



RECREATION, PARKS, & MARINA DEPARTMENT
SUISUN CITY, CA

JOSEPH NELSON COMMUNITY CENTER RULES & REGULATIONS

The Joseph Nelson Community Center, under the jurisdiction of the Suisun City Recreation, Parks & Marina Department (hereafter referred to as the Department), is primarily intended for community use for recreation classes, events, rental functions and community meetings. The Director of the Department shall have the authority to interpret or waive any rule or regulation in the best interest of the City or the center.

Any individual or group requesting to rent any portion of the facility, who takes exception to the enforcement of Community Center Rules and Regulations, has the right to file a formal written appeal with the Suisun City Parks and Recreation Commission, to be handled as authorized by City Ordinance. If time does not allow an appeal to the Commission, the City Manager can overrule the decision of the Community Services Director only, at which time the decision will be final.

Community groups and individuals shall be permitted to make use of, or rent in accordance with the Rules and Regulations, the community center facilities for recreational, educational, cultural, and other worthwhile purposes. Regardless of race, color, creed, religion, gender, national origin, or as determined by Department staff to be harmful to the facility or disruptive to the neighborhood in accordance with the following:

1. COMMUNITY CENTER HOURS

Business Office Hours:

Monday through Friday 9:00 a.m. to 5:00 p.m. Reservations may be arranged outside the listed time by appointment only.

Rooms are Available for Use:

7:30 a.m. to 10:00 p.m. Monday through Thursday and Sunday (vacated by 11:00 p.m.)

7:30 a.m. to 12:30 a.m. Friday and Saturday (vacated by 1:30 a.m.)

Additional staff will be charged for entry earlier than 9:00 a.m. Monday-Friday.

Use of the patio area after 10:00 p.m. will be restricted. Staff has the right to limit the use, or may close patio area at any time due to noise or activity that may be disruptive to the surrounding neighborhood.

2. RESERVATION PROCESS

Request for reservations for the use of the community center must be in person. If the reservation is made over the phone with email correspondence, we will require a signed application to be kept on file for your event. Authorized Department staff will review the reservation request to determine any use requirements and finalize rental charges. Before reserving a room all applicable fees and/or required deposits are due in person. Each event will need to have a request filled out. Reservation requests made less than 90 days prior to the date of usage must pay all fees in full, by cash or credit card, at the time the reservation request is made and adequate staffing must be confirmed.

Depending on the type of requested use, further documentation or paperwork may be required within the stated time lines or the reservations will be considered cancelled, the room reopened for reservations.

Rental reservations may be reserved up to 18 months in advance of date of use. Individuals requesting a reservation must be at least 18 years of age with no outstanding bills or problems from previous use at the time of request. Requesting a reservation does not mean the request will be approved. Applicants requesting reservations for an event where alcohol will be served or sold *must be 21 years of age at the time of the request.*

3. RENTAL REQUEST

Applications must be filled out and signed by an adult 18 years of age or older; who will act as responsible party at the event. EXCEPTION: If alcohol is to be served or sold, applicant must be 21 years of age or older.

4. PAYMENT OF FEES/DEPOSITS

A. Fees and/or deposits can be paid by cash, check, money order, and credit or debit card. Rental fee balances and Cleaning/Damage Deposits, under 4B below, will be due and payable 90 days prior to the event. Failure to pay rental balance within 90 days of the scheduled event will result in forfeiture of the deposit and fees paid and cancellation of the event. **It is your responsibility as the renter to pay fees on time.**

All groups renting within 90 days of the event will pay full fees and deposits at time of booking. Checks should be made payable to Suisun City Recreation. Returned

checks will result in cancellation of the reservation as well as forfeiture of all payments made.

B. CLEANING/DAMAGE DEPOSIT:

In addition to the rental fees as described in 4A above, a refundable Cleaning/Damage Deposit is required for rental of rooms due 90 days prior to event. A determination as to the amount of the deposit to be refunded will be made by Department staff based on the status of cleanup and damage associated with the activity. Processing of the refundable portion of the cleaning and damage deposit will not be initiated until all cleaning and damage costs have been determined.

Please allow up to 2 – 4 weeks for refunds (*all refunds are processed and sent out via check by USPS mail – we will not hold a check at the Department office, or return a deposit to a debit or credit card*). The cleaning/damage deposit may be requested to be waived for nonprofit and public agencies conducting meetings, testing, and other activities, which require little or no clean up.

C. SECURITY:

Security will be required for all events. Cost for security will be the responsibility of the applicant and will be supplied by the Department. The Department will determine if an event does not require security.

D. INSURANCE:

LIABILITY INSURANCE IS REQUIRED FOR ALL RENTAL EVENTS. Liability insurance must be in the amount of \$1,000,000, listing the City of Suisun City as additional insured. Insurance may be purchased from the City.

**PLEASE NOTE: Suisun City reserves the right to make fee modifications or adjustments on any unpaid balance prior to stipulated due dates. If a new fee is adopted between the time of booking and day of use, the adjusted fee will be pro-rated on the unpaid balance only.*

5. ADVANCE RESERVATIONS

Reservations for use of the facilities may be made up to 18 months in advance of date of use. Reservations shall be made on a first come, first serve basis according to the following procedures (after first meeting the above reservation process):

- A. If staff can determine who is first, they exercise this option.
- B. If staff cannot determine who is first, they defer the decision to the competing parties.
- C. If competing parties cannot decide the issue, then a blind draw will be made.

6. CANCELLATIONS OR RESCHEDULING

- A. There is a charge of 10% of the rental fee or \$50, whichever is less, for the cancellation or rescheduling 90 days or more in advance of the event date.
- B. One-half the total rental fee will be forfeited for cancellations within 90 days of the event date.
- C. In order to process refunds of fees paid, minus any withholding from either A or B above and the deposit, a cancellation must be done in person at the community center during regular office hours. Refunds will be processed via check, mailed out via USPS, and can take up to 2 - 4 weeks.

7. ELIGIBILITY

PERMISSION FOR USE OF THE COMMUNITY CENTER will be granted upon the condition that all rules will be followed. Department staff may terminate an event in progress of, cancel a scheduled event upon finding a violation of any laws, rules, or ordinance, or upon good cause shown. The event can be cancelled if the application contains false or misleading information. If cancellation results from failure to observe rules or contains false or misleading information, rental fees will be forfeited and future use may be denied.

- A. Eligible Organizations, Individuals or Activities, may include but are not limited to:
Public agencies, nonprofit organizations, private parties and commercial businesses are eligible to use the community center and make reservations up to 18 months in advance.
- B. Ineligible Organizations, Individuals or Activities may include but are not limited to:
 - 1. Where the predominant activity is deemed by staff to be disruptive, has a high risk for disruptive activity, or at the request of the Police Department.
 - 2. An activity, which in the opinion of the Department staff:
 - a) Will be incompatible with previously approved activities scheduled at the community center.
 - b) Will exceed the capacity of the community center with regard to total participants or for which adequate equipment and facilities are not available.
 - c) May create situations that will require excessive security or staffing.

3. Organizations, groups, or individuals which have been temporarily or permanently suspended from use of the community center due to violations of the Rules and Regulations or have an outstanding City debt.

8. SCHEDULE OF FEES

FEE SCHEDULE "A" (Weekday rental fees) SHALL BE APPLIED TO THE FOLLOWING:

1. Government agencies.
2. Non-Profit Organizations – this classification includes organizations that must be nonrestrictive in membership (i.e. church services, social service organizations, blood banks, etc.). All meetings and special events must be open to anyone interested and not limited by special sponsorship, membership or invitations by members. Staff may request proof of nonprofit status and a copy of the organization's By-Laws.

FEE SCHEDULE "B" (WEEKDAY ERNTAL FEES) SHALL BE APPLIED TO THE FOLLOWING:

1. Private/Commercial use.
2. Closed groups, or events with memberships, or attendance restricted to specific persons (i.e. private clubs, fraternal organizations, lodges, college fraternities or sororities, recitals, private parties, fund raising events restricted to invited guests, etc.).

FEE SCHEDULE "C" (Weekend and Holiday rental fees) SHALL APPLY TO ALL GROUPS ON HOLIDAYS AND WEEKENDS.

Weekend rates begin at 5:00 p.m. on Fridays and end at close on Sundays. Nonprofit rates do not apply to weekend and holiday rentals. A non-profit group may request for a 25% discount from the "C" schedule, for a fund raising even open to the general public that can demonstrate direct benefit to the City of Suisun City or Suisun City residents. Ongoing scheduled use that meets with the above and pays monthly, in advance, may be granted a 25% discount of the "C" schedule fees by the Director or the City Manager, where such ongoing use does not prohibit general public facility use or prohibit or prevent revenue generation.

9. RIGHT TO RESCHEDULE

If it should be necessary for the Department to reschedule or relocate an event due to situations beyond the control of the Department, the group or individual will be given advance notice and the option of a full refund or any open date, which is appropriate.

10. FACILITY ATTENDANT

An attendant of the Recreations, Parks and Marina Department shall be required at all times when the facilities are in use. All bookings or events that exceed 200 people in

attendance will incur an additional per hour/per person fee as listed on the current fee schedule, for each additional attendant required.

In addition, if extra personnel are required to be on duty during certain functions (due to the nature of the event or early entry requirement), the rental group will be required to pay the “staffing fee” as listed on the current fee schedule. The number of staff required will be at the discretion of the Department staff. The above per hour fee will be charged for each employee. Some factors that could warrant extra staff may be but are not limited to:

1. Events where direct staff monitoring of an event is required.
2. Events where excessive cleanup may be required.
3. Monitoring of sound and/or A/V equipment.

11. SECURITY REQUIREMENTS

Groups who are renting the Community Center are responsible for paying any security costs required for the event as deemed necessary by the Department staff or by the Suisun City Police Department. A minimum of one security guards per event, or as required by Department staff, would be needed on duty from 30 minutes prior to the time the event starts to 30 minutes after the event ends and/or the facility has been cleared. The Department will provide the security company that must be used for any community center event. Rental events by known, local non-profit organizations may request a waiver for security. All other events will be evaluated on a case-by-case basis.

12. TEEN EVENTS

All teen events require additional Police Department application approval. Adult chaperones are required to be on duty and will require security. The number of chaperones required is determined by the Suisun City Police Department in conjunction with the Department staff. A list of chaperones must be furnished no less than ten (10) working days prior to the event. Failure to do so will result in cancellation of the event. Teen events must be sponsored by a government agency or other acceptable, established or credible organization.

In addition, events honoring a minor, anyone under 21 years of age, may not go past 10:00 p.m. and may not have alcohol of any kind. Alcohol witnesses in an event or parking lot or surrounding area of the center or park may result in the immediate cancellation of the event if not corrected by applicant.

13. ALCOHOLIC BEVERAGE POLICY

Consumption of alcoholic beverages is prohibited within the community center except under the conditions herein.

1. When serving alcohol, the requirements are:

- a) A certificate of insurance with “Host Liquor Liability” coverage in the minimum amount of \$1,000,000 specifying the City of Suisun City, its officers and agents as additional insured must be submitted to the Department fifteen (15) working days prior to the event. Insurance may be obtained through a licensed caterer, an insurance company, or the Department.
- b) The insurance agent or agency must complete and sign a City of Suisun City Endorsement Form.
- c) When an event is in honor of a minor, use of alcohol will not be allowed.
- d) When selling alcohol, you are required to follow the procedures for serving alcohol, and obtain a one-day license from the State of California Department of Alcohol Beverage Control (ABC), 1515 Clay Street, Suite 2208, Oakland, CA 94621-1499, 510-622-4970. **ABC special licenses are only available to non-profit organizations registered with the State of California. A copy of the ABC License must be submitted 15 working days prior to the event.**

Any event selling admission tickets at an event where there is alcohol must have an ABC permit.

Alcohol cannot be brought in by individuals for an event or rental. Alcohol must be served by rental applicants who will be held responsible for serving, insurance and any ABC requirements.

Please note: Some caterers have an alcohol license, which makes obtaining a one-day license for the sale of alcohol unnecessary. A copy of the caterer’s license must be submitted to the Department before the event and the original license posted at the bar area where alcohol is to be sold.

- 2. During any event, that involves the use of special equipment (i.e. sound, lighting, rigging, and special effects) no operator will consume alcoholic or illegal substances nor may they be under the influence of any intoxicants.

14. THE CONSUMPTION OF FOOD AND BEVERAGE

The consumption of food and beverage is permissible in designated areas only. ***Smoking is not allowed inside the community center.*** Cooking is to be done in the kitchen only unless approved one week in advance by Department staff. No decorations will be allowed in the kitchen. Kitchen counters and any appliances used for an event must be cleaned and restored to its condition prior to use. ***Children are not allowed in the kitchen at any time.***

15. ADVERTISING

The posting of flyers or posters is permitted for non-profit organizations licensed by the State of California only, and is subject to the Department approval. The area for posting of flyers is determined by Department staff.

16. DECORATIONS

1. A room diagram must be submitted and approved Seven (7) working days prior to the event. Otherwise, a delay in setup, additional staff charges, or both may result. Room diagrams must be completed by the designated person in charge (i.e. wedding coordinator, caterer, etc.) and signed before being turned in.
2. All decorations and their location must be approved by the Department staff. There is to be no confetti, rice, birdseed, etc., tossed inside the building, in the parking lot, or in the park or used in decorating.
3. *All* decorations must be removed before the group leaves the building including anything that needs to be swept up.
4. Adhesives, nails, screws, staples, etc. in walls, woodwork or on windows are prohibited. A minimum penalty of \$50 will be deducted from renter's deposit for not adhering to this regulation. The Department staff will determine excessive abuse, which will result in a loss of deposit and possibly additional payment for damages.
5. All decorations must be fireproof or composed of fire retardant materials. Candles and burners of any kind must not be in containers to prohibit open flames, must have a stable base to prevent tipping and must meet Department staff approval prior to the event.
6. At no time shall exits be covered or obstructed. All Fire Code regulations must be adhered to.

17. SET UP TIME

If additional time is required for, preparation the Department staff must be notified fourteen (14) working days prior to the event and the regular hourly room rate will be charged for hours not immediately prior to the event, as availability allows. Decorating or approved rehearsal time immediately before the event time will be charged at \$50 per hour with a one (1) hour minimum.

Fourteen (14) working days prior to the event a completed setup diagram outlining the proposed setup equipment must be submitted to the community center office. Failure to submit a diagram or information for setup seven (7) days prior to the event may result in delay of activity setup and additional staff charges. Additional set-up or decoration time, if available, will be charged the hourly rate as listed on fee schedule. A fee as adopted in the City Fee Schedule will be charged for any additional set-up or changes made after set-up is complete.

18. DURING THE EVENT

It is the responsibility of the applicant to control the actions of those in attendance to include, but not limited to: minors drinking alcohol, children not being attended or allowed to run or horseplay in the halls or restrooms, not allowing entrance in areas not rented or appropriate for the function, i.e. participants going in and out of the kitchen and/or preventing loitering outside the building. It is the responsibility of applicant to control and/or communicate to the participants the rule violations or if necessary to announce the function is ending due to lack of cooperation to adhere to the rules of the rental agreement.

Use of the patio area is limited to rental of the Banquet Room. Outside cooking and BBQing is allowed in the designated dirt area of the patio only.

19. 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. Clean up for events will not go beyond the designated vacate time unless authorized by the Department Director.

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 the rental.

A designated representative of the function must check in with the facility attendant for inspection of the room prior to use and prior to departure, and sign a walk through report.

Failure to leave the room in the condition in which it was provided prior to rental, or damage to equipment, furniture, or facilities; or failure to return equipment will result in additional personnel, and rental charges and/or forfeiture of the Security Deposit.

The Department is not responsible for any supplies or equipment left in the building.

20. EQUIPMENT

All equipment, including tables and chairs, audio visual equipment, risers, etc. is for exclusive use of the community center and is not to be loaned out at any time or removed from the facility.

21. PERSONAL EQUIPMENT

Any technical equipment brought in for a function must be cleared with the Department staff ten (10) days prior to the event during regular weekday office hours.

Use of any devices such as firearms, live explosions, 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 the community center.

If any community center equipment fails, breaks or is down for maintenance prior to or during any event, it is the group's responsibility to supply replacement equipment if the community center cannot. Community center staff will advise the group if equipment will not be available as soon as possible.

During any event that involves use of special equipment, i.e. sound, lighting, rigging, and special effects, no operator will consume alcoholic beverages or any substances, which may appear to be an intoxicant or may influence the safe operations of such equipment.

22. UNSAFE CONDITIONS

If at any time the staff of the community center deems that conditions have become unsafe, the event will be stopped until existing problems are corrected. Examples would be: serving/selling alcohol without the required certificates and/or permits or the event becomes excessively loud and/or disruptive to event goes or surrounding neighborhood.

23. LIABILITY

The City of Suisun City is not responsible for accidents, injury or loss of personal property. The individual organization, granted use of the facility, will be held responsible for any injury or damage resulting from such use. In consideration for the acceptance for use of the community center facilities, applicant hereby agrees to defend, indemnify, and hold harmless the City of Suisun City and its agents, officers, employees, and volunteers against any and all claims, demands, damages, costs and expenses, including attorney's fees, actions or liability whatsoever directly or indirectly arising out or resulting in any way from the occupancy or use of the facility by applicant and/or applicant's organization to the terms of this indemnification and hold harmless agreement.

All events are required to carry liability coverage (NOT RESTRICTED SOLELY TO ALCOHOL USE), with \$1,000,000 coverage. The City will be able to assist with coverage, but user is encouraged to obtain coverage through any insurance company. The City of Suisun City must always be named as Additional Insured.

A copy of the Certificate of Insurance coverage must be submitted fifteen (15) working days prior to the event.

24. CO-SPONSORED EVENTS

The Joseph Nelson Community Center is available for rent by co-sponsored agencies. Co-sponsored agencies will be required to pay a negotiated price and/or a percentage of the proceeds derived from the event to use the facility. The Department Director will

decide the negotiated price. (See description of co-sponsorship). All co-sponsored events must have an approved application prior to scheduling the event.

DESCRIPTION OF CO-SPONSORSHIP

Co-sponsored use of the community center may be granted to organizations that meet the following criteria:

- 1 Activity that greatly benefits the entire community or a large portion of the community.
- 2 Activities that will provide organizations, government agencies or individuals wholesome, positive, social, educational, or recreational experiences to the entire community.

Co-sponsored events will have a mutually agreed upon marketing strategy (by the organization and the Department), that will include the City name and logo on all promotional materials as co-sponsor.

Co-sponsored events may be required to share with the Department, through a negotiated agreement, any proceeds resulting from the activity.

Co-sponsored events will have an approved co-sponsorship application on file with the Department prior to the reservation of facility space. This application must be re-filed annually and must be in good standing.

Co-sponsored agencies will adhere to all Department policies, including insurance requirements, alcohol service agreements and cleanup procedures.

25. SB 1383 ORGANIC WASTE COLLECTION

As of January 1, 2022, all Californians are required to collect and dispose of organic waste. During your event, YOU are responsible for separating organic waste from other waste. All organic waste needs to be deposited into the designated green waste bins. Failure to do so could result in forfeiture of a portion of your deposit.

For reference, “organic waste” includes food, green material such as landscaping and pruning waste, organic textiles and carpets, untreated lumber, wood, paper products, printing and writing paper, manure, bio-solids, digestates, and sludge.

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