

# BENICIA COMMUNITY CENTER RESERVATIONS

(Alcoholic beverages are not allowed at the Benicia Community Center)

When the Benicia Community Center is not being used for City programs it is available for use by community organizations and individuals. This packet contains all of the information you will need: facility amenities, fees, reservation process, etc.

Please read this packet carefully and feel free to direct questions to Parks and Community Services staff.

## BENICIA COMMUNITY CENTER 370 EAST L STREET

The Benicia Community Center is used for a variety of activities offered by the Benicia Parks and Community Services Department. When the facility is not being utilized for these programs, it is available for rental on an "as available" basis.

The facility is located at 370 East L Street and has meeting rooms, classrooms, and a large multi-purpose room that may be reserved for meetings, seminars and private parties. The smaller rooms have a seating capacity of 20 persons and the multi purpose room will seat up to 120 persons.

### WEEKDAY RATES

Monday – Friday 7:00 a.m. – 9:00 p.m.	
Local Non-Profit Organizations* Public/ Private Schools	
Service Organizations	\$19/Hour
Resident Private Group	\$31/Hour
Non-Resident Private Group	\$68/Hour

### WEEKEND RATES

Saturday: 10:00 a.m. – 6:00 p.m. Sunday: 11:00 a.m. – 5:00 p.m.	
Local Non-Profit Organizations* Public/ Private Schools	
Service Organizations	\$19/Hour
Resident Private Group	\$47/Hour
Non-Resident Private Group	\$83.00/Hour

\* Local Non-Profit Organizations, Public/Private Schools, and Service Organizations must be located in Benicia and/or Benicia based to qualify for hourly rates listed above.

### MISCELLANEOUS FEES: PER EVENT/MEETING WHEN APPLICABLE

INSURANCE REQUIRED (WHEN APPLICABLE)	COST VARIES, BASED ON # OF ATTENDEES
REFUNDABLE CLEAN-UP/DAMAGE DEPOSIT NON-PROFIT	\$200
REFUNDABLE CLEAN-UP/DAMAGE DEPOSIT PRIVATE	\$500
CANCELLATION FEE:	SEE PAGE 3 FOR DETAILS

# RESERVATION PROCEDURE

1. Reservations will be accepted a maximum of **3 months** in advance. All reservations must be made a minimum of three weeks in advance of event date.
2. Your reservation must be made **in person** at the Parks and Community Services Department, 370 East L Street, between the hours of 8:30 a.m. and 5:00 p.m., Mon. – Fri. It is suggested that you call 746-4285 in advance to find out if your date is available. A cleaning/damage fee must be paid at the time of reserving rooms at the Benicia Community Center for private functions.
3. The person filling out and signing the application must be the same person renting the facility. Applicants must be a minimum of 21 years of age and have a valid picture identification at the time of application to reserve this facility. Applications may be denied or revoked if the intended facility use is misrepresented. The City of Benicia reserves the right to require the applicant provide insurance for each event and may require professional security.
4. The balance of your rental fees must be paid (21) days before your event.
5. Changes or additions to reservations must be submitted in writing to the Parks and Community Services Department a minimum of 5 business days prior to the event. No changes will be accepted by phone. In any correspondence and on checks, please refer to your date of use.

# RENTAL CATEGORIES

Restrictions are made and fees applied based upon who is using the facility, when and for what purpose. Residents, non-residents, public groups and private groups may use the Benicia Community Center.

- **“NON-PROFIT”** groups include **Benicia based** non-profit organizations, civic, religious, service organizations and schools. Residency of organization is determined by location of the organization, not their members. Please bring copy of your by-laws and non-profit ID #.
- **“PRIVATE”** groups include events such as birthday parties, social events, anniversary parties, etc.
- **“RESIDENT”** must reside or work in the city limits of Benicia or own property within the city limits. To verify resident status, please bring picture ID and a City of Benicia utility bill, tax receipt. If you work in the City of Benicia please provide a pay stub or other proof of employment.
- **“NON-RESIDENT”** does not reside or work in the City of Benicia. Non-profit groups not located in Benicia will be charged a non-resident rate.

# RESPONSIBILITIES

You are solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from your use of the Benicia Community Center. You shall be responsible for the control and supervision of all people in attendance during your use of the facility and shall take care to see that no damage is done to the facility, and that everyone conducts him/herself in an orderly manner. Attendance may not exceed the maximum number of persons permitted in the facility. Your event will be terminated if you exceed the specified occupancy limit.

If damages or behavior of your group warrant, your function may be stopped in progress and you may be denied further use of any City facilities.

# CANCELLATIONS

Refunds and service fees will be handled as follows:

- 21 BUSINESS DAYS or more prior to use date—\$25 processing fee charged
- Less than 21 BUSINESS DAYS prior to date of use—forfeit one third of the total charges listed on the facility rental form and a \$25 processing fee.
- Refunds will be mailed to the applicant and take approximately three weeks to process.

**Occasionally, it may be necessary to re-schedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advance notice as possible.**

# DAMAGES/DEPOSIT

A cleaning/damage deposit is due at the time of reserving the facility. Return of this deposit will be made within 2-4 weeks following your facility use. If your scheduled hours of use exceed the designated time for any reason, additional fees will be deducted from your cleaning/damage deposit. **Any cost of extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, or overtime charges, will result in a deduction or forfeit of your deposit.** You will be billed for damages not covered by your deposit.

# SERVICES PROVIDED

A building attendant will open and close the facility at the time stated on the reservation form. Be sure the time you request includes set up, take down and clean up time.

An attendant will be on duty in the Benicia Community Center during your entire use of the facility. The attendant will be available to open the facility, answer questions and check periodically with the person in charge of the event. The services of the building attendant **are not available** for waiting tables, serving, or your portion of the clean-up, etc.

Tables and chairs are provided. If tables and chairs are moved and reconfigured, you are responsible for the replacement of the tables and chairs to their original location.

Your table and chair set-up will begin at your rental start time. The facility will not be open prior to that time for you, your caterers, decorator, etc.

The building attendant will check the condition of the facility with the person in charge prior to their event and then again prior to their departure, to determine if additional damage, cleaning or overtime use has occurred.

It is the responsibility of the building attendant to enforce all of the facility use regulations. If necessary, they will stop and/or clear the facility and end your event.

# ALCOHOLIC BEVERAGE POLICY

Alcoholic beverages are **not** allowed at the Benicia Community Center.

# POLICIES

- All fees and use regulations are subject to change.
- Facility rental cannot be transferred, assigned, sublet or issued to minors.
- Gambling in any form will not be permitted unless the applicant has received prior approval from the City of Benicia Police Department.
- Certain users may be required to produce a City of Benicia Business License at the time of application. Please check with the Business License office at 746-4325.
- Other than guide dogs, animals are not permitted in buildings. No smoking is permitted anywhere inside the City of Benicia's facilities or within 20 feet of the building outside.
- Tickets may not be sold at the door as an admission charge **unless approved in advance**.
- Amplified music (band or D.J.) must end a minimum of 1 hour before the end of scheduled use and since we are in a neighborhood sound must not violate the noise ordinance.
- All cars must park in the parking lot located off East L Street. No street parking.
- Exterior doors are to remain shut at all times. All foot traffic must come in via main lobby entrance off the East L Street parking lot.
- A contract may be terminated or voided if the information provided on the application is inaccurate and/or incorrect.
- The City of Benicia reserves the right to change, adjust or delete any of the rules and regulation found in these Facility Use Guidelines. The City also reserves the right to close down any event that poses a threat to the safety of the participants or the facility or violates any of the conditions stated.

# CLEAN-UP

Be sure to start your cleanup at least 1 hour before your rental end time. Please bring your own paper towels, Windex, and dish soap to clean tables, counters and chairs

Your cleaning responsibilities are:

## IN RENTAL ROOM(S):

- If tables and chairs are moved and reconfigured, you are responsible for the replacement of the tables and chairs to their original location
- Wipe off tables, and chairs if necessary
- Place trash in bags provided and remove from building to outside dumpster
- Sweep floors. Mop floors where spillage has occurred
- **TURN OFF ALL LIGHTS**

## IN KITCHEN

- Refrigerators, storage cabinets and drawers are available to one time rental users **ONLY**
- Clean spills and stains from all kitchen surfaces, sweep and mop floor
- Place trash in bags provided and remove form building to outside dumpsters
- Make sure no food is left in oven or in refrigerators
- Clean sinks

## PARKING LOT

- Pick up any empty cups, garbage, etc. from your event

**YOU** are responsible for the set-up and removal of all decorations and special arrangements. Decorations must be flame retardant material. The use of nails, tacks, staples, etc. is prohibited. Masking tape may be used except on floors or painted surfaces.

**TIME FOR ALL OF YOUR PREPARATION AND CLEAN UP  
MUST BE INCLUDED IN RENTAL HOURS**