

CITY OF STOCKTON - COMMUNITY SERVICES DEPARTMENT

LIBRARY & RECREATION

HEALTHY BODY. OPEN MIND. BALANCED LIFE.

Community Center Rental Guide and Application



Arnold Rue Community Center

5758 Lorraine Ave; (209) 937-7350
Stockton, CA 95210

Oak Park Senior Center

730 E. Fulton Street; (209) 937-7777
Stockton, CA 95204

Seifert Community Center

128 W. Ben Holt Dr.; (209) 937-8307
Stockton, CA 95207

Stribley Community Center

1760 E. Sonora Street; (209) 937-7351
Stockton, CA 95205

Van Buskirk Community Center

734 Houston Avenue; (209) 937-7358
Stockton, CA 95206

Hours of Operation

Arnold Rue, Stribley & Van Buskirk Community Centers

Monday: 9:00 AM – 8:00 PM
Tuesday: 9:00 AM – 8:00 PM
Wednesday: 9:00 AM – 8:00 PM
Thursday: 9:00 AM – 8:00 PM
Friday: 9:00 AM – 7:00 PM
Saturday: 9:00 AM – 5:00 PM
Sunday: Closed

Seifert Community Center

Monday: 2:00 PM – 8:00 PM
Tuesday: 2:00 PM – 8:00 PM
Wednesday: 2:00 PM – 8:00 PM
Thursday: 2:00 PM – 8:00 PM
Friday: 2:00 PM – 7:00 PM
Saturday: 9:00 AM – 5:00 PM
Sunday: Closed

Oak Park Senior Center

Monday – Friday: 8:00 AM – 5:00 PM

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Community Center Rental Facilities and Fees

The City of Stockton offers several facilities available for rental. Below are the facilities currently available along with their rental fees.

Rental Facilities	Rental Fees, per hr.	Capacity (Attendees)
Arnold Rue Community Center: 5758 Lorraine Ave; (209) 937-7350		
Gymnasium/Gymnasium with floor coverings (4-hour minimum)	\$40.00/\$57.00	250
Gymnasium One Side Use	\$28.00	50
Multi-purpose Room	\$33.00	100
Dance Room	\$33.00	30
Activity Room	\$33.00	35
Oak Park Senior Center: 730 E. Fulton Street; (209) 937-7777		
Social Hall	\$33.00	100
Activity Room	\$33.00	50
Seifert Community Center: 128 W. Ben Holt Dr.; (209) 937-8307		
Gymnasium – Sports use only	\$40.00	150
Gymnasium One Side Use	\$28.00	50
Activity Room	\$33.00	70
Stribley Community Center: 1760 E. Sonora Street; (209) 937-7351		
Gymnasium/Gymnasium with floor coverings (4-hour minimum)	\$40.00/\$57.00	250
Gymnasium One Side Use	\$28.00	50
Small Gym	\$40.00	150
Activity Room	\$33.00	40
Van Buskirk Community Center: 734 Houston Avenue; (209) 937-7358		
Gymnasium/Gymnasium with floor coverings (4-hour minimum)	\$40.00/\$57.00	250
Gymnasium One Side Use	\$28.00	50
Multi-purpose Room	\$33.00	70
Activity Room	\$33.00	20

Additional Fees	
Cancellation fee – Applied when made 30 days or less prior to a rental	\$50.00
Cleaning charges	\$16.00 per hour, per staff
Kitchen – Warming Use Only (2-hour minimum)	\$33.00 per hour
Staff fee – Two Community Center staff required of all rentals outside of normal business hours	\$32.00 per hour
Bounce House – Arnold Rue, Seifert, Stribley, and Van Buskirk only	\$70.00 per rental

NOTE: The City of Stockton Community Services Department allows for specific uses by local non-profit organizations with a current 501(c)3 classification. Please review the Non-profit Use for information.

Facility Rental Information & Guidelines

The City of Stockton, Community Services Department, has established the following guidelines and procedures to ensure a successful rental process.

General Facility Rental Information

- Reservations are on a first come, first serve basis. Dates cannot be held without a completed application and a minimum of 50% of the rental fees.
- Reservations can be made no more than one (1) year in advance.
- The City of Stockton is not responsible for any loss or damage of private property, including equipment, supplies, materials, or other items owned by renters of Community Center facilities.
- Alcohol and smoking are strictly prohibited. Failure to follow this policy will cause immediate shut down of the rental and forfeiture of the rental fees.
- Rentals at a Community Center may not exceed 11:00 PM.
- All events must end at the time designated in the rental contract. **No extensions will be granted on the day of the event.**
- City of Stockton Community Center staff (minimum of 2) must be present for all rentals outside of business hours.
- No open flames are allowed, except for birthday candles and sterno containers (cannot exceed 6 oz. in size) for food warming.
- Acceptable forms of payment include cash, cashier's check, credit/debit card (except AMEX & Discover), or money order. Checks are only accepted if the payment is made at least 30 days or more from the rental date.

Cancellations

- To receive a full refund of rental fees, a written notification of cancellation is required by the renter no less than thirty (30) days prior to the event. **Telephoned cancellations will not be accepted. Please allow 4 – 6 weeks for the refund.**
- Cancellations made less than thirty (30) days prior to the rental date will be charged \$50 cancellation fee drawn from fees already collected. If fees in the amount of \$50 have not already been collected, the renters account will be charged accordingly.
- The City of Stockton reserves the right to cancel a reservation in emergency situations or when deemed necessary for the safety and best interests of the renters and all concerned. In such cases, the renter will be immediately notified of the cancellation. The City will provide a full refund or credit of all fees paid.

Cleaning and Damages

- Premises must be returned to the condition in which they were found upon arrival.
- Renters must remove all decorations, dispose of all trash, and sign the Community Center Rental Cleaning Check-list.
- Prior to leaving the facility, the on-site staff must inspect the facility for closing condition following the event.
- A cleaning fee will be applied if additional clean-up above and beyond normal cleaning is required and will be calculated based on the time it will take to clean the facility. Renter will be notified during or immediately following the event if any such additional cleaning is deemed necessary.
- Repairs needed due to damage or theft will be billed per the actual costs of the repair.
- The City of Stockton is not responsible for any items left by the renter on premises.

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Potential Rental Requirements

Insurance

- Insurance is required for renters of Community Center facilities when one or more of the following conditions exist:
 1. There is an admission charge to enter the event or monetary donations are being collected.
 2. The event is opened to the public.
 3. Any event where licensed professionals practicing their trade is a component of the rental
 4. There will be one or more of the following present:
 - Vendors (for example: caterers, photo booths, food or merchandise sales)
 - Suppliers (for example: hired decorator, lighting professional, audio and/or visual professional)
 - Professional (paid) entertainers (for example: contracted musicians, DJ, magicians, clowns)

NOTE: A sample insurance certificate and endorsement, as well as a City of Stockton Insurance Exhibit, will be provided to the renter if insurance is a requirement of the rental. The City of Stockton manages all insurance requirements through PINS Advantage.

Security Guards

- Security guards are required for all rentals outside of normal business hours. A minimum of one (1) guard must remain on premises until the last attendee has left, including any clean-up time.
- Security guards must be contracted by the renter, and only through one of the approved security companies on the City of Stockton list.
- For rentals of 100 people or less, renters must contract a minimum of one (1) guard.
- For rentals of 101 people or more, renters must contract a minimum of two (2) guards.
- For rentals of 201 people or more, renters must contract a minimum of three (3) guards.
- The City of Stockton may choose to set additional security requirements given the rental components including times, days, and number of participants.

Important Facility Rental Deadlines

45 Days Prior to Rental Date(s):

- A Community Center Rental Application and 50% of the rental fees must be submitted to the Community Center being rented.

30 Days Prior to Rental Date(s):

- The Community Center Rental Contract must be signed and returned to the Community Center being rented.
- Final payment of all rental fees is due thirty (30) days prior to rental date.
- If applicable, an insurance certificate and endorsement that meets City of Stockton Risk requirements.

20 Days Prior to Rental Date(s):

- A detailed layout for room set-up, including how tables and chairs are to be set. The tables and chairs will be set up prior to your arrival and in accordance to the layout submitted.
- If applicable, a final list of all vendors, suppliers, and/or entertainers.
- If applicable, a security guard contract for the number of guards and times determined by City of Stockton Community Center Staff.

NOTE: Community Center Staff may accept applications after the forty-five (45) day deadline for rentals that do not have additional requirements (i.e., insurance, security guards), but will not accept applications less than thirty (30) days prior to the event, unless the use is for unforeseen events, such as a memorial.

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Non-profit Use

- Community Center multi-purpose and activity rooms (excluding gymnasium for sporting events) may be used by registered non-profit or community-based organizations at no cost with the following restrictions:
 - Event must be open and free to the public.
 - The organization cannot ask for or collect any monetary donations from those in attendance.
 - The use cannot be religious or political in nature.
 - The Community Center must not serve as headquarters for any organization.
 - Limited to one (1) use per month.
 - Rental fees are waived for only the first two (2) hours. If use is longer than two (2) hours, the organization will be responsible for the per hour, per room rate identified in the Fee Schedule.
 - Reservation cannot be made more than forty-five (45) days in advance and will not be accepted less than thirty (30) days before the rental date.
 - Facility use must occur during the Community Center's normal business hours. If use is outside of normal operating hours, the organization will be responsible to pay for staffing based on the per hour rate identified in the Fee Schedule.
- Non-profit or community-based organizations must complete the Community Center Rental Application and sign the Facility Rental Contract prior to the use.
- Organizations are responsible for any damage that occurs during the use of the facility. This includes damages to the facility, equipment, and furnishings
- The City of Stockton reserves the right to revoke authorization of Community Center use of facilities at any time.
- The organization must meet all rental requirements that apply to the use. This may include insurance and security guards.

My signature below acknowledges I have carefully read the above rental information and guidelines.

Name (please print): _____

If representing an organization:

Name of Organization: _____ **Title:** _____

 **Sign:** _____ **Date:** _____

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Community Center Rental Application

Application Date: _____ Contact Person: _____

Day Phone #: _____ Evening Phone #: _____ Email: _____

PRIVATE PARTY EVENTS (Birthdays, Anniversaries, etc.)

Requested Event Date(s):	Event Type:	Expected # of Attendees:
Facility and Times		
Facility Requested:	Room(s) Requested:	
Rental Start Time, including set-up:		
Event Start Time:		
Event End Time:		
Rental Completion Time, including clean-up:		
Kitchen Use (Warming Only): <input type="checkbox"/> Yes <input type="checkbox"/> No		Bounce House: Yes <input type="checkbox"/> No <input type="checkbox"/>
Kitchen Rental Time:		

Rental Details

Is there an admission or entry fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the ticket fee?
Will there be tickets sold prior to the day of the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List all vendors selling tickets:	
Will the event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List types of advertising:	

Music and Entertainment

Will there be entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe:	
Name of hired musician(s):	Phone number:
	Address:
Name of hired entertainment:	Phone number:
	Address:
Will there be dancing:	
* Submit any additional hired musicians/entertainers on a separate piece of paper.	

Vendor Information

Will there be food vendors, decorators, profession party/event planners, or caterers used? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of hired vendors:	Phone number:
	Address:
Name of merchants/concessionaires:	Phone number:
	Address:
* Submit any additional vendors on a separate piece of paper.	

Disclosure: This rental application is only a request for a reservation. Acceptance of this application will be decided upon by Community Center staff. A request for reservation cannot be made without submitting a completed application and 50% of the rental fees. By signing this form, it is understood that you are obligated to provide all required fees and documents as set forth by the City of Stockton (i.e., insurance requirements, security, payments.). Only those suppliers, entertainers, and vendors listed on this application, or amended

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application within 20 days, will be allowed on Community Center property during the rental. All documents and payments must be submitted at least 30 days prior to the rental or your reservation is subject to cancellation due to non-compliance. Cancellation fees will apply. The contact name listed below will be the sole contact for all matters regarding the event. The party's sole contact will work directly with Community Center staff assigned to each facility. The liable party will be responsible for all signed documents and fees required and must be on site for the duration of the rental. If you do not list a contact name, the liable party will be listed for all matters.

Responsible Party Information (Must be in attendance for the duration of the rental)	
Name:	Day Phone:
Address:	Evening Phone:
	Email:
Additional Contact Information	
Name:	Day Phone:
Address:	Evening Phone:
	Email:

Hold Harmless Agreement:

To the fullest extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify the City of Stockton, its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees, arising from all acts or omissions of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from the City of Stockton's sole negligence or willful acts. The duty to defend and the duty to indemnify are separate and distinct obligations. The indemnification obligations of this section shall survive the termination of this agreement.

This form will act as a medical release in the case of an emergency.

I understand that by renting this property, that I am giving consent for images of myself and event to be used for promotional purposes or instruction by the City of Stockton.

I have carefully read this release, hold harmless and agree not to sue and fully understand it contents. I am aware that this form is a full release of all liabilities and signed by my own free will.

Name (please print): _____

If representing an organization:

Name of Organization: _____ **Title:** _____

 **Sign:** _____ **Date:** _____