

City of Moorpark **FACILITY RENTAL GUIDE**

MOORPARK COMMUNITY CENTER



Parties * Special Events * Meetings



For information on renting the facility, contact:
Arroyo Vista Recreation Center
4550 Tierra Rejada Road, Moorpark, CA 93021
(805) 517-6300 * avrc@moorparkca.gov

Need a place for your next event?

The Moorpark Community Center can be reserved for your next special event! The Community Center is located in the Civic Center complex at 799 Moorpark Avenue.

The facility features a multipurpose room, an activity room, and a kitchen. The facility also has a lobby, restrooms, and a patio area.

The Apricot Room is located adjacent to the lobby. This room features a tile floor, projector screen, and large built-in stage. The maximum capacity for this room is 150 dining, 205 assembly.



Apricot Room

The Citrus Room is located to the south of the lobby. The room features a tile floor and counter space. The maximum capacity for this room is 80 dining, 100 assembly.

The kitchen can be accessed from either room. The kitchen features a sink, refrigerator, and counter space. The kitchen may only be rented in conjunction with a room.

City of Moorpark, Recreation Division

Moorpark Community Center 799 Moorpark Avenue Moorpark, CA 93021

For rental information,
contact the
Arroyo Vista Recreation Center
4550 Tierra Rejada Road
Moorpark, CA 93021

Office Hours:
8:30 a.m. to 6:00 p.m.
Monday through Friday
closed major holidays

Phone: (805) 517-6300
Fax: (805) 532-2551

avrc@moorparkca.gov
www.moorparkca.gov



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. Time thereafter may be rounded to the half-hour. Set up/decorating time and clean-up time must be included in the rental hours. Facilities are not available for rental on City holidays.

Activities Requiring Approval

The following must be included on the reservation application and approved in advance:

- Service or sale of alcoholic beverages
- Amplified sound
- Special attractions, performers, caterers, and other contracted services
- Vendors (sales to the public)

Prohibited Activities

- Smoking of any kind, including vaping
- Open flame devices except Sterno
- Fog machines
- Gambling, except as permitted by State or Federal law for non-profit organizations
- Bird seed, rice, confetti, hay, and glitter
- Use of nails, tacks, staples, duct tape, or any other adhesive that may damage City property
- Giving tips or gratuities to City staff

Insurance Requirements

Insurance must be purchased through the City for an additional fee. This insurance will cover any property damage in excess of the security deposit. Businesses and organizations may provide their own liability insurance coverage. Limits of bodily injury and property damage must not be less than \$1,000,000. An insurance certificate and endorsement form naming the City of Moorpark as additional insured are required.

Making a Reservation

Reservations are taken at the Arroyo Vista Recreation Center office, on a first-come, first-served basis, and may be made up to 9 months (Group 1 and 2 renters) or 6 months (Group 3 and 4) in advance. Reservation applications must be submitted at least thirty (30) days in advance.

All rentals must be made by an adult 21 or older. Rentals are not confirmed until the application has been approved in writing by authorized City staff. The City reserves the right to deny or revoke a rental application or permit.

When making a reservation, please have the following ready:

- Photo identification
- Proof of current address
- Visa/Mastercard, check, or cash for payment
- Proof of nonprofit status (organizations)

Fees and Payment:

For reservation applications submitted more than thirty (30) days in advance with rental fees exceeding \$500, a \$200 payment is due at time of application. All fees are due in full thirty (30) days prior to the first rental date on the permit.

For rentals with fees totaling less than \$500, full payment is due at the time of application.

A refundable \$300 security deposit is required and is payable at the time of application. 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 or accommodations, as determined by the Director.

Cancellations

Cancellations are subject to the following:

60+ days notice: Fees refunded, less non-refundable fees and a \$15 processing fee. The rental may also be rescheduled or a credit applied less non-refundable fees.

15-59 days notice: Fees refunded less any non-refundable fees, a 50% cancellation fee, and a \$15 processing fee. (Security deposits refunded in full.) The rental may also be rescheduled or a credit applied less non-refundable fees.

Less than 15 days notice: Refund of security deposit only, less City costs and a \$15 processing fee.

RENTAL FEES

Room rental rates are hourly and are based on the renter's group classification. Following is a summary of group classifications; additional conditions may apply to qualify for a certain group:
Group 1: Governmental agencies directly serving Moorpark residents and Moorpark nonprofit organizations for public rentals when no entry fees are charged, the activity is not recurring, and attendance is less than 2,000.

Group 2: City of Moorpark residents and businesses for noncommercial purposes, City of Moorpark 501(C) nonprofit organizations, and Government agencies not in Group 1.

Group 3: Nonresidents within MUSD boundaries, other nonprofit organizations, and Moorpark businesses for commercial purposes.

Group 4: All other renters.

Apricot Room			
Group 1	Group 2	Group 3	Group 4
City cost	\$70/hr	\$80/hr	\$91/hr

Citrus Room			
Group 1	Group 2	Group 3	Group 4
City cost	\$54/hr	\$64/hr	\$75/hr

Kitchen (in conjunction with room rental)			
Group 1	Group 2	Group 3	Group 4
City cost	\$24/hr	\$34/hr	\$45/hr

Other Fees (Flat Rate)	
Permit Application Fee	\$16 - \$107
Attraction Permit Fee	\$11 - \$107
Vendor Fee (per vendor)	\$27 - \$80
Alcohol Permit Fee	\$54 - \$107
Table (6' rectangular)	\$5 per table
Chair	\$0.25 per chair
Insurance	Call for Quote
P/T Staff	\$35/hour
Security Deposit - Room	\$300