

**CAPITOLA COMMUNITY CENTER
FEE SCHEDULE, RULES & REGULATIONS**

The Community Center is the primary site for the City of Capitola recreation classes; when classes are not in session, and upon approval by the city, the Center may be available for rental for recreational gatherings, meetings and events.

Room	Per Hour Rate (2 hr. minimum)	Security Deposit Required
Small Room (Rooms A or B) Approx. 40-50 people	\$42.00	\$100 to \$500 Depending on event and # of people.
Large Room (Room C) Approx. 60-75 people	\$58.00	\$100 to \$500 Depending on event and # of people
Entire Center 100 people maximum	\$150.00	\$100 to \$500 Depending on event and # of people

Alcohol is not allowed at any event, in the Center, the parking lot, or in the park. Smoking is also prohibited in the Center or Park.

Reservations must be made *in person* at the Capitola Recreation office at least 20 working days prior to the requested reservation date.

All reservations must be approved by the city. Jade Street Park and the Capitola Community Center are city-run facilities located on property owned by the Soquel Union Elementary School District. The Capitola City Council authorizes the recreation department to rent these facilities to the citizens of Capitola and Santa Cruz County for recreational or leisure-time activities, programs, or events consistent with city and school district policies, rules, laws, ordinances and procedures. Said rental will be permitted when such does not conflict with activities, programs, or events officially sponsored by the City of Capitola or the Soquel Union Elementary School District; scheduled school activities, programs, or events pursuant to inter-governmental agreements; other park users and activities; or other activities, programs, or events previously approved by the City Council of Capitola or the department. Further conditions for approval include determining that there are no classes scheduled, a staff person is available to supervise the event, the event does not negatively impact the surrounding neighborhoods, and there is not extensive clean-up after the event.

Reservations are made on the basis of availability and with the understanding that the City of Capitola reserves the right to cancel an event with a full refund at any time. The Center may not be available during holidays. Also, the Capitola Community Center is an emergency evacuation center, and in the event of an emergency, your event may be canceled. Every effort will be made to notify the user of a cancellation at the earliest possible date.

The department must be notified in the application process of any intention to use amplified music/sound. The use must be approved by the city, and if approved, it must be contained within the building.

Liability insurance holding the city of Capitola harmless will be required of all groups.

Fees are assessed according to classification of groups and from an established fee schedule. The organization or individual must pay for all the time they will be in the center, including decorating and set-up time and clean-up time.

A deposit of 50% of the rental fee must be paid at the time of the application. The balance of fees must be paid at least two weeks prior to the date of the reservation, or the reservation shall be deemed canceled.

Cancellation made one week before the event will receive a refund, less 10% of the fees paid. After this time, deposits are non-refundable.

Plans for decorations must be submitted at the time of application and must be approved by the staff. The following guidelines must be followed:

- Cellophane adhesive, duct tape, nails, screws, staples, and tacks in the walls or on windows or woodwork are *prohibited*.
- Confetti and Silly String are not allowed.
- All decorations must be fireproofed or of fire-retardant materials; candles must be enclosed, as in a hurricane lamp.
- At no time shall the exits be covered or obstructed.

The Site Attendant on duty for the event is a representative of this office and the City of Capitola, and has the authority to terminate any activity or event and/or to call the Capitola Police Department to disburse the group for failure to comply with these rules. If alcohol is discovered at the event, the police will be called and the event terminated. **Any time the Police Department is called or an activity is terminated, the group will lose their entire security deposit and will be denied use of the facilities in the future.**

Applications for use by youth groups must be signed by an adult. Adult sponsors or chaperones must be present at all youth group functions; there must be a ratio of 1 adult for every 15 youths.

If you need to open or close the blinds, do so only when they are in an open angled position; otherwise, the slats may jam. If there is a jam, please have the Site Attendant assist you; do not force them.

No advertising shall be exhibited and no solicitation or sales made in the building or on the grounds without written permission of the Capitola Recreation staff.

Gambling, profane language or unruly conduct is prohibited.

The City of Capitola is not responsible for accidents, injuries, or loss of, or damage to, individual property.

Refunds will be mailed to the permittee within 1-2 weeks of the ending date on the permit.

I, the undersigned, have read, understand and agree to abide by the Capitola Community Center Rules and Regulations as outlined on these pages:

Name: _____ **Date:** _____