

# CITY OF GONZALES RECREATION DEPARTMENT FACILITY USE APPLICATION

## APPLICANT INFORMATION

Name \_\_\_\_\_ CDL or ID # \_\_\_\_\_  
 Physical Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Primary Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_  
 2nd Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

## ORGANIZATION INFORMATION (If Applicable)

Organization Name \_\_\_\_\_  non profit  for profit  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ Federal or Tax ID # \_\_\_\_\_

## EVENT INFORMATION

Event Purpose \_\_\_\_\_ # Guests Expected \_\_\_\_\_  
 ONE TIME EVENT  MULTIPLE USE EVENTS  
 Begin Date \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Begin Time \_\_\_\_ AM \_\_\_\_ PM End Time \_\_\_\_ AM \_\_\_\_ PM  
 Day of Week Monday Tuesday Wednesday Thursday Friday Saturday Sunday

## FACILITIES & AMMENITIES AVAILABLE

Vosti Rec Center  Hall  Hall & Kitchen  Tables Qty \_\_\_\_\_  Chairs Qty \_\_\_\_\_

## ADDITIONAL ACTIVITIES

Bounce House Rental Co. must have a license to do buisness in the City of Gonzales and you must provide a copy of the rental companys' current liability insurance certificate.  
 Dancing  Amplified Music  Alcohol Service  BBQ  

Dancing, amplified music and the service of alchol requires a Dance/Event Permit from the Gonzales Police Department. Failure to obtain this permit will lead to the police department shutting down your event and loss of your entire Security/Cleaning deposit. (\$25 fee)

 BBQ pits are not provided by the City of Gonzales

## UNDERSTANDINGS

I have received a copy of the Vosti Center Rental Policies and Procedures. I understand that these policies and procedure will be strictly enforced. \_\_\_\_\_ ini

*Waiver of Liability*: I hereby accept any and all responsibility for and assume the risk of any and all injury or damage to my person or dependant children which might arise directly or indirectly as a result, and or participation in a City of Gonzales function. I hereby indemnify, defend and hold harmless the City, its officers, officials, directors, employees and agents from and against any or all loss, liability, expense, claim, costs (including costs of defense), suits, and damages of every kind, nature and description directly or indirectly arising from participation in city sponsored activities and/or use of City Facilities. I certify that I am framiliar with the contents of this relaease, that I have and understand the same, and that it is my intention by signing this release that the same be binding not only to me but my heirs, administrators, executors,and assigns

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FEE WORKSHEET (Office Use only)**

<input type="checkbox"/> Class I	<input type="checkbox"/> Class II Resident	<input type="checkbox"/> Class II Non-Resident	<input type="checkbox"/> Class III
Reservation Fee	\$ _____		_____
Hall per hour	\$ _____ X # hrs _____		_____
Hall & Kitchen per hour	\$ _____ X # hrs _____		_____
Set Up Fees (Optional)	\$ _____		_____
Cleaning Deposit	Hall Only \$ _____		_____
	Hall & Kitchen \$ _____	Please use separate check	_____
Key Deposit	\$ 75	Please use separate check	_____
<b>TOTAL DUE</b>			_____
Amount due at reservation =	reservation fee + 50% total fees	<b>Amount Paid</b>	_____
Deposit Checks are also Due at the time of Reservation			<b>BALANCE DUE</b>
<b>Date Balance Due</b>	_____	<b>BALANCE PAID</b>	_____

**SIGN OFFS (Office Use only)**

<input type="checkbox"/> Certificate of Insurance	Date _____	Staff Ini. _____	
<input type="checkbox"/> Copy of Approved Dance/Event Permit (option)	Date _____	Staff Ini. _____	
<input type="checkbox"/> Bounce House Certificate of Insurance (option)	Date _____	Staff Ini. _____	
<input type="checkbox"/> Kitchen Orientation (if rented)	Date _____	Staff Ini. _____	
<input type="checkbox"/> PAID IN FULL	Date _____	Staff Ini. _____	

I have received a copy of the Facility Rental Policies and Procedures. I understand that I will be held responsible for my conduct and the conduct of my guests at all times.

Ini. \_\_\_\_\_

I understand that the balance of my fees is due 14 days before my event date. In the event that my fees are not paid by \_\_\_\_\_, my reservation will be canceled and I will loose my reservation fee. My rental fees will be returned less \$25 processing fee. Return of these rental fees may take 2 to 3 weeks.

Ini. \_\_\_\_\_

CITY OF GONZALES  
RECREATION DEPARTMENT  
**VOSTI RECREATION CENTER**  
107 CENTENNIAL DRIVE  
GONZALES, CA 93926

\* This is a working document and can be changed or altered at any time.

**VOSTI RECREATION CENTER OPERATIONAL POLICY**

1. The Vosti Recreation Center will be reserved through City Hall. City Hall is located at 147 Fourth Street and is open Monday thru Friday 8:00am – 5:00pm.
2. The Vosti Recreation Center is a non smoking facility by way of City Ordinance. Title 5.48 Smoking in Recreational Areas No person shall smoke anywhere in recreational areas or in any parking area. (Ord. 2007-47, 7-2-2007)

**VOSTI RECREATION CENTER DESCRIPTIONS**

**Area Description**

**Hall**

Capacity

Assembly Seating: 109

Classroom Seating: 81

Dining: 65

Dance: 50

Daycare: 47

Exercise: 35

1,480 square feet floor

12 - 60" Round tables (seat 6)

100 Chairs

Outdoor Side patio is included in use

Other amenities included in activity and/or meeting rental consist of the following:

**Kitchen (if rented)**

3 Sinks

Refrigerator

~~Professional stove with 6 burners, double oven and grill~~

**Rest Rooms:** ADA Accessible Men and Women (3 stalls each)

**Other:** Drinking fountain, air conditioning, sky lights, telephone (for emergencies only)

**Parking:** Located at 107 Centennial Drive. (4 general parking & 1 Handicapped Spot)

Additional parking is allowed on Centennial Drive.

**HOURS OF OPERATION**

1. The Vosti Recreation Center is available for rental Monday 5:00 to 9:00 p.m. , Tuesday through Thursday from 8:00a.m. to 9:00p.m. and Friday through Sunday, 8:00 a.m. to 11:00p.m. Major Holidays are available but may require special planning.

**RATES & FEES**

The reservation rates and fees are approved annually by the City Council of the City of Gonzales as a part of the Annual Fee Schedule. Please see staff for rates.

## **RESERVATION PROCESS/GUIDELINES**

1. Applicants must be 21 years or older.
2. Inquiries regarding availability shall be directed to City Hall @ (831)675-5000
3. Hall reservations shall be made by filing a Facility Use Application at City Hall.
4. Reservations shall be made a minimum of two weeks prior to use and a maximum of six months in advance of use.
5. Reservation fees are not refundable at any time after the reservation has been made.
6. The Reservation Fee, Security Deposit and 50% of the fees are due at the time of reservation.
7. The balance of fees is due 2 weeks prior to the event. Unpaid balances will result in loss of reservation and reservation fee. Remaining fees will be refunded less \$25 service charge.
8. Please allow 1-2 weeks for refund of Cleaning Deposits.
9. Permit holders canceling at least 14 days before the scheduled use will be refunded the original amount less a \$25 processing fee. Permit holders canceling less than 14 calendar days before the scheduled use may forfeit all fees.
10. No refunds will be granted after the scheduled use whether or not the facility was actually used.
11. **When completing the Facility Use Permit, users shall include the actual amount of time needed to set-up and clean-up for the scheduled activity. Early entrance or late exit shall result in additional charges. Times will not start before or extend past stated operational hours.**
12. A cleaning deposit is required upon reservation of the facility. The deposit is refundable pending satisfactory cleaning of the center.

## **OPENING PROCEDURES**

1. The facility will be opened by City staff 15 minutes prior to the scheduled time of use. At this time staff will check the building for cleanliness and ensure that they tables and chairs are out for rental. City staff will lock the storage area upon removal of the tables and chairs. The kitchen will be opened, if it has been rented.
2. Heating and cooling systems are programmed in accordance with City policy and can not be changed.

## **DECORATIONS**

1. The only adhesive allowed for use on the walls is painters tape (blue tape).
2. Pre existing painting hooks may be utilized.
3. Thumb tacks, staples, nails, screws, duct tape and the likes there of, adhesive hooks and any other types of mounting apparatus are strictly prohibited.
4. Suspension of any object from pipes or any part of the ceiling structure is strictly prohibited.
5. All tape must be removed after the function.

## **CLOSING PROCEDURES**

1. Staff will arrive 15 minutes prior to the end of the rental period to check the building for cleanliness, sign off the closing checklist and secure the building.
2. Failure to have the building clean by the end of the previously paid for time period will result in loss of cleaning deposit.
2. Any special clean-up costs shall be billed to the permit holder.
3. Successful completion of the closure checklist will result in return of the cleaning deposit.

### **CLEANING/ DAMAGE/COST RECOVERY CHARGES:**

**All damage costs plus 10% will be billed to the permit holder.**

1. The most common types of billable damage costs are:

- Excess litter and debris
- Damage to above and/or underground utilities
- Damage to landscaped areas
- Alarm Set-off
- Damage to table, chairs, fixtures, appliances, etc.

2. After the event, the City of Gonzales will assess the facility for cleanliness or damages. In the event that the building is not clean or has damages, the City will charge the permit holder the price to have the building cleaned and or repaired plus 10%. The permit holder will have 5 days to remit the fees in order to have their cleaning deposit returned. After 5 days, the entire cleaning deposit will be forfeited and no portion will be returned.

### **COOKING (Stove is unavailable at this time)**

~~1. Cooking is approved under the terms of the use permit. All cooking units within the hall meets all state, county, and city health and safety standards. In addition, all units may be inspected on-site by the City of Gonzales Fire Department or the City of Gonzales Fire Marshal. The permit holder will be charged for all damages incurred through inappropriate disposal of grease and other waste.~~

~~2. Kitchen users must schedule an orientation to learn how to use the stove, oven and fire hood. The kitchen will not be accessible to the permit holder until this orientation is complete.~~

### **B.B.Q.**

1. B.B.Q pits are not available from the City of Gonzales

2. All B.B.Q pits must be placed within the pre-designated and painted B.B.Q area located on the south side of the building.

### **INSURANCE REQUIREMENTS**

1. All permit holders who hold an event with or without a fee will be required to provide general liability insurance for bodily injury and property damage at a minimum of \$1 million naming the City of Gonzales, its officers, employees and agents as additional insured.

2. A copy of the policy must be turned in to the City of Gonzales no later than 14 days before the event date.

### **INFLATABLES**

1. Bounce houses are permitted on the property but may not be in the parking lot or in the park behind the building.

2. All inflatables must fit on the south side yard on the grassy area.

3. All inflatables must have their own power source. Plugging into the buildings power supply is not permitted.

4. All Inflatable rental companies must provide the City of Gonzales with a current insurance certificate in the amount of \$1,000,000 and lists the City of Gonzales as additionally insured.

5. Inflatables are not permitted after dark.

**DANCE/ EVENT PERMIT MUST BE OBTAINED FROM THE GONZALES  
POLICE DEPARTMENT IF YOU PLAN TO HAVE DANCING, AMPLIFIED  
MUSIC OR SERVE ALCOHOL (\$25 Fee)**

**Failure to obtain pre-approval from the Gonzales Police Department will result in the  
Department shutting down your party. In the event that your party is shut down by the  
police, all of you fees and deposits will be immediately forfeited.**

**MUSIC/P.A.**

1. Permission may be granted to have music and/or to use a PA system throughout an event. City of Gonzales approval will be based on the time of day requested, the level of impact, and the length of the use. The permit holder is responsible for keeping noise levels within the allowed limits and terminating the music at the approved time.
2. **NO PERMIT HOLDERS MAY EXCEED APPLICABLE NOISE STANDARDS. AMPLIFIED SOUND SHOULD NOT BE AUDIBLE PAST 200 FEET.**
3. Permit holders shall not prop or leave doors open at times when music or a PA system is in operation.

**DANCE PERMIT**

1. All dance permits must be obtained from the Gonzales Police Department.

**ALCOHOL REQUIREMENTS**

1. Approval to serve alcohol must be obtained from the Gonzales Police Department.
2. Permits for consumption of alcohol will be issued only when food and non-alcoholic beverages are also served.
3. The presence of alcohol requires the rental of security officers from a security agency that has been pre-approved by the Gonzales Police Department. The number of guards required has been pre determined by the Gonzales Police Department and is based on the number of event attendees.