

# CITY OF LAGUNA HILLS

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**CITY COUNCIL POLICY**  
**SUBJECT: COMMUNITY CENTER FACILITY**  
**RESERVATION POLICY**  
**POLICY No. 309**

*Effective Date: January 11, 2000*  
*Last Revision: July 1, 2013*

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## **PURPOSE:**

To establish procedures for the Community Services Department with respect to authorizing rental use of the Laguna Hills Community Center.

## **POLICY:**

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent procedure regarding the authorization of Community Center facility reservations.

## **PROCEDURE:**

### **I. PRIORITY USE**

Priority of use for Community Center reservations shall be as follows:

- A. City programs, including those activities and events in which the City of Laguna Hills is cosponsoring.
- B. Laguna Hills sports organizations directly sponsoring youth programs open to all applicants, local youth and adult organizations and groups such as service clubs, churches, and veterans, whose membership is open to the public provided such organization and/or group carries out its activities through an existing bona fide office, a recognized place of worship, or an existing recognized and established meeting place that is physically located within the City.
- C. Residents of the City of Laguna Hills.
- D. Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- E. Non-resident organizations.

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- F. Non-resident individuals.

**II. APPLICATION PROCESS**

- A. Applicants must complete a Facility Permit application for Community Center facility use. The application must be received at least fourteen (14) days in advance. Requests received less than fourteen (14) days in advance will be granted if conditions allow.
- B. **A mandatory site meeting will be scheduled with the Facility Permit applicant and the City's facility coordinator at the Laguna Hills Community Center & Sports Complex.** The site meeting appointment should be made at least 14 days prior to the event. Any caterer or special event coordinator should also attend the site meeting. Failure to complete a site meeting could result in a cancellation of the event and forfeiture of fees and deposits. The applicant is the only person who may request changes to the reservation.
- C. All payments are due fourteen (14) calendar days prior to scheduled use. **Payments made less than fourteen (14) calendar days prior to use must be made in cash, cashier's check, or money order.** All receipts for payments and any reimbursements will be made to the Applicant only, regardless of payment source. Always identify payments by event date(s), facility, and reserving party's name.
- D. Usage time on the application must include all facility preparation, including the user's setup and decoration time by caterer and/or user, as well as cleanup time following use. Reservations are based upon use within the specified time period. Any additional use will be charged.
- E. Building rentals include the use of tables and chairs. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), and microwave. Building staff will set up and break down the floor plan requested. However, due to other responsibilities, only one setup per group will be provided. Please do not request changes after the setup is complete.
- F. Dependent upon the nature of the proposed activity or facility use, the City may, at its discretion, require the applicant to obtain, at his/her own expense, a comprehensive general liability insurance

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policy covering bodily injury and property damage in an amount not less than \$1,000,000 combined single limit from an insurer admitted within the State of California. This liability insurance policy must name as additional insureds, the City of Laguna Hills, its officers and employees. The City, depending on the nature of activity may also require that this insurance cover the applicant's participants as well as spectators or others attending the activity. Applicants required to provide liability insurance must provide the original Certificate of Insurance in the amount of \$1 million or more to the City Clerk via the Community Services Department for approval at least fourteen (14) days prior to reservation date.

- G. Community Center rentals in excess of 500 attendees may require a Special Event Permit, additional approvals from other City departments, and other requirements or documentation as determined by the Community Services Department based on the nature of the event.

**III. POLICIES AND PROCEDURES**

A. General Rules

- Use of the kitchen must be included on the application form. If using a caterer, a copy of the caterer's license must be received at least 14 days before the event.
- Kitchen facilities are not supplied with cooking utensils. These must be provided by the applicant and must all be removed promptly and completely upon conclusion of the event. Refrigerator space may be limited due to active, on-going City programs.
- Community Services staff are not authorized to sign for deliveries and are not authorized to permit any deliveries that vary from scheduled times. The Community Services Department cannot be held responsible for any items delivered early or left behind. The applicant or event contact person must accept all deliveries. The "set-up time" stated on the application form is the earliest time that any deliveries can be made.
- Attendance cannot exceed occupancy for the rented rooms(s), as shown on the following Community Center floor plan.
- The City is not responsible for personal injuries, damages, or stolen property.

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- Equipment or furnishings shall not be removed or rearranged without prior written approval from the Community Services Director.
- Smoking is not permitted at the Community Center facility per the City's Municipal Code.
- Open flames (i.e., candles) will not be allowed in the facilities, unless specifically authorized in writing by the Community Services Department.
- Nails, staples, tape, and similar hardware may not be used to attach materials to walls or ceilings in the Heritage Room. All decorative and other items, such as signs, shall be removed by the end of the rental period. Do not drag heavy items on floors. Rice, confetti, glitter, or birdseed are not allowed.
- Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the physical activity room or the gymnasium.
- Violations of City ordinances, state law, or a Facility Permit's terms and conditions, by any user, will result in the immediate revocation of the permit and the cancellation of the remainder of the reservation. The individual or group will not be issued a permit for twelve months from date of the violation.

**B. Alcoholic Beverages**

- Alcoholic beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. Alcoholic beverages are limited to the use of white wine, champagne, and beer. Beer kegs are not allowed.
- Anyone requesting the use of alcoholic beverages must submit a proper application form with their facility use application. A \$50 alcohol permit fee will be charged to all applicants requesting to serve alcohol.
- Applications to serve alcoholic beverages will not be considered for approval for any activity with a youth emphasis. This includes such activities as birthday parties for minors or student activities.
- Alcohol may not be served to minors. Alcoholic beverages are to be served only to persons 21 years of age and older. The applicant's failure to comply, monitor, and enforce this law is

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grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.

- All alcoholic beverages must be consumed inside the rented area of the facility.
- The consumption of alcoholic beverages is prohibited during set up and clean up time.
- An Alcohol Beverage Control (A.B.C.) License must be provided if alcohol is to be sold during the scheduled activity, if a donation is requested or admission is by donation, if admission is charged, or if presale is charged for an event where alcohol is present.

1. It is the responsibility of the applicant to contact Alcohol Beverage Control to obtain a license. A letter regarding your event will be provided for you to present to the Alcohol Beverage Control License office. Contact Alcohol Beverage Control at:

28 Civic Center Plaza  
Santa Ana, California  
(714) 558-4101

2. A copy of the A.B.C. license must be submitted to the Community Services Department at least five (5) calendar days prior to your event.

**C. Community Center Facility Use Scheduling**

- Community Services staff will be on hand to admit you to the rented facilities at the time you have specified on the application form. Renters will be allowed to occupy the facilities only during the times listed on the application.
- Building staff will set up all tables, chairs, and equipment according to the set up plans provided. If no set up plan is submitted, building staff will set up the building according to standard set up configurations for the type and size indicated on the application.
- Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by renters must be removed by the renter before leaving the building and within the application rental time period.

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D. Decorations

- Decorations must be flame retardant.
- Decorations with hay or straw are prohibited. Users and attendees shall not throw confetti, birdseed, popcorn, rice, or other material.

E. Community Center Facility Clean Up

- Facilities must be left in the same condition in which they were found. Community Services staff will provide renters with a clean-up checklist that should be filled out before and after the activity to determine needed clean up or repairs before and after the rental. If the facility is not cleaned up as found, the applicant will pay for cleaning costs which will be taken from applicant's cleaning deposit. If clean-up costs are more than the cleaning deposit, the applicant will be responsible for paying the difference.

F. Adjustment of Rental Rates

- The facility rental rates under **Section IV. Fees** of this policy will be adjusted for inflation every two (2) years per City Council Resolution No. 2009-05-26-2 and City Council Resolution No. 2010-06-22-6.

**IV. FEES – (UPDATED 7/1/2013)**

Facility	A RESIDENT NON-PROFIT	B RESIDENT PRIVATE	C NON-RESIDENT NON-PROFIT	D NON-RESIDENT PRIVATE	E COMMERCIAL
Heritage Room					
Weekday	\$95.00/hr	\$125.00/hr	\$150.00/hr	\$190.00/hr	\$230.00/hr
Weekend	\$105.00/hr	\$155.00/hr	\$175.00/hr	\$215.00/hr	\$240.00/hr
Overnight (flat fee per night)	\$160.00	\$210.00	\$260.00	\$315.00	\$365.00
Heritage Room A/B/C					
Weekday	\$50.00/hr	\$55.00/hr	\$80.00/hr	\$100.00/hr	\$110.00/hr
Weekend	\$55.00/hr	\$60.00/hr	\$85.00/hr	\$110.00/hr	\$125.00/hr
Overnight (flat fee per night)	\$75.00	\$105.00	\$135.00	\$160.00	\$185.00

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<b>Kitchen Use Fee (Large)</b>					
Full Use w/Rental of Room (Per Hour)	\$35.00/hr	\$35.00/hr	\$35.00/hr	\$35.00/hr	\$60.00/hr
Partial Use w/Rental of Room (Flat Fee) Includes use of Refrigerator, Ice Machine	\$50.00	\$50.00	\$50.00	\$50.00	\$75.00
Kitchen Rental Only (Per Hour)	\$40.00/hr	\$40.00/hr	\$40.00/hr	\$40.00/hr	\$70.00/hr
<b>Large Classroom</b>	\$45.00/hr	\$50.00/hr	\$60.00/hr	\$70.00/hr	\$80.00/hr
<b>Individual Classroom</b>	\$30.00/hr	\$40.00/hr	\$45.00/hr	\$50.00/hr	\$65.00/hr
<b>Kitchen Use Fee (Small)</b>					
Partial Use (Flat Fee) Includes use of Refrigerator, and Oven only	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Kitchen Rental Only	Not Available	Not Available	Not Available	Not Available	Not Available
<b>Art Room</b>	\$30.00/hr	\$40.00/hr	\$45.00/hr	\$50.00/hr	\$65.00/hr
<b>Physical Activity Room</b>	\$30.00/hr	\$40.00/hr	\$45.00/hr	\$50.00/hr	\$60.00/hr
<b>Tower Room</b>	\$35.00/hr	\$40.00/hr	\$45.00/hr	\$50.00/hr	\$50.00/hr
<b>Plaza Rental</b>	\$25.00/hr	\$30.00/hr	\$40.00/hr	\$50.00/hr	\$60.00/hr
<b>Alcohol Permit Fee</b>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

**Weekend Rate:**

The weekend rate will begin at 5:00 p.m. on Fridays through 12:00 a.m. on Sundays.

**Cancellation Fees:**

14 or more days: 25% of deposit  
14 or fewer days: 50% of deposit

**Early Arrival/Late Departure Fee:**

Time and one-half hourly rental fee

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**Lobby Rental Fee:**

\$50 flat fee

**Dance Floor Rental Fee:**

9' x 12' = \$100 rental fee

18' x 20' = \$200 rental fee

**AV System with Screen and Podium Rental:**

\$50 flat fee

**Deposit Fee:**

\$250 – Deposit for events not serving alcohol

\$500 – Deposit for events serving alcohol or in excess of 75 guests

**Minimum Hourly Rental:**

Two-hour minimum hourly rental – Heritage, Classroom, Art Room Only

**ATTACHMENTS:**

- Lower Floor Plan
- Upper Floor Plan