light fixture inside or outside the facility. All decorations must be taken down and removed from the facility immediately after an event. **The use of the following items is not permitted in City facilities at any time:**

- Glitter
- Metallic confetti
- Smoke machines
- Helium balloons
- Birdseeds
- Candles
- Open flames

***The rental time must include all the time necessary for decorating and cleaning up.***

## Tables and Chairs

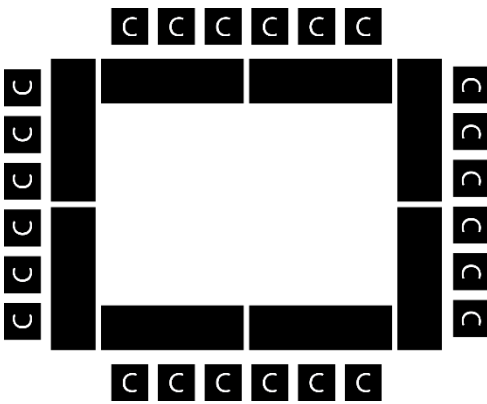
Tables and chairs are provided and will be set up by community center staff.

Set-up diagrams must be submitted at least one (1) week prior to the event. Tables and chairs are not to be taken outside.

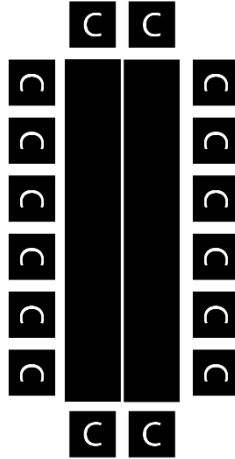
## Kitchen Use (when applicable)

All kitchens should only be used as a "warming" kitchen to warm pre-cooked meals. Burners, candles, or open flames are not permitted in City facilities.

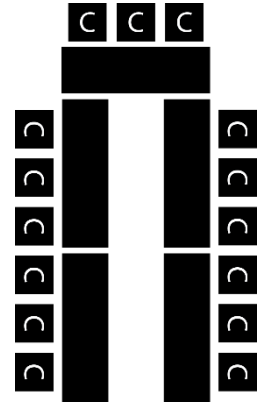
## TABLE SET UP OPTIONS



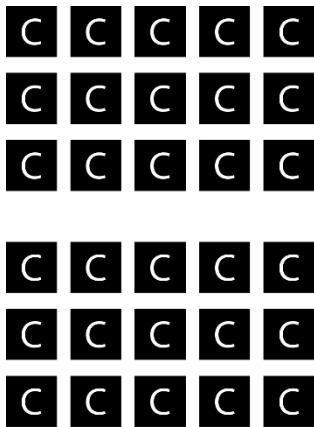
*Hollow Square*



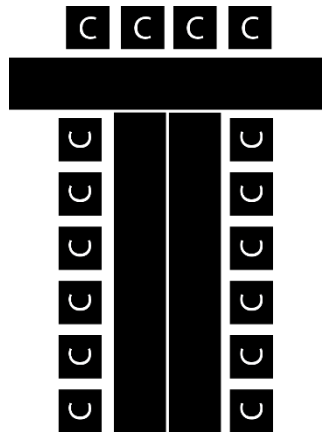
*Conference Style*



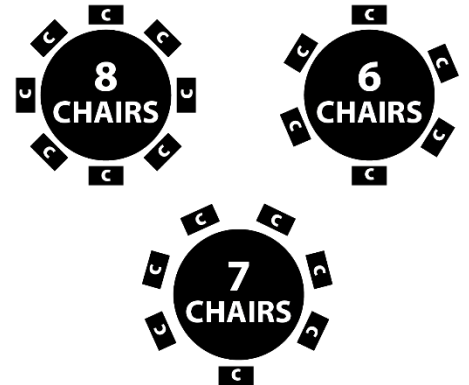
*Horseshoe Style*



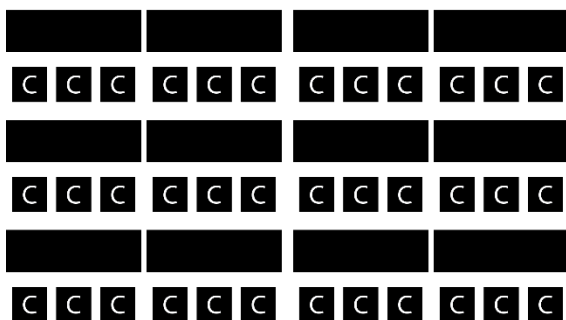
*Theatre Style*



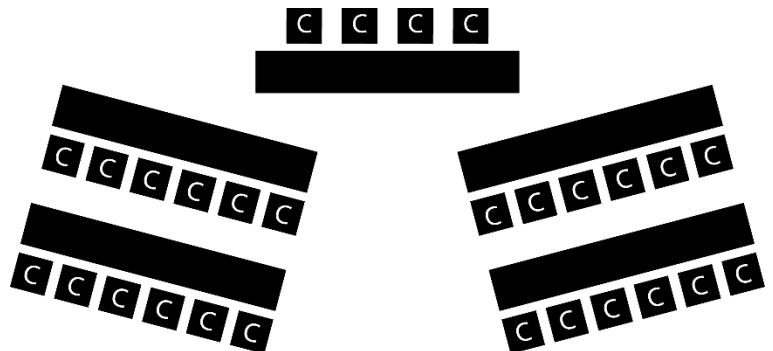
*T Shape*



*Banquet Style*



*Presentation Style*



*Chevron Reception*



CHAIR



PODIUM



RECTANGULAR TABLE



ROUND TABLE

## Council District 1

### NORTH NATOMAS COMMUNITY CENTER

#### Hours of Operation: By Reservation

2631 New Market Drive, Sacramento, CA 95835  
Phone: (916) 808-5146  
Email: [nncc@cityofsacramento.org](mailto:nncc@cityofsacramento.org)

## Council District 2

### JOE MIMS, JR. - HAGGINWOOD COMMUNITY CENTER

#### Hours of Operation: Mon-Fri, 8am-8pm | Sat, 8am-12pm

3271 Marysville Boulevard, Sacramento, CA 95815  
Phone: (916) 808-6439  
Email: [hagginwoodreserve@cityofsacramento.org](mailto:hagginwoodreserve@cityofsacramento.org)

## Council District 3

### SOUTH NATOMAS COMMUNITY CENTER

#### Hours of Operation: Mon-Fri, 8am-8pm | Sat, 8am-12pm

2921 Truxel Road, Sacramento, CA 95833  
Phone: (916) 808-1571  
Email: [natomasreserve@cityofsacramento.org](mailto:natomasreserve@cityofsacramento.org)

## Council District 4

### CLUNIE COMMUNITY CENTER

#### Hours of Operation: Tue-Sat, 10am-6pm

601 Alhambra Boulevard, Sacramento, CA 95816  
Phone: (916) 808-1405  
Email: [cluniecc@cityofsacramento.org](mailto:cluniecc@cityofsacramento.org)

### EAST PORTAL CLUBHOUSE

#### Hours of Operation: By Reservation

1120 Rodeo Way, Sacramento, CA 95819  
Phone: (916) 808-6060  
Email: [srecreation@cityofsacramento.org](mailto:srecreation@cityofsacramento.org)

### ETHEL MACLEOD HART SENIOR CENTER

#### Hours of Operation: Mon-Fri, 8am-5pm

915 27th Street, Sacramento, CA 95816  
Phone: (916) 808-5462

### SOUTHSIDE CLUBHOUSE

#### Hours of Operation: By Reservation

2051 6th Street, Sacramento, CA 95818  
Phone: (916) 808-5610  
Email: [southsideclubhouse@cityofsacramento.org](mailto:southsideclubhouse@cityofsacramento.org)

## Council District 5

### EVELYN MOORE COMMUNITY CENTER

#### Hours of Operation: By Reservation

1402 Dickson Street, Sacramento, CA 95822  
Phone: 916-808-5610  
Email: [cooledge-moorereserve@cityofsacramento.org](mailto:cooledge-moorereserve@cityofsacramento.org)

### OAK PARK COMMUNITY CENTER

#### Hours of Operation: Mon-Fri, 8am-8pm | Sat, 8am-12pm

3425 Martin Luther King, Jr. Boulevard, Sacramento, CA 95817  
Phone: (916) 808-6151  
Email: [oakparkreserve@cityofsacramento.org](mailto:oakparkreserve@cityofsacramento.org)

## Council District 6

### COLOMA COMMUNITY CENTER

#### Hours of Operation: Mon-Fri, 8am-8pm | Sat, 8am-12pm

4623 T Street, Sacramento, CA 95819  
Phone: (916) 808-6060  
Email: [sacrecreation@cityofsacramento.org](mailto:sacrecreation@cityofsacramento.org)

### GEORGE SIM COMMUNITY CENTER

#### Hours of Operation: Mon-Fri, 8am-8pm | Sat, 8am-12pm

6207 Logan Street, Sacramento, CA 95824  
Phone: (916) 808-3761  
Email: [gsccl@cityofsacramento.org](mailto:gsccl@cityofsacramento.org)

## Council District 7

### BELLE COOLEDGE COMMUNITY CENTER

#### Hours of Operation: Mon-Fri, 9:00am-5pm

5699 South Land Park Drive, Sacramento, CA 95822  
Phone: (916) 808-5610  
Email: [bellecooledgereservations@cityofsacramento.org](mailto:bellecooledgereservations@cityofsacramento.org)

## Council District 8

### SAM & BONNIE PANNELL COMMUNITY CENTER

#### Hours of Operation: Mon-Fri, 8am-8pm | Sat, 8am-12pm

2450 Meadowview Road, Sacramento, CA 95832  
Phone: (916) 808-6680  
Email: [pmcc@cityofsacramento.org](mailto:pmcc@cityofsacramento.org)

**This form is intended for community center reservations.**  
**Contact your local community center for assistance.**

**Applicant(s) Information**

Name/Responsible Party			
Organization/Company Name		Is this company activity?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Address			
City, State, ZIP Code			
Birthdate			
Home Phone		Cell Phone:	
E-mail Address			
Tax Exempt # or EIN		Web Address:	
Alternate Contact Person		Cell Phone:	
Home Phone		Email Address:	

**Activity Details**

Type of Activity:			
Date:	Day of the Week:		
Set-up Start Time:	Breakdown End Time:		
Activity Start Time:	Activity End Time:		
Facility	Room(s):		
Maximum Attendance	Adults:	Youth:	Total:
Will you need the use of a Kitchen?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Type of equipment:	
Will you need City equipment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will you need a stage?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Is this activity a fundraiser?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will alcohol be present?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will food be at your activity?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will money be charged or exchanged?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will there be amplified sound?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will your event include entertainment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	
Will your activity be open to the public?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain:	

**Rules and Regulations**

Initials \_\_\_\_\_ I have received a guideline on building usage and all of the policies and procedures of facility rentals and usage.

Initials \_\_\_\_\_ In case of an emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

Initials \_\_\_\_\_ Reservations may be made a maximum of one (1) year in advance and must be made a minimum of sixty (60) business days in advance.

Initials \_\_\_\_\_ I understand that my rental time is inclusive to set-up and clean-up time and will not gain access to my facility rental before said time on contract. Bring your Facility Use/Event Permit and contract to the facility with you on the day of your reservation.

Initials \_\_\_\_\_ I hereby attest that the information contained in this application is true and correct. **I understand that this is only an application and not a guarantee an activity will be allowed to commence.** If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my

conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease. In addition, violations of above said will result in the forfeiting of all deposits and fees.

Initials \_\_\_\_\_ I have read and understand the cancellation policy.

Initials \_\_\_\_\_ I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse City reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application or reservation.

Initials \_\_\_\_\_ The Responsible Party agrees to fully indemnify, defend, and save harmless, the City of Sacramento, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the City of Sacramento's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Sacramento facilities. This shall be a continuing release and shall remain in effect until revoked in writing.

Initials \_\_\_\_\_ All debris and trash must be bagged and removed from the indoor facility immediately and placed by the dumpster after the said activity. All expenses will be the responsibility of the applicant. When the applicant uses City receptacles all rights of ownership are forfeited.

Initials \_\_\_\_\_ I agree to report any discrepancies, complaints, or concerns within 48 hours of facility use. Refund requests other than your deposit will not be returned if the request is made more than 48 hours after your activity. These instances can be reported by telephone at (916) 808-6060 or through E-mail at [sacrecreation@cityofsacramento.org](mailto:sacrecreation@cityofsacramento.org).

Initials \_\_\_\_\_ I agree that facilities must adhere to seating and standing Fire Code restrictions. Room capacity may be reduced or increased according to your set-up instructions (City staff can assist you with this determination).

Initials \_\_\_\_\_ I agree that I will be responsible for the behavior, actions etc. of all the attendants at my event/activity.

Initials \_\_\_\_\_ Sacramento City Code section 12.72.135 prohibits smoking in all City facilities.

Initials \_\_\_\_\_ Amplified sound is by permit only. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

Initials \_\_\_\_\_ I understand and agree that alcohol requires insurance and security. If your function does not serve or consume alcohol, you are still responsible for all members of your party who may bring their own. I understand that it is a misdemeanor to sell or give alcohol to persons under the age of 21. In addition, it is a misdemeanor to sell or furnish alcohol to an intoxicated person.

Initials \_\_\_\_\_ I agree, for the sale of alcohol at my event, that a copy of my ABC license will be submitted directly to the facility.

Initials \_\_\_\_\_ I have read and understand the insurance requirements.

<b>Agreement and Signature</b>	
I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.	
Name (printed)	
Signature	Date
<b>Payment Information</b>	
Amount Due	Cashier Initials
<b>Refund Information</b>	
Name	Organization/Company Name
Care of	Address
City, State, ZIP Code	Day/Cell Phone
<b>Office Use Only</b>	
Notes	