



## CITY OF WATERFORD RULES & REGULATIONS FOR WATERFORD COMMUNITY CENTER RENTAL

**PLEASE READ THESE RULES AND REGULATIONS CAREFULLY. ALL INDIVIDUALS AND ORGANIZATIONS RENTING THE WATERFORD COMMUNITY CENTER SHALL ABIDE BY THESE RULES AND REGULATIONS.**

### **1. SECURITY REQUIREMENTS WITH ALCOHOL:**

Depending on the amount of people present at the activity, two or more regular or reserve deputy sheriffs must be present, in uniform and on duty. The ratio of such deputies to guests shall be as follows: For 1-100 people, a minimum of two officers must be present. For 101-200 people, a minimum of four officers must be present. **Harris Security is currently the only approved Security Company that satisfies the criteria in item 22 and can be used instead of Police Officers/Deputies. Any other outside Security Company must satisfy the criteria in item 22 thirty days prior to the event.** Renter's failure to provide for a sufficient number of security officers in advance will result in cancellation of Rental Agreement (Reference Item 9).

### **2. DEPUTY SHERIFF:**

The charge for deputy sheriffs will be a fee per hour of the activity, payable in advance. If deputies are not available, verification from an approved security company (Rule 22), must be provided in advance, contracting the required number of security officers for the entire event.

### **3. AVAILABILITY:**

The Waterford Community Center is available **Monday through Friday 5:00PM to 12:00 Midnight and Saturday and Sunday 8:00AM to 12:00 Midnight** on a first come-first serve basis. All fees must be paid 10 days prior to the event. Pre-set up is available at an additional cost.

### **4. RESERVATION DEPOSIT/FEE:**

Reservation fee shall be paid thirty (30) days prior to the activity. The reservation deposit will secure your activity date if cancellation occurs (15) days or more before the event, the reservation fee, minus an administrative fee will be refunded. If cancellation occurs within (15) days of your activity, the reservation deposit will not be refunded.

### **5. LAW ENFORCEMENT SECURITY DEPOSIT/FEE:**

(Reference items 1 & 2). Security deposit/fees must be paid ten (10) days prior to the activity and only after confirmation that deputies are available.

### **6. PRE-SET UP:**

If you desire to use the Community Center to set up the night before your event, a set up fee will be charged. Set up may occur at a time agreed to in your rental agreement. Be aware that pre-

set up may not be available if the center has been rented to other parties the night before your event.

**7. RENTAL FEE:**

The rental fees for the Community Center are outlined on the application. Your Reservation Deposit Fee will be credited to your rental fees if your reservation is completed (10) days prior to the event and you do not cancel your activity (15) days before your activity date. If the reservation is not completed (10) days prior to the event and you have not cancelled 15 or more days prior to the scheduled activity the Reservation Deposit fee will be forfeited.

**8. RESERVATIONS:**

Reservations must be made by completing the Agreement for Rental, which is available at City Hall, 312 "E" Street, Waterford, CA. All reservations must be made at least thirty days (30) in advance of the scheduled activity, and no final reservations will be accepted without concurrent payment of all fees as outlined on the agreement for rental. All fees for the rental of the community Center must be paid at least thirty (30) days in advance of the scheduled activity. Failure to pay such fees will result in cancellation of your reservation and forfeiture of your Reservation Deposit/Fee.

**9. CANCELLATION:**

Notice of cancellation must be provided to the City of Waterford, at the Administrative Office at City Hall, in writing, at least fifteen (15) days in advance of the scheduled activity to obtain a refund of the reservation less administrative fee. Any cancellation occurring less than **seven (7)** days before the activity date will result in forfeiture of the Reservation Deposit/Fee.

**10. TRASH/LITTER:**

It shall be the responsibility of the individual and/or organization renting the Community Center to clean up all trash and other litter inside and outside the Waterford Community Center Building. Trash bins are provided outside the back door. **ALSO, YOU MUST SUPPLY YOUR OWN CLEANING SUPPLIES. THE CITY WILL SUPPLY ONE BUCKET, MOP AND BROOM FOR YOUR USE.**

**11. CLEANING:**

Cleaning shall consist of sweeping, cleaning and moping the floors, removing all trash and decorations from the interior and exterior of the building and the surrounding area, turning off all lights and locking all doors securely at the end of the activity, depositing all trash into the dumpster located at the back door of the Community Center, and thoroughly cleaning the restrooms in the Community Center (including trash cans) **NOTE: CLEAN UP MUST BE DONE IMMEDIATELY AFTER THE CONCLUSION OF THE EVENT AND PRIOR TO 12:00 MIDNIGHT.**

**12. FORFEITURE:**

Failure to clean the inside and the outside of the Community Center Building (including the parking lot) may result in the forfeiture of the security deposit in its entirety. **If Facility Coordinator determines that excessive cleaning is needed a portion of the deposit will be retained at a rate of \$25.00 per hour.**

**Failure to have Officers present the entire time that alcohol is present / being served will result in the event being shut down and all fees forfeited.**

**13. DECORATIONS:**

Any and all decorations shall be secured by masking tape only. No other tape, tacks or nails may be used as these cause damage to the building. No decorations shall be attached to the ceiling. Decorations shall not cause any damage and shall be fire proof. Costs for the repairs of any damages caused by removal of decorations shall be deducted from the Security Deposit.

**14. FOLDING WALL:**

Do not move folding wall sections or adjust the thermostat in the Community Center. City personnel are the only persons authorized to move the folding walls. The Security Deposit will be forfeited if the folding walls are moved by any unauthorized persons.

**15. EQUIPMENT & SUPPLIES:**

City equipment may not be taken from the facility except to clean the outside of the Waterford Community Center (i.e., parking lot, picnic areas, etc.) There will be an inventory of tables, chairs and kitchen and cleaning utensils after each use of the Waterford Community Center. All equipment and supplies shall be cleaned and returned to their proper places immediately following the activity. Any loss or damage to such equipment, or failure to return them to their proper places, will result in charges being taken out of the Security Deposit prior to refunding of the balance.

**16. DAMAGE:**

Any and all damage to any City equipment or property will be charged to the renter of the community center and shall be deducted from the security deposit. Likewise, all costs incurred by the City of Waterford for emergency for other non-schedule police response to the Waterford Community Center during an activity will be deducted from the security deposit including booking fees from the County Jail at the sole discretion of the Chief of Police. This will be done if the call out could have been reasonably prevented by proper management of the event or non-disclosed alcohol use during an event that could have been prevented with proper event management by the renter. If these costs for damages exceed the amount of the security deposit, a bill for the balance will be mailed to the renter who will be required to reimburse the City for such costs for damages.

**17. ALCOHOL BEVERAGES:**

All alcoholic beverages shall be confined to the interior of the Community Center and must be served in cups or other nonbreakable containers. **NO CANS OR BOTTLES WILL BE PERMITTED.** Police Officers/Deputies or an authorized security firm are required for events that have alcoholic beverages (Reference Items 1, 2, 5, 18 & 22).

**18. LIQUOR LICENSE & ABC:**

The renter or caterer at any activity in the Waterford Community Center must have valid liquor catering license to serve liquor in the Community Center Facility. Similarly, the renter must have a permit issued for the day of the activity by the Department of Alcohol Beverage Control of California in order to sell liquor at any activity. A copy of the license must be provided to the City fifteen (15) days before the reserved event.

**19. WATERFORD HICKMAN SERVICE CLUBS:**

Non-profit Waterford/Hickman Service Clubs benefit with reduced or waived fees with the approval of the City Council.

**20. LOSS OF RENTAL DATE AND FORFEITURE OF DEPOSITS:**

Failure to pay all fees and to finalize the Agreement for Rental ten (10) days prior to the event will result in the loss of your reservation and forfeiture of any deposits you have made to the City of Waterford.

**21. WALK-THROUGH:**

**The Facility Coordinator** will accompany the renter before the event date to the Community Center to do a walk-through inspection, insuring that the Community Center is in fact clean inside and out. The employee will then outline what the cleaning process will be for a deposit refund. **The Facility Coordinator will do a walk through at the end of the event to determine the condition of the facility and determine deposit refund.**

**22. OUTSIDE SECURITY COMPANY REQUIREMENTS:**

Security Officers from a qualified security firm may be substituted for Deputies/Police Officers and or Reserve Deputies under the following conditions:

- a) Security Officers possess appropriate licenses and certifications and these documents have been reviewed and approved by the Waterford Police Chief.
- b) The Security Firm possesses appropriate certifications and these documents have been reviewed and approved by the Waterford Police Chief.
- c) The Security Firm has a current valid business license to do business in the City of Waterford.
- d) The Security Firm has posted a cash bond in the amount of \$1,500.00 with City of Waterford which may be drawn upon to clean up or repair damages attributable to inadequate security or to pay for the call out of law enforcement services at the rate of \$200.00 per officer called out if the call out is the result of negligence of the security officers on site by the sole determination of the Waterford Police Chief. It is anticipated that forfeiture of cash bond due to call out of Police Officers/Deputies will be a rare event since it is not the intent to discourage calls for assistance when there is a potential for damage to life or property. Only in the rare instance where the negligence of the security officers is a major contributing cause of the call out will the call out cost be implemented.
- e) Documentation of PL/PD Insurance Coverage in the minimum of \$1,000,000 be presented to and approved by the city attorney.

**23. DEFINITIONS:**

Private Groups:

Include functions of private individuals and groups such as wedding receptions, dinners, Class reunions, parties, anniversaries, pageants, seminars, and business meetings by Profit making groups.

Waterford / Hickman Service Clubs:

All local non-profit groups, fraternal organizations and clubs. Senior Citizens groups and Church organizations shall qualify under this category; however, the Community Center shall not be used as a substitute for a church or a religious building or for regular church or religious services on an ongoing basis.

Residents:

Persons and organizations which are in the Waterford/Hickman area.

Non-Residents:

Persons and organizations which are located outside the Waterford/Hickman area. Generally persons more than 3 miles from the center of the Waterford/Hickman Bridge are non-residents.

**24. GENERAL LIABILITY INSURANCE:**

Renter must provide a Certificate of Insurance naming the City of Waterford as Additional Insured in the amount of one million dollars, due ten (10) days prior to the rental date. General Liability Insurance can be obtained **on the Internet at [www.EventInsure.com](http://www.EventInsure.com)**, or Renter may provide liability insurance from its own source (i.e. through their home owner's insurance policy).

**25. ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and understood these Rules and Regulations for Waterford Community Center Rental and I agree to be bound by the terms hereof.

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Signature of Renter

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Print Renter's Name