



**Chino Hills Community Center**

Date Amended: 7/22/2014

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The Chino Hills Community Center is a 17,000 square foot facility owned and operated by the City of Chino Hills. In order to provide you with quality service and to ensure an enjoyable and safe event, please read the following information associated with the rental of the Chino Hills Community Center.

**TABLE OF CONTENTS**

	<b>Page #</b>
1. Facility Summary.....	2
2. Hours of Operation.....	3
3. User Group Classification .....	4
4. User Group Reservation Priority.....	4
5. Facility Use .....	5
6. Application Process.....	5
7. Deposit and Payment.....	6
8. Cancellation Procedures.....	6
9. General Rules and Regulations.....	7
10. Kitchen Use.....	9
11. Decorating (Set-up And Clean-up).....	9
12. Alcohol .....	10
13. Use of Candles and Other Open-Flame Devices.....	11
14. Amplification System Use.....	12
15. Insurance Requirements.....	12

**1. FACILITY SUMMARY**

ROOM	CAPACITY
Great Oak Hall – Banquet Style	260
Great Oak Hall – Lecture Style	320
Great Oak Hall A & B or B & C – Banquet Style	140
Great Oak Hall A & B or B & C – Lecture	200
Great Oak Hall (A or B or C) – Banquet Style	70
Great Oak Hall (A or B or C) – Lecture Style	100
Great Oak Hall Patio & Gazebo	To be determined by event
Willow Room	60
Willow Room Patio	To be determined by event
Exercise Room	40
Dance Room	40
Conference Rooms	12-28 (depending on set-up)

**Equipment Included with Rental Fee**

- 60” Round Banquet Style Tables
- 36” Round Cake Table
- 6’ Rectangle Buffet Style Tables
- Lecture Tables
- Chairs

*\*Based on first come first serve reservations*

**Additional Rental Equipment**

- Dance Floor (21’ x 21’)
- Coffee (25/100/280 cups)
- AV Equipment
- Stage (8’x16’)



## **2. HOURS OF OPERATION**

### **Office Hours:**

Monday – Thursday: 7:30 a.m. to 5:30 p.m.

Friday: 7:30 to 4:30 p.m.

Saturday: 8:00 a.m. to 5:00 p.m.

Sunday: 11:00 a.m. – 5:00 p.m.

### **Rental Hours:**

Monday – Thursday: 8:00 a.m. to 10:00 p.m.

Friday – Sunday: 8:00 a.m. to 12:00 midnight

Weekends begin 4:00 p.m. on Friday and ending at 12:00 midnight on Sunday. Any reservations that fall between these periods of time shall be considered weekend hours and will be charged the weekend rate. Use on Presidents' Day, Memorial Day, Labor Day, and Veterans Day shall be charged weekend rates and shall require a minimum use of 2/3 of the Great Oak Hall.

A one (1) hour cleanup is required at the end of each event held in the Great Oak Hall. Event must end no later than 11:00 p.m., and cleanup must be completed by 12:00 midnight.

Facility will be closed on the following observed holidays: Presidents' Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

### 3. USER GROUP CLASSIFICATION

<b>Group A</b>	City of Chino Hills sponsored and co-sponsored classes, events, programs, and Governmental Agencies serving Chino Hills' residents. (i.e. San Bernardino County agencies, districts and authorities; State of California departments, multi-city organizations and Joint Powers Authorities to which the City belongs; federal agencies; Chino Valley Fire District; and, Chino Hills Police Department when acting in official capacity).
<b>Group B</b>	<p>B1: Chino Hills based non-profit service, athletic or social organization.*</p> <p><i>*To qualify as a Chino Hills non-profit organization, the organization must provide "Articles of Incorporation" indicating status as a Chino Hills based non-profit and provide an insurance certificate additional insuring the City of Chino Hills.</i></p> <p>B2: Chino Valley Unified School District ** (i.e. clubs, boosters, social, and sports groups)</p> <p><i>**Must provide letter from school identifying your group as well as provide an insurance certificate additionally insuring the City of Chino Hills.</i></p>
<b>Group C</b>	<u>Chino Hills resident</u> or business.
<b>Group D</b>	<u>Non-Chino Hills</u> resident or business.
<b>Group S</b>	Chino Hills Non-Profit Senior Groups.

### 4. USER GROUP RESERVATION PRIORITY

Group A: Up to twelve (12) months in advanced, and are limited to (12) bookings per year, unless approval is given by the Community Services Director or designee.

Group B: Up to six (6) months in advance.

- All Group B users will be limited to three (3) weekend bookings per year, unless approval is given by the Community Services Director or designee.
- Group B1 users are permitted one (1) "free" general meeting per month, Monday-Thursday, and on Friday only until 4p.m.

Group C: Up to twelve (12) months in advance, and are limited to six (6) bookings per year, unless approval is given by the Community Services Director or designee.

Group D: Up to ten (10) months in advance, except the Great Oak Hall which is twelve (12) months in advance, and are limited to six (6) bookings per year, unless approval is given by the Community Services Director or designee.

Group S: Up to twelve (12) months in advanced, and are limited to fifteen (15) bookings per month, unless approval is given by the Community Services Director or designee.

Group S users are given reservation priority from 8:00 a.m. to 3:00 p.m. Monday-Friday at no charge. The “free Reservation includes the use of AV equipment, dance floor, and stage at no cost.

## **5. FACILITY USE**

Weekend use of the Great Oak Hall requires 2/3 rental of the room and a minimum six (6) hour rental period.

Weekday use of Great Oak Hall requires a minimum three (3) hour rental period.

Outdoor gazebo and adjacent patio use is only available with rental of 2/3 or more of the Great Oak Hall.

A free two (2) hour event rehearsal may be scheduled no more than twenty-five (25) days prior to a paid, contracted event. The rehearsal cannot interfere with any previously scheduled reservation and /or daily operations of the facility. Rehearsals must end by 7:00 p.m.

## **6. APPLICATION PROCESS**

Facility reservation must be made in-person by the APPLICANT at the Chino Hills Community Center by the APPLICANT. Reservations will NOT be taken over the telephone.

APPLICANT must be 18 years of age or older.

A “Building Reservation Application” must be completed at least fourteen (14) days prior to requested date of use, except the Great Oak Hall that must be completed at least sixty (60) days in advance.

APPLICANT shall NOT transfer, assign, or sublet use of the center or apply for use on behalf of another person or organization.

Permission to use the Chino Hills Community Center must be granted in writing and will not be confirmed until initial deposits are received and processed, if applicable, and the City of Chino Hills Recreation Manager or designee signs a copy of the “Building Reservation Application”.

Upon approval of an application, a "Facility Rental Contract" will be issued authorizing the requested use of the facility. The Facility Coordinator may attach such conditions to the contract, as they deem necessary, for the protection of public health, safety, and welfare of the patrons and the facility. If the request for facilities is not approved, all initial deposit(s) will be returned within three (3) to four (4) weeks of the denial.

Depending upon the nature of the reservation the Community Services Department may require additional fees, insurance, and/or security personnel.

## **7. DEPOSITS AND PAYMENTS**

To hold a date, a minimum payment (deposit) of 50% of the total fee must be made at the time of the reservation. The remaining balance due must be paid thirty (30) days prior to the reservation date, except the Great Oak Halls balance due must be paid sixty (60) days prior to reservation date.

Requests for reservations made less than thirty (30) days in advance of the scheduled date must be paid in full at the time the reservation is made.

Credit card (Visa or Mastercard only), cash, personal check, cashier's check, or money orders are acceptable methods of payment sixty (60) days or more prior to reservation. Rental fees paid fifty-nine (59) days or less prior to event must be paid by credit card, cashier's check, or cash. Checks must be made payable to "City of Chino Hills."

A cleaning deposit is required for all reservations. If the facility is left in the same condition it was found, the cleaning deposit will be refunded to the APPLICANT within two (2) to three (3) weeks of the facility use date.

If the APPLICANT'S check is returned to the City, for any reason, a fee will be assessed in addition to any fees due and payment must be made in cash or cashier's check.

Additional fees may vary depending upon the reservation. Requirements for extra fees may include additional City staff, special equipment use, security personnel, and/or insurance.

## **8. CANCELLATION PROCEDURES**

APPLICANT is responsible for notifying the Community Services Department, **in writing**, by completing a cancellation form for any changes or cancellation.

### **GREAT OAK HALL:**

Reservations cancelled one hundred eighty-one (181) days or more prior to the event will receive a refund minus a \$20 processing fee.

Reservations cancelled sixty to one hundred eighty (60-180) days prior to the event will receive a refund minus 20% of fees paid to reserve the facility or \$200, whichever is greater.

Reservations cancelled thirty to fifty-nine (30-59) days prior to the event will receive a refund minus \$500.

Reservations cancelled twenty-nine (29) days or less prior to the event will receive no refund of rental fees, but will receive a full refund on cleaning deposits.

If the Great Oak Hall can be rebooked after a cancellation, all fees paid will be refunded minus a \$20 processing fee.

**WILLOW ROOM, CONFERENCE ROOMS, EXERCISE ROOM, AND DANCE ROOM:**

Reservations cancelled fifteen (15) days or more prior to the event will receive a refund minus a \$20 processing fee.

Reservations cancelled fourteen (14) days or less prior to the event will receive a refund minus 10% of fees paid to reserve the facility or \$100, whichever is greater.

**GROUP B AND GROUP S USERS CANCELLATION POLICY:**

Reservations cancelled fifteen (15) days or more prior to the event will receive a refund minus a \$20 processing fee.

Reservations cancelled fourteen (14) days or less prior to the event will receive a refund minus 10% of fees paid to reserve the facility or \$100, whichever is greater.

Group B1 and Group S users, who fail to show up or cancel their “free” reservation without a five (5) official City working day (Monday – Friday) notice, will be assessed user group B or Group S hourly rates, as applicable. Future privileges may be revoked.

**9. GENERAL RULES AND REGULATIONS**

The City of Chino Hills Community Services Department reserves the right to suspend use of a facility to those groups or individuals not complying with established rules and regulations.

The City has the authority to determine appropriate room placement based on attendance and nature of event.

Supervision by facility staff is necessary for the public’s safety and well-being. Facility staff shall be responsible for and have complete authority over the facility being used, all equipment, participants, activities, alcohol service, and any security firm(s) on site. Facility staff has the authority to request changes in activities or cessation of activities, if they do not conform to the facility policies and regulations, and/or may cause damage to the facility. Users must comply with these requests and instructions. The City reserves the right to require security whenever it deems appropriate.

The APPLICANT must check-in with the City’s on-site staff at the start of the reservation, and must be present for the ENTIRE RESERVATION. APPLICANT must clean-up and check-out with the City’s on-site staff at the conclusion of the reservation.

The APPLICANT shall accept full responsibility for damage to equipment or properties, and will incur all costs to repair damages to equipment and/or facility. City equipment may not be removed from the facility.

The permitted group shall have at least one (1) adult for every ten (10) minors at any given event/meeting.

Supplies and items may not be dropped off and vendors may not utilize the facility until the paid contracted time. APPLICANTS shall discuss with vendors time constraints for preparations/cleaning, in order to determine sufficient time is reserved and available.

All unloading and loading must be done from parking stalls, properly marked loading curbs, or designated drop-off areas.

Neither the City of Chino Hills nor their agents, officials, employees, and/or volunteers will be held responsible for loss, damage or theft of equipment or articles owned by the APPLICANT and/or his/her guests.

Smoking or tobacco is NOT PERMITTED inside any City of Chino Hills Facility.

Any APPLICANT desiring to charge an admission fee and/or donation or sell any items must submit a written request at the time of reservation. No monies can be exchanged at the facility without prior written authorization from the City of Chino Hills Community Services Department. Additional insurance may be required.

Gambling is not allowed.

All fundraising events (including raffles or donations) must have prior approval from the City, and follow all State and Federal laws. Additional fees may be required APPLICANT must submit a written request in advance. No monies can be exchanged at the facility without prior written authorization from the City of Chino Hills Community Services Department. APPLICANT must submit a written request at the time of reservation.

Animals are not permitted in the center unless they are a verified service animal.

Sleeping or lodging is not permitted.

A caretaker must accompany participants (children and adults) that are not able to attend to their personal needs for the duration of their stay.

All food and beverages must be consumed within designated areas.

At the discretion of the City of Chino Hills Recreation Manager, or designee, any group of any size may be required to have a uniformed Chino Hills Police Officer at the event.

## **10. KITCHEN USE:**

All kitchen areas must be cleaned and returned to the condition they were in when the APPLICANT first arrived. All counter tops and equipment must be wiped clean. All spills in refrigerator, microwave, and on floors must be cleaned and/or mopped. All trash from kitchens shall be placed in the proper receptacles.

APPLICANT must provide all kitchen utensils (i.e. pots, pans, serving utensils, silverware, etc).

Any outside catering, including food trucks, taco carts, BBQ companies, etc., must provide a valid copy of their Public Health Permit.

ALL PERSONAL ITEMS MUST BE REMOVED AFTER EACH SCHEDULED USE. ANY LEFTOVER ITEMS WILL BE DISPOSED OF IMMEDIATELY.

### **CATERING KITCHEN:**

Priority usage of the catering kitchen is given to the Great Oak Hall. Fee for use of the catering kitchen is stated on the fee schedule.

The catering kitchen is to be used by licensed caterer only. A valid copy of their Public Health Permit must be submitted at least thirty (30) days in advanced.

The following equipment is included in the reservation: refrigerator, freezer, (1) microwave, (2) heated cabinets, (2) convection ovens, warming top, hot food service unit, work tables, prep sink, wash sink, ice machine, coffee machine, (coffee and cups ARE available for AN additional fee).

### **SMALL KITCHEN:**

The small kitchen is to be used for food service only. No cooking is allowed in this kitchen. Equipment available includes refrigerator, freezer, microwaves, sink, and coffee machine, (coffee and cups are available for an additional fee).

## **11. DECORATING (SET-UP AND CLEAN-UP)**

Decorating, set-up and clean-up must be completed within the approved reservation time.

Any fifteen (15) minute increment of time that extends beyond the reserved hours will be billed at twice the hourly event rate for the room(s) reserved.

The City will provide basic room set-up.

Decorations require prior approval by Facility Coordinator. No objects shall be suspended or attached to ceilings, light fixtures, walls, windows, dance floors, display cases, or stage.

Decorations shall not be displayed or installed in such a manner, which damages or defaces the facility. The use of duct tape, nails, staples, or other sharp materials or instruments are NOT permitted. Prior approval for adhesive material must be given by Facility Coordinator.

The uses of smoke/fog machines, incense, confetti, rice, glitter, birdseeds, hay bales, or the release of balloons, are not permitted.

Clean-up is the APPLICANT'S responsibility. APPLICANT shall leave the facility in a clean and orderly condition.

Tabletops and chairs are to be wiped clean and all refuse removed. All trash is to be placed in the proper receptacles.

Any outside patio area, if used, shall be clean and returned to the condition it as in when the APPLICANT arrived. All trash shall be placed in the proper receptacles.

Any non-City owned personal or rental items brought in for use by the APPLICANT must be removed prior to departure from the facility. Any items left behind are subject to immediate disposal.

## **12. ALCOHOL**

Alcohol use refers to ANY beverage that contains alcohol. The use of alcohol at the Community Center must be by written approval in advance by the Facility Coordinator.

The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law and City Ordinances. Failure to comply with any regulations will result in IMMEDIATE REVOCATION OF PERMISSION to use alcohol and termination of the event without refund.

APPLICANTS permitted to serve alcoholic beverages will be required to pay an additional deposit for serving alcohol. APPLICANT must also purchase alcohol insurance in addition to the required liability insurance.

No alcoholic beverages shall be served to any person under 21 years of age. Injuries caused to a person as a result of alcoholic beverages being served to, or consumed by, a minor on the City premises, arising off the City premises, or as a result of alcohol being available on the City's premises, shall be the sole responsibility of the APPLICANT.

A Chino Hills Police Officer is required to be present at all events where alcohol is served. Cost of the security is the responsibility of the APPLICANT and must be arranged through the Chino Hills Police Department. APPLICANT must arrange for security to be available a minimum of thirty (30) days prior to event.

Alcohol may NOT be served or sold prior to or after the scheduled start of the event, nor until approved Chino Hills police officer(s) arrive(s) at the facility, unless the requirement has been waived all together by the Community Services Director.

Alcohol must be distributed in individual serving from behind a table or bar. A server or bartender must monitor the bar at all times. The server(s) must be at least 21 years of age or older, and be responsible in ensuring that no minor is served alcohol. The server must also insure that guests are not over-served. The server must be a member of the catering staff or be a hired bartending staff. The server may not consume alcohol while on duty.

There will be NO drinking directly from bottles or cans. Champagne bottles must be opened only in the kitchen.

Serving and/or selling of alcoholic beverages may be allowed for a MAXIMUM OF FIVE (5) HOURS. Serving of any alcoholic beverages MUST END ONE (1) HOUR BEFORE scheduled reservation's conclusion.

Alcohol License Requirements (when alcohol is to be sold):

1. No sale or request for donation for alcohol are permitted without a license from the California Alcoholic Beverage Control (ABC)
2. A copy of your Chino Hills Community Center contract must be furnished to ABC when applying for this license.
3. A copy of the ABC license must be furnished to the Chino Hills Community Center a minimum of ten (10) official working days (Monday – Friday) prior to the event.
4. A copy of the ABC license must be posted in plain sight, near the bar, and other locations, where alcohol is being served.
5. Private Parties: (i.e. weddings, anniversaries, birthdays, meetings, or anyone other than a Non-Profit organization) shall not sell alcohol on their own, but must arrange this through a licensed caterer. The caterer must have a License (Type 47 or 48), which enables the caterer to sell beer, wine, and distilled spirits (hard liquor). If the caterer does not have this license, the private party cannot sell alcohol. NO EXCEPTIONS. It is illegal for a private party to sell alcohol on their own.

Failure to abide by the above policies will result in FORFEITURE OF A PORTION OR ENTIRE deposit.

### **13. USE OF CANDLES AND OTHER OPEN-FLAME DEVICES**

Candles and other open-flame devices are permitted inside or outside any City of Chino Hills Community Facility when used in conformance with Section 308 of the Uniform Fire Code.

Barbecuing will not be permitted outside a Chino Hills Community Facility without prior written approval. If determined to be approved, any/all outdoor cooking shall only be done in areas specifically designated for such types of cooking. Additional fees and/or insurance may be required.

#### **14. AMPLIFICATION SYSTEM**

Amplified music and/or sound systems, including public address systems, DJ's, karaokes, film/video systems and other large systems, will not be permitted without prior written approval. Additional fees, insurance, and additional personnel may be required.

Portable amplification systems shall be permitted use at the gazebo between the hours of 8:00 a.m. and 10:00 p.m. Monday through Sunday.

Only persons 18 years and older will be allowed to operate any amplification system or must be under the direct supervision of a responsible adult.

The use of profane, defamatory, lewd, vulgar, belligerent, or malicious language will not be tolerated and are grounds for suspension of use. Failure to comply with the amplification system requirements will result in one and/or all of the following to occur:

- A. First offense: verbal warning
- B. Second offense: verbal warning with dismissal of announcer
- C. Third offense: loss of privileges to use system

#### **15. INSURANCE REQUIREMENTS**

Insurance is required. APPLICANT may extend their personal policy to name the City as co-insured, or may purchase insurance through the City. For more information, contact the Facility Coordinator.

The approved APPLICANT or GROUP whose name appears on the reservation must secure liability insurance. The certificate of insurance needs to include the signed endorsement listing the "City of Chino Hills" as an additionally insured party and as the certificate holder for no less than one million dollars (\$1,000,000.00).