



Community Center Rental Fee Schedule

Community Center Fee Description	M-TH Days	M-Th Nights	Fri-Sun	Notes
Rental Fee - Resident	\$112.50	\$225.00	\$450.00	
Rental Fee - Non-Resident	\$600.00	\$600.00	\$600.00	
Deposit - No Alcohol	\$400.00	\$400.00	\$400.00	
Deposit - Alcohol	\$600.00	\$600.00	\$600.00	1-100 Guest = 2 Officers / 101 - 200 Guests = 4 Officers
Pre-Set up Fee	\$28.00	\$56.00	\$113.00	*** \$150.00 pre-set up fee for Non-Residents

Yearly Rates for Non-Profit Groups

Once per Month	\$200.00	Allows 1 free month + \$50/yr cleaning fee	(Excludes Fri., Sat., & Sun.)
Twice per Month	\$250.00	Allows 1 free month + \$75/yr cleaning fee	(Excludes Fri., Sat., & Sun.)
Weekly Meetings	\$400.00	Allows 1 free month + \$100/yr cleaning fee	(Excludes Fri., Sat., & Sun.)
Per Meeting (Mon - Thurs only)	\$30.00	\$15.00 rental fee + \$15 cleaning fee	(Excludes Fri., Sat., & Sun.)
Fri, Sat, or Sun Meeting (Per Event)	\$150.00	Flat fee plus \$150.00 cleaning Deposit	

Hourly Rates for Private Groups

\$30.00 per Hour - Minimum 2 hours - Mon - Thurs Only

Cancellation Policy

An administrative fee of \$50.00 will be deducted from the deposit if canceled within 15 days of the event.
If canceled less than 7 days prior to event, the entire deposit will be forfeited.

Insurance Policy

A certificate of liability insurance is required, naming the City of Waterford as additional insured in the amount of \$1,000,000 for the event.
The policy / certificate must be provided 10 days prior to event.
Policies can be obtained through your home owner's insurance company and/or Event Insure (510) 547-3203.
See attached "**Insurance Sample**"

Alcohol Policy

Regular, Reserve Deputy Sheriffs, CIS Security (559) 495-3000, American Justice (209) 825-4377, or Security Officers from an approved security company must be present if alcohol is present at the scheduled event.
For 1-100 people a minimum of two officers must be present. For 101-200 people a minimum of four officers must be present.

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