



**Facility Rental Information
and Application Request**



Greater Vallejo Recreation District is committed to supporting quality programs and events for the community. The District offers a variety of public spaces that can be utilized for your needs. This information is intended to help you understand the process of reserving a Community Center, how to submit an application request, and District policies.

GVRD offers four conveniently located Community Centers for your next business, non-profit, or private event.

Appointments are required to view each facility. Please contact the GVRD Recreation Coordinator to schedule an appointment.

Office: 707-648-4630

E-mail: rallen@gvrd.org

Groups or organizations interested in requesting reduced or waiver of fees are required to provide the District with valid proof of the 501(c)(3) status, letter of intent, and a Facility Rental Fee Waiver Request Form to be considered.

Private Party

Reservations are 5 hours minimum, including decoration and clean-up time.

Includes set-up and take-down of District's tables and chairs.

Foley Cultural Center - 1499 N. Camino Alto, Vallejo, CA 94589				
Includes: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.				
Rooms	Capacity	Fees	Required	Optional
Lake Room, Kitchen & Refreshment Center	500 maximum seated w/tables No dance floor	Resident: \$210/hour Non-resident: \$252/hour	Cleaning and Damage Deposit: \$750 Security: \$36/hour/officer Parking fees: \$5 per vehicle	Vista Room (2hrs. min) \$44/hour, \$53/hour Arbor Room (2hrs. min) \$37/hour, \$44/hour Jumper Permit: \$30 PA System: \$50 audio, \$50 visual
Vista Room & Refreshment Center (Fri & Sun only)	48 maximum seated w/tables No dance floor	Resident: \$74/hour Non-resident: \$88/hour	Cleaning and Damage Deposit: \$200 Security: \$36/hour/officer Parking fees: \$5 per vehicle	Jumper Permit: \$30

North Vallejo Community Center - 1121 Whitney Avenue, Vallejo, CA 94589				
Includes: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.				
Rooms	Capacity	Fees	Required	Optional
Great Room, Baquet Room & warm-up kitchen	202 maximum seated w/tables No dance floor 2 separate rooms	Resident: \$145/hour Non-resident: \$174/ hour	Cleaning and Damage Deposit: \$400 Security: \$36/hour/officer	Craft Room (2hrs. min) \$35/hour, \$42/hour Jumper Permit: \$30 PA System: \$50 audio, \$50 visual (Great Room only)
Great Room (No kitchen)	121 maximum seated w/tables No dance floor	Resident: \$104/hour Non-resident: \$125/hour		
Banquet Room & warm-up kitchen	81 maximum seated w/tables No dance floor			

Vallejo Community Center - 225 Amador Street, Vallejo, CA 94590				
Includes: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.				
Rooms	Capacity	Fees	Required	Optional
Auditorium, Foyer & kitchen	350 maximum seated w/tables No dance floor 2 separate rooms	Resident: \$189/hour Non-resident: \$227/ hour	Cleaning and Damage Deposit: \$750 Security: \$36/hour/officer	Club Room (2hrs. min) \$44/hour, \$53/hour Teen Room (2hrs. min) \$44/hour, \$53/hour
Foyer & kitchen (no music)	149 maximum seated w/tables No dance floor	Resident: \$137/hour Non-resident: \$164/hour		Jumper Permit: \$30 PA System: \$50 audio (Auditorium only)

Norman C. King South Vallejo Community Center - 545 Magazine St., Vallejo, CA 94590				
Includes: rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.				
Rooms	Capacity	Fees	Required	Optional
Multi-Purpose 1, 2 & kitchen	192 maximum seated w/tables No dance floor	Resident: \$145/hour Non-resident: \$174/ hour	Cleaning and Damage Deposit: \$400 Security: \$36/hour/officer	Jumper Permit: \$30
Multi-Purpose 1 <u>OR</u> 2, & kitchen	96 maximum seated w/tables No dance floor	Resident: \$104/hour Non-resident: \$125/hour		

Business/Commercial

Must provide business license. Reservations are 2 hours minimum.

Foley Cultural Center - 1499 N. Camino Alto, Vallejo, CA 94589			
Available: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.			
Rooms	Capacity	Fees	Additional Fees
Lake Room	500 maximum seated w/tables	Resident: \$168/hour Non-resident: \$202/ hour	Cleaning and Damage Deposit: \$750 Security: \$36/hour/officer Parking fees: \$5 per vehicle Optional: PA System: \$50 audio, \$50 visual (Lake Room only) Jumper Permit: \$30 Alcohol Surcharge: \$25 Banquet Set-up/Take-down: Up to 200: \$150 Up to 350: \$225 Up to 500: \$270 Theater Set-up/Take-down: Up to 150: \$80 Up to 400: \$110 Up to 200: \$90 Up to 500: \$145 Up to 300: \$120 Up to 600: \$156
Vista Room	48 maximum seated w/tables	Resident: \$44/hour Non-resident: \$53/hour	
Arbor Room	35 maximum seated w/tables	Resident: \$37/hour Non-resident: \$44/hour	
Kitchen	10 maximum	Resident: \$84/hour Non-resident: \$101/hour	
Refreshment Center	6 maximum	Resident: \$56/hour Non-resident: \$67/hour	
Commercial Kitchen only	<u>Day: 7am-7pm</u> <u>Evening: 7pm-7am</u>	Resident: \$125/hour, Non-resident: \$150/hour (3 hours minimum) Resident: \$62/hour, Non-resident: \$74/hour (3 hours minimum)	

North Vallejo Community Center - 1121 Whitney Avenue, Vallejo, CA 94589			
Available: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.			
Rooms	Capacity	Fees	Additional Fees
Great Room & Baquet Room	202 maximum seated w/tables	Resident: \$116/hour Non-resident: \$139/ hour	Cleaning and Damage Deposit: \$400 Security Officer: \$36/hour/officer Optional: PA System: \$50 audio, \$50 visual (Great Room only) Jumper Permit: \$30 Alcohol Surcharge: \$25 Banquet Set-up/Take-down: Up to 200: \$150 Theater Set-up/Take-down: Up to 150: \$80 Up to 200: \$90
Great Room	121 maximum seated w/tables	Resident: \$64/hour Non-resident: \$77/hour	
Banquet Room	81 maximum seated w/tables	Resident: \$52/hour Non-resident: \$62/hour	
Craft Room	25 maximum seated w/tables	Resident: \$35/hour Non-resident: \$42/hour	
Kitchen	3 maximum	Resident: \$35/hour Non-resident: \$42/hour	

Vallejo Community Center - 225 Amador St. , Vallejo, CA 94590			
Available: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.			
Rooms	Capacity	Fees	Additional Fees
Auditorium & Foyer	350 maximum seated w/tables	Resident: \$151/hour Non-resident: \$181/ hour	Cleaning and Damage Deposit: \$750 Security: \$36/hour/officer
Foyer	149 maximum seated w/tables	Resident: \$101/hour Non-resident: \$121/hour	Optional: PA System: \$50 audio (Auditorium only) Jumper Permit: \$30 Alcohol Surcharge: \$25 Banquet Set-up/Take-down: Up to 200: \$150 Up to 350: \$225 Theater Set-up/Take-down: Up to 150: \$80 Up to 300: \$120 Up to 200: \$90 Up to 400: \$1110
Teen Room	49 maximum seated w/tables	Resident: \$44/hour Non-resident: \$53/hour	
Club Room	49 maximum seated w/tables	Resident: \$44/hour Non-resident: \$53/hour	
Kitchen	6 maximum	Resident: \$67/hour Non-resident: \$80/hour	
Commercial Kitchen only	<u>Day: 7am-7pm</u> <u>Evening: 7pm-7am</u>	Resident: \$125/hour, Non-resident: \$150/hour (3 hours minimum) Resident: \$62/hour, Non-resident: \$74/hour (3 hours minimum)	

Norman C. King South Vallejo Community Center - 545 Magazine St. , Vallejo, CA 94590			
Available: rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.			
Rooms	Capacity	Fees	Additional Fees
Multi-Purpose 1 & 2	192 maximum seated w/tables	Resident: \$140/hour Non-resident: \$168/ hour	Cleaning and Damage Deposit: \$400 Security: \$36/hour/officer
Multi-Purpose 1 <u>OR</u> 2	96 maximum seated w/tables	Resident: \$70/hour Non-resident: \$84/hour	Optional: Jumper Permit: \$30 Alcohol Surcharge: \$25 Banquet Set-up/Take-down: Up to 200: \$150 Theater Set-up/Take-down: Up to 150: \$80 Up to 200: \$90
Game Room	50 maximum seated w/tables	Resident: \$50/hour Non-resident: \$60/hour	
Conference Room	25 maximum seated w/tables	Resident: \$42/hour Non-resident: \$51/hour	
Kitchen	4 maximum	Resident: \$70/hour Non-resident: \$84/hour	
Commercial Kitchen only	<u>Day: 7am-7pm</u> <u>Evening: 7pm-7am</u>	Resident: \$90/hour, Non-resident: \$108/hour (3 hours minimum) Resident: \$45/hour, Non-resident: \$54/hour (3 hours minimum)	

Non-Profit

Must provide a copy of 501(c)(3). Reservations are 2 hours minimum.

Foley Cultural Center - 1499 N. Camino Alto, Vallejo, CA 94589			
Available: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.			
Rooms	Capacity	Fees	Additional Fees
Lake Room	500 maximum seated w/tables	Resident: \$134/hour Non-resident: \$161/ hour	Cleaning and Damage Deposit: \$750 Security: \$36/hour/officer Parking fees: \$5 per vehicle Optional: PA System: \$50 audio, \$50 visual (Lake Room only) Jumper Permit: \$30 Alcohol Surcharge: \$25 Banquet Set-up/Take-down: Up to 200: \$150 Up to 350: \$225 Up to 500: \$270 Theater Set-up/Take-down: Up to 150: \$80 Up to 400: \$110 Up to 200: \$90 Up to 500: \$145 Up to 300: \$120 Up to 600: \$156
Vista Room	48 maximum seated w/tables	Resident: \$37/hour Non-resident: \$44/hour	
Arbor Room	35 maximum seated w/tables	Resident: \$29/hour Non-resident: \$35/hour	
Kitchen	10 maximum	Resident: \$67/hour Non-resident: \$80/hour	
Refreshment Center	6 maximum	Resident: \$45/hour Non-resident: \$54/hour	

North Vallejo Community Center - 1121 Whitney Avenue, Vallejo, CA 94589			
Available: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.			
Rooms	Capacity	Fees	Additional Fees
Great Room & Baquet Room	202 maximum seated w/tables	Resident: \$93/hour Non-resident: \$112/ hour	Cleaning and Damage Deposit: \$400 Security Officer: \$36/hour/officer Optional: PA System: \$50 audio, \$50 visual (Great Room only) Jumper Permit: \$30 Alcohol Surcharge: \$25 Banquet Set-up/Take-down: Up to 200: \$150 Theater Set-up/Take-down: Up to 150: \$80 Up to 200: \$90
Great Room	121 maximum seated w/tables	Resident: \$51/hour Non-resident: \$62/hour	
Banquet Room	81 maximum seated w/tables	Resident: \$42/hour Non-resident: \$50/hour	
Craft Room	25 maximum seated w/tables	Resident: \$28/hour Non-resident: \$34/hour	
Kitchen	3 maximum	Resident: \$28/hour Non-resident: \$34/hour	

Vallejo Community Center - 225 Amador St. , Vallejo, CA 94590			
Available: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.			
Rooms	Capacity	Fees	Additional Fees
Auditorium & Foyer	350 maximum seated w/tables	Resident: \$121/hour Non-resident: \$145/ hour	Cleaning and Damage Deposit: \$750 Security: \$36/hour/officer
Foyer	149 maximum seated w/tables	Resident: \$81/hour Non-resident: \$97/hour	Optional: PA System: \$50 audio (Auditorium only) Jumper Permit: \$30 Alcohol Surcharge: \$25 Banquet Set-up/Take-down: Up to 200: \$150 Up to 350: \$225 Theater Set-up/Take-down: Up to 150: \$80 Up to 300: \$120 Up to 200: \$90 Up to 400: \$1110
Teen Room	49 maximum seated w/tables	Resident: \$37/hour Non-resident: \$44/hour	
Club Room	49 maximum seated w/tables	Resident: \$37/hour Non-resident: \$44/hour	
Kitchen	6 maximum	Resident: \$54/hour Non-resident: \$65/hour	

Norman C. King South Vallejo Community Center - 545 Magazine St. , Vallejo, CA 94590			
Available: rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.			
Rooms	Capacity	Fees	Additional Fees
Multi-Purpose 1 & 2	192 maximum seated w/tables	Resident: \$94/hour Non-resident: \$112/ hour	Cleaning and Damage Deposit: \$400 Security: \$36/hour/officer
Multi-Purpose 1 <u>OR</u> 2	96 maximum seated w/tables	Resident: \$47/hour Non-resident: \$56/hour	Optional: Jumper Permit: \$30 Alcohol Surcharge: \$25 Banquet Set-up/Take-down: Up to 200: \$150 Theater Set-up/Take-down: Up to 150: \$80 Up to 200: \$90
Game Room	50 maximum seated w/tables	Resident: \$35/hour Non-resident: \$42/hour	
Conference Room	25 maximum seated w/tables	Resident: \$28/hour Non-resident: \$34/hour	
Kitchen	4 maximum	Resident: \$47/hour Non-resident: \$56/hour	

Use of Community Centers Rules & Regulations

Applicant must read, complete, and return the following Rules & Regulations and Application Request for Rental of Community Centers.

Reservations	Initials: _____
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1. Groups, organizations, or individuals (21 years or older) must complete and submit an Application Request for Rental of Community Centers. The Application does not guarantee a date or approval of the activity requested.
2. Reservations may be made a maximum of 12 months in advance. The Facility Reservation becomes a contract when it is approved and signed by District representative and the Applicant.
3. Approval to use facilities is subject to observance of all District policies, rules, and regulations. Applications may be denied or revoked if the intended facility use or event is misrepresented or the Application is incomplete, inaccurate, or contains false information.
4. Additional City, County, State and Federal approvals may be required based on the type of activity.
5. Facilities are rented on a first come, first served basis except for those having priority rights.
6. Groups, organizations, or individuals that have established a priority right, must maintain it. The first step to establish a priority right is to submit a letter of intent to retain the date and pay a non-refundable fee prior to the opening of booking for that month. A priority right is then established for annual events that have been held on the same day, weekend, or week of the month for a minimum of three (3) consecutive years.
7. A Facility Reservation shall be completed by District employee and signed by an adult (21 years or older) responsible for the reservation.
8. Reservations shall not be transferred, assigned, or sublet.
9. No group, organization or individual shall use a District facility for a purpose other than approved by the District.
10. The applicant and/or contact person must be present at the event and stay onsite for the entire time.
11. Minimum rental will be for two (2) hours for Businesses and Non-Profits, or five (5) hours for Private Parties.
12. Employees of a Business and Non-profit group will not be allowed to use that organization's Business or Non-profit discount rate to reserve Community Centers for personal use or celebrations, such as the employee's birthday party or other personal event (discounted rates do not apply to personal and private use). All events and reservations for Business or Non-profit organizations must be reserved for that organization's own activities.
13. No group, organization or individual shall have a Facility Reservation approved so long as they have an outstanding debt with the District.
14. Applicants understand that organized public recreation activities or those actively co-sponsored by the District have priority over other groups in the scheduling of facilities. The District reserves the right to cancel any use of facilities at any time.
15. No activity will be permitted which is unsafe or unsuited for the purpose of the Community Center, or which discriminates on the basis of race, national origin, religion, gender, sexual preference, age, political affiliation or social or economic status.

16. The District reserves the right to refuse any group, organization, or individual use of any District facility due to their destruction, damages, abuse to District property, undue rowdiness or noncompliance with District's rules and regulations.
17. There must be three (3) adults (over 21 years old) for every twenty-five (25) youths (under 21) at the events.
18. Under no circumstances shall the number of people at an event exceed the maximum capacity of the rooms, areas or facilities which are the subject of the Facility Reservation.
19. No activity will be permitted which is in violation of local, state, or federal statutes or policies of the Facility Reservation which is deemed necessary or appropriate to assure that the activity will be in conformance with applicable laws, rules and regulations, in a manner consistent with proper facility use.
20. The District representative reserves the right to eject, or cause to be ejected from the premises, any person or persons engaging in disruptive behavior, mistreatment of staff, belligerent or threatening conduct.
21. The District representative on duty has the authority to disperse any group for failure to comply with District rules. The group will forfeit all fees paid. Should it be necessary to have law enforcement to disperse any group or organization, the District representative has the authority to summon the Vallejo Police Department to escort said group, persons, or organization from District facilities. The group or organization will be responsible for any charges incurred by the Vallejo Police Department or other personnel required to respond.

Fees

Initials: _____

1. For the purpose of these fees, the type of event is classified as Business, Private Party or Non-Profit. A copy of the renter's Business license is required for Business events. A copy of organization's section 501(c)(3) determination letter from the IRS is required for the Non-Profit category.
2. A reservation must be made for a continuous block of time. Reservation fees will be paid from the time the facility is entered until it is exited. Unless additional time requests are made in advance, no extra time is allotted for set-up, take-down and clean-up. If the event runs beyond the scheduled hours, the renter will be billed for overtime in 30-minute increments according to facility's rental rates.
3. The Cleaning and Damage Deposit or total payment, depending on event date, is required when a Facility Reservation is made.
4. Payment for events scheduled ten or less working days from the date of the event, such as memorials, wakes, etc., shall be in the form of cash, money order, cashier's check, or credit card.
5. Full payment is required 60 days prior to the event. To be eligible for a refund, see Facility Reservation change of date or cancellation policy. Check, cash, or credit cards are acceptable methods of payment. A failure to make a full payment may result in cancellation of the reservation and forfeiture of the Cleaning and Damage Deposit.
6. A 20% non-resident fee will be charged for groups, organizations and individuals that do not reside in Vallejo. A valid driver's license, identification card or other reasonable means is required to establish residency.
7. Parking fees are charged from the first weekend in April through the second weekend in October to enter Dan Foley Park and access the Foley Cultural Center.

8. PA system, audio, and visual equipment are available for use for an additional fee. Equipment varies at Centers. It is the renter's responsibility to check their equipment compatibility with the facility's equipment.
9. Groups classified as Businesses or Non-Profits have the option of setting-up and taking-down tables and chairs themselves or paying an additional fee for the District to provide that service. However, all groups are responsible for clean-up (in accordance with the Facility Cleaning and Damage Requirements).
10. The District will inspect each Community Center prior to use and immediately following use of the center for an activity. If the renter fails to return the facility in the same condition as it was prior to its activity (in accordance with the Facility Cleaning and Damage Requirements) or leaves the premises in such condition that additional clean-up is required by District staff, the renter will be charged at the hourly rate of \$50 per hour per staff member. If the clean-up cost by custodial staff is greater than the cleaning and damage amount on deposit, the renter will be liable and billed for the balance with payment due no later than 30 days after the conclusion of the activity.
11. The Cleaning and Damage Deposit will be refunded if the facility is left in a clean and satisfactory condition.

<i>Cancellations</i>	<i>Initials: _____</i>
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1. Facility Reservation change of date or cancellation will forfeit the following charges:
 - More than 60 days before event - 10% of total reservation fees (see exception below)
 - 60 days to 31 days before event - 25% of total -reservation fees
 - 30 days to 8 days before event - 50% of total reservation fees
 - 7 days or less will forfeit 100% of total reservation fees.

One time only: Renters may change the event date at no charge if notification is received more than 60 days before the event. Additional requests or within 60 days before the event will incur the same forfeitures as shown above.
2. Any Cleaning and Damage Deposit paid to reserve a date scheduled more than 60 days prior to event will be refunded in full if notification of cancellation is received within 7 calendar days from the date the deposit is made to the District. Notice of cancellations received within 8 or more calendar days after the date the deposit is made to the District will be subject to the same forfeiture rates as shown above.
3. Other fees collected such as security guard fees, set-up and take-down, which were paid in advance, will be refunded 100% if written notice is given within 36 hours of the payment of those fees to the District.
4. In cases of extreme emergency, the District reserves the right to cancel a scheduled event prior to scheduled use without liability. If cancellation occurs because of the District, all payments will be refunded.
5. Force Majeure: Notwithstanding anything to the contrary contained in this Policy, the District shall be excused from its obligations to the extent and whenever of the District cannot perform such obligations due to any Force Majeure Event. For purposes of this Policy, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority (such as COVID-19 regulations imposed by a public health authority), and other causes beyond the District's control. The renter waives any right of recovery against the District if such a Force Majeure Event occurs.

Hours of Operation

Initials: _____

1. Contact the District or Community Center for office hours.
2. Community Centers reserved for evening use must be vacated no later than 12:00am.
3. Hours of operation may be amended under special circumstances by the General Manager or the General Manager's designee. Community Center closing times vary with scheduled activities.

Holidays

Initials: _____

1. Community Centers are not available for reservations on 4th of July, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. In addition, Foley Cultural Center is not available on Memorial Day and Labor Day.

Certificate of Insurance

Initials: _____

1. Proof of insurance is required for Private Parties, Non-Profit or Business events.
2. Certificates of Insurance Endorsement must be provided to the District after the Facility Reservation contract is signed but no later than 10 business days before the event.
3. Failure to provide the District with a valid Certificate of Insurance will result in the cancellation of the renter's event and will forfeit rental fees.
4. Private Parties may obtain insurance from their homeowners' insurance provider, agent, or broker. Non-Profits or Businesses may contact their parent organization to utilize their umbrella insurance policy.
5. The insurance must be in the renter who signed the Facility Reservation. The policy must not expire before the event date.
6. Renters must obtain a General Liability Insurance covering bodily injury, personal injury, and property damage in the amount of \$1,000,000 per occurrence.
7. The Certificate of Insurance shall name the "Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA 94590" as the Certificate Holder.
8. A separate endorsement shall name the District, the City of Vallejo, and their officers, agents, employees, and volunteers as additional insured parties.
9. The "description" shall list the name of the Community Center, address, date(s), and type of event.
10. If alcohol is served, the General Liability Insurance shall include Host Liquor Liability Insurance coverage, and the coverage must be stated on the certificate.

Decorations

Initials: _____

1. The renter shall be responsible for putting up and removing all decorations within the time specified on the Facilities Reservation.
2. The use of nails, screws, tacks, staples, duct tape, poster putty, Command strips or glue to fasten, hang or stick any objects to the ceilings, walls, floor, equipment, windows, or any surface of the interior or exterior of the facilities is strictly prohibited.
3. Renters may only use painter's tape for decorations.
4. All decorations must be free-standing. Use of ladders or standing on tables or chairs to hang decorations is strictly prohibited.
5. No birdseed, confetti, rice, or glitter may be used inside/outside facilities or in parking areas.

6. Balloons filled with helium that have the potential to float to the ceiling must be weighted down at all times.
7. Machines that discharge smoke, indoor sparklers/fireworks, or other elements that would compromise the health and safety of guests or activate the smoke alarms are prohibited.
8. The District reserves the right to deny décor items if it is determined the item(s) would constitute a safety hazard.
9. Fires and/or open flames are prohibited. Candles are permitted in a container that provides at least 2 inches of space between the top of flame and the top of the container.
10. All decorations must be fireproof or of fire-retardant materials according to California Code of Regulations Title 19, Section 3.08, and shall be subject to approval by District representative at time of reservation approval.
11. Doorways, hallways, exit/exits signs and fire extinguishers shall not be covered or obstructed.
12. No storage space shall be provided for materials, supplies, equipment, or other physical accessories at the Community Centers.
13. The District is not responsible for any property loss due to destruction, theft, damage, or lost items after decorations are put up, during an event, or for any items left behind at the Community Centers.
14. Rental equipment, decorations or catering equipment must be delivered and picked up within the time reserved.
15. Renters are responsible for their vendors' compliance with District rules and regulations.

Kitchen and Food

Initials: _____

1. Food and beverage consumption is only permitted in designated areas. No food or beverages are allowed on any stages.
2. Food trucks and catered barbecue grills shall be approved in advance by the District and set-up in designated areas. Approval of food trucks and catered barbecue grills shall be at the discretion of the District.
3. Caterers must obtain General Liability Insurance covering bodily injury, personal injury, and property damage in the amount of \$1,000,000 per occurrence listing "Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA 94590" as the Certificate Holder to set-up any barbecue or grill equipment. Certificate of Insurance must be provided to the District 10 business days before the event.
4. A separate endorsement shall name the District, the City of Vallejo, and their officers, agents, employees, and volunteers as additional insured parties.
5. Charcoal grills and deep fryers are not allowed.
6. Chafing dishes or food warmers must be supervised at all times.
7. Renters using the kitchen must sweep and mop the floors. Renters must clean all areas used, including the stove, refrigerators, counter tops, cooking appliances, and equipment.
8. The District will not provide renters with any kitchen supplies for cooking, serving, or washing.

Alcohol

Initials: _____

1. A minimum of 1 additional security guard shall be required when alcoholic beverages are served at events designed for youth under twenty-one (21) years of age, such as birthday parties, baptisms/christenings, and Quinceañeras.

2. Alcoholic beverages may be served inside Community Centers. The service and consumption of alcoholic beverages must end at a minimum of 2 hours prior to the end of the Facility Reservation time.
3. Once all alcohol has been consumed the renter may not purchase or bring in additional bottles of alcohol, beer, kegs, or consumable alcoholic beverages or products.
4. Guests are not allowed to bring any outside alcohol. Only event hosts may provide alcohol.
5. Any caterer, bartender or person serving alcoholic beverages must be an adult 21 years or older.
6. Alcohol is prohibited within 25 feet of vehicular parking areas and may not be consumed outside of the Community Centers with the exception of the Veranda area at the Foley Cultural Center.
7. Private Parties may have alcohol but are prohibited from selling alcohol at the event unless the renters have an Alcoholic Beverage Control (ABC) license.
8. No alcoholic beverages shall be served to any person less than 21 years of age.
9. Renters must obtain an Alcoholic Beverage Control (ABC) license when alcohol is to be sold at Non-profit or Business events. The license must be posted at the site of the alcohol sale.
10. The district shall provide a letter confirming the renter's Facility Reservation so that the renter can obtain the ABC license. To obtain the letter for the license, the renter must pay a surcharge fee to the District.
11. A copy of any ABC license must be provided to the District prior to the date of the event.
12. Violation of these alcohol policies may result in immediate termination of the event.
13. The District representative on site reserves the right and discretion to discontinue alcohol service at any time.

Security	Initials: _____
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1. Private Party, Business and Non-profit events such as fundraisers, banquets, etc. must use security guard(s) at all times.
2. Private Party, Business and Non-profit events such as meetings or training must have at least one security guard for 25 or more guests.
3. The hourly rate for security guards will be charged at the current GVRD contracted rate.
4. Security guards must be on duty one-half (1/2) hour before the event begins and one-half (1/2) hour after reservation time ends.
5. Uniformed security guards must be on duty and on the premises during events serving and/or consuming alcoholic beverages.
6. All renters must use at least one (1) security guard per one hundred (100) guests.
7. Events designed for youth under twenty-one (21) years of age that serve alcohol shall require a minimum of 1-2 additional security guards. Additional security guard(s) will remain inside the center at all times.
8. The District reserves the right to require additional security guards based on the size and type of the event scheduled at the facility.
9. The District shall make the final decision regarding the use of security guards and the number of security guards required. The security guards on duty also have the right to determine if an additional security guard is required.
10. Renters will be charged double the hourly rate for any additional security guards requested during an event.

11. All security guards will be contracted by the District. Groups cannot provide their own security guards.
12. The following security guard requirements shall apply to meetings and events, according to expected attendance:

Expected Attendance	Reservations without Alcohol	Reservations with Alcohol	Reservations with Alcohol (youth event)
25-100	1 guard	1 guard	2 guards
101-199	2 guards	2 guards	3 guards
200-299	2 guards	3 guards	4 guards
300-399	3 guards	4 guards	5 guards
400-500	4 guards	5 guards	6 guards

Cleaning and Damage Requirements

Initials: _____

1. At the end of the reservation, the renter and District staff must complete a final mandatory inspection of the Community Center.
2. Renter is responsible for all vendors' and caterers' compliance with District's policies and cleaning expectations.
3. The District will provide cleaning supplies such as wet mops, buckets, dust mops, broom, dustpan, and extra trash liners as needed, along with paper towels and disinfectant cleaning solutions for tabletops, sinks and counters.
4. Rental set-up/decoration and clean-up must be included in reservation time. The District recommends a minimum of 1 hour before the end of the reservation. Overtime will be charged in 30-minute increments according to facility's rental rates.
5. Renters must turn on all lights during clean-up time. No food, beverages, and music are allowed during clean-up.
6. Renters must remove all decorations. All items left behind after the event will be discarded.
7. Renters must pick up all trash and waste inside and outside of the facility, including the Veranda (Patio) and parking lot.
8. Renters must sweep and spot mop spills, drag marks, and stains in all reserved rooms, kitchens, refreshment centers, and bathrooms.
9. Renters must remove all decorations, food, and beverages from tables and chairs.
10. Renters must clean and wipe down counters, sinks, stoves, and appliances in kitchens and refreshment centers.
11. Renters must remove all garbage bags from the facility and place them in dumpsters on site.

Jump Houses

Initials: _____

1. No person shall have, install, or use any interactive inflatable including, but not limited to jump houses, trampolines, and slides without a permit from the District.
2. Renters must pay the Jump House Permit Application fee prior to the date of the event. A copy of the Permit must be available during the event.

3. Renters will be provided with a list of jump house vendors approved by the District. Privately owned jump houses may not be used on District property.
4. Jump house vendors must be registered with the District and have current proof of insurance on file at District's office.
5. Renters may use Jump Houses only in designated facilities and designated areas.
6. Water slides are not permitted at District facilities or parks.
7. A maximum of 2 jump houses or slides are allowed at the Vallejo Community Center and Foley Cultural Center, and a maximum of 1 jump house or slide is allowed at the North Vallejo Community Center and Norman C. King South Vallejo Community Center.
8. Renters must use a generator from approved vendors for any outdoor jump houses or slides.
9. Any jump houses or slides set up inside Community Centers will decrease total room capacity for attendees.

Possession of Firearms and Other Weapons

Initials: _____

1. No person, other than law enforcement officers in the discharge of their duties, shall use, carry, or possess firearms on District property.
2. No person shall use, carry, or possess explosives or dangerous weapons on District property, including but not limited to knives, hatchets, axes, machetes, bows, crossbows, spears, air or gas weapons, or any other potentially dangerous weapon.

General Rules

Initials: _____

1. Office telephones are for District business only; however, emergency use will be permitted.
2. No amplified music or public address systems shall be allowed outside the facilities.
3. No advertising/promotion shall be exhibited, no petition circulated, no sales presentations or commercial solicitations and no use of social media (posting for personal consumption is ok) for private events. Business and non-profit events are permitted to use social media to market and promote event(s).
4. Smoking is prohibited inside the facilities and must be 20 feet away from any doors or windows at the facility. Smoking is prohibited inside and outside of the Foley Cultural Center due to its location in Dan Foley Park. District parks are "Smoke-Free."
5. Renters should enforce clean speech, respect for personal and property rights of others, and avoidance of unnecessary noise which might disturb other groups using the facility or residents of the neighborhood.
6. No admission fee/donation of any kind shall be charged or collected for Private Parties. Non-Profit or Business ticket sales must be approved by the District and sold in advance.
7. No gambling of any kind is permitted at Private Parties. Non-Profit and Business events that include gambling, such as fundraisers, must be approved in advance by the District. Non-Profit and Business events that include gambling must comply with the requirements and regulations set forth in the current California Gambling Law, Regulations, And Resource Information publication available at www.oag.ca.gov/gambling.
8. Only service animals are allowed in the facilities pursuant to ADA regulations. Permission for any other animals requires prior approval from the District.
9. Any facility use, request or activity not addressed in this Policy #3075 are prohibited without express approval by the General Manager.

Submitting Your Application

Thank you for your interest in hosting an event at the Community Centers by the Greater Vallejo Recreation District. Please submit a completed Application Request for Rental of Community Centers by email to the Recreation Coordinator at rallen@gvrd.org.

Application Requests do not guarantee a date/time until a contract is signed, and deposit is paid.

Applicants will be contacted by email and/or phone with an approval status no later than three (3) business days after the Application is received. If conflict with the request should arise, an alternative date, time and/or facility may be suggested.

An estimated cost will be provided based on the current rates and Application Request. The charges are estimates only and will be finalized at the contract signing meeting.

After the Application is approved, the applicant will have one week (7 days) to make their initial payment/deposit to permanently hold their date and time. Payment must be paid in-person by appointment, by phone or online.

Applicants understand that it's their responsibility to read the GVRD's Rules & Regulations concerning the use of the District facilities and agrees to comply with them. Any failure to abide to the rules and regulations may result in revocation of the approved Facility Reservation and the forfeiture of all fees or deposits that have been paid.

Applicant's Name: _____

Date: _____

Applicant's Signature: _____



Greater Vallejo Recreation District

Application Request for Rental of Community Centers

This Application Request does not guarantee a date. Submit your Application Request by email to rallen@gvrd.org.

APPLICANT INFORMATION				<small>Note: Applicant must be the main contact for event, sign all documents, and be in attendance for the entire duration of the event.</small>			
Applicant's First & Last Name				Applicant's Date of Birth			
Address		City		State		Zip Code	
Cell Phone		Alternative Phone		Email Address			
ORGANIZATION INFORMATION (if applicable)				<input type="checkbox"/> Non-Profit 501(c)(3) attached		<input type="checkbox"/> Business license attached	
Organization Name				Contact Person			
Address		City		State		Zip Code	
Office Phone		Cell Phone		Email Address			

EVENT INFORMATION			
Type of Activity (indicate age for birthday)			Date Requested
Rental Start Time (set-up/decorate)	Event Start Time (guests arrive)	Event End Time (guests depart)	Rental End Time (clean-up)
:00 AM / PM TO :00 AM / PM	:00 AM / PM	:00 AM / PM	:00 AM / PM TO :00 AM / PM
Total Estimated Attendance:		Children/Youth Expected:	
Will be open to the public?	Yes No	If yes, explain:	
Will be there a Band and/or DJ?	Yes No	If yes, provide name:	
Will donations/fees be collected?	Yes No	If yes, explain:	
Will alcohol be served?	Yes No	If yes, explain:	
Will alcohol be sold?	Yes No	If yes, ABC liquor license is required.	
Will food be served?	Yes No	If yes, explain:	

FACILITY			
Foley Cultural Center	North Vallejo Community Ctr.	Vallejo Community Ctr.	Norman C. King South Vallejo Comm. Ctr.
___ Lake Room ___ Kitchen ___ Refreshment Center ___ Vista Room ___ Arbor Room	___ Great Room & Banquet Room ___ Great Room only (No kitchen) ___ Banquet Room only ___ Kitchen ___ Craft Room	___ Auditorium & Foyer ___ Foyer only ___ Kitchen ___ Teen Room ___ Club Room	___ Multi-Purpose Room 1 & 2 ___ Multi-Purpose Room 1 only ___ Multi-Purpose Room 2 only ___ Kitchen ___ Game Room ___ Conference Room
Optional: ___ PA System (visual) Lake Room, Great Room ___ PA System (audio) Lake Room, Great Room, Auditorium ___ Jump House Permit All locations			Business/Non-Profit only: ___ Set-up/Take-Down ___ Alcohol Surcharge (letter for ABC license)

Tentative Hold: This agreement ensures that the requested facility will be tentatively held for the date and time specified above. The applicant will be contacted with an approval status no later than three (3) business days after the application is received. If conflict with the request should arise, an alternative date and/or time may be suggested. After the application is approved, the applicant will have one week (7 days) to make their initial payment/deposit to permanently hold their date and time. Payment must be paid in person by visiting the District office.

I understand that the date requested above is not booked until a contract is signed, and deposit is paid. The charges are estimates only and will be finalized at the contract signing meeting.

THIS IS A WAIVER AND RELEASE. READ IT CAREFULLY BEFORE YOU SIGN IT.

My signature certifies that I have read the conditions as set forth by GVRD governing the use of the items specified above; that I will take full responsibility for seeing that the use of these facilities by the organization/group I represent is in full adherence and compliance with these conditions; that I will hold GVRD harmless from any damage, claim for damage for personal injury or death, damage to or loss of property incurred in the use of these facilities; that if there are any minors in the group using these facilities, I will accept full responsibility for them throughout the period covered by this permit.

I have read, understand, and agree to the reservation policies and regulations.

Applicant's Signature: _____

Date: _____

OFFICE USE ONLY														
Date Received:	Approve ____ Deny ____	Staff Initials:												
Notes:														
Cost Calculations: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Deposit: \$ _____</td> <td style="width: 50%;">PA System: \$ _____</td> </tr> <tr> <td>Hourly Fee: \$ _____ x _____ hrs. = \$ _____</td> <td>Jump House Permit: \$ _____</td> </tr> <tr> <td>Security Guards: \$ _____ x _____ hrs. = \$ _____</td> <td>Alcohol Surcharge: \$ _____</td> </tr> <tr> <td>Additional Rooms: \$ _____ x _____ hrs. = \$ _____</td> <td>Set-up/Take-down: \$ _____</td> </tr> <tr> <td>Additional Rooms: \$ _____ x _____ hrs. = \$ _____</td> <td style="text-align: right;">\$ _____ TOTAL</td> </tr> <tr> <td>Additional Rooms: \$ _____ x _____ hrs. = \$ _____</td> <td></td> </tr> </table>			Deposit: \$ _____	PA System: \$ _____	Hourly Fee: \$ _____ x _____ hrs. = \$ _____	Jump House Permit: \$ _____	Security Guards: \$ _____ x _____ hrs. = \$ _____	Alcohol Surcharge: \$ _____	Additional Rooms: \$ _____ x _____ hrs. = \$ _____	Set-up/Take-down: \$ _____	Additional Rooms: \$ _____ x _____ hrs. = \$ _____	\$ _____ TOTAL	Additional Rooms: \$ _____ x _____ hrs. = \$ _____	
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Additional Rooms: \$ _____ x _____ hrs. = \$ _____														
Quote Sent on:	Staff Initials:	Hold until: <small>(7 days tentative hold after approved)</small>												