



CITY OF SAN JACINTO  
COMMUNITY CENTER

**FACILITY USE  
OPERATIONS MANUAL**

# SAN JACINTO COMMUNITY CENTER OPERATIONS MANUAL

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## I. POLICY STATEMENT

The City of San Jacinto wishes to allow the general public use of the Community Center in conformance with established procedures and policies to ensure proper usage. Any use must be compatible with the established functions and purpose of the facility.

### A. Purpose

To establish a procedure for the facility use of the City's Community Center.

### B. Background

The Community Center intends to accommodate a broad range of recreational, cultural, and social activities besides City operated programs. Use by commercial firms will be permitted on a limited basis. Interpretation of the Community Center Facility Use Reservation and Fee Policy shall be made by the City Manager or designee. Policy modifications may be made from time to time by the City Manager or designee in regards to this policy that do not relate to specific room rental fees and group classifications approved by City Council.

### C. Definitions

**Resident** – An individual, making application for facility use that resides within the boundaries of the City of San Jacinto. To be considered a San Jacinto Resident Group for center facility use at least 51% of the membership must reside within the City limits. Proof of residency may be required.

**Non-resident** – An individual, making application for facility use that resides outside of the City of Jacinto boundaries. Any group, making application for facility use, comprised of less than 51% of the membership residing within the San Jacinto City Limits.

**Non-Profit Recreational, Educational (public), Service/Civic Group** – A community group, making application for facility use, whose primary purpose is service to the community as a whole, where fees are limited to essential expenses and where participation is open to the general public. A non-profit group must have a current approved non-profit status on file with the State of California. Proof of status may be required. Any group without official nonprofit status with the State of California will be categorized as a private group for purposes of facility use reservations.

**Non-Profit Special Interest Group** – A group, making application for facility use, whose primary purpose is self-serving and where participation and membership is limited to service special interests. A non-profit group must have a current approved non-profit status on file with the State of California. Proof of non-profit

status may be required. Any group without official non-profit status with the State of California will be categorized as a private group for purposes of facility use reservations, except special interest group for a public benefit.

**Private Group** – Individual or group, making application for facility use, which excludes participation by the general public. Any group without official non-profit status.

**Commercial Group** – Any commercial, business firm, organization, individual, making application for facility use, whose primary purpose is a for-profit venture. Includes any business residing within San Jacinto City limits and any business physically located outside of the San Jacinto City limits. San Jacinto Business License may be required where applicable.

**Special Interest Group for Public Benefit** – A group making an application for facility use, whose primary purpose is self-serving and where participation and membership is limited to service special interests.

## II. METHOD

### A. Facility User Classification

The primary use of the Community Center will consist of City operated activities, public recreation programs and senior services, and opportunities for community use of facilities by the general public. Additionally, gambling is prohibited on the premises. The City Manager or the Assistant City Manager is allowed to make adjustments.

The Community Center will have designated rooms available for use by the general public for facility rental upon space availability. Facility users shall be classified into groups for the purpose of assessing fees and determining scheduling priorities.

The facility user classifications are as follows:

GROUP PRIORITY	CLASSIFICATION	EXAMPLE USES
GROUP I	<b>Municipal</b> (i.e. City organized, conducted, and operated programs, meetings and events)	Meetings, workshops, programs, special events, contracted programs and classes, recognition dinners, official activities of City
GROUP II	<b>Resident Recreational, Educational (public) and Service /Civic Non-Profit Community Groups, Special Interest Groups for public benefit and Public Agencies.</b> (i.e. civic groups, service organizations, public school districts, youth sports groups, senior citizen groups, Foundations, etc., whose purpose and programs are beneficial to the general public)	Social services group meeting, community forums, YMCA, Boys and Girls Club events, Scouts, AARP, DEMA, Chamber of Commerce, Little League, Youth soccer, Public School events, service and Social group events and meetings
GROUP III	<b>Private Party, Special Interest Groups and Commercial Groups</b> (i.e. religious, political groups, private educational organizations, resident private parties, special interest clubs, home owners associations, business organizations, nonprofit organizations, etc.)	Family events, private parties, class reunions, club meetings, instructional programs, business organization functions, conferences, trade shows, church services, association meetings, wedding receptions, private school functions, fairs and events

### B. Facility User Fees

All fees are charged on a per hour basis with a daily maximum. Groups or individuals will be assessed facility use fees in accordance with the established Community Center Facility Fee Schedule as described in *Attachment A*.

### **III. APPLICATION PROCEDURE**

#### **A. Application Process**

All potential users shall complete a City of San Jacinto Community Center Facility Use Application and Agreement. Applications for use of the Community Center facilities may be submitted by mail, fax or in-person at the Community Center located at 625 South Pico Street. Applications will be accepted during regular business hours or as otherwise designated. **An application submittal does not constitute acceptance or approval of use.**

Applications will be accepted for specific dates and times. The time requested must include all set-up and clean-up time. Applications must be submitted at least four (4) weeks in advance of the date requested to allow for Application review, processing, and final fee payment. Advanced scheduling may be accepted up to one (1) year prior to the event date for larger special events.

Applications will be approved for specific rooms, depending on group size, type of activity, and availability. No activity shall be scheduled for more than the maximum occupancy room capacity. Smaller size groups may be assigned to conference rooms for maximum utilization of facilities.

Applications will be reviewed and use will be prioritized. Once dates are approved and booked, the Community Center Coordinator will assess fees. The applicant will be notified of an appointment scheduled with Center staff to review and confirm the information on the application. A 50% deposit of the room rental fees will be required at the time of this appointment.

The applicant must sign and date the Facility Use Application and Agreement. By signing the Facility Use Application and Agreement, the Applicant agrees to indemnify and hold harmless the City of San Jacinto and agrees that all balances due stated on the Terms and conditions must be paid two weeks prior to use. Should payment not be received within this time frame the requested space may be released and applicant will be responsible for any cancellation fees.

#### **B. Insurance Requirements**

The City of Jacinto is not liable for accidents, injuries, or loss of individual property in connection with any of its facilities. The City requires liability insurance in an amount of one million dollars (\$1,000,000) for all events; however the City Manager or designee may waive these insurance requirements if a request is submitted in writing.

Insurance can be obtained through applicant's own broker or through Special Events Coverage offered through the City of San Jacinto.

1. "Certificate of Insurance" must be submitted for all events requiring liability insurance. The "Certificate of Insurance" must list the City, and its officers, employees, volunteers and agents as Additional Insured by Endorsement for a

minimum of one million dollars (\$1,000,000) for the specific location and date(s) of the event(s). See 2 and 3 below if alcohol included.

2. Alcohol Insurance – When alcohol is to be served, sold, or is present in open containers at any event, Alcohol Insurance is required. The “Certificate of Insurance” must specifically state “Alcohol Included”. Alcohol Insurance may be provided via your own broker or may be purchased through the City, but only in conjunction with the purchase of the City issued \$1,000,000 liability insurance coverage.

3. Alcohol License – If alcohol is being sold or contractually provided (such as by a caterer, beverage vendor or party planner) or admission fees are charged, or donations are solicited, an Alcohol Beverage Control Board (ABC) License will be required.

### **C. Refusal or Cancellation of Use by City**

The City has the right to refuse or cancel any application/permit. The City Manager or designee will give written or verbal notices of refusal and cancellations with an appropriate explanation. Applications for use may be denied or permits cancelled for the following reasons, including but not limited to:

1. Unsatisfactory prior use.
2. Hazardous and/or unsafe conditions exist.
3. Application submitted less than required advance timeline.
4. Non-payment of fees/deposit before due date.
5. Groups that do not give proper cancellation notice.
6. Facility or staff not available.
7. Insurance or Security requirement not met

If the City, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund shall be made.

### **D. Cancellation of Use by Permittee and Refund Process**

A notice of cancellation and request for refund must be received in writing and submitted to the Community Center Coordinator.

A refund of remaining fees, if applicable based on procedures listed below, will be mailed to the applicant.

a. When written cancellation notice is received at least two weeks before the use date, a full refund of the room rental fees and additional fees will be processed minus a \$20 cancellation fee.

b. When written cancellation notice is received less than two weeks prior to the use date there will be no refund of room rental fees and equipment rental fees. A full refund will be given for set-up fees, cleaning/damage deposit fees, and insurance fees obtained through the City (insurance refund requires approval from Risk Management Office based on timing of cancellation notice).

No refunds are given for:

- no shows
- changes in equipment orders after the 40 days or two weeks prior to use
- use ends earlier than time defined in Use Permit
- less than required notice per Section III, Item D
- cleaning/damage deposit if facility is not left clean or damage to property has occurred
- unsatisfactory use of facility

#### **E. Confirmation**

A signed copy of a Facility Use Application and Agreement by all responsible parties is confirmation of the approved facility use for the requested date. Any final preparation for a program or event is solely the responsibility of the applicant and should not begin until an approved and signed Facility Use Application and Agreement is issued.

#### **F. Changes to Use Agreement**

Changes, deletions or additions to Use Agreement or room set-up charts require 5 days advanced notice prior to use date or such requests may not be able to be accommodated.

#### **IV. GENERAL RULES AND CONDITIONS OF USE**

The City Manager or designee has the authority to implement rules and conditions of use that provide for consistent use of facilities but are not limited to the rules and conditions listed below.

Groups using the Center will observe, obey, and comply with all applicable City, County, State and federal laws, rules and regulations.

##### **A. Rental Hours/Hours of Operation**

Rental of the Community Center facilities will be during the following regular hours of operation:

Monday through Saturday 8:00 a.m. to 9:45 p.m. Facility closes at 10:00 p.m.

Sunday 12:00 p.m. to 4:45 p.m. Facility closes at 5:00 p.m.

The facility may be opened for approved special events on holidays and before and after normal operating hours as early as 7:00 a.m. and remain open Friday and Saturday nights up to 12:00 a.m. midnight (event including clean-up must end by 11:45 p.m.) and Sundays up to 10:00 p.m. (event including clean-up must end by 9:45 p.m.). These approved hours of operation are subject to staff availability and payment of all associated fees for use.

Note: Hours of operation are subject to change by authorization of the City Manager or designee. A late fee will be applied to all events that exceed the approved group's ending time.

##### **B. Closure Dates**

Rental facilities are subject to closure by authorization of the City Manager or designee.

##### **C. Cleaning/Damage Deposit Procedure**

A refundable deposit shall be required to reserve facilities for events, in order to ensure proper clean up, and to cover repair/replacement costs from breakage, loss, or damage. The deposit will be returned if proper general clean up is completed and the facility is left in satisfactory condition.

When not left in satisfactory condition, the applicant shall be liable for the full cost of materials, labor, replacement, repairs, or damages (over and above the deposited funds) regardless of the amount. Any deposit amount remaining after satisfactory cleaning and any damage repairs are complete shall be refunded within 30 days. Staff will determine the appropriate level of payment required based on the nature of the cleaning or damage. Staff will conduct a pre-event and post-event site inspection, and staff's decision will be final.

All groups are responsible for their event clean-up including but not limited to:

1. Cleaning of all equipment used.
2. Cleaning of any chairs, tables, and counter areas used.
3. The kitchen and rooms must be left clean and in the same condition that they were in before the activity.
4. All litter and trash must be picked up and be moved to the exterior trash receptacles.
5. Removal of all personal property, displays and other similar items without damage to the facility.
6. Return and relocation of all equipment used during an event to its original location.
7. All balloons and decorations are to be removed and discarded.

#### **D. Open Flame**

The use of an open flame must be approved in advance by the Community Center Coordinator. Strict requirements will be enforced for candleholders:

1. The diameter of the base must be at least one-half the height of the candle.
2. The base must support the light or lamp on the entire perimeter.
3. The globe must be securely attached to the base, and be made of a fire-resistant material.
4. All materials, except the candle itself, shall be noncombustible.
5. No candelabras or hand held candles are permitted.
6. Fog and smoke machines are prohibited in the Community Center.

**No Smoking is permitted inside the facility.** In addition, no smoking is permitted outside the building within 20 feet of main entrances, exits, and operable windows.

(California Government Code Section 7596-7598). Smoke from tobacco, cigars etc. shall not be used in areas that drift into the building with the wind.

#### **E. Animals**

Animals are not permitted in the Center unless they are service animals used in aiding an individual or when approved by the City Manager or designee for a supervised event/presentation/demonstration under the care of a professional animal handler/trainer.

#### **F. Advertising of Event/Facility Use**

Event/meeting/program advertising materials used at the Center (flyers, posters, banners, etc.) shall be submitted to the Community Center Coordinator for approval and posting and will be displayed when deemed appropriate by the Community Center Coordinator and as space permits. Any items posted or distributed which have not been approved, will be removed and discarded.

### **G. General Solicitation, Selling, Advertising at Center**

No individual or group shall set up or maintain any exhibit, show, pantomime, act, concert, lecture, oration or similar activity on Community Center property without approval of the City Manager or designee.

No individual or group shall solicit donations or vend, offer for sale or dispose of any goods or merchandise or similar activities on Community Center property unless authorized to do so by the City Manager or designee.

No individual or group shall distribute, circulate, give away or deposit any flyers, circulars, pamphlets, buttons, and advertisements or similar materials on Community Center property unless authorized by the City Manager or designee.

No individual or group shall install, place, or hold any banner or signage or similar device on Community Center property without approval and designated location by the City Manager or designee.

Notwithstanding the above, any political speech activities or political advertising shall be subject to reasonable time, place and manner restrictions as determined by the City Manager or designee and authorized by applicable law.

### **H. Multiple Use**

1. The City reserves the right to limit the use of City facilities and number of uses by any one group so that the entire community may make use of the limited facilities available.
2. Multiple and/or repeat reservations of any given group will be contingent upon their appropriate care of the facility and observance of approved rules and regulations.
3. Other than as provided in paragraph 4, the use of the facility by any organized group or association for operations or activities shall be subject to availability and specific terms and conditions as designated by the City. Due to limited space availability and various community needs, organized groups' or associations' operations or activities on a long-term basis (more than 6 months) shall be prohibited unless authorized by the City Manager or designee.
4. Groups in Classifications I and II may reserve the facility for monthly or weekly meetings, up to one (1) year. A new application is required on an annual basis and is to be submitted in November for annual review and approval for use beginning the following calendar year. An approval for an annual use does not constitute automatic approval for the following year. Groups must be in good standing and meet all Center rules and guidelines on a consistent basis.
5. Should a resident group require facility space during the same time as a nonresident group, the non-resident group's Facility Use Permit may be canceled with 30 days written notice by the City Manager or designee.

### **I. Minors / Supervision of Children**

Groups composed of minors shall be supervised by one adult (25 years of age or older) per each twenty-five (25) juveniles at all times while using the Center. The adult who will be responsible for the activity must make the application for use of the facility. Minors are defined as those under the age of 18, except in the case where alcohol is served, when minors are defined as those under the age of 21. Parent or designated adult must supervise children under the age of 12 at all times while visiting the Center unless they are under the direct supervision of a class instructor or program leader.

### **J. Alcohol Use and Consumption at Center**

An individual shall not transport or consume upon the Community Center property, including the parking lot, any intoxicating liquors with alcohol content except inside the Community Center building. Alcoholic beverages will **only be allowed in the Community Center with prior use approved on the Facility Use Agreement**. There will be no alcohol beyond this point.

Alcohol will not be stored on site except at time of event.

The sale and consumption of alcoholic beverages, (any drink containing any % of alcohol), shall be permitted under the following circumstances:

1. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the State of California Alcohol Beverage Control Department. Any groups using the Center will be solely responsible for obtaining all required permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises.
2. Evidence of required permits, licenses and insurance must be provided to the Community Center Coordinator at least two weeks prior to the scheduled event date. When alcoholic beverages are being served, the City will require alcohol insurance (See Section III, Item B) and fees (See Attachment A, Section C).
3. Injuries caused to any person as the result of the consumption of alcoholic beverages on City premises, or as the result of alcohol being available on City premises, shall be the sole responsibility of the event sponsor and its representatives.
4. No alcoholic beverages shall be served to any minor person less than 21 years of age.

**Failure of the event sponsor to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable cleaning/damage deposit and all of the room fees which have been paid.**

5. Alcoholic beverages will be removed from the premises immediately following the event or function.

6. Any function where alcoholic beverages are consumed will require a cleaning/damage deposit. (See Cleaning/Damage Deposit Fee, Attachment A, Section B)
7. Any function where alcoholic beverages are consumed shall require contracted professional security services at group's expense (See Section L) to ensure alcohol consumption is confined to the designated areas and consumed only by individuals 21 years or older.

#### **K. Red Wine, Punch and Beverages**

Red wine, punch, grape drinks or other red or purple beverages are prohibited in the Center because of the difficulty of removing stains from carpets, tiles, and furniture caused by these drinks.

#### **L. Security Service Requirements**

Professional security services will be required at activities or events where alcoholic beverages are served and for other events where deemed necessary by the Chief of Police or designee. The cost of such service shall be borne by the event applicant and proof of payment must be produced when rental fees are due prior to the event. The number of security personnel to be on-site during rentals is to be determined by the Chief of Police or designee.

Any extra law enforcement personnel needed as a result of this event will be charged to Applicant and full recovery cost will be initiated. The need for additional staffing shall be at the sole discretion of the Sheriff's Department based on calls for service.

Zero Tolerance Rule: Any use of drugs, weapons, or any fighting, or use of profane language or gambling (except approved Bingo) are prohibited and will not be tolerated. If such occurs it will result in immediate shut down of activity rental of an Applicant/user group.

#### **M. Damage Responsibility**

The City is not responsible for damage or theft to any equipment or property of caterers, bands, DJs, vendors, or other facility user groups. All facility user groups are solely responsible for the care, safety and security of their own, leased or contracted equipment and supplies.

#### **N. Storage**

Due to limited space, there shall be no overnight storage of equipment and supplies for facility user groups.

#### **O. Decorations and Signage**

All decorations and signage are the responsibility of facility user groups. Staff reserves the right to request the removal of any decorations that may be considered a fire hazard or which may be damaging to equipment or facility.

The Community Center Coordinator has final approval of all interior and exterior decorations and signage of facility users. The design and location shall be

presented to the Community Center Coordinator as part of the proposed facility rental application.

### **Decorating Guidelines**

1. All decorating is to be done by patron or hired service.
2. Decorations may consist of balloon bouquets, floral arrangements, freestanding arches, or table top displays.
3. Decorations or signs are not to be tacked, screwed, stapled or nailed to any non-tackable walls, windows, ceilings or fixtures. Only blue painter's tape is allowed for posting or adhering items to non-tackable walls.
4. Birdseed, confetti, glitter, straw, hay, rice, sand and silly string is prohibited inside or outside the building.
5. Clean up of decorations, including retrieving loose balloons from banquet hall and meeting room ceilings, must be done by Permittee following the event during allotted rental time stated on Permit. Any time that exceeds the regularly scheduled contract time will be charged to the Permittee, including staff overtime charges and hourly room rental fee.
6. Please note that there are additional regulations regarding candles/open flame. (See Section D.)
7. At no time shall Fire Exits be covered or obstructed.
8. Balloons must be secured and weighted when utilized in the banquet hall. The Permittee must remove balloons immediately following the activity. Balloons are not to be released outside the building. No free floating balloons are permitted inside the building because of lights, air vents and high ceilings. Failure to remove balloons may result in additional fees charged to the applicant.

### **P. Youth Oriented Activities**

All user groups with a youth oriented event (an event held in honor of a youth) must meet the following requirements:

- Minor/Youth who is guest of honor must be a San Jacinto resident. Proof of residency for minor is required during the Facility rental review process.
- No alcohol is allowed.
- Event must end by 10:00 p.m.
- Maximum attendance is 250 people.
- Guest Invitation List must be submitted to Community Center Coordinator 5 days prior to event. Individuals not on the list will not be admitted to event. List must not exceed 250 people.\*
- Event must have one (1) adult chaperone at least 25 years of age or older per 50 people, plus one (1) adult chaperone to manage invitation list at event entry.\*

\*These requirements will be imposed at the discretion of the Chief of Police or designee based on the nature of the activity/event.

**Q. Noise Control**

All user groups are responsible for controlling noise that is disturbing to other activities in the building or the surrounding neighborhood. The City's Noise Ordinance must be followed at all times.

Center staff has the right to require groups to reduce their sound/noise level of music or P.A. systems. Doors are to remain closed when loud music is being played. Groups that do not comply with this request will have activity shut down and may forfeit any future use of facility.

**R. City Right to Enter**

Designated Community Center staff and City officials shall have the right to enter all portions of the Center at all times and occupancies.