

Senior Center Rental Packet

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CITY OF SIMI VALLEY



Simi Valley Senior Center
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CITY OF SIMI VALLEY • DEPARTMENT OF COMMUNITY SERVICES
SIMI VALLEY SENIOR CITIZENS CENTER
 3900 Avenida Simi, Simi Valley, California 93063

APPLICATION FOR SENIOR CITIZENS CENTER FACILITY USE

RENTAL DATE	ROOM	START TIME	END TIME	TOTAL HOURS
PRIORITY CATEGORY <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV		KITCHEN <input type="checkbox"/> FULL USE <input type="checkbox"/> REFRESHMENT FEE		
PURPOSE FOR WHICH FACILITY IS REQUESTED:		ESTIMATED ATTENDANCE:		
SPECIAL ARRANGEMENTS OR EQUIPMENT		SET-UP ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WILL FOLLOW		
NAME OF APPLICANT	ADDRESS	E-MAIL		
BUSINESS PHONE	RESIDENTIAL PHONE	501(c) LETTER ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	SEND MAIL TO: <input type="checkbox"/> APPLICANT <input type="checkbox"/> GROUP	
NAME OF GROUP/TITLE OF APPLICANT		GROUP ADDRESS		

AGREEMENT STATEMENT

As applicant, I hereby certify that I have read and agree to abide by the City of Simi Valley's rules and regulations as set forth in the "General Rules for Public Use of the Senior Citizens Center" and understand that failure to comply may result in cancellation of use. I am authorized, and do hereby on behalf of the group or organization, hold the City of Simi Valley, members of its City Council, its officials, officers, boards, commissions, agents and employees free and harmless from any loss, damage, liability, claim, lawsuit, cost or expense that may arise during or be caused in whole or in part by such use or occupancy of City property and furthermore will defend and indemnify the City, its officials, officers, boards, commissions, agents and employees accordingly. I also agree to accept full responsibility and agree to pay for repair or replacement for any damage to property or Center caused by such use. I understand that the City reserves the right to cancel this contract in the event of a strike, natural disaster, war, or other unforeseen events.

Signature of Applicant _____ Date _____

CITY OF SIMI VALLEY • DEPARTMENT OF COMMUNITY SERVICES
GENERAL RULES FOR PUBLIC USE OF THE SIMI VALLEY SENIOR CITIZENS CENTER

1. Permission to use the Senior Citizen Center is granted subject to observance of regulations set forth for the operation of the Senior Citizens Center and may be revoked for violation of these regulations. Any Renters/Users who abuse the privilege of using the facility or equipment may be deprived of further use.
2. Applications may not be initiated or renewed by telephone.
3. Permission to use the Senior Citizens Center will not be granted to anyone under eighteen (18) years of age.
4. Permission to use the Senior Citizens Center will not be granted for regularly scheduled religious services, except in emergency situations.
5. Alcoholic beverages shall not be sold, served or consumed in the Senior Citizens Center or the surrounding premises at any time.
6. Smoking is prohibited inside the Senior Citizens Center.
7. Any Renter/User wishing to sell food, beverages, or any other items must comply with appropriate City and County permits and must possess a City business tax receipt and appropriate County health certificate.
8. Vendors selected by any group or organization for the purpose of supplying food or beverages for an event must possess a City business tax receipt and appropriate County health certificate.
9. No leftover foods of any kind shall be left on the premises.
10. Renters/Users desiring to utilize the Senior Citizens Center for a public dance shall follow the regulations as set forth in Title 5, Chapter 7, Dances and Dance Halls, of the Simi Valley Municipal Code.
11. In consideration of the neighbors, Renters/Users shall refrain from loud and boisterous conduct at all times. Use of amplified sound shall be utilized with discretion. Renters/Users and their guests must abide by speed limits and be cautious of pedestrians on all residential streets near the Senior Center.
12. There must be adequate adult supervision for activities where a majority of those persons in attendance are under eighteen (18) years of age. The ratio of adult chaperones to youth is 1:10 for teen dances and 1:20 for club meetings. A list of chaperones, their addresses and telephone numbers must be submitted three (3) working days before the scheduled event. Chaperones must remain with the group until the end of the event and the premises vacated.
13. The City may require security staff for certain activities or events at the discretion of the City Manager or his/her designated representative. It is the responsibility of the Renter/User to secure the necessary guards (licensed and bonded), subject to approval by the City.
14. Renters/Users will be expected to comply with all health and safety codes as required by the City of Simi Valley and the County of Ventura. At no time shall exits be covered or obstructed. Renters/Users will be expected to follow evacuation procedures as directed by the Senior Citizens Center staff on duty.
15. Office phones are for business use only.
16. Control of lights, keys, locks and securing the facility will be attended to by Senior Citizens Center staff on duty. Table and chair setups/arrangements must be done by City maintenance staff by prior arrangement.
17. Under no circumstances will chairs, tables or other equipment be moved from one area to another or be removed from the premises.
18. Under no circumstances will any Renters/Users make any structural or electrical alterations to the Senior Citizens Center.
19. No decorations shall be hung on the walls or ceilings. No bird seed, confetti or glitter may be used. No existing Senior Center decorations, including Christmas trees, may be removed or relocated during rentals.
20. Rental usage must be within allotted time as specified on the application and include all preparation and clean-up time. The Senior Citizens Center must be vacated by the designated closing time.
21. All Renters/Users are expected to leave the premises clean.
22. Renters/Users will be personally responsible for all damages to the building and shall reimburse the City of Simi Valley for any loss or damage to City property caused by such use.
23. Candles may not be used during rentals unless a permit is obtained from the Ventura County Fire Protection District and submitted to the City 45 days prior to rental date.

NOTE: IF RENTER/USER IS UNABLE TO GAIN ACCESS TO THE BUILDING DURING THE RENTAL PERIOD, PLEASE CALL SIMI VALLEY POLICE DEPARTMENT AT (805) 583-6950 TO CONTACT SENIOR CITIZENS CENTER STAFF.

RENTAL AGREEMENT REMINDERS
SIMI VALLEY SENIOR CENTER

Date of event: _____ **Hours:** _____

I have read and understand the "General Rules for Public Use of the Simi Valley Senior Center."

I understand that my scheduled rental time **includes set-up and clean-up time.**

Please check each box indicating that you are fully aware of the following restrictions:

- Consumption, sale or serving of alcoholic beverages in the Senior Citizens Center or the surrounding premises at any time
- Removal of existing Senior Center decorations
- Rice, birdseed, confetti, glitter or any other material that may cause extraordinary clean-up
- Use of candles (without a permit from the Ventura County Fire Protection District)
- Very loud music that could disturb the neighbors of the Senior Center
- Use of fog machine that may cause smoke detectors to sound

Clean-up not completed in accordance with the procedures designated in the handout will result in deduction from, or full retention of, the Damage/Cleaning Deposit.

Senior Center Rental includes one of the following (check appropriate box, if applicable):

- Full use of the Kitchen: includes use of ovens, stoves, sinks, icemaker and countertops for preparation of foods, including cooking, warming and serving. This does not include the use of the refrigerator, freezers, dishwasher or cooking equipment belonging to the Senior Center (coffee pots, baking pans, pots and pans, utensils). I agree to clean all areas thoroughly, and wipe up spills when they occur.
- Refreshment Fee: includes serving light refreshments such as coffee, punch, cookies, cake and vegetable trays. This excludes food preparation of any kind. No use of the Kitchen area.

I agree to abide by these rules and will convey this information to the people in charge of catering, music, clean-up, and others assisting with my rental event. **The person in charge of the rental/event MUST REMAIN in the facility during the entire duration of the booking.**

Print Name of renter/user: _____

Renter Signature: _____

Date: _____

RENTAL FEES
SIMI VALLEY SENIOR CENTER

Definition of Priority Categories:

- I. Senior Programs, activities and/or services that are sponsored by the City of Simi Valley.
- II. Non-profit organizations located in the City of Simi Valley and/or government agencies.
- III. Private use by residents (e.g. wedding, party) and limited membership groups.
- IV. Non-resident private parties or non-City, non-profit organizations and commercial use (e.g., profit-making activities, private companies, etc.).

Rental Hourly Rates and Fees (2 hour minimum)

Priority	I	II	III	IV
Multipurpose Room (MPR)	No Charge	\$ 26.00	\$ 62.00	\$ 75.00
*MPR & Patio	No Charge	\$ 36.00	\$ 77.00	\$ 91.00
Kitchen (Can only be rented with the MPR)	No Charge	\$ 11.00	\$ 13.00	\$ 15.00
All Other Classrooms and Conference Rooms	No Charge	\$ 20.00	\$ 48.00	\$ 55.00
Classrooms 106 and 107 Combined	No Charge	\$ 26.00	\$ 62.00	\$ 75.00
Application Flat Fee	No Charge	\$ 33.00	\$ 33.00	\$ 33.00
Reservation Deposit	No Charge	\$ 50.00	\$ 50.00	\$ 50.00
Damage/Cleaning Deposit	No Charge	\$ 200.00	\$ 200.00	\$ 200.00
Refreshment Flat Fee	No Charge	\$ 8.00	\$ 8.00	\$ 8.00
Public Address System Use Flat Fee	No Charge	\$ 20.00	\$ 20.00	\$ 20.00
Weekend Use Flat Fee Saturday & Sunday Rentals	No Charge	\$ 20.00	\$ 40.00	\$ 60.00
After Hours Fee	No Charge	Hourly Rate x 2/per hour	Hourly Rate x 2/per hour	Hourly Rate x 2/per hour
Extraordinary Set-up Fee	No Charge	TBD	TBD	TBD
Rental Change Flat Fee	No Charge	\$ 25.00	\$ 25.00	\$ 25.00

* **Patio rental is only available during daylight hours, and must be rented with the Multipurpose room (MPR).**

RENTAL FEES

SIMI VALLEY SENIOR CENTER

- I. **Application Fee** - A \$33.00 application fee will be assessed on all applications. The fee does not apply toward any other fees or deposits and is Non-Refundable unless the Senior Center cancels the application. If user schedules more than one (1) activity, an application fee must be submitted for each quarter (January-March, April-June, July-September and October-December) in which an activity will occur. Applications for all quarters will be accepted during the Open Reservation Period in July for the upcoming year.
- II. **Reservation Deposit** - A \$50.00 reservation deposit per application will be assessed on all applications. This deposit shall be credited toward the rental fees. If applicant cancels less than 45 days before the scheduled event, the reservation deposit will not be returned. If the application is denied, the deposit will be refunded in full.
- III. **Damage/Cleaning Deposit**- A deposit of \$200.00 will be required from applicants in Priorities II through V. Deposit may be withheld or fees assessed as needed to cover actual loss or replacement costs of equipment. Extraordinary cleaning required may result in additional charges and may be withheld from deposit. Deposit refund will be mailed approximately 6-8 weeks after event.
- IV. **Kitchen Rental** - Use of the kitchen is allowed only in conjunction with the use of the Multipurpose Room (MPR). An hourly Kitchen rental rate will be charged to applicants in Priorities II through IV when food is prepared, warmed or served. Applicants renting the kitchen are entitled to use the warming tables, counters, sinks, ovens, gas range, microwave and ice machine. No other kitchen equipment may be used under any circumstances.
- V. **Refreshment Fee** - A Refreshment Fee will be charged when light refreshments such as coffee, punch and cake are served. The kitchen may not be used under the Refreshment Fee.
- VI. **Public Address System Fee** - A \$20 fee will be charged for use of the speakers in the Multipurpose Room (MPR) and Rooms 106/107. Renter must provide their own auxiliary cables and device for playing music (e.g. laptop, I Phone). A corded microphone will be provided upon renter's request.
- VII. **Weekend Fee** – There will be an additional charge for Saturday and Sunday rentals based on category.
- VIII. **After Hours Fee** – If a rental goes over their allotted time, an hourly rate of two times the standard rate will be charged in one-hour increments.
- IX. **Extraordinary Set-up Fee** - For any event(s) which require(s) extraordinary set-up/breakdown, additional charges may be assessed using the hourly billing rate for Maintenance Worker I/II, including Departmental Indirect Costs. Renter will be notified at rental booking time.
- X. **Change Fee** – A fee of \$25 will be assessed to any renter requesting changes to their originally requested rental within 45 days of the scheduled rental date.
- XI. **Liability Insurance**- Any group, organization, or individual within Priorities II through V renting the City of Simi Valley Senior Center is required to provide the City with evidence of insurance with a \$1,000,000 combined single limit in the form of either: a City approved General Liability Special Endorsement form; or a copy of evident insurance policy showing the City of Simi Valley as an additional insured for general liability coverage for the duration of the scheduled event or activity with the location's address of the event. Please note that an "Accord Certificate" alone is not sufficient evidence of coverage. It must be accompanied by an "Additional Insured Endorsement." This insurance endorsement must be submitted to the Senior Center for City approval at least 45 days prior to your rental date. Special Event insurance may be purchased from the City's Risk Manager at (805) 583-6739 at Simi Valley City Hall.
- XII. **Final Payment** – Final payment must be made forty-five (45) days in advance of the scheduled use.

GENERAL INFORMATION SHEET SIMI VALLEY SENIOR CENTER

The primary use of the Senior Center is for Simi Valley senior activities. Regularly scheduled programs and activities of the Senior Center will have priority over all requests for rental or use of the Center.

1. **Hours of rental:**

Monday through Friday	5:00 p.m.-12:00 midnight
Saturday, Sunday	7:30 a.m.-12:00 midnight
New Year's Eve	9:00 a.m.- 1:00 a.m.

2. **Seating Capacities:**

Please see Senior Center Floor Plan for room layout. Dimensions are approximations.

	Theatre-Style Seating	Seating at Table(s)
Multipurpose Room (MPR-116)	240	160
Patio (100) (Extra charge for set-up)	0	60
Arts & Crafts Room (A&B) (123)	0	30
Meeting Room (120)	0	22
Conference Room (122)	0	22
Conference Room (105)	0	10
Classroom (106)	40	24
Classroom (107)	40	24
Game Room (108)	0	24
Fitness Room (109)	35	0

3. **The minimum time the building may be rented** is for two (2) hours per each rental. The rental time includes all of the time spent in the Senior Center facility including set-up, conducting the event, and clean-up.

4. **Tables available:** Seating at tables will vary depending on set-up configuration. Some table sizes may not be available for your rental due to other program needs. Your table set-up must be submitted 45 days prior to your event.

4-foot card table	(seats 4 persons)
6-foot rectangular	(seats 6 persons)
8-foot rectangular	(seats 8 persons)
5-foot round	(seats 8 persons)

CLEAN-UP PROCEDURES FOR RENTALS & USAGE
SIMI VALLEY SENIOR CENTER

Renter is responsible for cleaning up as follows:

- I. Completely clear tables, removing all decorations, table coverings, etc., and wipe them off. Completely wipe and clean up any spills on floor.
- II. Pick up all disposable dishware, cups, eating utensils, cans, general litter and/or other objects from all areas utilized by Renter/User (floors, patio, bathrooms, parking lot, etc.).
- III. Place trash in provided containers. All trash containers are lined with plastic garbage bags. Should trash containers become full, Renter/User is responsible for emptying full trash bags into outdoor trash dumpster located outside the Kitchen area. Staff person will provide Renter/User with plastic garbage bags as needed and access to dumpster.
- IV. All facility equipment must be accounted for before Renter/User leaves the building.
- V. Any damage or breakage resulting from the event will be deducted from the Renter/User's Damage/Cleaning Deposit. If damage/breakage is in excess of deposit, Renter/User will be billed for balance.
- VI. All Kitchen equipment and the kitchen work area must be left clean, and the kitchen equipment must be put in its original place. The kitchen counter tops must be wiped clean and left ready for future use.

A Senior Center staff person will conduct a thorough check-list walk-through with the renter at the conclusion of the event to ensure that these procedures have been followed.

Simi Valley Senior Center
3900 Avenida Simi, Simi Valley, CA 93063 (805) 583-6363

