



# Facility Rules Summary

For complete regulations, please see the City's Rules and Regulations Governing the Use of City Facilities resolution.

## Facility Hours

The Moorpark Community Center may be reserved between the hours of 7:00 a.m. and 10:00 p.m. There is a 2 hour minimum rental time. Facilities are not available for rental on City holidays. If alcohol is served (beer & wine ONLY), service must stop 1 hour prior to the end of the event.

## Decorations

Decorations must be approved by the City and comply with the California Health and Safety Code. Decorations may not be installed in any way that may damage the walls, floor, ceiling, or other part of the facility, or cause a hazardous situation.

## Amplified Sound

Persons wishing to use amplified sound shall make such a request on the Reservation Application and receive written authorization from the City. Persons permitted to use sound amplification equipment shall keep the sound level of such equipment at a reasonable level to avoid disturbing nearby residents.

## CANCELLATIONS

Cancellations are subject to the following:

- 90-180 days notice: Fees refunded less a \$125 fee.
- 15-89 days notice: Fees refunded less a \$125 fee.
- Less than 15 days notice: Security deposit only will be refunded, less costs incurred by City and a \$25 fee.

## PROHIBITED ACTIVITIES

The following items are prohibited at the Moorpark Community Center:

- Open flame devices or fog machines
- Gambling
- Bird seed, rice, straw, confetti, hay, sand, glitter
- Smoking anywhere on City Property

# RENTAL FEES

Room rental rates are hourly and are based on the renter's group classification and the number of people attending. Additional fees are required for use of equipment.

## GROUP CLASSIFICATIONS ARE AS FOLLOWS:

### GROUP 2:

Residents of the City of Moorpark, City of Moorpark 501(C) nonprofit organizations, and Government agencies serving Moorpark residents.

### GROUP 3:

Nonresidents within MUSD boundaries, other nonprofit organizations, Moorpark businesses for recreational purposes.

### GROUP 4:

All other renters.

Room	Group 2	Group 3	Group 4
1-99 ppl	\$55/hr	\$65/hr	\$75/hr
100 ppl	\$65/hr	\$75/hr	\$85/hr

Room	Group 2	Group 3	Group 4
1-99 ppl	\$45/hr	\$55/hr	\$65/hr
100 ppl	\$55/hr	\$65/hr	\$75/hr

Kitchen (with Room Rental)	Group 2	Group 3	Group 4
	\$20/hr	\$30/hr	\$40/hr

\*Application Fee (Single Day) \$10

\*Application Fee (Multiple Day) \$20

\*Alcohol Permit Fee \$15

### Equipment Use Fees (includes set-up)

Tables: \$5.00 per table (rectangular tables only)

Chairs: .25¢ per chair

### Security Deposit Fees (refundable):

\*\$300.00 (NO alcohol)

\*\$500.00 (with alcohol)

### Insurance (Required)

Less than 100 attendees: Starting at \$81.00

Greater than 100 attendees: Starting at \$113.00

Insurance fees are based usage and are subject to change

**Staff fee for rentals OVER 100 PEOPLE, or requiring additional staffing**

Part-time rate: \$35/hr Full-Time rate: \$70/hr

Reservations for the Community Center are taken at the Arroyo Vista Recreation Center office, on a first-come, first-served basis, and may be made up to 9 months (Moorpark residents) or 6 months (all others) in advance.

When making a reservation, please have the following ready:

When making a reservation, please have the following ready:

- Identification (CA driver's license or ID card)
- Proof of current address
- Proof of nonprofit status (organizations)
- Credit card, check, or cash for payment

## \*HOLDING DEPOSIT\*

For reservation applications submitted more than thirty (30) days in advance, a \$125 holding deposit is required at the time of application. All fees are due in full, thirty (30) days prior to the first rental date on the permit. Rentals with less than 30 day notice will be accepted on a space and staff availability basis and fees are due in full upon acceptance of the rental application. A refundable \$300 (NO alcohol) or \$500 (with alcohol) security deposit is required for all rentals. Costs resulting from damage, additional staff time, or noncompliance with rules, will be deducted from the security deposit. Additional fees may be levied for rental requests containing unusual activities for accommodations, as determined by the Director.

## Approval of rental applications

Rentals are not confirmed until the application has been approved in writing by authorized City staff. The City may deny or revoke a rental application or permit when it is determined by the City that the rental use of the facility will not be in the best interest of the City.

Insurance must be purchased through the City for an additional fee. Businesses and organizations may provide their own liability and property damage must not be less than \$1,000,000. An endorsement is required naming the City of Moorpark as additional insured