

## CAPITOLA COMMUNITY CENTER FEE SCHEDULE, RULES & REGULATIONS

The Capitola Community Center is the primary site for the City of Capitola Recreation Division. In addition to City-sponsored programming, the Community Center is available to rent by members and organizations in the community for gatherings, meetings, events, etc.

Room	Hourly Rate (2 hr. minimum)
Room A: <i>40 people w/chairs &amp; tables 65 people w/ chairs only</i>	\$49
Room B: <i>40 people w/chairs &amp; tables 80 people w/ chairs only</i>	\$49
Room C: <i>80 people w/chairs &amp; tables 120 people w/chairs only</i>	\$67
Outside Patio	\$10
Entire Center: <i>160 people w/chairs &amp; tables 250 people w/chairs only</i>	\$173

### Security Deposit Required

*1-50 people: \$111  
51-150 people: \$277  
151-250 people: \$554*

**The City of Capitola Community Center is a non-alcohol and non-smoking permitted facility.**

Reservation requests can be made on the Capitola Recreation Website, on the phone, or in person at the Capitola Recreation office at least one (1) week prior to requested rental date.

All reservations must be sent to the City of Capitola Recreation Division for approval. Rental requests will be considered if the request does not conflict with activities, programs or events officially sponsored by the City of Capitola or the Soquel Union Elementary School District or if the requested room is not already reserved. Approval of an event will be determined based upon the Community Center schedule, the availability of a City staff member to supervise the event, and the suitability of the event for the requested location. For instance, the event should not require extensive clean-up and must be completed by 9 pm, including clean up time. All reservation requests must account for setup and cleanup time for the event.

Reservations are made with the understanding that the City of Capitola reserves the right to cancel an event with a full refund at any time. The Community Center is closed and unavailable to rent on all holidays, with holidays being determined annually by the City of Capitola.

The Capitola Community Center is an emergency evacuation center, and if the Capitola Community Center opens as an emergency evacuation shelter, all scheduled rentals will be cancelled. All rentals that are cancelled due to an emergency will have the option to reschedule the event or receive a full refund.

The Recreation Division must be notified during the application process if amplified music/sound is intended to be used. Use of amplified music/sound must be approved in advance by the City, and if approved, all such sound must be contained within the building.

Liability insurance (as further described below) is required for all rentals.

Rental fees are established from an annual fee schedule published by the City of Capitola. A \$50 deposit is due at the time of reservation and will be applied to the total rental cost. Cancellation

of a reservation must be made at least one (1) week prior to the event date. If a reservation is cancelled within one (1) week of the scheduled event, the deposit will be retained by the Recreation Division.

If the event reservation is approved and the deposit is made, the rental fee must be paid in full at least one (1) week before the date of the event. Liability insurance is required for each rental reservation in the following amount and as otherwise described: List City of Capitola Recreation as an additional insured with \$1 million per incidence policy. Proof of liability insurance acceptable to the Recreation Division must be provided to the Recreation Division at least forty-eight (48) hours prior to the event.

**If during an event the Police Department is called regarding the event or for any reason it is determined necessary or prudent to terminate an event, the deposit will be forfeited and the reserving party will be denied future use of all City facilities including the Community Center.**

Applications for use of the Community Center by youth groups must be signed by an adult 18 years or older. Adult sponsors or chaperones must be present at all youth group events and there must be a ratio of 1 adult for every 15 youths observed during the entire event.

Refunds of the deposit will be issued to the applicant within one (1) week of the event, provided that the facility is left in a condition acceptable to the City.

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

**Printed**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_