



Pacifica Community Center Rental Use Regulations and Guidelines



Applicant agrees to abide by the Rules and Regulations governing the use of City facilities administered by the Parks, Beaches and Recreation Department.

APPLICATION PROCESS

Initial

The approval process takes a maximum of ten (10) working days. The Department will review applications and notify the applicant. Please do not advertise your event or order/print any invitations prior to receiving written approval.

SECURITY

Initial

1. When alcohol is served, two security guards (one if under 100 guests) must be present during the event. Security guard information (name, badge ID, company) must be on file 10 days prior to the event. Upon arrival for the event, guard must read and initial the security guard agreement stating their responsibilities during event. Large youth events

2. Large events with youth in attendance will require one security guard.

- Selling of alcohol will require an ABC permit. Renter is responsible for obtaining department-approved security guards when alcohol is being served. Said security shall remain on duty at the facility during the entire event time, leaving upon departure of the renter. Security guards should be uniformed when possible. Failure to identify the security guards to the Building Attendant is in violation of this regulation.

ALCOHOL

Initial

- City permit fee and insurance plan is required to have alcohol onsite.

- Applicant must designate the person(s) who will serve alcohol from the bar (no self-serve) and will refrain from drinking.

- Alcohol may only be served to those who are 21 years of age or older.

- The applicant is responsible to ensure any guests over the age of 21 are clearly identified with wristbands, stamp, or other form of verification.

- Selling of alcohol will require an ABC permit and approval from the PB&R Director.

CONDUCT

Initial

- Applicant shall ensure that no profane language or other disorderly or unseemly conduct be allowed in any City facility. Applicant may be liable for additional charges requiring law enforcement callouts.

- Applicant is required to have no less than one adult chaperone for each twenty (20) minors present during use of facilities.

Department personnel shall have the power to stop any permit in violation of their agreement with the City, example: groups without permission to have alcohol in possession of alcohol, should the permit group fail to remove all alcoholic beverages immediately. Event will be stopped by staff with Police Dept. assistance immediately and group dispersed from the building. In such cases, renter forfeits all fees/deposits.

FEES & CANCELLATIONS

Initial

- The balance of room rental fees shall be paid one (1) full month prior to event. Failure to pay fees as scheduled will result in cancellation of the event.

- Any event that runs beyond the reserved hours will be billed at the time and one-half the original rate for each additional hour. The amount will be deducted from the deposit.

- Reservations cancelled 31 days or more prior to the event will receive a refund of fees minus \$100.

- Reservations cancelled 30 days or less prior to the event will receive a refund of fees minus \$500 or amount of rental fee deposit, whichever is less.

DEPOSIT REFUND PROCEDURES

Initial

- Refund of security deposit will take approximately 4 weeks from the reservation date if there were no concerns with the reservation. There may be deductions from the deposit for the following items: Additional cleaning, repair or replacement, deviations from the rental agreement, extra staff time cost related to the reservation, and disturbances requiring fire assistance or law enforcement.

HOURS

Initial

- All events scheduled in the building on Friday and Saturday nights must end by 11:30 PM and building vacated by 12 midnight. During the week, events must conclude by 9:30 PM and building vacated by 10 PM.
- Any event that runs beyond the reserved hours will be billed at the time and one-half the original rate for each additional hour. The amount will be deducted from the deposit.

DECORATIONS

Initial

- The use of candles, open flames, smoke or fog machines is strictly prohibited. Applicant may be liable for Fire Department charges for false fire alarms.
- Decorations may not be placed on walls, glass, windows, or doors. Only table decorations and free standing decorations are permissible.
- Decorations cannot be hung or suspended from ceilings, drapes, or other City structures.
- Staples, tacks, pins, or tape may NOT be used on any surfaces including walls, glass, tables, windows, or doors.
- Rice, rose petals, glitter, or birdseed may not be used.
- All reservation decorations must be removed by applicant at the conclusion of the event. The City of Pacifica will not be responsible for remaining equipment or supplies

KITCHEN

Initial

- No children under 16 are allowed in the kitchen.
- When using kitchen, a kitchen walk-through and signed form is required at least 10 days prior to event.
- Cleaning up kitchen, including counters, stove and other equipment if used. The refrigerator is to be left empty.

OTHER

Initial

- No solicitation of donations, contributions, or sale of anything of value for any purpose shall be made on City facilities without prior and written approval from the Director Parks, Beaches and Recreation Department.
- Music should be at a volume that is non-disruptive to Center participants in meetings and classes, nor shall it interrupt business Monday-Thursday 8am-9:30pm.
- Rentals not serving or selling alcohol may be able to secure insurance from an outside source. Proof of insurance must be provided 10 days before the event.
- City equipment shall not be removed from any City facility.
- The renter using the building shall be responsible for their guests in the event of any abuse, damage, or loss of City/Department property.
- The Staff on duty are representatives of the Parks, Beaches, and Recreation Dept. and are responsible for the enforcement of rules governing the use of facilities. The specific responsibility for conduct of guests/participants rests with the person obtaining the permit.
- All City facilities and parks are non-smoking. Violation of this regulation will result in immediate cancellation of the reservation with no refund of fees and be subject to citation.
- Arrangements to have flowers, cake, tables, dishes, etc. delivered to the facility being rented should be made during the reserved time only.
- A diagram of the room setup must be on file with Parks, Beaches, and Recreation 10 working days prior to the event.
- For private & commercial rentals, staff will setup the tables and chairs. Non-profits and fundraisers are responsible for setup.
- After event, the renter will clean and dismantle tables and chairs and return to storage areas Staff shall not be expected to wash dishes or perform any other functions such as serving, clearing, or cleaning tables unless so deemed by Department Director.

I, the undersigned applicant, agree to abide by and enforce the rules, regulations, and policies governing this facility as set forth by the City of Pacifica. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I further agree that any violation of the Rental Use Regulations and Guidelines can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Applicant's Signature

Applicant's Printed Full Name

Date Signed