

CITY OF ARCADIA
Recreation and Community Services Department
Arcadia Community Center ▪ Facility Rental Policy



CITY OF
ARCADIA



City of Arcadia Recreation and Community Services Department Arcadia Community Center Facility Rental Policy and Fee Schedule

Welcome to the Arcadia Community Center. The facility is available for use to non-profit organizations on Friday & Saturdays from 3pm-Midnight and Sundays 8am-10pm. Reservations for use will be taken by the Recreation and Community Services Department following the application process. All qualifying users must comply with all the rules and regulations of the facility.

QUALIFYING USER GROUPS

Priority 1—Available for use at no charge to organizations as noted

- Senior citizens programs run through the Recreation and Community Services Department, shall have exclusive use of the facility from 8am until 4pm, Monday through Friday. (Any exceptions must be approved by the Senior Citizens' Commission, subject to appeal by any interested person to the City Council upon payment of an appeal fee established by resolution of the City Council.)
- Recreation and Community Services Department Classes and Activities
- City of Arcadia, meetings, events, dinners, & Banquets
- Arcadia Unified School District (District activities of community interest not normally held at site)
- Arcadia Chamber of Commerce (Installation & Inter-Cultural Dinners)
- Youth Sports Organizations (in a small room while other events are in use)
- Public candidate forums open to all candidates for forums on a local ballot measure

Priority 2—Available for use with set up, break down, and supervision fees

- Arcadia based, non-profit organization with a maximum of 150 people
- Retirement events for City employees

Priority 3—Available for use with set up, break down, and supervision fees

- Non-profit organization

The facility is not available for:

- Use that would conflict with regularly scheduled Recreation and Community Services Department program or events
- Purposes of furthering a campaign for public office (City Charter, Section 905)
- Private parties, wedding receptions, birthday parties or memorial services
- Commercial organizations (for profit businesses or services)
- Use that could damage the facility

FEE SCHEDULE

* Each facility rental occurrence is subject to \$6 administrative fee.

Priority 2 Rates Large Banquet/Kitchen 6A-E	Attendance	Rental Fee
6 hours maximum, including set up/break down and event hours	Maximum of 150	\$315
Refundable Security Deposit		\$350

Priority 3 Rates Large Banquet/Meeting Room 6A-E	Attendance	Rental Fee
1/2 Ballroom	Up to 150 Attendance	\$105/hour Minimum of 2 hours
Full Ballroom	Up to 300 Attendance	\$210/hour Minimum of 2 hours
Refundable Security Deposit		\$350

Meeting Rooms	Attendance	Rental Fee
Dance Room Craft Room	Maximum of 50	\$70/hour Minimum of 2 hours
Refundable Security Deposit		\$120

Room	Square Footage	Assembly	Banquet	Banquet & Dance
Parking Lots	160 parking spots	-	-	
6A	1900 sq. ft	150	90	-
6B	900 sq. ft	70	40	-
6C	900 sq. ft	80	50	-
6D	900 sq. ft	75	50	-
6E	900 sq. ft	75	50	-
6A-E	5650 sq. ft	300	300	250
Dance Room	950 sq. ft	75	50	-
Craft Room	300 sq. ft	25	30	-

RESERVATION INFORMATION

Reservations

All rooms are booked in hourly increments with a two hour minimum. All large room reservations include the kitchen, lobby, and designated room. All small meeting rooms only include the designated room. All groups must leave the facility no later than 12:00 midnight, Fridays and Saturdays, and by 10:00pm on Sunday.

Security Deposits

The refundable security deposit must be paid at the time of reservation. The security deposit shall be returned if the facility is left in satisfactory condition determined by City staff, no City property is missing or damaged, and the group leaves on time as scheduled. After the event, the renter will be notified of the amount of additional charges incurred; building damage, higher attendance, major set up change or additional hours of use of clean up need by staff. Additional charges may be necessary if the deposit amount does not cover costs.

The full rental fee must be paid no later than 60 days before the activity is scheduled or the rental will be cancelled. The completed set up diagram for the event must be submitted two weeks prior to the event. The City reserves the right to charge to provide extra services and/or equipment. All non-profit renters must provide a certificate of insurance of \$1 million general liability insurance amount plus a separate endorsement page specifically naming the following as additionally insured:

**City of Arcadia, its directors, officials, officers, employees, agents and volunteers
240 W. Huntington Drive Arcadia, CA 91007**

Option 1: Use existing coverage in place and send certificate of insurance and separate endorsement page listing the City of Arcadia as additionally insured 60 days prior to your reservation. (As shown above)

Option 2: Contact Eventhelper.com, Alliant Insurance, or any other insurance provider of your choice and submit a certificate of insurance and separate endorsement listing the City of Arcadia as additionally insured. (Requirements attached)

Rentals may be approved less than (30) thirty days in advance based on availability however total rental cost and security deposit are due at the time of the reservation.

Change of Date or Cancellation

In the event of the applicant's cancellation of the reservation:

- a. If the cancellation is made 61 days or more before the rental date, payment will be refunded in full.
- b. A cancellation 31 to 60 days before the rental date will result in the City's retention of 25% of the required room rental fee.
- c. A cancellation 30 days before the rental date will result in the City's retention of 50% of the required room rental fee.
- d. A cancellation is made less than 30 days before the rental date will result in the City's retention of 100% of the required room rental fee.
- e. Security deposits are not part of the room rental fee and will be returned within two weeks after the event, if noted conditions are met.

FACILITY RULES AND REGULATIONS

General Policies

All activities held at the Community Center will be conducted according to all laws and will conform to the written rules and regulation of the Recreation and Community Services Department and this policy. Any group violating the regulations and conditions governing the use of the facility shall be subject to immediate revocation of facility use privileges and all fees previously paid will be retained by the City. Users shall agree that neither the City nor its employee or volunteers shall be responsible or liable for property and equipment of the users. Users shall execute Hold Harmless agreements approved by the City Attorney and required to show proof of insurance and provide insurance coverage as determined by the Director of Recreation and Community Services.

A group permitted to use the Community Center shall accept fully responsibly for:

- a. The conduct of those in the group using the facility.
- b. Breakage or damage to equipment or facilities.
- c. Replacement or facility equipment not returned at the end of the event.
- d. Leaving the facility in a clean and orderly condition.

Note: Non-compliance with the previously stated responsibilities may result in the retention of the security deposit and possible additional restitution.

1. The user must obey instructions of the City employee(s) on duty.
2. The City reserves the right to request official Police Department personnel for security purposes, with additional charges to renter to cover the costs of officers, per the discretion of the Director of Recreation and Community Services Department or designee.
3. The Recreation and Community Services Department reserves the right to full access to all activities, at all times, in order to insure all the rules, regulations, and City and State Laws are being observed.
4. All children attending an activity at the Community Center shall be supervised by their families or by a designated adult chaperone.
5. Tables and chairs are provided during the rental and must be left clean at the end of the event.
6. No additional dance floor is allowed. Stage risers are subject to approval and must be removed at the end of the event.
7. A variety of audio-visual equipment is available at no additional cost, if requested on facility diagram and if the item is available. All borrowed AV equipment must be returned to the City Staff onsite at the conclusion of the event.
8. Wet containers, ice buckets, or drink containers may NOT be placed on hardwood floors.
9. Decorations must be free standing or placed on tables.
10. No taping, stapling, tacking or sticking anything to the floors, walls, bricks, windows or ceilings. Crepe paper, glitter of any type, or confetti is not allowed. Hay must be placed on a tarp to keep fragments off carpet.
11. Groups may not decorate the facility the night prior to the event unless advance permission is granted by the Recreation and Community Services Department. There will be an additional charge if granted. The user may not store any equipment in the facility before or after the facility rental time.

12. The Community Center is a non-smoking, tobacco free facility. User groups not in compliance with the no smoking policy are subject to loss of security deposit and future rental privileges may be revoked.
13. Groups wishing to use candles as part of their decorations must obtain a permit from the Fire Prevention Bureau of the Arcadia Fire Department.
14. The applicant must agree to follow the requirements of the City of Arcadia Alcoholic Beverage Policy and notify the Recreation and Community Services Department of intent to sell alcohol when completing the facility reservation form. Non-profit organizations may qualify for a one-day permit to sell alcohol from the State of California Alcoholic Beverage Control. Permits must be obtained no more than 30 days in advance, and no later than one week prior to the event. A permission letter from the Recreation and Community Services Department is also required and must be requested at the time of reservation.
15. If a food truck is being used for the event, the truck must obtain an Arcadia Business License and be inspected by the Arcadia Fire Department prior to the event.
16. Free Wi-Fi is available at the Community Center.
17. Coffee and condiments are not provided.
18. A modular coffee maker with warmers and an ice machine are available in the kitchen. The kitchen also has a conventional oven, warming oven, freezer, and walk in refrigerator.
19. All remaining food scraps must be disposed of in the provided "Green Trash Can" and left at the kitchen back door. Food scraps are not allowed in the regular black trash can. All linens, china, silverware, glassware or serving dishes and utensils are the rental group's responsibility to provide. The City of Arcadia is not responsible for lost or stolen items. Articles may not be left unattended at the facility. Articles left may be subject to disposal at the renters expense.
20. The Director shall have the authority to cancel or postpone use of a facility if such action is deemed necessary by the City. Whenever possible, 24 hours notice will be given to the applicant and a full refund will be made. The Director of Recreation and Community Services shall have final authority regarding facility usage, fee schedule, and policy interpretive decisions.

Disclaimer

I _____ (*Print Name*) acknowledge that I have read through the Reservation Information (*Page 3*) and the Facility Rules and Regulations (*Page 4 & 5*). As a representative for _____ (*Name of Non-Profit Organization*), I agree to have our group uphold the listed standards in the Arcadia Community Center Facility Rental Policy Packet. I understand that my failure to abide by the rules may result in the City of Arcadia retaining all of my security deposit, or the city assessing additional fines and costs, which will be my responsibility to pay.

Signature

Date

(*Main Contact for Facility Rental*)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Insurance company or broker	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Your name or your organization	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Name of Insurance Company	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 00000000-1253089

REVISION NUMBER: 329

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ENDORSEMENTS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
B	AUTOMOBILE LIABILITY						GENERAL AGGREGATE \$
	☐ ANY AUTO						PRODUCTS - COMP/OP AGG \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY						
	☐ HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
A	UMBRELLA LIAB						BODILY INJURY (Per person) \$
	EXCESS LIAB						BODILY INJURY (Per accident) \$
	☐ OCCUR ☐ CLAIMS-MADE						PROPERTY DAMAGE (Per accident) \$
	DED ☐ RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Arcadia Its Directors, Officials, Officers, Employees, Agents & Volunteers 240 W. Huntington Drive Arcadia, CA 91007

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE
(MCS)

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
ISSUE DATE:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) or Organization(s):

CITY OF ARCADIA

ITS DIRECTORS, OFFICIALS, OFFICERS, EMPLOYEES, AGENTS AND VOLUNTEERS

240 W. HUNTINGTON DRIVE

ARCADIA, CA 91007

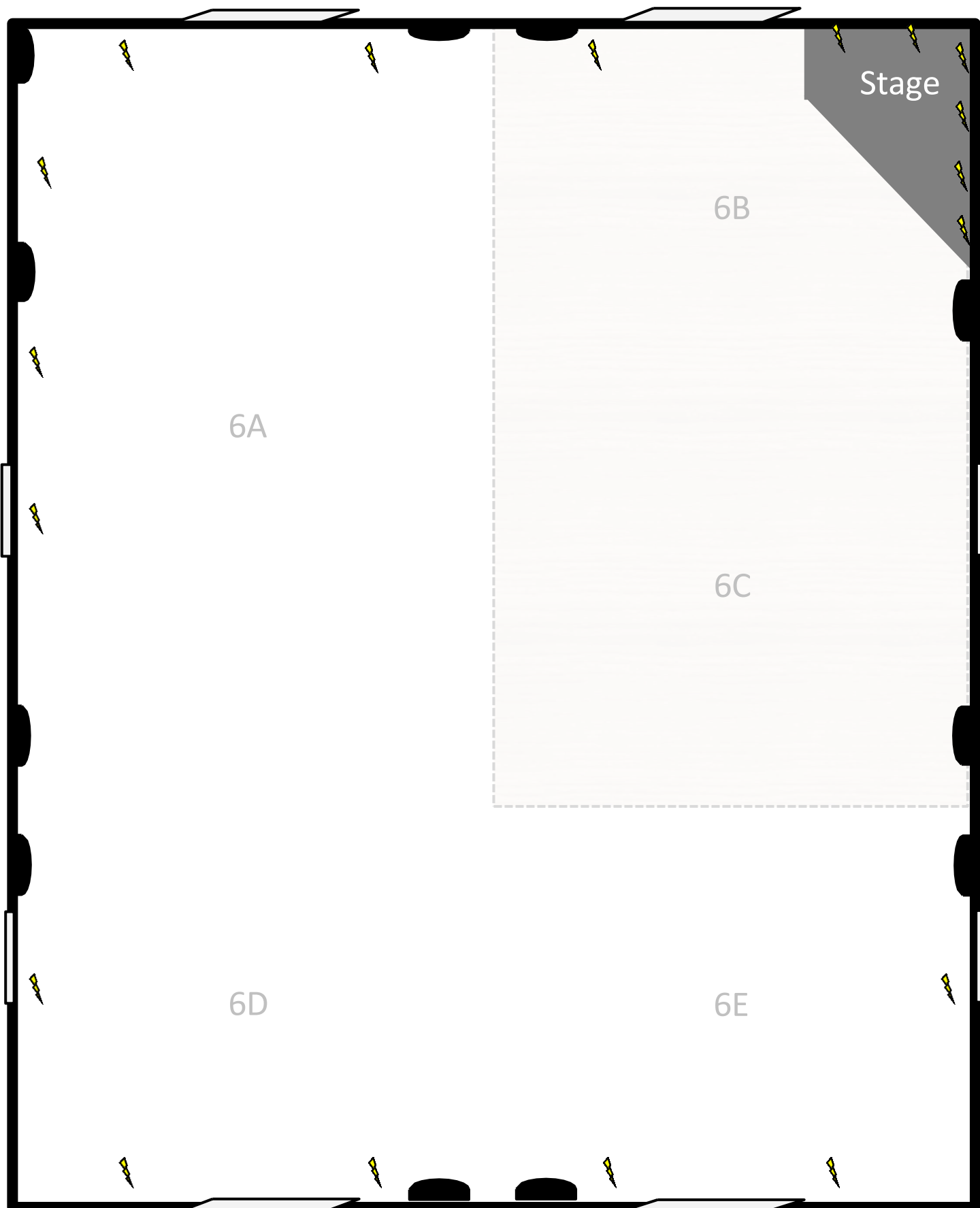
EVENT DATE:

EVENT LOCATION: ARCADIA COMMUNITY CENTER

EVENT ADDRESS: 365 CAMPUS DRIVE, ARCADIA, CA 91007

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.





CITY OF ARCADIA

Recreation and Community Services Department
365 Campus Drive Arcadia, CA 91007
Phone 626.574.5130 Fax 626.447.5854

Arcadia Community Center Facility Rental Application

Name of Non-Profit Organization:		Tax ID #:	
Contact Name:			
Address:			
Primary Phone:		Secondary Phone:	
Email Address:			
Purpose of Use:		Qualifying User Group: ☐ Priority 1 ☐ Priority 2 ☐ Priority 3 (Capacity 150) ☐ Priority 3 (Capacity 300) (see page 1)	
DAY & DATE OF USE		Set up time:	Time of Event:
Room(s) Requested:			
Estimated Attendees: Adults _____ Minors _____ Total _____			
Open to the Public? Yes ☐ No ☐			
Donation or Charge for Entry? Yes ☐ No ☐ If yes, amount & explanation:			
Type of set up? Assembly ☐ Banquet ☐ Banquet & Dance ☐ Set up diagram due minimum 2 weeks prior to event			
Will food be served? Yes ☐ No ☐			
Alcohol? Yes ☐ No ☐ If sold or provided, ABC permit will be required.			
Will candles be used as table decorations? Yes ☐ No ☐ If yes, a fire permit will be required.			
Will a podium be needed? Yes ☐ No ☐			
Will use of the projector and screen be needed? Yes ☐ No ☐			
Will use of Kitchen carts be needed? If yes, how many?			

The City requires a Certificate of \$1 million General Liability Insurance with an endorsement naming the City of Arcadia as additional insured. (see page 3)

User agrees that neither the City nor any of its officers, agents or employees shall be responsible or liable for loss or damage to the property and equipment of User or that of its agents, employees, or invitees with regard to their use of the property the City of Arcadia. User shall defend, indemnify and hold harmless the City of Arcadia, its officers, agents, or employees with regard to any suits, losses, claims and liability that may arise out of User's use of the Arcadia Community Center.

Signature _____ Date _____

OFFICE USE ONLY:

Rental Fee _____ Refundable Security Deposit **\$350** Total Fee _____
☐ Insurance ☐ ABC Permit ☐ Fire Permit ☐ Special Use Permit
☐ Refundable Security Deposit Received on _____ ☐ Refundable Security Deposit Returned on _____