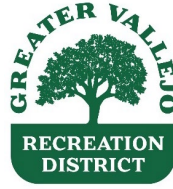


**Facility Rental Information  
and Application Request**



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.

Foley Cultural Center  
Vallejo Community Center  
North Vallejo Community Center

Office: 707-648-4630  
E-mail: [privaterentals@gvrd.org](mailto:privaterentals@gvrd.org)

Norman C. King South Vallejo  
Community Center

Office: 707-648-4620  
E-mail: [izzy@onepeopletribe.org](mailto:izzy@onepeopletribe.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.

<b>Foley Cultural Center - 1499 N. Camino Alto, Vallejo, CA 94589</b>				
Includes: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.				
<b>Rooms</b>	<b>Capacity</b>	<b>Fees</b>	<b>Required</b>	<b>Optional</b>
Lake Room, Kitchen & Refreshment Center	500 maximum seated w/tables No dance floor	Resident: \$210/hour  Non-resident: \$252/hour	Damage Deposit: \$750 Cleaning Service Fee Foley Cultural Center: \$1,190  Security: \$40/hour/officer  Parking fees: \$6 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	Damage Deposit: \$200 Cleaning Service Fee Foley Cultural Center: \$1,190  Security: \$40/hour/officer  Parking fees: \$6 per vehicle	Jumper Permit: \$30

<b>North Vallejo Community Center - 1121 Whitney Avenue, Vallejo, CA 94589</b>				
Includes: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.				
<b>Rooms</b>	<b>Capacity</b>	<b>Fees</b>	<b>Required</b>	<b>Optional</b>
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	Damage Deposit: \$400 Security: \$40/hour/officer  Cleaning Service Fee North Vallejo Community Center: \$730	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			

<b>Vallejo Community Center - 225 Amador Street, Vallejo, CA 94590</b>				
<b>Rooms</b>	<b>Capacity</b>	<b>Fees</b>	<b>Required</b>	<b>Optional</b>
Auditorium, Foyer & kitchen	350 maximum seated w/tables No dance floor 2 separate rooms	Resident: \$189/hour  Non-resident: \$227/ hour	Damage Deposit: \$750  Cleaning Service Fee Vallejo Community Center: \$900  Security: \$40/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)

<b>Norman C. King South Vallejo Community Center - 545 Magazine St., Vallejo, CA 94590</b>				
Includes: rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.				
<b>Rooms</b>	<b>Capacity</b>	<b>Fees</b>	<b>Required</b>	<b>Optional</b>
Multi-Purpose 1, 2 & kitchen	192 maximum seated w/tables No dance floor	Resident: \$145/hour  Non-resident: \$174/ hour	Damage Deposit: \$400  Security: \$40/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.

<b>Foley Cultural Center - 1499 N. Camino Alto, Vallejo, CA 94589</b>			
Available: round tables (5ft. or 60in.) sits 8, rectangular tables (8x2.5ft. or 96x30in.) sits 8 and stacking chairs.			
<b>Rooms</b>	<b>Capacity</b>	<b>Fees</b>	<b>Additional Fees</b>
Lake Room	500 maximum seated w/tables	Resident: \$168/hour  Non-resident: \$202/ hour	Damage Deposit: \$750  Security: \$40/hour/officer
Vista Room	48 maximum seated w/tables	Resident: \$44/hour  Non-resident: \$53/hour	Parking fees: \$6 per vehicle  Cleaning Service Fee Foley Cultural Center: \$1,190

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Arbor Room	35 maximum seated w/tables	Resident: \$37/hour Non-resident: \$44/hour	<b>Optional:</b> 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
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	Damage Deposit: \$400 Security Officer: \$40/hour/officer Cleaning Service Fee North Vallejo Community Center: \$730
Great Room	121 maximum seated w/tables	Resident: \$64/hour Non-resident: \$77/hour	<b>Optional:</b> PA System: \$50 audio, \$50 visual (Great Room only) Jumper Permit: \$30 Alcohol Surcharge: \$25
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	Banquet Set-up/Take-down: Up to 200: \$150 Theater Set-up/Take-down: Up to 150: \$80 Up to 200: \$90

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	Damage Deposit: \$750 Security: \$40/hour/officer

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Foyer	149 maximum seated w/tables	Resident: \$101/hour Non-resident: \$121/hour	Cleaning Service Fee Vallejo Community Center: \$900  <b>Optional:</b> 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	Damage Deposit: \$400 Security: \$40/hour/officer  <b>Optional:</b> 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
Multi-Purpose 1 <u>OR</u> 2	96 maximum seated w/tables	Resident: \$70/hour Non-resident: \$84/hour	
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	Damage Deposit: \$750 Security: \$40/hour/officer Parking fees: \$6 per vehicle Cleaning Service Fee Foley Cultural Center: \$1,190  <b>Optional:</b> 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	Damage Deposit: \$400 Security Officer: \$40/hour/officer Cleaning Service Fee North Vallejo Community Center: \$730  <b>Optional:</b> PA System: \$50 audio, \$50 visual (Great Room only) Jumper Permit: \$30 Alcohol Surcharge: \$25 Banquet Set-up/Take-down: Up to 200: \$150
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	

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Facility Rental Information

			Theater Set-up/Take-down: Up to 150: \$80 Up to 200: \$90
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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	Damage Deposit: \$750 Security: \$40/hour/officer
Foyer	149 maximum seated w/tables	Resident: \$81/hour Non-resident: \$97/hour	Cleaning Service Fee Vallejo Community Center: \$900
Teen Room	49 maximum seated w/tables	Resident: \$37/hour Non-resident: \$44/hour	<b>Optional:</b> PA System: \$50 audio (Auditorium only)
Club Room	49 maximum seated w/tables	Resident: \$37/hour Non-resident: \$44/hour	Jumper Permit: \$30 Alcohol Surcharge: \$25
Kitchen	6 maximum	Resident: \$54/hour Non-resident: \$65/hour	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

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	Damage Deposit: \$400 Security: \$40/hour/officer
Multi-Purpose 1 <u>OR</u> 2	96 maximum seated w/tables	Resident: \$47/hour Non-resident: \$56/hour	<b>Optional:</b> Jumper Permit: \$30
Game Room	50 maximum seated w/tables	Resident: \$35/hour Non-resident: \$42/hour	Alcohol Surcharge: \$25
Conference Room	25 maximum seated w/tables	Resident: \$28/hour Non-resident: \$34/hour	Banquet Set-up/Take-down: Up to 200: \$150
Kitchen	4 maximum	Resident: \$47/hour Non-resident: \$56/hour	Theater Set-up/Take-down: Up to 150: \$80 Up to 200: \$90

## Use of Community Centers Rules & Regulations

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

<b>Reservations</b>	<b>Initials: _____</b>
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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. Submitting the application does not guarantee a date or approval of the activity requested.
2. The facility deposit will be refunded provided there are no damages and no violations of District's rules and regulations, or need for additional janitorial services. A refund check will be processed and mailed to the Renter up to three weeks after the reservation date.
3. A copy of a valid government-issued photo identification (e.g. driver's license, passport, state-issued ID) is required and the District will use its copy solely for the purpose of verifying the renter's identity/residency and for facility management.
4. Reservations may be made for a maximum of 12 months in advance. The facility reservation becomes a contract when it is approved and signed by a District representative and the Applicant.
5. Approval 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 application is incomplete, inaccurate, or contains false information.
6. Additional city, county, state and federal approvals may be required based on the type of activity.
7. Facilities are rented on a first-come, first-served basis except for those having priority rights.
8. No live music, DJ, amplified music or public address systems shall be allowed in the Foyer at the Vallejo Community Center, and outside District facilities.
9. Groups, organizations, or individuals that have established a priority right, must maintain it. The first step to 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 consecutive years.
10. The facility reservation will be completed by a District employee and signed by an adult (21 years or older) responsible for the reservation ("Renter").
11. Reservations may not be transferred, assigned, or sublet.
12. No group, organization or individual is allowed to use a District facility for a purpose other than approved by the District.
13. The Renter must be present at the event and stay onsite for the entire time.
14. Minimum rental times are two hours for businesses and non-profits, or five hours for private parties.
15. Employees of a business or non-profit group will not be allowed to use the organization's business or non-profit discount rate to reserve community centers for personal use or celebrations. All

events and reservations for business or non-profit organizations must be reserved for the organization's activities.

16. Private parties may request additional rooms to the facility reservation in advance. The District will schedule additional rooms for a minimum of two hours at the business rate, if available.
17. No group, organization or individual will have a facility reservation approved so long as they have an outstanding debt with the District.
18. Organized public recreation activities or those co-sponsored by the District have priority over other groups in the scheduling of facilities. The District reserves the right to cancel use of facilities at any time.
19. No activity will be permitted that is unsafe or unsuited for the purpose of the community center, or that discriminates based on race, national origin, ethnicity, religion, gender, sexual orientation, gender identification, age, political affiliation or social or economic status.
20. The District reserves the right to refuse any group, organization, or individual use of any District facility due to their destruction, damage, abuse to District property or staff, undue rowdiness or noncompliance with District's rules and regulations.
21. There must be one adult (over 21 years old) in attendance for every ten youths (under 21) at a reserved event.
22. Minors must be supervised by a responsible adult (over 21 years old) at all times. Parents/guardians are responsible for minors' behavior, damage to facility and their safety while on the premises. It is not the responsibility of the District staff or security guards.
23. Under no circumstances shall the number of people at an event exceed the stated maximum capacity of the community center rooms, outside areas (e.g., a balcony), or other center areas.
24. No activity will be permitted which is in violation of local, state, or federal statutes or in violation of facility reservation contract.
25. Renters are responsible for the conduct of their guests.
26. The District's representative at each community center 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.
27. The District's representative on duty has the authority to disperse any group for failure to comply with District rules. The Renter will forfeit all fees paid. Should it be necessary to have law enforcement disperse any group or organization, the District's representative has the authority to summon the Police Department to escort the attendees from District facilities. The renter (individual or organization) will be responsible for any charges incurred by the Police Department or other personnel required to respond.
28. Renters are responsible for their vendors' compliance with District rules and regulations.

<b>Fees</b>	<b>Initials: _____</b>
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1. Fee determination is based on the classification of the user, a business, private party or non-profit organization. A copy of the Renter's business license is required for business events. A copy of the organization's section 501(c)(3) determination letter from the IRS is required for non-profits.
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 facility 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 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 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 facility 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 to establish residency is required.
7. Dan Foley Park and the Foley Cultural Center charge parking fees beginning the first weekend in April and ending the second weekend in October.
8. PA system, audio, and visual equipment are available for use for an additional fee. Equipment varies at each community center. It is the renter's responsibility to check their equipment compatibility with the facility's equipment.
9. Groups classified as businesses or non-profit 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.
10. The District will require Renters to pay for janitorial services, using the District's contractors. The janitorial fee will be charged at the current GVRD contracted rate for location associated with the rental:

Location	Cleaning Service Fee
<b>Foley Cultural Center</b>	\$1,190
<b>Vallejo Community Center</b>	\$900
<b>North Vallejo Community Center</b>	\$730

11. If Renter leaves the premises in such condition that additional cleaning services are required by the District, above and beyond normal janitorial services, the Renter will be liable and billed for charges.

<b>Cancellations</b>	<b>Initials:</b> _____
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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 they have notified the District more than 60 days before the event. Additional requests within 60 days before the event will incur the same forfeitures as shown above.

2. The facility deposit for a date scheduled more than 60 days prior to the 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 that were paid in advance will be refunded 100% if written notice is given within 36 hours of payment.
4. In cases of extreme emergency (e.g. immediate threat to life/health/safety, emergency responders required, immediate evacuation or shutdown of the facility, potential to cause significant harm/damage), the District reserves the right to cancel a reservation prior to 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 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 Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

**Certificate of Insurance**

**Initials:** \_\_\_\_\_

1. Proof of insurance is required for Private Parties, Non-Profit or Business events.
2. Certificates of Insurance and additional endorsements must be provided to the District after the facility reservation contract is signed but no later than ten 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 have coverage under their umbrella insurance policy.
5. The insurance policy must be in the contract signer's name or name of business or nonprofit 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 with 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, 395 Amador Street, Vallejo, CA 94590" as the Certificate Holder.
8. Separate endorsements shall name the "Greater Vallejo Recreation District, its Directors, the City of Vallejo, Officers, Agents, Volunteers and Employees" as additional insured parties. The "description" of shall list the name of the community center, address, date(s), and type of event.
9. 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 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 are prohibited.
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 signs and fire extinguishers shall not be covered or obstructed.
12. No storage space will 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 removed within the time reserved.

**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. Charcoal grills and deep fryers are not allowed.
4. Chafing dishes and food warmers must always have someone present to prevent safety hazards.
5. The District will not provide renters with any kitchen supplies for cooking, serving, or washing.

**Alcohol**

**Initials:** \_\_\_\_\_

1. Renters must pay the Alcohol Permit fee prior to the date of the event for alcoholic beverages to be served or sold.
2. Licensed and certified bartenders must be contracted for events, ensuring compliance with all applicable state and local laws regarding alcohol services. Bartenders must provide proof of Responsible Beverage Service (RBS) certification.
3. Alcohol is not permitted at any celebration of a minor (e.g. baptism, any birthday under 21 years of age, quinceañera, bar mitzvah, cotillion, etc.).
4. A celebratory toast, such as a "champagne" toast, is a serving of alcohol, and all alcohol rules apply.
5. Alcoholic beverages must be served inside community centers. The service and consumption of alcoholic beverages must end at a minimum of two hours prior to the end of the facility reservation time.
6. After all alcohol has been consumed, the renter may not bring additional alcoholic beverages or products into the center or on District property.
7. All alcoholic beverages must be brought into the community centers during the set up and decoration time and prior to the event start time. No additional alcoholic beverages are allowed after the event begins.
8. Guests are not allowed to bring any outside alcohol. Only the Renter may provide alcohol.
9. 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 table decorations or placed on tables for guest consumption.
10. Any caterer, bartender or person serving alcoholic beverages must be age 21 years or older.
11. Alcohol is prohibited within 25 feet of vehicular parking areas and may not be consumed outside of the community centers except for the veranda area at the Foley Cultural Center.
12. Private parties are prohibited from selling alcohol at their event.
13. No alcoholic beverages shall be served to any person younger than 21 years of age.
14. District representatives and/or security guards will request identification cards for those who appear to be younger than 21 years of age and are consuming alcoholic beverages.
15. 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.
16. The District shall provide a letter confirming the renter's 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.
17. A copy of the ABC license must be provided to the District prior to the date of the event.
18. Violation of these alcohol policies may result in immediate termination of the event.

- The District’s representative on site reserves the right and discretion to discontinue alcohol service at any time.

<b>Security</b>	<b>Initials: _____</b>
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- Renters are required to have security guards at their events. See chart below for the number of guards required depending on attendance and alcohol consumption.
- The hourly rate for security guards will be charged at the current GVRD contracted rate.
- 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.
- Uniformed security guards must be on duty and on the premises during events serving and consuming alcoholic beverages.
- 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 alcohol consumption. The security guards on duty also have the right to determine if additional guards are needed.
- Renters will be charged double the hourly rate for any additional security guards requested during an event.
- All security guards will be contracted by the District. Groups cannot provide their own security guards.
- The following security guard requirements shall apply to meetings and events, according to expected attendance:

Expected Attendance	Reservations without Alcohol
25-100	1 guard
101-199	2 guards
200-299	3 guards
300-399	4 guards
400-500	5 guards

Expected Attendance	Reservations with Alcohol
100-149	2 guard
150-199	3 guards
200-249	4 guards
250-299	5 guards
300-349	6 Guards
350-399	7 Guards
400-449	8 Guards
450-500	9 Guards

<b>Facility Cleaning and Damage Requirements</b>	<b>Initials: _____</b>
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- Renter is responsible for cleaning up all trash generated by their event including, but not limited to decorations, food and beverage containers, and any debris left on tables, chairs, or in rooms. All waste must be properly disposed of in designated receptacles.
- Renter is responsible for all vendors’ and caterers’ compliance with District’s policies.
- 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 one hour be added before and after the event time. 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, or music are allowed during clean-up.
6. Renters must remove all decorations. All items left behind after the event will be discarded.
7. Renter and District staff will inspect each community center before and after use of the facility. If the Renter fails to return the facility in the same condition as it was prior to the reservation, the Renter will be charged for the damage.

***Jump Houses***

***Initials:*** \_\_\_\_\_

1. No person shall 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. Only jump houses delivered and installed by approved vendors may 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 two jump houses or slides are allowed at the Vallejo Community Center and Foley Cultural Center, and a maximum of one 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 outdoor jump houses or slides.
9. Any jump houses or slides in 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 advertising/promotion shall be exhibited, no petition circulated, no sales presentations or commercial solicitations and no event post on social media (e.g. event flyer, invitation, Facebook event, etc.) are allowed for private parties.
3. 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.
5. 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.
6. 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](http://www.oag.ca.gov/gambling).
7. Service animals are allowed in District facilities pursuant to the Americans with Disabilities Act, but the following conditions must be met:
  - 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.
8. Any facility uses, request or activity not addressed in this Rules & Regulation #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.

**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 Printed Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Greater Vallejo Recreation District

## Application Request for Rental of Community Centers

This Application Request does not guarantee a date. Submit your Application Request for approval.

Foley Cultural Center / Vallejo Community Center / North Vallejo Community Center  
Norman C. King South Vallejo Community Center

[privaterentals@gvrd.org](mailto:privaterentals@gvrd.org)  
[izzy@onepeopletribe.org](mailto:izzy@onepeopletribe.org)

<b>APPLICANT INFORMATION</b> <u>Note:</u> Applicant must be the main contact for event, sign all documents, and be in attendance for the entire duration of the event.			
Applicant's First & Last Name		Applicant's Date of Birth	
Address	City	State	Zip Code
Cell Phone	Alternative Phone	Email Address	
<b>ORGANIZATION INFORMATION (if applicable)</b>		<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	

<b>EVENT INFORMATION</b>			
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:	

<b>FACILITY</b>			
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)    ___ PA System (audio)    ___ Jump House Permit Lake Room, Great Room      Lake Room, Great Room, Auditorium      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:** \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

*(Attended Previous Event, Family/Friend, GVRD Activity Guide, GVRD Social Media, GVRD Website, Flyer/Magazine)*

<b>OFFICE USE ONLY</b>														
Date Received: _____	Approve ____ Deny ____	Staff Initials: _____												
Notes: _____														
<p>Cost Calculations:</p> <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. x # _____ = \$ _____</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>Cleaning Fee \$ _____</td> </tr> <tr> <td>Additional Rooms: \$ _____ x _____ hrs. = \$ _____</td> <td style="text-align: right;"><b>TOTAL \$ _____</b></td> </tr> </table>			Deposit: \$ _____	PA System: \$ _____	Hourly Fee: \$ _____ x _____ hrs. = \$ _____	Jump House Permit: \$ _____	Security Guards: \$ _____ x _____ hrs. x # _____ = \$ _____	Alcohol Surcharge: \$ _____	Additional Rooms: \$ _____ x _____ hrs. = \$ _____	Set-up/Take-down: \$ _____	Additional Rooms: \$ _____ x _____ hrs. = \$ _____	Cleaning Fee \$ _____	Additional Rooms: \$ _____ x _____ hrs. = \$ _____	<b>TOTAL \$ _____</b>
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Additional Rooms: \$ _____ x _____ hrs. = \$ _____	Cleaning Fee \$ _____													
Additional Rooms: \$ _____ x _____ hrs. = \$ _____	<b>TOTAL \$ _____</b>													
Quote Sent on:	Staff Initials:	Hold until: <small>(7 days tentative hold after approved)</small>												