

CITY OF SUISUN CITY
 RECREATION AND COMMUNITY SERVICES
APPLICATION FOR USE OF JOE NELSON COMMUNITY CENTER
 611 Village Drive, Suisun City, CA 94585
 (707) 421-7200, FAX(707) 421-7382

PLEASE READ REVERSE SIDE CAREFULLY BEFORE COMPLETING

1. Name of Group/Applicant: _____ Non-profit organization? Yes / No
2. Home Phone: (_____) _____ Work Phone: (_____) _____
3. Address: _____ City: _____
4. Designate Person In Charge: _____
5. Home Phone: (_____) _____ Work Phone: (_____) _____
6. Facility Requested: (Check one) Banquet Room Banquet Room w/ kitchen Meeting Room A,B,C combined
 Meeting Room A,B,C, combined w/ kitchen Meeting Room A Meeting Room B Meeting Room C
 Classroom 1 Senior Center Banquet Room Senior Center Meeting Room Senior Center Kitchen
7. Date of Use: (MM/DD/YY): _____ Hours: from: _____ m. to _____ m.
8. Day of the week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday
9. Type of Activity: _____ **Estimated Attendance:** _____
 (If birthday state age of celebration)
10. Name or title of activity: _____
11. Alcoholic Beverages Served? _____ Alcoholic beverages sold? _____ ABC Permit Required? _____
12. Admission charge or other form of fees collected? _____ Will a commercial caterer be used? _____
13. Name of Caterer: _____ Caterer's Phone: _____

Room setup will be delayed without prior submission of a room diagram

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY CENTER FACILITIES

The applicant hereby agrees to indemnify and hold harmless the City of Suisun City, its officers, agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly or indirectly arising from the use of the Facility permitted under this application, except for damages arising from the sole negligence or willful acts of the City. I certify that I shall accept responsibility on behalf of my group/organization for any damage or theft sustained by the City (premises, furniture, or equipment) because of the occupancy of said premises by our group/organization. I have read and agree to comply with the rules and regulations stated with this contract. **The cost of any special cleaning or damage to the facility, equipment, or grounds, due to the event, will be deducted from the Damage Deposit or charged to the listed "Person in Charge".**

Renters are not allowed to move tables or raise or lower blinds, any damages caused by doing so without staff help will result in deduction from Damage Deposit.

Date: _____ Signature: _____

FOR RECREATION & COMMUNITY SERVICES DEPARTMENT ONLY	
Date Received: _____ By: _____ Security Guards Required: _____ Number of Officers: _____ ABC License Required: _____ Due on file by: _____ Received: _____ Insurance Required: _____ Due on file by: _____ Received: _____ Comments: _____	<input type="checkbox"/> Recreation Dept. <input type="checkbox"/> City Dept. <input type="checkbox"/> School District <input type="checkbox"/> Co-sponsored <input type="checkbox"/> Non-profit/Other Government <input type="checkbox"/> Public <input type="checkbox"/> Commercial <input type="checkbox"/> Private
Fees Due By: _____	

GENERAL RULES FOR PUBLIC USE OF THE JOE NELSON COMMUNITY CENTER

Recreation buildings and facilities under jurisdiction of the City of Suisun City are primarily for recreational use. The following Rules and Procedures are for facility reservations and use. This is a summary of the community center Rules and Regulations and **should not** be construed as complete. Copies of the Rules and Regulations are available at the community center.

1. **RESERVATIONS:** Can be made in person during community center business office hours 9:00 a.m. to 4:00 p.m., Monday through Friday by residents or non-residents who are adults (18 years of age or older). For events where alcohol is served or sold, applicant must be 21 years of age. **NO RESERVATIONS CAN BE MADE OVER THE PHONE.** Telephone inquiries as to available dates should not be considered as confirmed reservations. An application for use of the community center must be submitted and approved by the Recreation & Community Services Department at least six (6) weeks prior to the date of usage. Reservations cannot be accepted if there are outstanding bills from previous use.
2. **FEE / DEPOSIT:** Will be required prior to approval of application. (FEES ARE ESTABLISHED BY SUISUN CITY CITY COUNCIL AND ARE SUBJECT TO REVISION AT ANY TIME.)

FEES: Fees and/or deposits can be paid by cash, check, money order or credit card and must be paid prior to approval of facility use. Fifty percent (50%) of total fees are due at time of booking. Rental fee balances and Cleaning/Damage Deposit will be due and payable 90 days prior to the event. All groups renting within 90 days of event will pay full fees and deposits at time of booking. Checks should be made payable to Suisun City Recreation.

CLEANING/DAMAGE DEPOSIT: For all facility rentals a cleaning/damage deposit is required and payable 90 days prior to event. The Cleaning/Damage deposit may be waived for a local non-profit or public agencies for use such as meetings, which require little or no clean up.

CLEANING/DAMAGE DEPOSIT REFUNDS: The refundable security deposit will not be processed until all cleaning and damage costs have been determined by Department staff. Excessive cleaning or damage costs or extended facility use may result in additional charges. Refunds normally take 2-3 weeks for processing.

3. **SET-UP:** Rental of facilities shall guarantee a minimum of one hour of preparation time immediately prior to the event. If additional time is required for preparation, the Recreation & Community Services Department must be notified 15 working days prior to the event and the regular hourly room rate will be charged for hours immediately prior to the event, as availability allows.
4. **DECORATIONS:** All decorations must be fireproof or of fire retardant materials and must not cover or obstruct exits. Adhesives, nails, screws, staples, etc., in walls woodwork or on windows are prohibited. Only approved tape will be permitted for installing decorations. A minimum penalty of \$50 will be deducted from renter's deposit for not adhering to this regulation.
5. **TECHNICAL REQUIREMENTS:** The use of any devices such as firearms, live explosives, and lasers require prior notice and written approval from the Police and Fire Departments. Open flames (including hand held candles) of any sort are strictly prohibited, unless prior notice and written approval has been given by the Fire Department and cleared through Community Center staff.
6. **EQUIPMENT USE:** Special equipment use (i.e., microphones, projectors, extension cords, etc.) Requires additional payment and must be returned upon completion of the event. If equipment is not returned, lost, or not in operable condition upon return, user will be charged full value for said equipment.
7. **CLEAN UP:** Each group has a one-hour grace period to clear the facility of equipment and supplies brought in for an event. If additional time is required, the hourly room rental rate will be charged.

Every group is expected to clear the facility of all decorations, equipment, and supplies brought in for the event including, but not limited to debris on the floors. It is expected that the room will be left in the same condition as it was prior to rental. **The Community Center will not be responsible for equipment or supplies left in the building.**

Applicants will be subject to forfeiture of the cleaning/damage deposit and/or additional charges upon completion of the activity for violations of the clean up policy (i.e., excessive spills or trash on floors, chairs and tables left dirty, kitchen not cleaned, etc.).

8. **CANCELLATIONS:** There is a charge of 10% of the rental fee or \$50, whichever is less, for cancellation or rescheduling 90 days or more in advance of event date. One-half the total rental fee will be forfeited for cancellations within 90 days of the event date. Failure to pay rental balance within 90 days of the scheduled event will result in forfeiture of the deposit and fees paid and will result in the cancellation of the event. In order to process refunds, a cancellation form must be submitted in person to the community center during regular office hours.
9. **ALCOHOLIC BEVERAGES:** Any time alcoholic beverages are present, the applicant is required to carry Liability Insurance in the amount of \$1,000,000 with HOST LIQUOR LIABILITY COVERAGE INCLUDED. **(PLEASE NOTE: Purchase of Liability Insurance does not buy the patron an Alcoholic Beverage Control License and should not be considered as such.)** If alcohol is sold or included as part of an admission price, an ABC special license will be required. ABC special licenses are only available to registered non-profit organizations in California. A copy of the ABC license must be submitted 15 working days prior to the event.

Liability insurance, with or without liquor liability coverage as needed, in the amount of \$1,000,000 must be provided for all events

10. **SECURITY:** All groups who are renting the community center are responsible for supplying security at their own expense, as deemed necessary by the Department.
11. **YOUTH/ADULT DANCES:** Any group wishing to hold a dance that will be open to the public must have approval from the Suisun City Police Department. Depending on the nature of the event, police or private security will be required for the application to be approved.

Business Office Hours:

Monday through Friday
9:00 a.m. to 4:00 p.m.