

# YREKA COMMUNITY CENTER APPLICATION FOR USE

(SUBMIT APPLICATION WITH \$50 NON-REFUNDABLE HOLDING DEPOSIT)

- 1) Date of Application \_\_\_\_\_
- 2) Name of Organization or Wedding Party \_\_\_\_\_
- 3) Billing Address \_\_\_\_\_
- 4) Contact Person \_\_\_\_\_ Cell Phone \_\_\_\_\_
- 5) Clean-up Chairperson \_\_\_\_\_ Cell Phone \_\_\_\_\_
- 6) Activity \_\_\_\_\_
- 7) Estimated Attendance \_\_\_\_\_ (Maximum Occupancy - 365, Seating/Service - 261)
- 8) Date of Event \_\_\_\_\_

- 9) Facility Usage:
- |  |       |              |
|--|-------|--------------|
| Entire Center (w/ kitchen & dishes)                | \$350 |              |
| Entire Center (w/ kitchen, no dishes)              | \$300 |              |
| Entire Center (no kitchen, no dishes)              | \$250 |              |
| Main Room  | \$100 | Kitchen \$95 |
| Dining Room  | \$75  | Room A \$50  |
| Library/TV Room                                    | \$50  | Room B \$50  |
| Locking Conference Room (not included in packages) | \$75  |              |

**PORTABLE BAR NOT  
PERMITTED IN CARPETED  
AREAS**

- 10) If food or alcohol is to be served at the event, please check the appropriate boxes and list the caterer and/or beverage provider and a daytime phone number for both.

**Food:** Yes \_\_\_\_\_ No \_\_\_\_\_  
Caterer \_\_\_\_\_ Phone \_\_\_\_\_

**Alcohol:** Yes \_\_\_\_\_ No \_\_\_\_\_  
Licensee \_\_\_\_\_ Phone \_\_\_\_\_

Quote for Special Event Insurance: \$ \_\_\_\_\_ Purchased: Yes \_\_\_\_\_ No \_\_\_\_\_

- 11) Please note dates and times requested for use of facility:  
**All events and clean-up must be concluded by 12am (midnight).**

Date	Hours
_____	_____
_____	_____
_____	_____

12) Rental Fee \_\_\_\_\_  
 Cleaning Deposit \_\_\_\_\_  
**Total Fees** \_\_\_\_\_

**PLEASE NOTE: THE  
 COMMUNITY CENTER  
 DOES NOT PROVIDE  
 LINEN SERVICE.**

13) Will the activity be open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Will there be an admission charged? Yes \_\_\_\_\_ No \_\_\_\_\_

a) If yes, set forth prices: \_\_\_\_\_

14) Indicate any of the following Center-owned equipment to be used with your event.

		Available			
Tables:	8'	27	Dinnerware	_____	
	4'	5	Flatware	_____	
	5' Round	42	Refrigerator	_____	
	Blue	249	Chest Freezer	_____	
Chairs:	Green	77	Stove/Ovens	_____	
			Dishwasher	_____	
Center PA System	_____	Portable Bar	_____	Steam Table	_____
		Other	_____	Coffee Maker	_____

15) Describe **all** additional equipment that will be brought in by applicant to be used for this event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A refundable cleaning deposit of \$100.00 will be held pending completion of satisfactory clean-up of facility. (To be checked out by Building Attendant.)

SIGNATURE OF APPLICANT OR AUTHORIZED AGENT

\_\_\_\_\_

**RETURN THIS APPLICATION TO:** YREKA COMMUNITY CENTER, ATTN: LYSANDRA  
 C/O YREKA CITY HALL  
 701 FOURTH STREET, YREKA, CA, 96097  
**QUESTIONS? CALL (530) 841-2332**

**FOR OFFICE USE ONLY**

Date Contract Received \_\_\_\_\_

PAID IN FULL	
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	Amount	Date	Ck #/Cash
Total Fees Due			
Rental Deposit Paid			
Balance Due			
Balance Received			

# YREKA COMMUNITY CENTER

## USER POLICY AND GUIDELINES

1. Reservations for use of the Community Center may be made up to eighteen (18) months in advance by contacting the Yreka City Hall Office 8:00 A.M. - 5:00 P.M., Monday through Friday at (530) 841-2332. Reservation forms should be filled out at Yreka City Hall, 701 Fourth Street, Yreka, California, 96097. A holding deposit of \$50.00 must accompany the completed Yreka Community Center Application for Use Form before a use date will be confirmed. This amount will be applied to the total amount due for the reservation. **IN THE EVENT THAT THE RESERVATION IS CANCELLED, THE YREKA COMMUNITY CENTER WILL NOT ISSUE A REFUND OF THE HOLDING DEPOSIT.** In addition to the use fee, a refundable Cleaning Deposit of \$100.00 will be levied. This Cleaning Deposit shall be refunded provided the applicant has complied with all terms of the User Policy. To the extent the City incurs a cost for non-compliance by the applicant, the deposit may be applied against such cost. Also, the applicant shall remain liable for any additional costs to the City as a direct result of non-compliance. The balance of fees plus the cleaning deposit is due in full 14 days before the event.

**Groups may not contract the facility before 8:00 A.M. or beyond 12:00 A.M. midnight. Facility clean-up must be concluded by 12:00 A.M. midnight. The building is locked and secured at that time. Failure to end the event and/or clean-up by midnight may result in forfeiture of part or all of the cleaning deposit.**

Any activity in which the City's facilities are utilized will be conducted according to law, and will conform to the oral and written policy of the City. No one shall be granted use in such a manner as to constitute a monopoly for the benefit of any person or organization. Only City of Yreka sponsored or co-sponsored programs may be scheduled on a recurring basis.

2. All items such as tables, chairs, kitchen utensils, dishes and silverware, shall be put away or restored to original positions according to the building attendant. The individual or organization granted use of the facilities will be held responsible for any loss or damage to the property caused by such use. **A FEE OF EQUAL REPLACEMENT WILL BE CHARGED.** Under no circumstances will any City equipment be removed from the facility. The Community Center provides a dumpster that can hold 7.77 cubic feet of garbage. Any fees for excess garbage removal will be deducted from the Cleaning Deposit.
3. **An Alcoholic Beverage Sales License and Permit will be required if alcoholic beverages are being sold.** When alcoholic beverages are being served, the City of Yreka reserves the right to require the user to have Security Guards present and/or to provide "Event Liability Coverage" for indemnification of the City.
4. By law, the Community Center is a **SMOKE FREE** facility. **No smoking is allowed in the building or within 20' of any doorway.**
5. Control of lights, heating and cooling systems, public address systems and other equipment is the responsibility of the building attendant. Any request for changes must be directed to them. **The electrical system of the Center is designed to handle no more than 20 amps per circuit. Any equipment brought in for use must meet those requirements.**
6. Plans for decorations must be discussed with the City at the time of reservation and approved at least two (2) weeks prior to event. Decorations, props, equipment, scenery, etc. must be removed before the group leaves the facilities unless prior arrangements have been made with the City.
  - a) **The use of duct tape, adhesives, nails, screws, staples, etc. must be made in writing to the City and approved at least two weeks prior to the scheduled event. At NO time may glitter or confetti be used as decoration.**
  - b) All decorations must be fireproof or fire retardant materials.
  - c) At no times shall emergency exits be covered or obstructed.
  - d) The City cannot provide supplies of any kind to groups using the facilities.
  - e) **All decorations, tape, staples, nails, screws, etc. used by permittee for the event must be removed upon conclusion of the event.**
7. Security guards and chaperones may be required to be on duty during events such as dances, music concerts, etc. Determination of the number of chaperones and officers required shall be made by the City on the basis of the nature of the activity and the number of people in attendance. The cost of such shall be borne by the group or organization sponsoring the activity and the amount per assignment shall be set forth by the Chief of Police or responsible authority.
8. All groups and organizations are responsible for their event's own ticket sales, publicity, and promotion.
9. The User agrees to defend, indemnify, and hold harmless the City of Yreka, its officers, agents, servants, or employees, from any and all claims for damages, demands, costs, or expenses because of injury to property or injury to or death of persons received or suffered by reason of any act, omission, whether intentional or negligent of the User, or arising from any accident or injury, in connection with or attributable to the operation, maintenance, use or occupation of the premises by the User. The User responsible, or the applicant representing the User responsible, agrees to pay any costs incurred in repairing or replacing damaged City equipment or facilities.

\_\_\_\_\_  
City of Yreka Community Center

\_\_\_\_\_  
Date

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
User Name (Printed)