

RULES & REGULATIONS FOR THE DOWNTOWN RECREATION CENTER

GENERAL:

The Downtown Recreation Center is a Non-Smoking City facility & does not allow alcohol.
Rental Hours: Sunday – Friday, 8:00am – 10:00pm; Saturday, 8:00am – 11:00pm

FOR RENTAL INFORMATION AND RESERVATIONS PLEASE CALL (714) 327-7527

Rental Request: Room(s) requested: Gymnasium: _____ Multipurpose Room _____

Anticipated Attendance: _____

Annual Users

Start Date: _____ End Date: _____

Monthly: _____ Weekly: _____

Circle:

M T W Th F Sa Su

Prep/Set-Up: _____ to _____

Event Time: _____ to _____

Clean-Up: _____ to _____

One Time Rental

Date(s): _____ Day of the Week: _____

Rental-Time: Prep/SetUp: _____ to _____

Event Time: _____ to _____

Clean-Up: _____ to _____

Purpose of Meeting/Program: _____

Renter Contact Information:

Name: _____ Company/Organization Name: _____

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Secondary Phone: _____ Email: _____

A. PAYMENT: Full payment of deposit and hourly rental fees must be paid up front at the time contract signing. Requested rental dates will not be reserved or held without payment and completion of required paperwork. Annual users and rentals with multiple dates may arrange a payment plan.

B. PREPARATION TIME: Allows for those preparing and setting up to enter the facility prior to start of event. Guests are not allowed inside facility during preparation hours.

C. EVENT TIME: Upon arrival of guests, event time shall begin and continue through designate hours.

D. CLEAN-UP TIME: Clean-up time is required and is least one-half hour before the end of contracted rental time. All personal items must be removed from the facility after event. Any items left will be disposed.

E. EVENT SIGN-IN: Permit holder and/or designated agents must check-in with city staff and be present for entirety of event. Rental doors will remain locked and guests will not be allowed into room until appropriate agent has checked in with staff.

F. FACILITY EQUIPMENT: All city property (chairs, tables, equipment) must remain inside the Downtown Recreation Center.

G. ROOM CAPACITY & YOUTH EVENT RATIO: Gymnasium capacity is 500. Multipurpose Room capacity is 40. For safety and security, events with children must have a ratio of 1 adult per 12 children.

H. UNAUTHORIZED USE OF TIME IN FACILITY: Patron must abide by prepaid rental time stated on permit. Any additional time requested and used outside of time stated on permit will be subject to additional fees. Fees for any unused rental hours will not be refunded. Staff reserves the right to deny requests for additional rental time.

I. DECORATING AND DISPLAY OF RESOURCE MATERIAL, SIGNAGE, ETC.: No objects are to be suspended, attached or affixed to ceilings, walls, window, or floor. No tape, tacks or pins are to be used on facility property or furnishings. NO CANDLES, CONFETTI OR GLITTER are allowed in or around the facility.

J. ALCOHOL : Alcohol is not not allowed at any events.

K. ANIMALS: Only service animals are allowed in the building pursuant to ADA regulations.

L. PROPER FOOTWEAR: All patrons must wear closed toe shoes. No black soled shoes allowed.

A. Initials: _____

B. Initials: _____

C. Initials: _____

D. Initials: _____

E. Initials: _____

F. initials: _____

G. Initials: _____

H. Initials: _____

I. Initials: _____

J. Initials: _____

K. Initials: _____

L. Initials: _____

M FOOD & BEVERAGE: No food or beverage allowed in the gymnasium. Water is ok.

M. Initials: _____

N. CLEAN-UP: The PATRON is responsible for wiping spills from tables, chairs, walls, & removal of trash can liners to outside dumpsters;

N. Initials: _____

O. PARKING: There is absolutely no loading, unloading, or parking in any area other than marked parking stalls.

O. Initials: _____

P. RENTAL DEPOSITS: All rental deposits are in addition to rental fees and are refundable after the rental, provided patron abided by all rules, is out of the facility on time, clean-up has been done properly, and there has been no damage to facility and furnishings. If any of the above requirements have not been met, an appropriate amount of the rental deposit will be retained. **Entire deposit may be retained due to damage, cleaning, or failure to adhere to rules and regulations.** Any group using the Balearic Community Center will be invoiced any additional cost over the deposited amount for loss or damage done by renting group.

P. Initials: _____

Q. NOTICE OF CANCELLATION: All cancellations requests made by renter must be in writing and received by recreation staff 30 days prior to rental date. Cancellations are subject to a \$25 fee. When proper notice of cancellation is provided, all pre-paid rental fees and the cleaning/damage deposit will be refunded minus the cancellation fee. Failure to submit proper cancellation request will result in a refund of only the security & damage deposit. The City reserves the right of cancellation with NINETY (90) day notice*. Cancellation by the City will result in a full-refund. *Note: If a cancellation is necessary, notice will be given as far in advance as possible, but not less than ninety days, barring unforeseen emergency or act of nature.

Q. Initials: _____

R. DATE TRANSFER & REQUESTED CHANGES TO PERMIT: Request to transfer rental date or change approved rental permit must be received and approved by Recreation Coordinator at least 30 days prior to rental date. \$25 fee applies for transfer of reservation date(s). Transfers are subject to availability.

R. Initials: _____

S. FEE INCREASES: All facility fees are subject to change and/or increase at any time.

S. Initials: _____

T. ACKNOWLEDGEMENT: I have received and agreed to the following documents for room rental at the Balearic Community Center: copy of contract; general rules & regulations for facility; fees applicable for reservation, map and event set-up sheet.

T. Initials: _____

U. WAIVER:

I, the undersigned, do hereby agree to indemnify and hold harmless the City of Costa Mesa, and any of their officers, agents, or employees from any liability or claim or action for damages resulting from or in any way arising out of the use of the facility or equipment and will agree to abide and enforce the Rules, Regulations and Policies governing the facility as set forth by the City of Costa Mesa. Said patron will accept all responsibility for any damage to premises, furniture, equipment, or grounds resulting from use of facility.

U. Initials: _____

I HAVE READ AND AGREE TO ALL THE RULES, POLICIES AND REGULATIONS FOR THE BALEARIC COMMUNITY CENTER.

Please print name (patron making reservation): _____

Please sign name (patron making reservation): _____

Date: _____

STAFF USE ONLY:

NCC Representative Approval:

Approved: _____

Date: _____