

# City of Atwater Community Center Transmittal Form

2021 / 2022

NAME \_\_\_\_\_ EVENT DATE \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Function Time \_\_\_\_\_ To \_\_\_\_\_ Open at \_\_\_\_\_  
 # of People \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_ Will alcohol be sold? \_\_\_\_\_  
 Type of Event \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE TURNED IN TWO WEEKS PRIOR TO FUNCTION**

**OFFICE USE ONLY**

Application for Rental	Date Received _____	Dance Permit	Date Received _____
Rental Conditions Form	Date Received _____	Security Verification (Contract)	Date Received _____
Standards of Cleanliness	Date Received _____	Set up Diagram	Date Received _____
Set up Schedule	Date Received _____	Certificate of Insurance	Date Received _____
Hold Harmless Agreement	Date Received _____	Alcohol Permit (only if selling)	Date Received _____
Occupancy/Security Agreement	Date Received _____		

**Multipurpose Room (Maximum Capacity – Dining 250 / Assembly 537)**

\_\_\_\_\_ Deposit \$350.00 (Please read Rules & Regulations regarding cancellations)  
 \_\_\_\_\_ Private \$100.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee  
 \_\_\_\_\_ Non-Profit \$70.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee  
 \_\_\_\_\_ Senior Organizations \$70.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee

**Evelyn Chambers Senior Room (Maximum Capacity – 100)**

\_\_\_\_\_ Deposit \$210.00 (Please read Rules & Regulations regarding cancellations)  
 \_\_\_\_\_ Private \$75.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee  
 \_\_\_\_\_ Non-Profit \$40.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee  
 \_\_\_\_\_ Senior Organizations \$40.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee

**Jessie Frago Meeting Room or Andy Longinotti Teen Room (Maximum Capacity – 55)**

\_\_\_\_\_ Deposit \$210.00 (Please read Rules & Regulations regarding cancellations)  
 \_\_\_\_\_ Private \$65.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee  
 \_\_\_\_\_ Non-Profit \$40.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee  
 \_\_\_\_\_ Senior Organizations \$40.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee

**Kitchen**

\_\_\_\_\_ Deposit \$210.00 (Required for the rental of the kitchen)  
 \_\_\_\_\_ Private \$35.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee  
 \_\_\_\_\_ Non-Profit \$30.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee  
 \_\_\_\_\_ Senior Organizations \$30.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee

**Charge For Facility Attendant During Non-Event Hours (i.e. decorating, clean-up, etc)**

\_\_\_\_\_ Facility Attendant \$30.00 per hr X \_\_\_\_\_ hours = \$ \_\_\_\_\_ Total Rental Fee

**Setup charge for use of tables and chairs (Mandatory fee if using our tables)**

\_\_\_\_\_ \$125.00 Private and Non-Profit Organizations  
 \_\_\_\_\_ \$75.00 Senior Citizen's Organizations

**For Office Use Only**

Facility Deposit	\$ _____	Date Paid	_____	Receipt #	_____	0001.0000.6004
Facility Rental Fee	\$ _____	Date Paid	_____	Receipt #	_____	0001.6060.6014
Facility Attendant	\$ _____	Date Paid	_____	Receipt #	_____	0001.6060.6014
Tables/Chairs	\$ _____	Date Paid	_____	Receipt #	_____	0001.6060.6014
Kitchen Deposit	\$ _____	Date Paid	_____	Receipt #	_____	0001.0000.6004
Kitchen Rental Fee	\$ _____	Date Paid	_____	Receipt #	_____	0001.6060.6014

**PLEASE NOTE: PAPERWORK IS DUE 2 WEEKS BEFORE YOUR EVENT. ALSO, PLEASE MAKE SURE YOU GET YOUR DANCE PERMIT IN THE TIMEFRAME REQUIRED BY THE POLICE DEPARTMENT WHICH IS 14 DAYS BEFORE YOUR EVENT.**

# Frequently Asked Questions

## 1) How do I reserve the Atwater Community Center?

Once you have identified a date and other specifics of your event, contact the Community Center Staff to request a rental agreement. Reservations can be made up to one year in advance. In order for an event to be placed on the reservation calendar, the Community Center must receive the required deposit.

## 2) Where and when do I pay the rental deposit and fees?

Please call the Recreation & Community Events Department 209 357-6320 and make an appointment to visit the Community Center Office in person.

Atwater Community Center  
760 E. Bellevue Road  
Atwater, CA 95301

Make all checks payable to the "City of Atwater"

## 3) Is my security deposit refundable?

If an event causes the need for a) Cleaning procedures, which are beyond the scope of normal Community Center maintenance, b) Repairs or replacement due to structural or equipment damage, and/or c) the renter's event does not meet or exceeds contractual terms (e.g. event ends later than scheduled) the security deposit in-part or in-total may be used to pay for these services. The security deposit is fully refundable if neither a), b) or c) occurs.

## 4) What are the policies on food and beverages at the Community Center?

You have the choice of choosing a caterer of your preference or doing your own catering. If this is the option you choose, there will be a refundable kitchen deposit in addition to a kitchen rental fee if you are using our kitchen.

## 5) What are the policies on alcoholic beverages?

Alcohol may be consumed without a license when there is no monetary exchange for the beverage or when there is no admission fee charged for the event. Events involving exchange of monetary consideration (e.g. cash bar, or purchase of a meal or meal ticket with any form of alcohol being served as a part of the meal) requires a license from the State of California Department of Alcoholic Beverage Control (ABC). ABC will issue one-day permits to non-profit groups who wish to sell beer, wine, or distilled spirits. You must get approval for the permit from the Atwater Recreation & Events Department and the Atwater Police Department prior to going to ABC. ABC will not issue permits to private citizens or groups. A caterer with a liquor license must serve alcoholic beverages at events held by private citizens or groups when there is monetary exchange.

- ✦ Alcohol permits must be prominently displayed during an event.
- ✦ ABC address: 31 E. Channel Street, Room 168, Stockton, CA 95202 (209) 948-7739
- ✦ Recreation & Events Department: 760 E. Bellevue Road, Atwater, CA (209) 357-6320
- ✦ Atwater Police Department: 750 Bellevue Road, Atwater, CA (209) 357-6396

## 6) What are the clean-up requirements for the Community Center?

1. The renting party is responsible for the following cleaning duties:
  - ✦ All tables must be cleared of all items such as table linens, dishes, decorations, etc. And must be wiped clean.
  - ✦ All trash must be placed in receptacles provided. If any trash will not fit in the receptacles, such as boxes or other large items, it must be taken out to the trash dumpsters located in the parking lot. The Community Center will provide additional trash liners if needed. Boxes must be broken down before being placed in the dumpster.
  - ✦ All decorations must be taken down and removed from the Community Center.
  - ✦ Floors will be thoroughly cleaned ensuring that dirt, grease and marks are completely removed. Do not use abrasive cleansers or cleaning materials, which may scratch or damage floors.
2. The kitchen and bar areas must be thoroughly cleaned and returned to their original level of cleanliness. This includes all work areas, ovens, stoves, grill, refrigerators, sinks, and floors. It is the renter's responsibility to ensure that all kitchen clean-up is completed. In addition, all food and equipment brought in by the caterer must be removed prior to leaving the facility. Supplies needed to clean the kitchen and bar areas are provided by the Community Center. If excess trash, food, or spills are left on the floor the deposit will be withheld to cover the cost of the extra clean up.

## 7) Is insurance required for my event?

Insurance is required for all events held at the Community Center. A \$1 Million liability insurance certificate naming the City of Atwater, 750 Bellevue Road, Atwater, CA 95301 as additionally insured is required, NO EXCEPTIONS. This may be acquired through your own homeowner insurance carrier or through an insurance broker.

# ***RULES & REGULATIONS FOR RENTAL BUILDING USE***

The Atwater Community Center is available to the general public to provide the community with facilities for residents and non-residents of Atwater to gather socially through various community functions and fund raising for non-profit community projects and local charity projects.

The following Rules and Regulations were established by the City of Atwater to govern the use of the Community Center. Areas of policy not covered by such rules and regulations will be left up to the discretion of the Community Services Director.

## **DEPOSIT**

The deposit must be paid at the time of reservation. The rental fee, proof of insurance, and security (when applicable) must be presented to the Community Services Department no later than (10) working days prior to rental. The deposit will be returned by mail approximately 3 to 4 weeks after the event.

## **CANCELLATIONS**

If the event is cancelled with more than 10 days of rental a \$175.00 administration fee will be deducted from the deposit. If the event is cancelled with less than 10 days of rental the entire deposit will be forfeited. The refundable fee or deposit will be mailed to the individual whose name and address appears on the original deposit receipt approximately 3 to 4 weeks after notification of cancellation. All fees collected are processed through the Finance Office and refunds must be made through the Atwater City Council warrant procedure.

## **INSURANCE REQUIREMENTS**

A \$1 Million liability insurance policy naming the City of Atwater, 750 Bellevue Road, Atwater, CA 95301 as additional insured. This may be acquired through your own homeowner insurance carrier or through an insurance broker.

## **SECURITY REQUIREMENTS**

Security is required when alcohol is being served at an event and for anyone obtaining a dance permit. The guards must have a current business license with the City of Atwater. The Chief of Police must approve any deviation from this and a minimum of ten (10) working days required for this approval process.

## **DANCE PERMIT**

You must obtain a dance permit through the Atwater Police Department if you are planning to have any dancing at your event. In order to obtain a dance permit, please make sure that you take a copy of your insurance certificate and verification of security. The Atwater Police Department will not issue a dance permit without these items.

## **FACILITY ATTENDANT FEE**

Facility Attendant fees are charged for all deliveries, setup, decorating, cleaning, etc.

## **ALCOHOL BEVERAGES SERVED**

All alcohol must remain inside the facility. Alcoholic beverages for private consumption are allowed and the liability becomes the responsibility of the group and/or organization renting the facility. Security is required and is based on the capacity of the rented facility. All alcoholic beverages must be removed from public view and not available for consumption after 12:00 midnight.

## **ALCOHOL BEVERAGES BEING SOLD**

All alcohol must remain inside the facility. A valid liquor permit from the State of California Alcoholic Beverage Control Board (ABC) in Stockton, CA must be provided to the Community Center office two (1) week prior to rental date. The liquor permit must be displayed in the building area where alcohol beverages are to be sold. You must obtain signatures from the Atwater Police Department and the Recreation & Events Department before mailing your paperwork to present to the ABC prior to applying for the liquor permit. *Please note: When you mail your application to ABC, please enclose a self-address stamped envelope so that your permit will not be held up.*

## **CLEANING REQUIREMENTS**

Includes building and adjacent parking facility. Cleaning is the sole responsibility of the renter(s). The building and parking facility cleanup is to be performed by the end of the rental period. Facility attendant fees will be charged until the building and parking facility is cleaned. If City staff is required to correct any infraction, a two (2) hour minimum fee of \$60.00 per hour will be assessed. Each additional hour will be assessed at the time and a half rate per hour. Renters failing to leave the facility or outside premise clean will be suspended from future use and must appeal to the Recreation & Events Department Supervisor for reinstatement.

## DECORATIONS

The Recreation & Community Events Department must approve all decorations. Furniture or equipment will not be brought into the facility without approval of the Recreation & Events Department. **THE USE OF TACKS, PINS, NAILS, OR ANY TYPE OF TAPE IS NOT PERMITTED ON THE WALLS, CEILINGS, AND LIGHT FIXTURES.** Check with the Community Center staff when viewing the facility to be rented for clarification.

**CONFETTI AND GLITTER ARE NOT ALLOWED IN THE COMMUNITY CENTER AT ANY TIME – NO EXCEPTIONS! VIOLATION OF THIS WILL RESULT IN A \$100.00 FINE DEDUCTED FROM YOUR DEPOSIT!**

**STAPLES ARE NOT TO BE USED ON OUR TABLES (DO NOT STAPLE TABLECLOTHES/SKIRTING TO OUR TABLES)**

## TABLES, CHAIRS AND OTHER EQUIPMENT

No property and equipment belonging to the City of Atwater shall be removed. Any property or equipment belonging to the renter left in the Community Center will incur a \$25.00 per day storage fee and if not picked up in a reasonable amount of time, the property will be disposed of.

## MAXIMUM CAPACITIES

Failure to comply with the law will result in closing down your event and forfeiture of all fees.

Recreation & Events Supervisor, Chief of Police, Public Works Director, or their designated representatives will at times, control the use of the City owned facility for the safety and welfare of the users and the general public. Any use that violates these conditions of rental may cause the rental use to be terminated and forfeiture of all fees.

## BUSINESS LICENSE

It is the responsibility of the renter to make sure that all companies hired for their event have a current City of Atwater business license to do business in the City of Atwater.

## ALL RENTERS WILL BE HELD RESPONSIBLE FOR THE FOLLOWING:

1. Making sure that the area that is rented is left in the same condition as when you arrived.
2. Renters will be accountable for damages, i.e. stained carpets, holes in walls, broken towel dispenser, and any other destruction to the facility.
3. **No driving shall be permitted on the sidewalks or lawn. NO EXCEPTIONS! Please make sure your D.J., caterer, etc. is aware of this, they cannot drive on the grass to unload!!!**
4. There shall be no smoking permitted inside of the building.
5. There shall be no smoke effects or incense used inside of the building.
6. All candles must be pre-approved by the Atwater Fire Department.
7. Renters must pay a deposit and hourly rental fee if the kitchen is used in any way. Cooking or warming foods, use of ice machine, use of kitchen appliances or serving food out of the kitchen and storage are examples of ways renters will be charged for kitchen use. Kitchen use includes events that are being catered by outside catering companies that plan to use the kitchen.
8. ***It is the renter's responsibility to make sure that all the paperwork is turned into the Recreation & Community Events Department 2 weeks prior to event.***

If you have any questions, please call the Recreation & Community Events Department at (209) 357-6320 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. **All fees, rules, regulations, and policies are subject to change.**

## Rental Prices for Private Usage

### Multipurpose Room

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Deposit	\$350.00	Refundable after event *	
Rental Fee	\$100.00	Per hour	
Tables & Chairs	\$125.00	Flat fee	
Facility Attendant	\$30.00	Per hour	Set up/Deliveries and cleanup rate
Maximum Capacity	250	Dining	500 Assembly

### Evelyn Chambers Senior Room

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Deposit	\$210.00	Refundable after event*	
Rental Fee	\$75.00	Per hour	
Tables & Chairs	\$125.00	Flat fee	
Facility Attendant	\$30.00	Per hour	Set up/Deliveries and cleanup rate
Maximum Capacity	100	Dining	200 Assembly

### Jessie Frago Meeting Room/Andy Longinotti Rooms

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Deposit	\$210.00	Refundable after event*	
Rental Fee	\$65.00	Per hour	
Tables & Chairs	\$125.00	Flat fee	
Facility Attendant	\$30.00	Per hour	Set up/Deliveries and cleanup rate
Maximum Capacity	55		

### Kitchen

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Deposit	\$210.00	Refundable after event*
Rental Fee	\$35.00	Per hour

**Facility attendant fees are charged for all deliveries, setup, decorating, cleaning, etc.**

# Rental Prices for Non-Profit Organizations

## Multipurpose Room

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Deposit	\$350.00	Refundable after event*	
Rental Fee	\$70.00	Per hour	
Tables & Chairs	\$125.00	Flat fee	
Facility Attendant	\$30.00	Per hour	Set up/Deliveries and cleanup rate
Maximum Capacity	250	Dining	500 Assembly

## Evelyn Chambers Senior Room

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Deposit	\$210.00	Refundable after event*	
Rental Fee	\$40.00	Per hour	
Tables & Chairs	\$125.00	Flat fee	
Facility Attendant	\$30.00	Per hour	Set up/Deliveries and cleanup rate
Maximum Capacity	100	Dining	200 Assembly

## Jessie Frago Meeting Room/Andy Longinotti Rooms

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Deposit	\$210.00	Refundable after event*	
Rental Fee	\$40.00	Per hour	
Tables & Chairs	\$125.00	Flat fee	
Facility Attendant	\$30.00	Per hour	Set up/Deliveries and cleanup rate
Maximum Capacity	80		

## Kitchen

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Deposit	\$210.00	Refundable after event	
Rental Fee	\$30.00	Per hour	

**Facility attendant fees are charged for all deliveries, setup, decorating, cleaning, etc.**

**CITY OF ATWATER  
COMMUNITY SERVICES DEPARTMENT  
ATWATER COMMUNITY CENTER  
760 E. Bellevue Road - Atwater, CA 95301  
Phone (209) 357-6320**

**APPLICATION FOR RENTAL OF THE ATWATER COMMUNITY CENTER**

It is understood by the applicant that this is only an application for facilities rental and is not binding upon the City of Atwater until it has been executed by both the applicant and by a duly authorized representative of the City of Atwater Recreation & Copmmunity Events Department.

Any amount required and tendered as deposits accompanying this application IS A DEPOSIT ONLY AND WILL BE RETURNED OR REFUNDED TO APPLICANT IN THE EVENT THAT THIS APPLICATION IS NOT ACCEPTED.

Amount of initial deposit received: \$\_\_\_\_\_ Cash Check (**Payable to the City Of Atwater**) Credit Money Order

By: \_\_\_\_\_ By: \_\_\_\_\_  
City of Atwater Date Applicant Date

PLEASE TYPE OR PRINT

Applicant: \_\_\_\_\_ Date of Function: \_\_\_\_\_ Time of Function: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Will alcohol be served? Will alcohol be sold? If selling alcohol, make sure you have the required permits.

Full description and/or name of function/event for which the facility is to be used \_\_\_\_\_  
\_\_\_\_\_

If nonprofit organization, list names, titles, addresses of officers and 501(c)3 identification number \_\_\_\_\_  
\_\_\_\_\_

Name and title of person who is signing this application for rental if different from above

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

It is acknowledged that I, the applicant, did receive an information packet concerning the facility I desire to rent. It is also acknowledged that I have familiarized myself with the rate schedule and conditions set forth in the information packet.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Insurance Certificate has been approved and deposit has been applied.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
City of Atwater Recreation & Community Events Department

Not Approved \_\_\_\_\_ Date \_\_\_\_\_  
City of Atwater Recreation & Community Events Department

# RENTAL CONDITIONS AND PROCEDURES FOR USE OF THE ATWATER COMMUNITY CENTER

## **RESERVATION/DEPOSIT**

The Community Center shall be available for reservation by users on a first come, first served basis. The Community Center shall be considered reserved only upon payment of deposit. Deposit is refundable after the event. Any additional charges may be deducted from the deposit depending on the condition of the facility and if any additional charges apply. The user shall be responsible for the cleanup of the Community Center as well as all areas utilized by the user. All property must be left without damage. Any needed repairs caused by any means will be deducted from the deposit. Should damage cost exceed deposit amount, user will be billed for the balance of the repair costs by the City of Atwater. All deposits will be returned by mail. User shall allow at least 3 to 4 weeks for deposit to be processed and returned.

## **INSURANCE REQUIREMENTS**

A \$1 Million liability insurance policy naming the **City of Atwater, 750 Bellevue Road, Atwater, CA 95301** as additionally insured. This may be acquired through your homeowner's or business insurance carrier or through an insurance broker.

## **CANCELLATIONS**

If the event is cancelled with more than 10 days of rental a \$150.00 administration fee will be deducted from the deposit. If the event is cancelled with less than 10 days of rental the entire rental fee will be forfeited. The refundable fee or deposit will be mailed to the individual whose name and address appears on the original deposit receipt approximately 3 to 4 weeks after notification of cancellation. All fees collected are processed through the Finance Office and refunds must be made through the Atwater City Council warrant procedure.

## **ALCOHOLIC BEVERAGES**

In the event that eligible groups wish to sell alcoholic beverages in connection with their use of the Community Center facility, a permit must be first obtained from the State Department of Alcoholic Beverage Control, which is located at #31 East Channel Street, Stockton, California. A copy of the permit must be provided to the City of Atwater at least three (3) days prior to the event date. *Please note: When you send in your application for the alcohol permit, make sure you enclosed a self-addressed stamped envelope, or your permit may be held up.*

## **MAXIMUM OCCUPANCY**

**In the event that maximum occupancy levels for each room rented are exceeded for any reason, the function may be subject to immediate termination and all deposits and rentals fees shall be forfeited.**

## **BUSINESS LICENSE**

It is the responsibility of the renter to make sure that all companies hired for their event have a current City of Atwater business license to do business in the City of Atwater.

## **THE FOLLOWING IS NOT PERMITTED AT THE COMMUNITY CENTER! NO EXCEPTIONS!**

1. **Staples and/or nails are not allowed to be used on our tables.**
2. **Glitter** and **Confetti** of any kind is not permitted anywhere in the building!
3. Decorating is limited to table and floor decorations only!
4. **There will be no nailing, taping or tacking on the walls! Nothing goes on the walls!**
5. All candles must be pre-approved by the Fire Chief at the Atwater Fire Department!
6. No type of smoke effects or incense will be permitted!
7. No alcohol is permitted at any event that is for a minor child!
8. No vehicle of any kind shall be permitted on the sidewalks or lawn at any time!
9. There will be no smoking permitted inside the building!
10. Children are not allowed to wander the facility unattended! Children must be supervised at all times!
11. No frying in the kitchen. Must be done outside behind the multi-purpose room with a protective barrier placed underneath fryers.

**FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS COULD RESULT IN THE POSSIBLE FORFEITURE OF YOUR ENTIRE DEPOSIT AND EVENT SHUT DOWN!**

By your signature appearing below on this document, it represents your acknowledgment and acceptance of each and every condition set forth above and agreement to abide by each and every said condition.

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User's Name (Printed)

User's Signature

Date



# STANDARDS OF CLEANLINESS FOR THE ATWATER COMMUNITY CENTER

Pre and post-inspections of the Community Center are an important part of ensuring that this valuable community resource remains in an appropriately acceptable condition for future use by interested parties.

The Community Center must be clean, and, in a condition, which is readily acceptable for users to receive their deposit. To ensure that these standards are met, the following supplemental cleaning instructions are provided. These standards as set forth below shall constitute the minimum acceptable standards for Community Center cleanliness for the user to be refunded their cleaning deposit.

## WALLS, DOORS AND WINDOWS

Walls, doors and woodwork will be thoroughly cleaned, ensuring that dirt; grease and marks are completely removed. After cleaning, ensure that all cleaner residues are removed from all surfaces. Do not use abrasive cleansers or cleaning materials, which may scratch, or damage wall or woodwork finishes.

## FLOORS

Floors will be thoroughly cleaned ensuring that dirt, grease and marks are completely removed. Do not use abrasive cleansers or cleaning materials, which may scratch or damage floors.

## BATHROOMS

Lavatories, commodes, urinals, mirrors, floors and fixtures will be cleaned to the highest degree. Partitions and walls will be cleaned free of soap film corrosion, fungus growth and all other removable stains. Do not use abrasive cleansers or cleaning materials that may scratch or damage surfaces.

## DECORATIONS

Decorating is limited to the tables only. All decorations must be removed immediately. All surfaces shall be cleaned thoroughly ensuring the removal of tape, glue or other substances. Staples and nails shall not be used to affix decorations or tablecloths. **DO NOT STAPLE OR NAIL ANYTHING TO OUR TABLES. THERE ARE NO EXCEPTIONS.**

## STOVE

All parts of the stove must be free of grease, food particles, carbon cleaner residue and dirt. Stoves must be left in an assembled working condition. Do not use abrasive cleansers or excessive water to clean the stove or submerge the oven doors in water, as this will ruin the insulation. If this should happen, you may be required to pay for repairs. Ovens will not be left on with the doors open as this will burn out the thermostat.

## KITCHEN CABINETS AND SINKS

All exterior surfaces of cabinets must be free of dirt, dust, grease, smudges and food particles. Wash cabinets with mild detergent. To assure cleanliness, go over cabinets with clean, damp cloth to remove soap film or cleaner residue. Sinks and plumbing fixtures will be free of grease, stains, grime and smudges. Do not use abrasive cleaners or cleaning materials, which may damage cabinet and sink finishes.

## GENERAL COMMENTS

Damage to City property during use and/or cleaning process is the responsibility of the user. Do not use abrasive cleansers or cleaning materials that might scratch or otherwise damage the finish on walls, floors, woodwork, cabinets, doors appliances and fixtures. This type of damage is not considered normal "wear and tear" and the user will be charged the costs associated with repair and/or replacement of any and/or all of these items.

By your signature appearing below on this document, it represents your acknowledgment and acceptance of each, and every condition set forth above and agreement to abide by each said condition.

\_\_\_\_\_  
Name and/or Affiliation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Atwater Community Center Set-up Schedule

**Fill completely  
out & return**

Name \_\_\_\_\_ Event Date \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_



On Friday or Saturday, you will probably have to make arrangements for certain deliveries such as the cake, D.J., balloons, etc. and to save yourself money it would be best if you coordinate everyone to deliver at the same time if possible. We will have a facility attendant here to meet you or your designated person(s) at the time you request. (Please note that any time before your actual event start time will cost the facility attendant rate fee per hour). If you are renting the kitchen during that time you are not required to pay for facility attendant fees if you coordinate everyone during the time you are using and paying for the kitchen.

What time would you like a facility attendant to open Friday or Saturday for deliveries/setup? \_\_\_\_\_

Please give us the names and phone numbers of people or companies who will be making deliveries or doing any setup (Please make sure these companies have a current business license to do business in the City of Atwater) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are having your event catered, then we will need to know what time the caterer wants to come in? \_\_\_\_\_

Will the caterer be using the kitchen to prepare or cook the food? \_\_\_\_\_

(Please note that if your caterer is planning to use the kitchen to prepare, warm or cook the food you will be required to pay the kitchen rental fee of \$30.00 per hour for the time the caterers are using the kitchen)

What time would you like for a facility attendant to open for your event? \_\_\_\_\_

Make sure you allow enough time for your guests to arrive after your ceremony

Any additional information you think that we should know, please list. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Also note: If you arrive later than the time you asked to open, you will still be charged from the time you requested.

# ***HOLD HARMLESS RELEASE FOR THE ATWATER COMMUNITY CENTER***

Know all men by these present, that \_\_\_\_\_  
(Individual or organization)  
of \_\_\_\_\_  
(Address of individual or organization)

do hereby remise, release and forever hold harmless the City of Atwater, its elective and appointive boards, officers, agents, employees and volunteers, of and from all, and all manner of actions and causes of actions, suits, debts, dues, bonds, covenants, contracts, agreements, judgments, claims and demands whosoever in law or in equity, against parties aforementioned by the undersigned by and for the organization and individual first listed.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Message Number

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## ***SECURITY GUARD AGREEMENT***

Name \_\_\_\_\_

Date of Function \_\_\_\_\_

Time of Function \_\_\_\_\_ to \_\_\_\_\_

What is the maximum number of guests that will be attending your event? \_\_\_\_\_

Have you already hired the required number of security guards for you event? \_\_\_\_\_ If so, how many \_\_\_\_\_

### **IMPORTANT – PLEASE READ CAREFULLY**

Due to security issues, in the event the occupancy level of your function exceeds the number of guests indicated on this form, said function will be subject to immediate termination and all deposits and rental fees shall be forfeited. To avoid this unpleasant situation from happening to you, please do not exceed the number of guests allotted for security guards you have hired.

By your signature appearing below on this document, it represents your acknowledgment and acceptance of each, and every condition set forth above and agreement to abide by each said condition.

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date

## ***Rules of Conduct for the use of the Atwater Community Center***

The Recreation & Events Department welcomes you to our facility. The Community Center is the property of the City, and we want to keep it in great condition for all our citizen's future use. To ensure that the facility and staff are protected, please be aware of the following requirements.

- Alcohol may only be served or furnished with a dance permit.
  - It is unlawful to serve obviously intoxicated person.
  - It is unlawful to furnish alcohol to minors.
  - Alcohol may not be consumed in the public areas outside of the facility.
  - Public drunkenness may result in arrest and revocation of your permit.
  
- The permittee is responsible for any damage caused by their guests. If you have an issue, please have your assigned security address the issue. If you need further assistance, ask staff.
  
- Please monitor the children attending the event. Destructive or nuisance behavior will not be tolerated.
  
- Your dance permit hours are specific. Please abide by the permit hours.
  
- Your dance permit can be revoked by either the Recreation & Events Department staff or the Atwater Police Department. Disruptive behavior will not be tolerated. If your guest's behavior endangers the safety of staff or the facility, your dance permit will be immediately revoked, and you will be removed from the facility.

I have carefully read these rules above and I fully understand its contents.

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Print Name

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Signature

# PROCEDURE FOR OBTAINING A DANCE PERMIT

1. Obtain a Liability of Insurance Certificate from your Insurance Company for the amount of coverage that is designated by the hall. Made out to the hall where the function is to take place.

2. Obtain Private Security from one of the following security companies:

Accolade Security Inc.	209-250-1685
Allied Universal Security	484-351-1422
AOne Security	209-252-5832
Crimetek Security	209-668-6208
Cristian Security Corp	559-626-7510
EKS Security	209-667-2345
Guardco Security Services	209-723-4273
La Guardia Security	209-381-0569
Marshall's Patrol	209-509-2287
Securitas Security Services	209-549-8080
Safety Solutions	209-281-1819
Stonewall Security Services	209-261-4890

3. Must have the following number of Security Guards according to the number of people attending the event (**Exceptions made by the Chief of Police ONLY**):

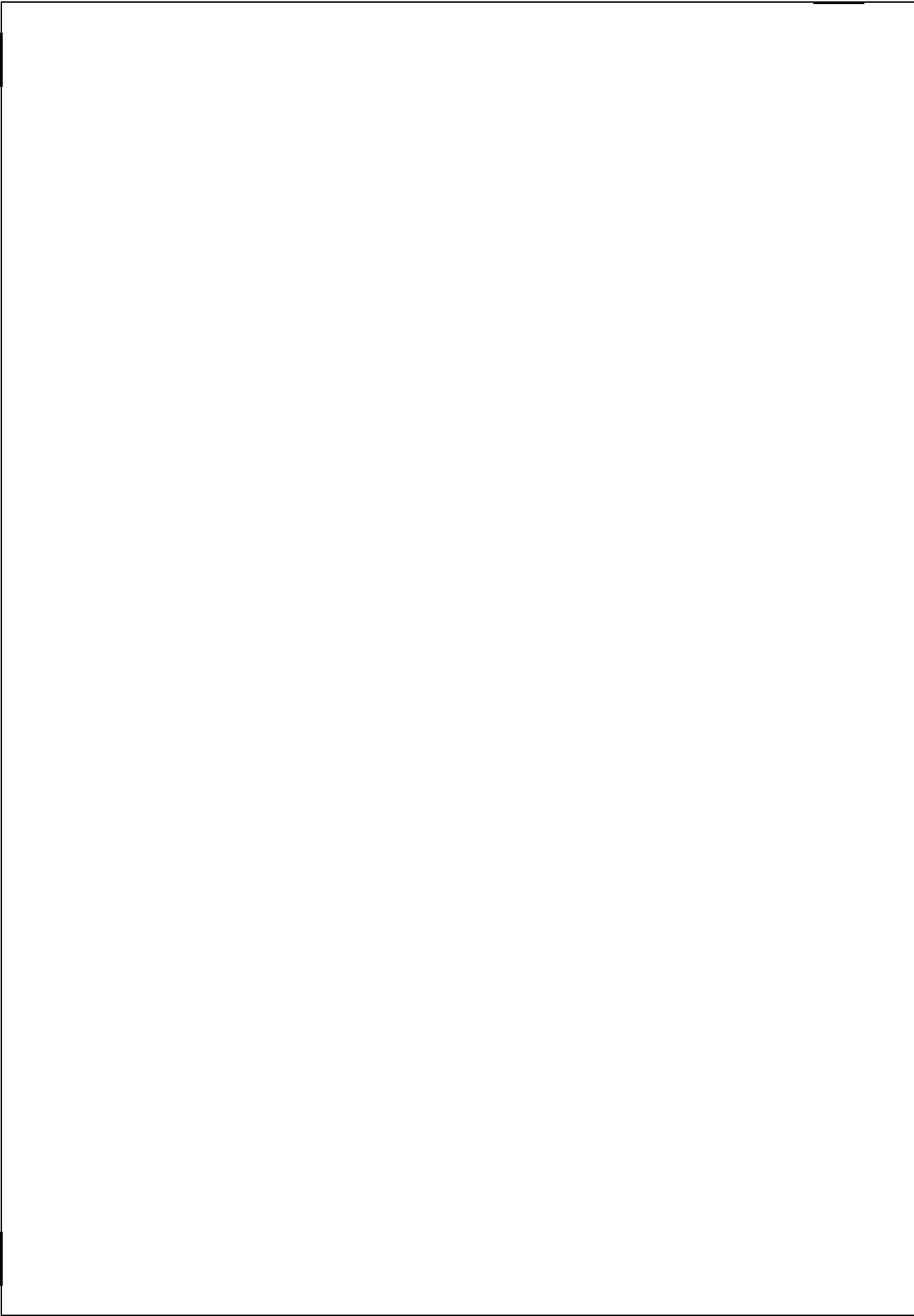
# of People	# of Guards
Up to 200	3
201 to 250	4
251 to 300	5
301 to 350	6
351 to 400	7
401 to 450	8
451 to 500	9

4. If you are selling Alcohol you must also obtain an Alcohol Permit from ABC

5. **Hall Contract, Insurance and Security Contract must be brought to the Police Department at least 2 weeks prior to the event.**

6. Must pay the fee of \$32.00 for the Dance Permit.

Note: All events shall begin no earlier than 9:00 AM and shall cease no later than 2:00 AM. The permit shall be placed in a conspicuous place on the premises named on the permit and shall be shown to any Peace Officer upon demand for his/her inspection. The permit may be revoked if any of the provisions of the dance ordinance is violated.



24 each 60" Round Tables

Tables

36 each 6' Rectangular

Tables

Date of Function: \_\_\_\_\_