



### Citrus Heights Community Center Rental Application

6300 Fountain Square Drive, Citrus Heights, California 95621 (916) 727-5400 TDD 7-1-1  
[www.citrusheights.net](http://www.citrusheights.net)

Today's Date \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

Rental Date & Time \_\_\_\_\_

Date Start Time End Time

Event Time \_\_\_\_\_

Start Time End Time

Rental Date & Time \_\_\_\_\_

for 2<sup>nd</sup> rental date, if needed Date Start Time End Time

Event Time \_\_\_\_\_

Start Time End Time

Business Name (if applicable) \_\_\_\_\_

\*Name of Person Responsible \_\_\_\_\_

**\*Please Note: Person or entity listed shall be responsible for all payments, fines and/or penalties due pursuant to this application. Only the person or entity representative listed on this application can make changes to rental. Requests from non-responsible person will not be considered.**

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**\*Rental Deposit will be returned to person listed above within 30 days of the event(s) via check from the City of Citrus Heights.**

Day/Business \_\_\_\_\_ Fax \_\_\_\_\_

Home \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address \_\_\_\_\_

**Type of Group Function (select one) CH Resident/Non-Profit/CH Business OR Non-Resident**

Non-Profit ID Number \_\_\_\_\_ Number Attending Event\*\* \_\_\_\_\_ (required)

\*\* #Attending CANNOT vary by more than 10%

## Event Details and Description

Describe the event and list the activities you will be having at the Community Center:

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If the event is a Wedding or Birthday, please list the specific name of the honoree(s),

- Name of the Honoree:

\_\_\_\_\_  
Name of the Honoree:  
\_\_\_\_\_

What would you like to appear on the door sign? (i.e. Smith Birthday Party, etc.):

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## Pricing Breakdown: Invoices

An **INVOICE** for each file is provided to all renters that outlines each rented facility space and any optional items being provided as part of your rental contract for your event. If rental spaces and items are not outlined on the current INVOICE, those items are not guaranteed to be provided. Items cannot be added to an INVOICE on the day of the event.

Date: \_\_\_\_\_ Renter Initials \_\_\_\_\_

## Payments, Deadlines and Contract Fulfillment Requirements

All **deadlines** are listed on the individual **INVOICE** for each file.

- **Deposit due at time of booking.**
- **Credit Card Authorization Form required for all reservations.**
- **Due 60-days prior to the event**
  - All remaining fees: rental fees; security; catering; cleaning; optional rental items and AV fees
- **Due 30-days prior to the event**
  - Event Insurance for renter and all vendors/caterers
  - Catering and Vendor Contact Information
  - ABC Permit
  - Open Flame Permit **(if applicable) – this does not include decorative items, those are not allowed.**

**Refer to “Policies and General Information” for more detailed information.**

Answer **YES** or **NO** to the following questions (**must answer all questions**):

Please check <b>Yes</b> or <b>No</b> to the following questions:		<b>YES</b>	<b>NO</b>
Have you or the entity responsible rented out the Citrus Heights Community Center in the last five (5) years			
If yes to the previous question, were you or the entity responsible ever assessed a penalty or fine against your security deposit for any reason			
Will the event be open to public			
If yes to the previous question, would you like your event listed on the Citrus Heights Community Center webpage calendar (Renter assumes full responsibility for the communication to its attendees for events held)			
Will the event have an admission charge			
Will the event be a fundraising event			
Will the event be selling food			
Will the event be selling merchandise			
Will there be minors attending the event (persons under 18) <b>Chaperon ratio of 8:1 is required.</b>			
<b>ALCOHOL</b>	Will the event be serving alcohol This includes beer, wine, champagne and spirits. If you are selling alcohol an ABC permit must be obtained from the State of California.		
<b>If alcohol is being served security may be required.</b>			
<b>CATERING</b>			
<b>KITCHEN RENTAL</b>	Will you be renting the kitchen (NOTE: kitchen is LOCKED, if it is not a rented.)		
Will food be served at the event			
Will the event be catered			
Is the caterer on the CHCC Preferred Caterer’s List Name of Caterer: _____			
<b>VENDOR (See Vendor Requirements Pg 7)*</b>			
Will the event have vendors (DJ, lighting, entertainment, booth vendors, decorator, etc.)			
If yes, describe the type of entertainment:			
Will there be music during the event (Heavy Metal and Rap Prohibited)			
If music is being played, describe the type of music			
<b>TYPE OF SET-UP</b>			
Will you need tables and chairs for your event			

If yes, indicate type set-up/description: \_\_\_\_\_  
 Banquet (round tables); Classroom (long tables); Theater (chairs only)

<b>EVENT INSURANCE (Required of all renters)*</b>		
Renter will be providing insurance through an outside carrier		
Renter to purchase event insurance through the Citrus Heights' insurance carrier.		
<b>INCLUDED EQUIPMENT REQUEST</b>		
<b>Podium: Floor or Table Top (check one)</b>		

# Additional Rental Options

**Audio Visual Request Fee:**      **Select One: YES    NO**      **\$111.00**

**AV: Projector & Screen:** Client must provide their own laptop. The connection to the projector is a VGA Connection, VGA cords are provided; any necessary adapters are not provided. For AV use beyond a visual presentation, client must submit a detailed description of their AV request 30-days prior to the event date(s) and consultation with outside vendor may be required, additional fees may apply.

**Indicate Event Date:** \_\_\_\_\_

HALL A		HALL B		HALL C	
Audio Visual	Microphones	Audio Visual	Microphones	Audio Visual	Microphones
\$105.00/ea	\$28.00/ea	\$105.00/ea	\$28.00/ea	\$105.00/ea	\$28.00/ea
___ Screen A1	___ Cordless	___ Screen B1	___ Cordless	___ Screen C1	___ Cordless
___ Screen A2	___ Lavalier		___ Lavalier		___ Lavalier
✓ <b>Check box</b>	___ Corded	✓ <b>Check box</b>	___ Corded		___ Corded
			<i>Indicate #</i>		<i>Indicate #</i>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

SOUTH A		SOUTH B		SOUTH C	
Audio Visual	Microphones	Audio Visual	Microphones	Audio Visual	Microphones
\$105.00/ea	\$28.00/ea	\$105.00/ea	\$28.00/ea	\$105.00/ea	\$28.00/ea
___ Screen A1		___ Screen B1		___ Screen C1	
	<i>Indicate #</i>		<i>Indicate #</i>		<i>Indicate #</i>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

EAST A		EAST B	
Audio Visual	Microphones	Audio Visual	Microphones
\$105.00/ea	\$28.00/ea	\$105.00/ea	\$28.00/ea
___ Screen A1		___ Screen A1	
	<i>Indicate #</i>		<i>Indicate #</i>
\$ _____	\$ _____	\$ _____	\$ _____

EAST C		EAST D	
Audio Visual	Microphones	Audio Visual	Microphones
\$105.00/ea	\$28.00/ea	\$105.00/ea	\$28.00/ea
___ Screen A1		___ Screen A1	
	<i>Indicate #</i>		<i>Indicate #</i>
\$ _____	\$ _____	\$ _____	\$ _____

NORTH A		NORTH B	
Audio Visual	Microphones	Audio Visual	Microphones
\$105.00/ea	\$28.00/ea	\$105.00/ea	\$28.00/ea
___ Screen A1		___ Screen A1	
	<i>Indicate #</i>		<i>Indicate #</i>
\$ _____	\$ _____	\$ _____	\$ _____

Optional Rental Items
___ <b>Stage Sections \$56/ea</b> (skirting NOT provided) 6'x8' (16" height) 5-sections available
___ <b>Dance Floor: \$28/ea</b> 4' x 4' pieces 24-pieces available ___' x ___ Configuration
___ <b>Portable Bar \$84/ea</b> 8' length (46" tall) 2-sections available

Optional Totals
<b>AV USE FEE: \$111.00</b>
___ x \$84 = \$ _____
___ x \$105 = \$ _____
___ x \$28 = \$ _____
___ x \$28 = \$ _____
<b>Total: \$ _____</b>

# AUDIO VISUAL EQUIPMENT CLIENT REFERENCE GUIDE

Client must bring a laptop and adapter for a **VGA** or **HDMI connection**. **Client must provide their own laptop and be able to troubleshoot minor connectivity issues specific to their laptop.** All connection cords and microphones belong to the community center. Please be sure to return them to a community center staff member prior to leaving.

## ROOM CONFIGURATION

Community Center Staff will perform the initial room configuration prior to client arrival.

- **Combined** (Configurations: A+B+C or A and B+C or A+B and C)
- **Separated** (Configuration: A and B and C)

## AV CABLES (HDMI or VGA)

Community Center will provide the connection cord specific to your laptop needs.

## Macbook

The Citrus Heights Community Center is a PC building. Macbooks can be used; however, client will need to provide a Mac adapter cable.

## **\*Vendor Requirements**

**Vendors may include: Caterer, Decorator, Lighting, DJ, Band, etc.** List all vendors Renter would like to utilize at the Community Center:

1. \_\_\_\_\_  

<b>Business Name</b>	<b>Contact Name</b>
<b>Phone</b>	<b>Email</b>
  
2. \_\_\_\_\_  

<b>Business Name</b>	<b>Contact Name</b>
<b>Phone</b>	<b>Email</b>
  
3. \_\_\_\_\_  

<b>Business Name</b>	<b>Contact Name</b>
<b>Phone</b>	<b>Email</b>

**Each vendor MUST submit a *Certificate of Insurance* showing proof of insurance and sign an *Agreement and Release Regarding Event Participation*.**

It is strongly recommended that Renter notify each Vendor of all Rental Policies and General Information contained in this Facility Rental Application. Renter is responsible for **all** Vendors and their actions; failure to follow guidelines listed within this application **may** result in reduction or forfeit of rental deposit.

Note: **All DJ and band vendors MAY NOT** utilize the Community Center Audio System and/or any of the wall jacks. DJ and band vendors MUST be stand-alone.

Citrus Heights Community Center  
Renter's Food Recycling Instructions and Agreement

As of April 1, 2016, AB 1826 has gone in to affect in the state of California. The City of Citrus Heights and the Citrus Heights Community Center are now required by law to recycle organic waste, including yard waste and food waste.

Explained below are the steps necessary to ensure proper compliance to this law. As a renter, failure to comply with the food recycling procedure may result in partial or complete loss of your deposit. As a renter and user of the Citrus Heights Community Center kitchen, you hereby agree to the following:

- Informing all staff/volunteers of the food recycling procedure
- Separating food waste from traditional solid waste; utilizing the food waste bins in the kitchen for food waste only, and the trash bins in the kitchen for trash only
- Taking and dumping the bags of food waste in the designated food waste dumpster outside and dumping the bags of trash in the designated trash dumpster outside. All dumpsters should say "Republic Services" on them.
- Lining all kitchen bins with the proper liners: clear liners for food waste bins and black liners for trash bins

Please sign below, acknowledging you read and understand the required Food Recycling Instructions, and agree to follow them. Failure to sign this document does not exempt you from the law.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for helping the City of Citrus Heights, the Citrus Heights Community Center, and Republic Services reduce greenhouse gas emissions!



**Signature of Renter(s) Required below:**

The consequence of not following the City of Citrus Heights' rental policies may result in loss of the Deposit, rental fees, and/or the event being cancelled completely or early.

- I agree to abide by all of the conditions of this application, the Community Center Rules and Regulations and any permit(s) issued based upon this application.
- I agree to pay the City all costs the City may incur as a result of any failure to fully comply with the set forth the terms set forth in the application, the Community Center Rules and Regulations, and any permit(s) issued based upon this application.
- I understand that the City reserves the right to photograph the Community Center, activities held within the Community Center, and participants using the Community Center, for its own use.
- I declare that the information contained in this rental application is true and correct to the best of my knowledge. I further acknowledge that the Deposit may be forfeited and my event may be cancelled if this application contains any intentional misrepresentations.
- I agree that I am solely responsible for any damage, loss, accident or injury to persons or property resulting from my use of the Citrus Heights Community Center Facility.
- I am responsible for the control and supervision of the people in attendance during my use of the Community Center and shall ensure that no damage of any kind is done to furnishings, fixtures or any part of the Community Center. Any violation of the terms and conditions set forth in the Community Center Rules and Regulations may result in a denial of future permits, loss of security deposit and/or additional charges for necessary repairs or replacement resulting from damage caused by your event.
- In permitting the use of its facilities, I, individually and on the behalf of my successors, heirs, administrators and assigns, agree to held harmless, indemnify and release the City of Citrus Heights, its officials, offices, employees, volunteers and agents, from any and all actions, demands and/or claims for damage or injury, including claims of negligence, which may arise from or in connection with the use of said facilities.
- I, individually and on the behalf of my successors, heirs, and assigns, agree to hold harmless, defend with counsel, indemnify and release the City of Citrus Heights, its officials, officers, employees, volunteers and agents, from any and all actions, demands and/or claims for damage or injury, including claims of negligence, which may arise from or in connection with my rental and use of the Citrus Heights Community Center, except as caused by the City's sole or gross negligence.

- I, the undersigned, have received and read a copy of the Community Center Rules and Regulations concerning the use of the facility and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant organization.**
- My signature below signifies that I have read and understand the rental policies/rules outlined in the Rental Policies and General Information.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF CITRUS HEIGHTS

\_\_\_\_\_  
Name of Organization & Event Date

### Agreement and Release Regarding Event Participation

In consideration of the acceptance of my application for entry/participation into the above event, I, \_\_\_\_\_, hereby waive, release and discharge any and all claims from any persons from the group or organization listed above for damages for death, personal injury or property damage which I may have, or which hereafter accrue to me, against the City of Citrus Heights as a result of my use and participation in the event at the Citrus Heights Community Center. This release discharges the City of Citrus Heights, its officers, officials, employees, agents, and volunteers, any other involved municipalities or public agencies from and against any and all liability arising out of or connected in any way with my participation in the event, even though that liability may arise out of the negligence or carelessness on the part of persons or Entities mentioned above. I further understand that accidents and injury may arise out of the event or my use of the Citrus Heights Community Center; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

I consent to the use for all purposes of my name, picture, voice, and likeness as part of or in connection with any broadcast or promotional item relating to this event and will receive no compensation in any form.

Additionally, I agree that participation in this event is subject to approval by the City of Citrus Heights City Manager's office, which reserves the right to refuse or disqualify any participants. All performance material must be suitable for family events.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS.

\_\_\_\_\_  
Participant Name (Print)

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date