

CITY OF CALEXICO
FACILITY RENTAL PAYMENT AGREEMENT
☐ **COMMUNITY CENTER** ☐ **SR. CITIZENS HALL**

Event Time: _____ to _____ On Call Staff Assistance (for emergencies only 4hrs): _____

Name of person/organization _____

Email _____ Prep Time _____ to _____

Address _____ City _____

Phone No. _____ Cell No. _____ Rental Date _____

Event Type/Activity _____ Staff Use: Pick up key on: _____ before: _____ PM

DATE	PAYMENT / RECEIPT #	BALANCE \$

Please initial the following:

Payment due on: _____ before: _____ PM

- ☐ I understand the city is not responsible for items left or missing after event.
- ☐ I understand I am not to enter hall until actual rental date and time.
- ☐ I understand that I must perform "After Your Event Checklist" items and that the premises must be cleared of attendees and equipment by 1:00 a.m.
- ☐ I understand the City is not responsible for unforeseen building maintenance/equipment malfunctioning before or during my event.
- ☐ The City reserves the right to postpone/cancel a booking if the City deems the facility not usable or unsafe due to natural causes, repair, renovation, or if it is deemed an unsuitable facility for the event. In the event the City must cancel a booking, a full refund will be made. Please allow 2-3 weeks for the refund to be processed.

I, on behalf of the organization or myself, have read and understand the facility rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the agreement and agree to comply with them. I understand that I am responsible for the actions and behaviors of my guests and assume responsibility for any damages or extra fees that might be incurred due to my guests' actions or behavior. I further agree to hold harmless and indemnify the City of Calexico, its officials, officers, employees and agent for any liability, loss or damage due to personal injury, death or property damage caused by or resulting from activities permitted by this rental agreement. I have also read, reviewed and am in agreement with the rental conditions attached to this form. I have received a copy of this packet.

RENTEE'S SIGNATURE

DATE

CITY REPRESENTATIVE SIGNATURE

DATE

Community Center
\$600
707 Dool Avenue
3,900 sq. ft., cap. 320
Tables 29, Chairs 268
Rectangular (96"x30")

City of Calexico
Parks, Recreation, & Community Center Department
707 Dool Ave, Calexico, CA 92231
Tel: 760.768.2176, Fax: 760.768.2194

Senior Citizens Hall
\$450
707 Dool Avenue
2,376 sq. ft., Cap 160
Tables 19, Chairs 127
Rectangular (96"x30")

RULES AND REGULATIONS FOR USE OF CITY OF CALEXICO RENTAL HALLS

1. **HOURS OF OPERATIONS:** Halls cannot be reserved from Monday-Thursday due to recreation programs. Groups serving alcoholic beverages must stop serving alcohol 60 minutes prior to end of event. Community Hall is available for rental Friday, Saturdays, and Sundays 8 AM – 1 AM. The Senior Citizen Hall is available for rentals Fridays 3 PM - 1 AM, Saturdays and Sundays 8 AM – 1 AM.
2. **FEES, CANCELLATION, & POSTPONEMENT:** A non-refundable reservation deposit of \$100.00 is required to secure the rental date and will be applied toward the total rental fee. If the Renter cancels the reservation more than ninety (90) days prior to the scheduled rental date, any payments made in excess of the \$100.00 non-refundable reservation deposit will be refunded. If the Renter cancels the reservation ninety (90) days or less before the scheduled rental date, no refunds will be issued. A request to postpone the event must be submitted no later than ninety (90) days prior to the original scheduled rental date. Postponement requests are subject to facility availability and approval by the City. Approval of a postponement is not guaranteed. Requests to postpone an event less than ninety (90) days of the scheduled rental date will not be approved. If the event is canceled within ninety (90) days of the scheduled rental date or is not postponed to an approved available date, all payments made, including the \$100.00 non-refundable reservation deposit and all rental payments, shall be forfeited. **Payment Notice:** The remaining balance of the rental fee must be paid in full no later than one (1) month before the scheduled rental date. Failure to pay the remaining balance by the required deadline will result in the automatic cancellation of this Rental Agreement, and all payments made, including the \$100.00 non-refundable reservation deposit, will be forfeited.
3. **TABLES AND CHAIRS:** It is your responsibility to verify and count the number of tables and chairs prior to your event. Tables and chairs must be wiped down at the end of your event. Rectangular tables are 96"x30". **Please do not move unused tables, chairs, or racks to a different location nor out of the halls. A \$50.00 fine will be imposed should cleaning crew find equipment out of place.**
4. **ADDITIONAL TABLES AND CHAIRS:** It is the renter's responsibility to acquire additional tables and chairs at your own expense. (For your information, the Community Center does not have additional storage for unused tables and chairs. If our table's and/or chairs are not needed they must be stored inside the hall) **If you choose to rent additional chairs or tables, you must make special arrangements for them to be picked up immediately after your function (1:00 AM).** Rental items left behind will be placed outside the facility at your own risk and expense. **Community Center staff and its cleaning crew are not responsible for additional rental chairs, tables, and equipment left behind or lost, in addition, a \$50.00 fee will be imposed.** These items interfere with other events the following day and with cleaning crew.
5. **RENTEE'S FULL RESPONSIBILITY:** The renter assumes full responsibility for the character, acts, and conducts of all persons admitted to the premises or to any portion of said building. Some events & Activities may require liability insurance and or special permission by the city.
 - A. **DAMAGES:** Renter assumes full responsibility of any damages done to equipment and building due to misuse and negligence. If damages occur, you will be billed for repairs and/or replacement of any equipment, and/or a fee will be deducted from your deposit.
 - B. **INCIDENTALS DEPOSIT:** A refundable \$200 deposit (cash only) will be refunded if the facility is left in order, there are no damages to the property, and all City rules and regulations are adhering to. Staff will indicate date and time key must be picked up and incidental deposit be provided. Renter may not enter halls a day before the actual rental day; otherwise, a full rental fee will be implemented. Renter may enter Community hall as early as 8:00 a.m. and Senior Citizen Hall Fridays as early as 3 p.m. and Saturdays & Sundays as early as 8:00 a.m. and is responsible for locking the building after each entry. A \$25.00 fee will be implemented if doors are found open. All keys must be returned to our office the next working day after your function. A \$25.00 fee will be charged for keys not returned on time.
 - C. **KITCHEN:** Kitchen must be wiped clean after the event. This includes stove, sinks, and counters. Refrigerator must be emptied out and spills cleaned, if any. No propane gas tanks are allowed. **Do not dispose any excess food into the kitchen sinks. If found plugged, the renter will be billed for plumbing services. Use of the ice machine is not guaranteed with the rental fee, but it may be used for your convenience if available and in working condition. Keep Refrigerator doors closed as much as possible to avoid malfunctioning of the unit.**
 - D. **DECORATIONS:** Blue painters' tape is the only material approved to put up decorations. **Do not use any other materials; command hook, staples, nails, scotch tape, masking tape, duct tape, etc., or a \$25.00 fine will be charged.** Absolutely no candles, confetti & glitter allowed. Please take down and dispose of decorations after your event. The Calexico Community Center staff and the cleaning crew will not be responsible for any materials or personal belongings left on the premises if so a \$50.00 fee will apply. Any material/equipment left in the premises will be thrown away and/or taken out of the facility at your own risk.

- E. **AIR-CONDITIONER:** Please be advised that any tampering with the air-conditioner panels will result in you being charged for any damages. A/C is set at 75°. Please do not call the emergency number to change it, otherwise a \$50 fee will be applied.
- F. **COMMUNITY CENTER SUPPLIES:** All our equipment and supplies are accounted for. If any items are missing after your function, you will be charged for them. **NOTE: Do not use our trash cans as keg coolers. This misuse damages the trash cans and will result in a \$25 fine.**
6. **CLEANING OF THE HALL:** The hall will be submitted to you clean. Any additional cleaning throughout the day will be the renter's responsibility. **We advise that you provide your own cleaning materials such as: 33 GAL. trash can bags, dish soap/sponge, mop, broom, dustpan, and kitchen towels. etc. If trash cans are found dirty, it will result in a \$25 fine.**
7. **SECURITY GUARDS:** Two (2) security guards are **mandatory for Quinceañera/Sweet Sixteen events.** A contract for hired security guards must be submitted one month before your Quinceañera/Sweet Sixteen event.
8. **CAPACITY:** Please be advised that the capacity of the Community Center is 320, Senior Citizens' Hall is 160. Exceeding the capacity is grounds for terminating your event; therefore, it is your responsibility not to exceed. City staff may check capacity at anytime.
9. **NOISE REDUCTION & CURFEW TO MINORS GO INTO EFFECT AT 10 PM DAILY.**
10. **GAMBLING IS NOT PERMITTED IN ANY CITY GROUNDS AT ANY TIME.**
11. **RESERVATION OF COMMUNITY CENTER & SENIOR HALL DOES NOT INCLUDE PARK.**
12. **FIRE ALARM:** To alert guests in case of an emergency, halls are equipped with the necessary emergency equipment; pull stations are within reach, and kitchens are equipped with chemicals to immediately extinguish fires. Blinking lights & fire alarms are also installed in all halls. Community Center staff is available for detailed information on fire equipment operations. **NOTE: In case of a false fire alarm, you will be billed for the fire department emergency response service along with any other costs. In case of a non-life-threatening situation, please call the Calexico Police Department at 768-2140 or the Calexico Fire Department at 768-2150, or in a fire or medical emergency, please call the Calexico Fire Department at 911.**
13. **SMOKING:** No smoking is permitted inside the hall. City resolution-policy. (Resolution No. 93-18). Smoke detectors will be triggered. It is your responsibility to inform your guests to smoke outside the building. Please inform guests not to smoke at the entrances to the hall.
14. **ALCOHOL:** Glass bottles prohibited. Alcoholic beverages must be supervised and served by an adult. No alcoholic beverages allowed outside the building, including on the entrances to the halls.
15. **COMMUNITY CENTER STAFF:** Community Center staff may and will at all times be checking city premises. Community Center staff may interfere with events if it is presumed that renters are violating any part of these rules. It is the responsibility of the staff member to advise the renter of any violation and to make recommendations so that situations are corrected at site.
16. **RESTRICTIONS:** Any infractions of these rules shall be cause for refusal of any further use of City facilities and may result in a reduction in or denial of the refund of the security deposit.
17. **VACATING OF PREMISES:** Premises must be cleaned and cleared of attendees and equipment by 1:00 a.m. NO EXCEPTIONS. Please be advised that the Police Department will be called if the premises are not vacated by 1:00 a.m. plus a \$100 fine will be applied.
18. ***If you need emergency assistance with the building, renter may contact on call emergency staff during the scheduled time provided in contract at: _____ Non-emergency calls will result in a \$50.00 fee per call. Only building emergencies.***

RIGHT TO CHANGE RULES

THE CITY OF CALEXICO RESERVES THE RIGHT AT ANY TIME TO MAKE REASONABLE CHANGES IN OR RESCIND ANY ONE OR MORE OF THESE RULES AND REGULATIONS OR MAKE SUCH OTHER AND FURTHER RULES AND REGULATIONS AS IN THE CITY'S DISCRETION MAY FROM TIME TO TIME BE NECESSARY FOR THE SAFETY, CARE, AND CLEANLINESS OF THE PREMISES.

AGREEMENT

I hereby certify that I _____ will be responsible for any damage or unnecessary abuse of the building or equipment on the rental site premises. I agree to hold the City of Calexico harmless and free from liability of any nature arising from the use of City rental facilities, including reimbursement of any legal fees incurred in the defense of such claims. I certify that I have read the Rules and Regulations on this form, and hereby agree to abide by all rules and enforce the same.

Signature

Date

After Your Event - Checklist

Contact Name: _____

Hall Rented: _____

Event Date: _____

Please checkmark each one:

- _____ All your decorations are removed from tables, walls, and ceiling, including tape if applicable.
- _____ Tables and chairs are wiped down.
- _____ Kitchen sink and countertops are wiped clean, including stove and oven (if used).
The refrigerator must be emptied, and spills must be cleaned (if any).
- _____ All trash must be collected in trash cans.
- _____ Rented equipment is out of the building.
- _____ All guests are out of the building.
- _____ All lights are turned off.
- _____ All doors are locked.
- _____ Items in this checklist were completed before 1:00 a.m.
- _____ All damage must be reported upon return of the hall key.

I have read and agree to complete the items on the cleaning checklist with the understanding that part or all of my deposit can be forfeited according to the rental agreement if these items are not completed satisfactorily.

Signature of Responsible Party

Date