
Greater Vallejo Recreation District

POLICY MANUAL

POLICY NUMBER/TITLE: 3075 Use of Community Centers
Rule and Regulation: RR3075

Reservations

1. Groups, organizations, or individuals (21 years or older) must complete and submit an Application Request for Rental of Community Centers. ~~The A~~Submitting the application does not guarantee a date or approval of the activity requested.
2. Reservations may be ~~made~~made for 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 of the use of~~ 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 ~~a~~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-come, ~~first served~~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~~establishing 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~~The FFacility ~~R~~Rreservation ~~shall~~will be completed by a District employee and signed by an adult (21 years or older) responsible for the reservation ("renter").
8. Reservations ~~shall~~may not be transferred, assigned, or sublet.
9. No group, organization or individual ~~shall~~are allowed to use a District facility for a purpose other than approved by the District.
10. ~~The applicant and/or contact person~~The renter must be present at the event and stay onsite for the entire time.
11. Minimum rental ~~will be for~~is two ~~(2)~~ hours for bBusinesses and ~~N~~non-~~P~~profits, or five ~~(5)~~ hours for Pprivate Pparties.
12. Employees of a bBusiness ~~and/or n~~Non-profit group will not be allowed to use ~~that the~~ organization's Business or nNon-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 bBusiness or Non-profit organizations must be reserved for the at organization's ~~own~~ activities.
13. Private pParties may request ~~in advance~~ additional rooms to the fFacility Rreservation ~~in advance~~.

~~District~~The District will schedule additional rooms for a minimum of two (2) hours at the ~~b~~Business rate.

- ~~13-14.~~ No group, organization or individual ~~shall~~will have a Facility Reservation approved so long as they have an outstanding debt with the District.
- ~~14-15.~~ 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.
- ~~15-16.~~ No activity will be permitted ~~which that~~ is unsafe or unsuited for the purpose of the Community Center, or ~~which that~~ discriminates ~~on the basis of~~based on race, national origin, religion, gender, sexual preference, age, political affiliation or social or economic status.
- ~~16-17.~~ The District reserves the right to refuse any group, organization, or individual use of any District facility due to their destruction, ~~damages~~damage, abuse to District property ~~or staff~~, undue rowdiness or noncompliance with District's rules and regulations.
- ~~17-18.~~ There must be three ~~(3)~~ adults (over 21 years old) for every twenty-five ~~(25)~~ youths (under 21) at the events.
- ~~18-19.~~ Under no circumstances shall the number of people at an event exceed the maximum capacity of the community center rooms, outside areas (e.g., a balcony), or other center areas~~facilities which are the subject of the Facility Reservation.~~
- ~~19-20.~~ No activity will be ~~permitted~~permitted which is in violation of local, state, or federal statutes or in violation of 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.~~Facility Reservation contract.~~
- ~~20-21.~~ The District representative reserves the right to eject, or cause to be ejected from the premises, any person or persons engaging in disruptive or violent behavior, harassment or mistreatment of staff, or belligerent or threatening conduct.
- ~~21-22.~~ The District representative on duty has the authority to disperse any group for failure to comply with District rules. The ~~group~~facility user 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 the said group, persons, or organization attendees from District facilities. The ~~group or organization~~renter (individual or organization) will be responsible for any charges incurred by the Vallejo Police Department or other personnel required to respond.

Fees

- ~~For the purpose of these fees,~~Fee determination is based on the classification of the user – a for-profit ~~the type of event is classified as~~ Bbusiness, pPrivate Pparty or Nnon-Pprofit organization. A copy of the renter's Bbusiness license is required for Bbusiness events. A copy of organization's~~the~~ organization's section 501(c)(3) determination letter from the IRS is required for ~~the Non-Profit~~ category-non-profits.
- 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.
- The ~~C~~cleaning and ~~D~~damage ~~D~~deposit (or total payment, depending on event date); is required when a Ffacility Rreservation 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 the Facility RR 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 is required.
7. ~~Parking fees are charged~~ Dan Foley Park and the Foley Cultural Center charge fees beginning - from the first weekend in April through the and ending 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 each Community 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 itsthe 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.~~ the renter will be charged for the damage. (or will not receive deposit?)
11. ~~The Cleaning and Damage Deposit will be refunded if the facility is left in a clean and satisfactory condition. Refunds will be processed and mailed to the renter in the form of a check up to 3 weeks after the event date.~~

Cancellations

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 requests~~ within 60 days before the event will incur the same forfeitures as shown above.

2. Any Cleaning and Damage Deposit paid to reserve for 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 ~~and~~, set-up and take-down ~~fees, which that~~ were paid in ~~advance, advance~~ will be refunded 100% if written notice is given within 36 hours of ~~the payment payment of those fees to the District.~~
4. In cases of extreme emergency, the District reserves the right to cancel a ~~scheduled event reservation~~ 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 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

1. Contact the District or ~~c~~Community ~~C~~center for office hours.
2. Community ~~C~~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 ~~c~~Center closing times vary with scheduled activities.

Holidays

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

Certificate of Insurance Policy

1. Proof of insurance is required for ~~P~~private ~~P~~parties, ~~N~~non-~~P~~profit or ~~B~~business events.
2. Certificates of Insurance and additional eEndorsements 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 and additional eEndorsements will result in the cancellation of the renter's event reservation and will forfeit forfeiture of rental fees.
4. Private ~~p~~Parties may obtain insurance from their homeowners' insurance provider, agent, or broker. Non- ~~P~~profits or ~~B~~businesses may ~~contact their parent organization to utilize their~~ have coverage under their umbrella insurance policy.
5. The insurance policy must be in the renter's name who signed the Facility Reservation contract

~~signer's name. The policy must not expire before the event date, and must be current as of 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 (in accordance to the Certificate of Insurance Requirements).
7. The Certificate of Insurance shall name the "Greater Vallejo Recreation District, its Directors, the City of Vallejo, Officers, Agents, Volunteers and Employees, Greater Vallejo Recreation District, 395 Amador Street, Vallejo, CA 94590" as the Certificate Holder.
8. ~~As~~ Separate endorsements shall name the "Greater Vallejo Recreation District, its Directors, the City of Vallejo, and their Officers, Agents, Volunteers and Employees" as additional insured parties.
9. The "description" shall list the name of the ~~C~~community ~~C~~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

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 only 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 ~~/or~~ 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~~ always weighted down.
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, such as candles, 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 efor~~ 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 will~~ be provided for materials, supplies, equipment, or other physical accessories at the ~~C~~community ~~c~~Centers.
13. The District is not responsible for any property loss due to destruction, theft, damage, or lost items after decorations are ~~put up, stored~~ during an event; ~~r~~ or for any items left behind at the ~~C~~community

~~C~~centers.

14. Rental equipment, decorations or catering equipment must be delivered and ~~removed~~picked up within the time reserved.
15. Renters are responsible for their vendors' compliance with District rules and regulations.

Kitchen and Food

1. Food and beverage consumption is ~~only~~ permitted only in designated areas. ~~No food or~~Food and beverages are not 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~~before setting up any barbecue or grill equipment (in accordance to the Certificate of Insurance Requirements).
- ~~3.4.~~ 4. Certificate of Insurance must be provided to the District 10 business days before the event.
- ~~4.5.~~ 5. ~~A s~~Separate endorsements shall name the "Greater Vallejo Recreation District, its Directors, the City of Vallejo, Officers, Agents, Volunteers and Employees" ~~as~~Employees as additional insured parties.
- ~~5.6.~~ 6. Charcoal grills and deep fryers are not allowed.
- ~~6.7.~~ 7. Chafing dishes ~~or~~and food warmers must ~~be supervised at all times~~always have someone present to prevent safety hazards.
- ~~7.~~ 8. ~~Renters using the kitchen must sweep and spot 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

1. A minimum of ~~one~~1 additional security guard shall be required when alcoholic beverages are served at events designed for ~~youth persons~~ under twenty-one (21) years of age, ~~such as~~including, but not limited to, birthday parties, baptisms/christenings, and Quinceañeras.
2. Alcoholic beverages ~~may~~must be served inside ~~C~~community ~~C~~centers. The service and consumption of alcoholic beverages must end at a minimum of ~~2~~two hours prior to the end of the Facility Reservation time.
3. ~~Once~~After 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 into the center or on District property.
4. All alcoholic beverages must be brought in to into the Ccommunity cCenters during the set- up and

decoration time, and prior to the event start time reservation time. No additional alcoholic beverages are allowed after event the event starts begins.

5. Guests are not allowed to bring any outside alcohol. Only event hosts the renter may provide alcohol.
- 4.6. Alcoholic beverages must remain in the designated area for the duration of the event, including the kitchen and refreshment center. No alcoholic beverages shall be placed as center piece table decorations or for consumption on tables for guests sitting, placed on tables for guest consumption.
- 5.7. Any caterer, bartender or person serving alcoholic beverages must be an adult age 21 years or older.
- 6.8. Alcohol is prohibited within 25 feet of vehicular parking areas and may not be consumed outside of the Community Centers with the exception of except for the Veranda area at the Foley Cultural Center.
- 7.9. Private Parties may have alcohol but are prohibited from selling alcohol at their event unless the renters have an Alcoholic Beverage Control (ABC) license.
10. No alcoholic beverages shall be served to any person younger less than 21 years of age.
- 8.11. District representative and/or security guards will request an identification cards for questionable person those who appear to be younger than 21 years of age and are consuming alcoholic beverages.
- 9.12. Renters must obtain an Alcoholic Beverage Control (ABC) license when alcohol is to be sold at Non-profit or Business-sponsored events. The license must be posted at the site of the alcohol sale.
- 10.13. 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.
- 11.14. A copy of any the ABC license must be provided to the District prior to the date of the event.
- 12.15. Violation of these alcohol policies may result in immediate termination of the event.
- 13.16. The District representative on site reserves the right and discretion to discontinue alcohol service at any time.

Security

1. Private Party, Business and Non-profit events such as fundraisers, banquets, etc. Renters must use security guard(s) at all times are required to have security guards at their events. See chart below for the number of guards required depending on attendance and alcohol consumption.-
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.
- 3.2. The hourly rate for security guards will be charged at the current GVRD contracted rate.
- 4.3. 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.
4. Uniformed security guards must be on duty and on the premises during events serving and/or consuming alcoholic beverages.
- 5.
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.

~~9.5.~~ The District shall make the final decision regarding the use of security guards and the number of security guards required depending on the attendance expected and the type of event. The security guards on duty also have the right to determine if ~~an additional security~~ additional guards ~~are is~~ required/needed.

~~10.6.~~ Renters will be charged double the hourly rate for any additional security guards requested during an event.

~~11.7.~~ All security guards will be contracted by the District. Groups cannot provide their own security guards.

~~12.8.~~ 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

Facility Cleaning and Damage Requirements

- ~~1. At the end of the reservation,~~ the renter and District staff must complete a final mandatory inspection of the cCommunity cCenter directly after the event is over.
- Renter is responsible for all vendors' and caterers' compliance with District's policies and cleaning expectations.
- 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.
- Rental set-up/decoration and clean-up must be included in reservation time. The District recommends a minimum of one hour ~~before the end of the reservation~~ be added before and after the event time. Overtime will be charged in 30-minute increments according to facility's rental rates.
- Renters must turn on all lights during clean-up time. No food, beverages, and/or music are allowed during clean-up.
- Renters must remove all decorations. All items left behind after the event will be discarded.
- Renters must pick up all trash and waste inside and outside of the facility, including the yVeranda (Ppatio) and parking lot.
- 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

1. No person shall ~~have, install, or use~~ or have on site 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 be~~ not allowed to 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~~ jump houses only in designated facilities and designated areas.
6. Water slides are not permitted at District facilities or parks.
7. A maximum of ~~two~~ 2 jump houses or slides are allowed at the Vallejo Community Center and Foley Cultural Center, and a maximum of ~~one~~ 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~~ any outdoor jump houses or slides.
9. Any jump houses or slides ~~set up inside in~~ community centers will decrease total room capacity for attendees.

Possession of Firearms and Other Weapons

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

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 Parties~~ private parties are not allowed to post their events during the event on social media to increase attendance 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 smokers 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~~Smoking is not allowed in District parks."

5. Renters should enforce clean ~~speech~~language, 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 ~~p~~Private ~~p~~Parties. Non-~~P~~profit or ~~B~~business ticket sales must be approved by the District and sold in advance.
7. No gambling of any kind is permitted at ~~P~~private ~~P~~parties. Non-~~P~~profit and ~~B~~business events that include gambling, such as fundraisers, must be approved in advance by the District. Non-~~P~~profit and ~~B~~business events that include gambling must comply with the requirements and regulations set forth in the current California Gambling Law, Regulations, And Resource Information ~~p~~Publication available at www.oag.ca.gov/gambling.
8. ~~S~~Only service animals are allowed in ~~the~~District facilities pursuant to ~~the~~Americans with Disabilities Act but the following conditions must be met:~~DA regulations~~
 - ~~Permission for any other animals requires prior approval from the District. The service animal must be formally trained to do work or perform tasks for a person with a disability.~~
 - ~~Only dogs and miniature horses are recognized as service animals under Title II and Title III of the ADA.~~
 - ~~Service animals must be under the owner's control.~~
9. Any facility ~~use~~uses, request or activity not addressed in this ~~Policy~~Rules & Regulation #3075 are prohibited without express approval by the General Manager.