



ENCINITAS COMMUNITY AND SENIOR CENTER

WELCOME!

Whether you are a first-time visitor or a regular guest, we hope that the Encinitas Community and Senior Center will meet the needs for your upcoming event.

Included in this packet are important documents and information that you will need for completing the room reservation process. We suggest that you read all enclosures thoroughly. If anything is unclear, or if you have additional questions, please make an appointment to meet with a facility reservation staff member.

When you decide on the date for your event, please fill out the **Room Rental Application** form and return it to us in person, by mail or by fax. The deadline for receipt of an application for the Banquet Hall or the Gymnasium is at least 40 days prior to the requested event date. Requests for all other rooms must be submitted at least two (2) weeks prior to the first scheduled event date. Your application will be reviewed to determine room and date availability, and to confirm Group Status and fees.

Within two (2) weeks following the submittal date, you will be provided with a **Tentative Permit (DRAFT)** for you to look over. You will also automatically be given an appointment to come into our office to sign the (final) **Firm Permit** and pay the deposit to secure your rental date and room. By signing your Facility Use Permit you declare that you understand and agree to adhere to the regulations and policies of the Center and to indemnify and hold harmless the City of Encinitas.

Our Staff looks forward to assisting you. If you would like to schedule a tour of our facility, contact our Center Manager Derrick Monroe at (760) 943-2259.

Thank you for choosing the Encinitas Community and Senior Center!



City of Encinitas
Parks and Recreation Department
Encinitas Community and Senior Center
Phone 760-943-2260 Fax 760-943-2262

Room Rental Application

Permit # _____

Permittee Applicant: _____
(Person Responsible - Private Individual or Representative of the Organization)

Street Address: _____

City/State/Zip: _____

Home: _____ Bus: _____ Cell: _____

Fax: _____ Email: _____

Organization Name: _____ **Non-Profit:** _____ Yes
(If Applicable) (Federal/State documentation required)

Street/P.O. Box: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Preferred Contact Person: _____
(Enter SAME if same as Permittee)

Street Address: _____

City/State/Zip: _____

Home: _____ Bus: _____ Cell: _____

Fax: _____ Email: _____

Single Use Date: 1st Choice: _____ Multiple Use Dates: _____

2nd Choice: _____

Purpose of Facility Use: _____

Answer **YES** or **NO** to the following:

Estimated **Attendance:** _____

Alcohol Served: _____

Cost of **Admission:** _____

Alcohol Sold: _____

Actual **Event Time:** _____ am/pm (without set-up time)

Food Served: _____

to _____ am/pm

Food Catered: _____

How Did You Hear About Us? _____

Remarks: _____

(Please complete both pages of application)

ROOM & EQUIPMENT RENTAL

All Rooms require rental in ONE HOUR increments.

Rooms		GROUP (see policy for description)				Cleaning/Damage Deposit		Setup	Room Size		Maximum Occupancy	
NO.	Name	I	II	III	IV		Alcohol	Fees	Dimension	Sq. Feet	Banquet	Theatre
116	Conference B	N/C	\$10	\$30	\$50	\$50	N/A		15' x 21'	315	16	20
117	Dance/Exercise	N/C	\$20	\$60	\$85	\$100	No food or drink		31' x 33'	1020	N/A	N/A
118	Activity Room	N/C	\$15	\$35	\$60	\$100	N/A		26' x 38'	990	40	60
119	Conference A	N/C	\$10	\$30	\$50	\$50	N/A		12' x 21'	260	N/A	12
120	Meeting	N/C	\$15	\$35	\$60	\$100	N/A		20' x 38'	760	45	55
120 A	Meeting A	N/C	\$8	\$17.50	\$30	\$100	N/A		20' x 19'	380	22	27
120 B	Meeting B	N/C	\$8	\$17.50	\$30	\$100	N/A		20' x 19'	380	22	27
140	Arts & Crafts	N/C	\$15	\$35	\$60	\$100	N/A		18' x 29'	520	24	35
140 A	Arts & Crafts A	N/C	\$8	\$17.50	\$30	\$100	N/A		18' x 14'	250	12	15
140 B	Arts & Crafts B	N/C	\$8	\$17.50	\$30	\$100	N/A		18' x 15'	270	12	20

The Following Rooms require a **TWO (2) HOUR MINIMUM** rental reservation time.

102	Gymnasium	N/C	\$50	\$100	\$125	\$200	No food or drink	\$50	73' x 113'	8250	N/A	* 400
102 A	Gymnasium A	N/C	\$25	\$50	\$62.50	\$200	No food or drink	\$25	36.5' X 56.5"	4125	N/A	200
102 B	Gymnasium B	N/C	\$25	\$50	\$62.50	\$200	No food or drink	\$25	36.5' X 56.5"	4125	N/A	200
142	Banquet Hall	N/C	\$60	\$150	\$250	\$200	\$300	\$50	48' x 100'	4800	208	300
142 A	Banquet Hall A	N/C	\$30	\$75	\$125	\$200	\$300	\$25	48' x 50'	2400	104	150
142 B	Banquet Hall B	N/C	\$30	\$75	\$125	\$200	\$300	\$25	48' x 50'	2400	104	150
144	Kitchen **	N/C	\$25	\$35	\$60	N/A	N/A	N/A	N/A	N/A	N/A	N/A

** Available only with rental of Banquet Hall.

* Indicates maximum use of chairs available from Center inventory.

\$1,000,000 LIABILITY INSURANCE IS REQUIRED FOR ALL RENTALS EXCEPT SEDENTARY MEETINGS.

Date(s) Time(s) & Room(s) Requested: (Choose from list above) Include time for **your** Setup and Cleanup

<u>Room</u>	<u>Date</u>	<u>Time from:</u>	<u>To:</u>	<u>Room</u>	<u>Date</u>	<u>Time from:</u>	<u>To:</u>
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Indicate Equipment Needed:

	<u>Quantity</u>	<u>Cost</u>		<u>Quantity</u>	<u>Cost</u>
Dance Floor	_____	\$50	60" Round Tables (max. 26)	_____	NC
Stage (4'x8')	_____	\$20	60" x 72" Oval Tables (max. 4)	_____	NC
Gym Floor Cover	_____	\$150	6 Ft. x 28" Rectangular Tables (max. 12)	_____	NC
LCD Projector	_____	\$15	8 Ft. x 28" Rectangular Tables (max. 12)	_____	NC
DVD Player	_____	\$15	2' x 4' Rectangular Tables	_____	NC
TV/VCR	_____	\$15	Chairs (if Banquet, max. 300)	_____	NC
Boom box/CD player	_____	N/C	Brass Easel	_____	NC
Banquet Sound System	_____	NC	Whiteboard	_____	NC
Podium w/mic	_____	NC	Two-tier Cart	_____	NC
WiFi	_____	NC	Podium (no mic)	_____	NC