

# CITY OF SANTA PAULA

## COMMUNITY CENTER

### FACILITY RENTAL INFORMATION & FEES

**A. GROUP CLASSIFICATIONS:**

- I. City of Santa Paula & City co-sponsored Programs and Activities. A sponsored activity or program that provides a direct financial benefit to the City.
- II. Civic Non-Profit (County, State, School Districts, Scouts & Service Clubs. Public Service Agencies & Fraternal Organizations).
- III. Community Groups, Individuals (wedding receptions, reunions, birthdays, anniversaries, etc.)
- IV. Businesses, Commercial, Industrial (business seminars/conferences, profit making groups, etc.)

**B. SCHEDULE OF CHARGES:**

**\*\*\*\*LIABILITY INSURANCE PREMIUMS AS OF FEB. 2013: \$113\*\*w/liquor \$173.00**

**\*\* Quinceanera \$207\*\*w/liquor \$353.00**

ROOM	CAPACITY	**GROUP I	GROUP II	GROUP III	GROUP IV
<b>AUDITORIUM:</b>	Dining: 265 Dancing: 365	City Programs	Non-Profit	Personal: Wedding, 15nera, Anniv., Parties.	Business
Daytime 8 am -4 pm		None	\$389	\$425	\$675
Evenings 5 pm - 12 am		None	\$476	\$514	\$763
All Day 8 am - 12 am		None	\$564	\$602	\$852
Kitchen w/ Auditorium		None	\$94/Use	\$132/Use	\$175/Use
*** Kitchen Only		None	\$132/3 hr Add. per hr \$44	\$154/3 hr \$51 / hr	\$175/3 hr \$59/hr
Westside #1	Dining 50 Assembly 100	None	\$44/Hr.	\$59/Hr.	\$73/Hr.
***Main Lobby	Dining 40 Assembly 75	None	\$132/3 hr.	\$175/3 hr.	\$220/3 hr.
Back Lobby	Dining 30	None	\$132/3 hr.	\$175/3 hr.	\$220/3 hr.
Cultural Arts Building	Assembly 47	None	\$59/Hr.	\$66/Hr	\$73/Hr.
Custodial Fee (Setup & Clean-up)		None	FAHR	FAHR	FAHR
Building Attendant		None	FAHR	FAHR	FAHR
Rental Deposits					
Auditorium		None	\$321	\$428	\$428
All Other Areas		None	\$107	\$107	\$107
Cultural Arts Building		None	\$107	\$134	\$161

Fee Schedule Adopted on February 4, 2013 Resolution #6826

**2 Hour Minimum on All Room Rentals**

**\*\*\* 3 Hour Minimum -- pay hourly rate for each hour over 3 hours.**

All City programs/activities/emergencies have priority over any reservation and continuous rentals.  
Insurance fees may increase prior to your scheduled event, applicable costs will apply to renter.

FAHR = Fully Allocated Hourly Rate

**ALL RENTAL FEES MUST BE PAID 30 DAYS IN ADVANCE**

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- C. **COMMERCIAL ACTIVITIES:** Vendors & commercial users of the facility will be charged a fee of ten percent (10%) of the gross receipts to the City.
- D. **CANCELLATION FEE:** Cancellation of confirmed reservations must be made in writing and will be subject to a 20% deposit penalty. A cancellation made between thirty (30) and forty five (45) working days prior to the scheduled date is subject to a 50% penalty. Any cancellation made less than thirty (30) working days prior to scheduled event will be subject to a 100% deposit penalty fee.
- E. **NONRESIDENT FEE:** Individuals or groups interested in renting any part of the Community Center and do not live within the Santa Paula High School District boundaries will be charged an additional thirty five percent (35%) of the fee schedule.
- F. **RECREATION PROGRAMS:** The Community Services Director shall establish fees for the various recreation programs. These fees shall be based on type of program, length of program, number of participants and instructors, officials, etc., required. When calculating the fees, an additional twenty percent (20%) of the fee shall be added and collected for administrative costs that shall be refunded only in the event the City cancels the class.
- G. **EVENT INSURANCE:** All applicants must comply with the City's insurance requirements. One-day liability insurance and liquor liability insurance, paid by the applicant can be obtained through the City if needed. Check with the Community Services Department for the current insurance fee(s) that meet the needs of your group. **Cost of insurance may increase prior to your scheduled special event which will be applicable to renter.**
- H. **YOUTH ORGANIZATIONS & GROUP II CLASSIFICATIONS (NONPROFIT):** The Community Services Director shall approve the use of the Community Center for a nonprofit Youth Organization and Group II classifications free of rental fees if staff is already present and paid for by another group utilizing the Community Center for meetings. Groups include; Little League, Jr. Cardinal Football, AYSO, elementary school district, etc.
- I. **DIRECT FINANCIAL BENEFIT TO THE CITY:** No rental fees shall be charged to a group or organization that sponsors a program or activity which all proceeds (less direct costs) provide a direct financial benefit to the City of Santa Paula, RDA program, capital improvement, department equipment, etc.
- J. The Community Services Director may at his/her discretion deny the use of the Community Center to any individual, group, or organization when it is not deemed in the best interest of the City of Santa Paula or the Community Services Department. Any appeals of a decision made by the Community Services Director regarding the use of the Community Center fees, policies, waiver of fees, shall be made before the City Council of the City of Santa Paula in writing and submitted to the City Clerk within ten days of the Community Services Director's denial.

NOTE: All Policies and Fees Are Subject To Change