

RIPON COMMUNITY CENTER

334 W Fourth Street
Ripon, CA 95366



RENTAL PACKET

City of Ripon
259 N Wilma Avenue Ripon, CA 95366
Phone 209-599-2108
facilities@cityofripon.org
www.cityofripon.org/facilities

The Ripon Community Center is available for rent to Ripon and Non-Ripon residents, businesses and organizations provided the facility is not reserved for City programs. All City sponsored and/or City recreational activities shall take priority. Use of the facility for commercial endeavors with monetary gain is strictly prohibited. Pre-approved City sponsored events and Non-Profit Ripon Organizations hosting fundraisers (i.e., dinner/dances) are excluded from this restriction. Reservations for use must be made in person through authorized representative(s) at City Hall.

A completed application, along with a \$400.00 application fee, is required to secure the date. This application fee will be applied towards your total rental fees. If the total rental fee is less than \$400.00, full payment is required to secure the date. **All additional items and fees due, as outlined below, must be submitted no later than two weeks prior to the date of your event.**

NON-PROFIT RIPON ORGANIZATIONS & LOCAL GOVERNMENT AGENCIES

The City of Ripon shall consider the reduction of certain fees for qualified non-profit agencies within the City of Ripon. Upon completion and approval of the Non-Profit Organization Eligibility Application *and* upon receipt of the IRS Determination Letter, the agency will be registered with the City as a non-profit agency on the City's Master List of Non-profit Agencies and will be eligible to pay reduced fees for either the Community Center or Stouffer Hall one time per calendar year. Email facilities@cityofripon.org for additional details.

RENTAL FEES

For a one day rental, the Community Center will be available for use at 9:00 a.m. the day of your event and must be clean by 9:00 a.m. the following day. Failure to be out and clean by 9:00 a.m. may result in forfeiture of your security deposit.

The facility is **NOT** available for use the day/night before your event unless you have rented it and paid the applicable fees, subject to availability. **NO** exceptions will be made. If you would like to rent the facility for more than one day, a reduced rate for each additional day is given.

A photo I.D. with the applicant's address and birth date must be submitted at the time of the building rental. Fees will be charged based on the address on the photo I.D., unless further documentation of address is presented. The applicant, or a designated, responsible individual, must be present at the facility for the duration of the event. The event host is to be informed of the responsible party's identity in the event he/she leaves the facility.

2023 RATE SCHEDULE

(Rate based on Booking Date)

***Weekend:** Friday, Saturday and Sunday

	Monday thru Thursday	Additional Day/s Mon. – Thurs.	*Weekend/ Holiday	Additional Day/s *Weekend/Holiday
Ripon Resident	527.00/day	264.00/day	1,445.00/day	717.00/day
Non-Resident	1,031.00/day	498.00/day	2,643.00/day	1,321.00/day
Ripon Non-Profit	252.00/day	252.00/day	689.00/day	689.00/day

In accordance with the Bay Area Consumer Price Index, fees will be adjusted annually.

INSURANCE/PERMIT REQUIREMENTS

General Liability Insurance is required for all events at the applicant's expense. A minimum of \$1,000,000 must be secured adding "The City of Ripon, its officers, agents and employees" as additional insured. The certificate must state the date of the event and the location. If alcohol is served, not sold, at the function, the certificate must state "**Host Liquor Liability**". If alcohol is available for consumption and money changes hands in any way, shape or form between the event holder and those who participate/attend (i.e., selling tickets, donations, cost in admission price, no-host bar, etc.), **Full Liquor Liability Insurance** is required, and the certificate must state "**Full Liquor Liability**".

If Full Liquor Liability is required, an **Alcoholic Beverage Control (ABC) Permit** must be on file with the City of Ripon. In order to obtain this permit, a letter to the Alcoholic Beverage Control must be obtained from the City of Ripon advising the use of the facility. It is the applicant's responsibility to request this letter.

The City of Ripon allows you to purchase Liability Insurance through the city website: www.cityofripon.org/insurance for the event. The cost will vary according to the proposed use.

facilities@cityofripon.org

Updated: 10/25/2023

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SECURITY REQUIREMENTS

A Security/Cleaning Deposit of \$800.00, payable in cash or cashier's check is required for all events. This deposit is refundable and will be available to be picked up three working days after your event if all contractual terms have been met. Applicants are responsible for the conduct of the guests attending the event. Any charges for damages, loss, police call-outs due to disturbances (first call out will result in forfeiture of half the security deposit – second call out will result in forfeiture of the total security deposit), excessive cleaning and/or additional custodial duties shall be deducted from the deposit. Costs exceeding the deposit will be billed to the applicant.

For security purposes, your event may be monitored or video taped. The City reserves the right to require security personnel and/or adult supervision to ensure the safety and welfare of the attendees. The Chief of Police, Public Works Director or their designated representatives reserve the right to control the use of the City owned facility. Any use that violates the conditions of the rental agreement and/or fails to comply with the law may cause the rental to be terminated with forfeiture of all fees.

CLEANING REQUIREMENTS

Cleaning, set-up and take down are the sole responsibility of the applicant. You are required to leave the Community Center, both inside and outside, clean and free from any trash and debris. Each event includes three 300 gallon garbage containers; however, should you need additional containers, they can be delivered at your expense. The cost is \$20.00 per extra can requested prior to the event and \$50.00 per extra can requested after normal work hours.

NOTE: AN ADDITIONAL \$70.00 FEE WILL BE CHARGED TO ANY ORGANIZATION THAT SERVES SEAFOOD TO COVER THE COSTS OF MAKING A SPECIAL DUMP RUN DUE TO ODORS.

The following cleaning supplies are provided for your use:

- Brooms & Dust Pans
- Buckets & Mops
- Garbage Liners
- Rubber Gloves
- Vacuum Cleaner



Any additional supplies needed (i.e., glass cleaners, dish soap, etc.), are your responsibility.

The following check list must be adhered to:

- ✓ **All Floors** (Halls, Bar Area, Kitchen & Bathrooms) are to be mopped. Hot water is desired. **Be sure to change the water frequently, or streaks will appear on the floor.** If streaks are noted, this may forfeit your deposit.
- ✓ **Bar Area:** Floor mats are to be taken outside, hosed down and air dried prior to mopping the bar area. Wipe the bar top.
- ✓ **Kitchen:** Wipe off counters & stoves. Clean all spills left in and around oven. Mop floor. Any kitchen supplies that belong to the City should be cleaned and put away. If using a caterer, please check that any City coffee pots and other supplies used by the caterer are kept on the premises. Often, the caterer picks up City supplies by mistake.
- ✓ **Bathrooms:** Clean toilets and sinks. Wipe mirrors. Empty trash baskets. Mop floors.
- ✓ **Tables:** Wipe off table tops. Your Host/Hostess will check tables for cleanliness prior to stacking onto carts. Stack tables eight high onto carts. Store tables in designated area.
- ✓ **Chairs:** Wipe off chairs as needed. Stack chairs eight high onto the chair movers. Store chairs in designated area.

Check walls, porch, front doors, etc. to see if clean. Be sure to pick up any litter outside of the building, paying special attention to cups, plates, etc. that may have blown onto the surrounding streets.



The following list of individuals are willing to clean the facility; however, the City of Ripon does not guarantee the quality of their cleaning. If the facility is not cleaned to the City's specifications, the applicant assumes full responsibility for cleanup. For specific rates, please contact the following individual(s):

<u>Name</u>	<u>Phone #</u>
Eddie Garcia	(209) 602-7552 / (209) 579-0112
Don Meeuwse	(209) 505-9420
Mayra Arceo/Maria	(209) 329-9137 / (209) 596-3371

DECORATIONS/EQUIPMENT & FACILITY USE

The Community Center consists of a small hall with a stage and a large hall joined by a kitchen, bar area and restrooms. You may not rent a portion of the facility; however, it is your choice whether or not you use the entire center.

Included in your rental fee and available for your use are:

- Tables 56 (30" x 96") 50 (60" round)
- Chairs 450 (assorted colors) 400 (white)
- Plates, Coffee Cups & Flatware – Service for approx. 400 people
- Coffee Pots (2 Pots / 100 cups)
- PA system

	Size	Maximum Capacity	Maximum Dining Capacity
SMALL HALL	80' x 43'	540	252
LARGE HALL	100' x 60'	857	400
SMALL HALL STAGE	12' x 18'	N/A	N/A

All decorations must be fireproof. No open flames allowed. **ONLY MASKING TAPE IS PERMITTED.** Tacks, pins, nails, staples, screws and scotch tape are NOT permitted. Any equipment or decorations brought on site must be delivered and picked up within your reserved time. Any items left in or on the property will be held for two business days, after which time, said items will be disposed of at the discretion of the Public Works Director. Any food/beverage items left onsite will be disposed of immediately following the rental period.



FACILITY KEY

You will **NOT** be given a key to the facility. To monitor the safety and security of the facility, a Host/Hostess will be assigned to your event and will let you in/out of the Community Center throughout the day, at their discretion. His/her duties include confirmation of security personnel, if applicable, facility inspection and supervision of the event. The host/hostess will contact the applicant within one week of the date of the event to arrange a walk through of the facility and coordinate times that the facility will need to be opened on the day of the event.

MUSIC

Amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed an acceptable dBAs determined by City Staff. The Host/Hostess and/or City Staff will monitor this, and if the noise level exceeds the required dBAs, the applicant will be warned. The doors to the facility must remain closed at all times and the **music must shut down no later than 12:00 a.m.** Failure to comply with these noise requirements will result in shutting the music down.

ALCOHOL

Alcoholic beverages are strictly prohibited at Youth Oriented Parties or Social Gatherings where the majority of the guests are 20 years or younger. For all other events, alcoholic beverages may be served for a total time period of four hours, the total time may be increased upon approval of the Chief of Police, **AND** no later than 11:00 p.m. Beer bottles are NOT ALLOWED. No alcohol is allowed outside of the facility – this includes the porch.

CANCELLATION POLICY

All cancellations must be submitted in writing by the applicant. Telephone calls will not be accepted.

Cancellations may be subject to a penalty. Penalty fees are based on the date on which the written cancellation is received. Fees are assessed on the Application Fee on a percentage value as follows:

60 days or more.....No penalty 31-59 days.....25% penalty 30 days or less.....50% penalty

At the discretion of the City Clerk, the penalty may be waived due to circumstances beyond the applicant's control. All appeals must be submitted in writing. Upon receipt of the written cancellation notice, the refundable fee or deposit will be mailed to the individual whose name and address appears on the application approximately two weeks after notification of cancellation.