



FACILITY RENTAL APPLICATION
Roseville Sports Center/Riley Meeting Rooms

Applicant's Name: _____ **Date of Application:** _____

Rental Date(s) Requested: _____

Rental Time Requested (please include decorating & clean-up): _____

Event Start Time: _____ **Event End Time:** _____

Room(s) Requested (please check all that apply):

RSC Kitchen

Activity Room

Riley Mtg Room 1 & 2

Gymnasium (full)

Riley Mtg Room 1

Lobby/Gathering Area

Gymnasium (half)

Riley Mtg Room 2

Expected number attending event: Youth (under 21) _____ **Adults (21 yrs & older)** _____

Name of Person(s) Responsible (only those listed on application can make changes to rental):

Business/Organization Name: _____

Address: _____

Day/Business Phone: _____ **Cell Phone:** _____

Email Address: _____

Type of group: Resident Non-Resident Business/Commercial Non-Profit Organization

If Non-Profit, please provide your number: _____

Deposit check refund payable to: _____

Deposit mailing address:

Describe the event (please list all activities you plan to engage in):

Renter's Initial _____

What would you like to appear on the door sign?

(i.e. Smith Birthday Party, Smith / Jones Wedding, Celebrating the life of John Smith)

Name of Guest of Honor: _____ Age (if under 21) _____

If your event is a wedding:

Person 1: _____ Person 2: _____

How did you hear about us?

- | | | |
|---|---|--|
| <input type="checkbox"/> Youth Sports Coalition member | <input type="checkbox"/> Placer Valley Tourism | <input type="checkbox"/> Print Ad |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Facility Rental Coupon | <input type="checkbox"/> City Website |
| <input type="checkbox"/> Online Search (i.e. Google, Yahoo) | <input type="checkbox"/> Cement/Window Cling | <input type="checkbox"/> Meeting Planner |
| <input type="checkbox"/> Roseville Chamber of Commerce | <input type="checkbox"/> Site Visit | <input type="checkbox"/> Activity Guide |
| <input type="checkbox"/> Friend/Recommendation | | |
| <input type="checkbox"/> Attended meeting/event/program (at facility) | | |

Please answer the following questions regarding your event:	Yes	No
Will event be open to the public?		
Will admission be charged?		
Will event generate revenue or be a fundraiser?		
If yes, please provide City of Roseville Business License #		
Will your event have alcohol? <small>Note: No alcohol is permitted to be served at events where Guest of Honor is under 21 yrs old</small>		
Will you be selling alcohol? <small>Note: No alcohol is permitted to be sold at events where Guest of Honor is under 21 yrs old</small>		
Will you be serving food?		
Will you be serving seafood? <small>(If yes, there is a \$100 fee for additional dumpster service)</small>		
Will you be selling food?		
If yes, please provide Health Permit #		
Will you be selling merchandise?		
Will you have vendors?		
Will you be using the kitchen (MCC / RSC)?		
Will your event be an educational/sales/other seminar?		

Renter's Initial _____

Please answer the following questions regarding your event:	Yes	No
Will you have minors at your event?		
Will you need tables & chairs?		
Will you have entertainment at your event (i.e. DJ, Band, Entertainer)?		
If yes, what type of entertainment: _____ _____ _____		
Will you need other equipment?		
If yes, please check all that apply: <input type="checkbox"/> Projector \$100/day <input type="checkbox"/> Portable PA System \$50/day <input type="checkbox"/> Podium <input type="checkbox"/> Dry Erase Board <input type="checkbox"/> PA System (lapel mic or handheld) \$50/day <input type="checkbox"/> Dance Floor \$150/day <input type="checkbox"/> TV/VCR or TV/DVD \$50/day <input type="checkbox"/> Flip Chart (includes paper) \$25/day		

GENERAL INFORMATION

- Reservations are taken at the facility. Inquiries can be made by phone by calling (916) 772-PLAY. To view facility information, visit www.roseville.ca.us.
- Reservations are accepted on a first-come, first-served basis, up to one year in advance of the rental date. Payment is due in order to reserve room, no holds.
- You may tour the facility during hours of operation, provided there are no events in progress. Please speak with facility staff to schedule a tour.
- Rental times must include your set-up and take-down/clean-up time. The room will be set up to your specifications prior to your arrival (tear down/clean up is defined as removing any garbage and food remains). Renter is required to walk rented rooms with facility staff prior to departure and go through post-rental checklist.
- To secure your reservation, a completed application and security deposit are required.
- All rental fees are due at least 30 days before your rental date.
- Rental permits for groups of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract. A 10:1 ratio of youth to adult chaperones is required.

Renter's Initial _____

- Renter is required to check-in and check-out with facility staff.
- All outside cooking must be prearranged with facility staff. The area must be left clean after use.

INSURANCE & PERMITS

- Insurance is required for rentals with alcohol. Please note: no alcohol is permitted to be served/sold at events where the Guest of Honor is under 21 years old. You can obtain special event insurance through Galescreek - website: www.galescreek.com or by calling 1-800-735-8325 or (503) 293-8325.
- An Insurance Endorsement fee of 10% of total rental costs (not to exceed \$50) will be applied to all rentals with the exception of events with alcohol.
- Renter may elect to use their own insurer and provide a copy.
- If renter plans to have vendors at the event (i.e. DJ, caterer, businesses, lighting), the facility staff must be notified prior to the event. Rental vendors may require additional insurance.
- Renter is responsible for securing all required permits and insurance. Must present copies of permits and insurance to City staff at least 30 days prior to rental date.
- Any event that charges an admission fee or which goods or services are sold must indicate that on rental application form. Additional requirements will be necessary prior to rental.
- No alcohol is permitted to be served/sold at events where the Guest of Honor is under 21 years old.

MUNICIPAL CODES & REGULATIONS

- Smoking, lighting or carrying a lighted pipe, cigar, cigarette or other smoking device of any kind is prohibited in all City of Roseville parks [Municipal Code Section 8.02.200 (B.2.)]. There is no smoking inside the park boundaries, including all buildings within the park.
- Fire code does not permit open flame devices except those needed for food preparation. NO smoke/fog machines are allowed. All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.
- Renter is responsible for all fire charges and fines if the fire alarm sounds. The event will end at the time of the alarm.

Renter's Initial _____

- City staff may, at any time, instruct renter to turn music down or discontinue music due to violation of the noise permit rules and regulations. Please refer to City of Roseville Municipal Code, Section 9.24.130 regarding sound limits for events on public property.
- Decorations must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape or staples are not permitted. No clips are to be attached to any wall or wall pads. ONLY masking tape can be used and must be removed immediately after use. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside/outside the facility.

FACILITY RULES & CONDITIONS

- The person in charge of the event is required to check in before the event and check out with staff before leaving and must be available to City staff for the duration of the event.
- Rice, birdseed, confetti, hay, straw, sand and glitter are not permitted.
- No red punch or red wine is allowed in any room with carpet.
- Parking availability is not guaranteed and may be limited.
- Storage is not available. All rented items can only be delivered and picked up the same day as the event. Any other arrangements must be approved by City staff prior to the rental date.
- Barbecuing requires pre-approval by City staff and is restricted to designated areas outside the facility.
- Only City staff can move the room dividers. If renter moves the room divider, damage may occur and it is the responsibility of the renter to pay for all damages.
- The City of Roseville is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs.
- City staff reserves the right to photograph events for promotional purposes.
- Subleasing is not allowed.

ALCOHOL

(Maidu Community Center, Roseville Sports Center and Maidu Museum & Historic Site)

Renter's Initial _____

- Alcohol is NOT permitted to be served and/or sold at events where the Guest of Honor is under 21 years old.
- Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol must be consumed only in the room(s) rented.
- Renters who plan to serve any type of alcohol at their event must have licensed and insured uniformed security guards at their event. If attendance is 150 or less, one security guard is required; if attendance is over 150, two guards are required. A copy of the contract with the security company must be provided to the facility staff 30 days before the event. Guards are required to be on site while alcohol is available for consumption.
- The City requires insurance on all security guards/companies hired by a rental party.
- Renter is responsible for any guest who brings alcohol to their event without obtaining the proper insurance and security requirements for alcohol. Events may be cancelled immediately if alcohol is consumed without the proper insurance and security requirements in place.
- If renter plans to sell alcohol at their event, renter must provide all required permits from the Alcohol Beverage Control five days before the event. Additional insurance is also required for the sale of alcohol.

GUESTS

- Rentals with no alcohol and more than 220 people in attendance may be required to have one licensed and insured uniformed security guard at their event. A copy of the contract with the security company must be provided to City staff at least 30 days before the event.
- Guests must remain in the room(s) rented. The main lobby, bathrooms and hallways should only be used as necessary. Excessive gathering in those areas may result in the loss of security deposit and/or cancellation of rental.
- Children are not allowed outside rented rooms without adult supervision.
- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental contract. The City may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication to all attendees for events held. The City of Roseville or the facility should not be listed as a contact for your event.

CATERERS/FOOD

Renter's Initial _____

- Caterers must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight.
- Caterer is required to dispose of all cooking oil properly and remove from the premises. If any cooking oil is splattered on the ground or dumped on site, the renter's deposit will be retained. Additional fines may be charged for any illegal dumping into storm drains.

SECURITY DEPOSIT

- A security deposit is required for all facility rentals. Each additional room rental requires a separate deposit and fees. Security deposits are processed immediately upon receipt and will be returned within four weeks after the event date if no damages or violations occur. Security deposits will not be returned if your event causes the need for any of the following:
 - Cleaning beyond the normal, daily facility maintenance
 - Repairs or replacement due to structural or equipment damage
 - Fire Department response due to false alarm or exceeding room capacity per the Fire Code
 - Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace
- The security deposit will be used to pay for the additional fees. If fees exceed amount of the deposit, the renter will be required to pay the additional amount.
- Facility inspections are conducted by City staff immediately following events to determine the condition of the facility (including assembly areas, restrooms and kitchen). Security deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
- The City reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.
- Security deposit is a separate fee from the rental costs. Security deposit dollar amount cannot be applied toward rental fee.

RENTAL FEES & CHANGES

- All rental fees are due at least 30 days prior to the scheduled event. Payments may be in the form of a check, cash or credit card (MasterCard, Visa, American Express or Discover).
- Rentals scheduled 14 days prior must be paid with cash or credit card.
- Failure to pay all fees in full at least 30 days prior to scheduled event will result in cancellation of event and retention of deposit.

Renter's Initial _____

- Renters who arrive earlier or stay later than the reserved time will be charged for the additional time. This fee will be charged in one hour increments.
- Fees are not refunded for reserved time not used.
- The City reserves the right to adjust fees at any time.
- Event time changes must be made two weeks prior to event.
- Event date changes will result in a \$50 service fee for each date change. Date changes must be made 30 days prior to event. No more than three date changes per event.
- A \$25 late fee will be assessed to all late payments/fees due.
- Only the person(s) listed as “responsible” on the application are authorized to submit rental changes. Changes must be approved by staff and additional fees may apply.
- Renter acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, the City will refund all fees paid by renter. The City is not liable for consequential damages the renter may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.
- In accordance with Chapter 9.25 of the Roseville Municipal Code, renter will be charged for all personnel, material and supply costs associated with Roseville Police or Fire response.

RENTAL CANCELLATIONS

- Cancellation of reservations are subject to the following conditions and fees:
 - 90 days or more in advance of scheduled date, City will retain \$50 from rental deposit.
 - Less than 90 days from scheduled date, City will retain 100% of rental deposit and possibly rental fees (or portion thereof).
- All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be emailed, mailed or hand delivered.
- Incomplete, inaccurate or false information listed on the rental contract may result in cancellation of the rental, and loss of security deposit and any fees paid.
- The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

Renter's Initial _____

- Event date changes will result in a \$50 service fee for each date change. Date changes must be made 30 days prior to event. No more than three date changes per event.

EQUIPMENT

- Rental equipment (microphones, TV/DVD, podiums, white boards, easels, projector, etc.) is available (see fees listed on application or brochure) and must be checked in/out with staff. Equipment cannot be rented without a room rental. All equipment must remain on the property. Rental items lost or stolen are the responsibility of the renter.
- Any unauthorized use of equipment belonging to the City will result in rental fees automatically being charged to your rental.

RENTER'S CLEANING RESPONSIBILITIES

- All tables must be cleared of all items (i.e. table linens, dishes, decorations, etc.)
- Sweeping and mopping the facility is not the renter's responsibility and will be done by the staff. The facility should be relatively free of debris/spills. If excess trash, food or spills are left on the floor, the security deposit may be withheld to cover the clean up.
- All trash must be placed in receptacles provided. If trash will not fit in the receptacles, please notify the Facility Manager for assistance.
- Decorations must be taken down and removed from the facility within the rental time.
- All clean-up supplies must be furnished by the caterer or renting party.

KITCHEN CLEANING PROCEDURES

(Maidu Community Center & Roseville Sports Center)

- It is strongly suggested that renter also notify caterer of these kitchen-cleaning requirements. Renter is responsible for kitchen cleaning requirements. Failure to follow the guidelines listed below may result in forfeit of rental deposit.
- Each piece of equipment used must be cleaned and shut down according to directions provided.
- Surface clean all appliances used. Clean any spills in ovens and on oven racks. All stainless steel surfaces (prep tables and work counters) must be washed with dish soap and hot water, sprayed with disinfectant and dried with a clean, soft cloth.
- Grills must be brushed with a wire brush and all food debris cleaned off. All stainless steel surfaces around grills must be cleaned and free of grease and debris.

Renter's Initial _____

- Remove all food particles from sinks and stovetops, wash with dish soap and hot water, spray with disinfectant and dry with a clean, soft cloth.
- Please do not put large amounts of food down the garbage disposal. Repairs and maintenance as a result of this will be renter's responsibility.
- Empty, rinse and make sure all food particles are empty inside dish sterilizer.
- Empty refrigerator of all food and beverage, clean inside of refrigerator, mop any spills and wipe off all racks in the refrigerators with a damp cloth.
- Sweep all debris from floor and mop all floor surfaces used with detergent and hot water.
- Empty all grease traps and spill pans and wash with dish soap and hot water.
- Empty warming bins of all food and wipe clean with a damp cloth.
- Clean all stainless steel surfaces behind and above cooking areas.
- Events with seafood may require an additional fee.

SIGNATURE PAGE

Failure to comply with all the City of Roseville's rental policies and procedures may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the rental policies and rules outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the City of Roseville all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I agree to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of a City facility, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.
- I understand that the City of Roseville (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including, for example, such purposes as print and online advertising. I understand that I

Renter's Initial _____

will not be paid or receive anything related to the City's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the City and I acknowledge the City's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.

- I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name _____

Signature _____

Date: _____



Roseville Sports Center
1545 Pleasant Grove Bl
Roseville, CA 95747
(916) 772-7529

Renter's Initial _____