

City of Encinitas Parks, Recreation, and Cultural Arts Department Encinitas Community Center and Senior Center Encinitas Library



Rental Application

Date Received:	■ E	ncinitas Community and	Senior Center	Encinitas Library	Permit Number:	
For office u	ise only	Please che	eck the box for renta	location		For office use only
Name of Organization:						
	Non-Profit: [Yes No E	mployer Identi	fication Number:		
		If Applicable, Fed	leral Documentation	Required		
Mailing Address:						
	City:		State:		Zip Code:	
Phone Numbers:	Business:		Cell:		Fax:	
Name of Applicant:						
тами от фрими	Persoi	n Responsible – Private Ind	lividual or Represent	ative of the Organization		
Mailing Address:						
	City:		State:		Zip Code:	
Phone Numbers:	Home:		Cell:		Business:	
Email Address:			!		<u> </u>	
Preferred Room:						
Encinitas Community	<pre>116 11</pre>	17 🗌 118 🔲 120	☐ 120-A ☐	120-В 🔲 136 🔲	140 🔲 140-A	140-B
and Senior Center:	□102 □1	02-А 🗍 102-В	□142 □14	2-A	OC 144	
		02 // 102 5		- /	oc <u> </u>	
Encinitas Library:	LCR LC	LL				
Rental Date 1 st Choice:			Rental D	ate 2 nd Choice:		
Multiple Rental Dates:						
· _						
Rental Description:						
_						
— Estimated Attendance:			If Admission v	vhat is the cost?	 ¢	
Event Set-up Time:				Clean-up Time:		To:
•	F10III	 AM		-	FIOIII	
Event Start Time:			Event	End Time:		_ MAM MPM
Encinitas Community & Senior	Center and the Encir	·	_	_	the Holiday Break (D	ecember 24-January 1).
Check YES or NO to Alcoho			_		ol Sold:	YES NO
	Security is	required when alcohol is b	_	_		
Name of Freed Colores (f	•	Food Served:	YES	NO Food	Catered:	YES NO
Name of Food Caterer, if	•	e of Insurance must be sub	mitted for all avents	requiring liability incurses	CO	_
		y Insurance must be sub y Insurance is required for				
How did you hear about	us?					
Comments:		-				

Room Rental Fees

Encinitas Community and Senior Center

All Rooms require rental in one (1) hour increments.

Applications for the following rooms must be submitted at least fourteen (14) days in advance of the date requested.

	ROOMS			CATEGORY				CLEANING DAMAGE DEPSOIT			SET UP	ROOM	Л SIZE	OCCUPANCY		
#	Name	Room Type	ı	II	Ш	IV	V	No Food	Food	Alcohol	Fees	Dimension	Square Footage	Classroom	Banquet	Theatre
116	Elm	Conference	NC	\$16	\$37	\$47	\$58	\$100	\$200	\$300	\$11	15' x 21'	315	12	16	20
117	Pine	Dance/Exercise	NC	\$26	\$68	\$79	\$89	\$100	N/A	N/A	\$11	31' x 32'	992	N/A	N/A	N/A
118	Maple	Activity/Meeting	NC	\$32	\$74	\$84	\$95	\$100	\$200	\$300	\$11	26' x 38'	988	36	40	60
120	Cottonwood	Activity/Meeting	NC	\$32	\$74	\$84	\$95	\$100	\$200	\$300	\$11	20' x 38'	760	21	45	55
120-A	Cottonwood A	Activity/Meeting	NC	\$16	\$37	\$42	\$47	\$100	\$200	\$300	\$5	20' x 19'	380	9	22	27
120-B	Cottonwood B	Activity/Meeting	NC	\$16	\$37	\$42	\$47	\$100	\$200	\$300	\$5	20' x 19'	380	9	22	27
136	Eucalyptus	Activity/Meeting	NC	\$26	\$68	\$79	\$89	\$100	\$200	\$300	\$11	24' x 21'	504	12	20	24
140	Acacia	Activity/Meeting	NC	\$32	\$74	\$84	\$95	\$100	\$200	\$300	\$11	18' x 30'	540	18	24	35
140-A	Acacia A	Activity/Meeting	NC	\$16	\$37	\$42	\$47	\$100	\$200	\$300	\$5	18' x 14'	252	9	12	15
140-B	Acacia B	Activity/Meeting	NC	\$16	\$37	\$42	\$47	\$100	\$200	\$300	\$5	18' x 16'	288	9	12	20

Encinitas Community and Senior Center

The following rooms require a two (2) hour minimum rental reservation time.

Applications for the following rooms must be submitted at least forty (40) days in advance of the date requested.

Patio rented with Banquet Hall only incurs one deposit. Kitchen ONLY available with the rental of the Banquet Hall

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102	Gymnasium	Activity	NC	\$79	\$131	\$147	\$173	\$200	N/A	N/A	\$53	73' x 113'	8,249	N/A	N/A	400
102-A	Gymnasium A	Activity	NC	\$42	\$68	\$74	\$89	\$200	N/A	N/A	\$26	36' x 56'	2,016	N/A	N/A	200
102-B	Gymnasium B	Activity	NC	\$42	\$68	\$74	\$89	\$200	N/A	N/A	\$26	36' x 56'	2,016	N/A	N/A	200
142	Manzanita	Banquet Hall	NC	\$89	\$184	\$236	\$289	\$200	\$200	\$300	\$53	48' x 100'	4,800	192	208	300
142-A	Manzanita-A	Banquet Hall A	NC	\$47	\$95	\$121	\$147	\$200	\$200	\$300	\$26	48' x 50'	2,400	96	104	150
142-B	Manzanita-B	Banquet Hall B	NC	\$47	\$95	\$121	\$147	\$200	\$200	\$300	\$26	48' x 50'	2,400	96	104	150
ОС	Courtyard	*Patio	NC	\$32	\$53	\$84	\$95	\$200	\$200	\$300	N/A	26' X 38'	988	4	16	40
144	Kitchen	Kitchen	NC	\$26	\$37	\$53	\$63	N/A	\$200	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Encinitas Library

The following rooms require a two (2) hour minimum rental reservation time.

Applications for the following rooms must be submitted at least forty (40) days in advance of the date requested.

Serving Kitchen available at no charge with the rental of the Library Community Room.

LCR	Library	Community Room	NC	\$53	\$79	\$110	\$131	\$100	\$200	\$300	\$26	39' x 37'	1,443	32	73	150
LCLL	Library	Literacy Lab	NC	\$16	\$32	\$47	\$58	\$100	N/A	N/A	N/A	18' x 30'	540	8 ta	bles, 15 cl	hairs

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

Choose from the list above, include time for your set-up and clean-up

	Multiple Room Use													
Room #	Date	Day	Set-up Time			Event Time			Clean-up Time					
			From:		To:		From:		To:		From:		To:	
			From:		To:		From:		To:		From:		To:	
			From:		To:		From:		To:		From:		To:	
			From:		To:		From:		To:		From:		To:	
			From:		To:		From:		To:		From:		To:	
			From:		To:		From:		To:		From:		To:	

Equipment Rental Fees

The following equipment and furniture are recommended with each rental

	Encinita	as Communi	ty Center and Senior Center		
Equipment	Fee	Quantity	Furniture	Fee	Quantity
LCD Projector & Screen (Rm:120,136,142)	\$21		60" Round Tables (26)	NC	
LCD Portable Projector	\$21		72" Oval Tables (4)	NC	
Banquet Hall 90" TV's (4)	\$21/ea		6' x 30" Rectangular Tables (19)	NC	
Banquet Hall Sound System	\$21		8' x 30" Rectangular Tables (15)	NC	
Portable Sound System	\$21		2' x 4' Rectangular Tables (4)	NC	
TV Monitor Display (Rm 118)	\$21		2' x 5' Rectangular Tables (2)	NC	
DVD Player	\$21		Banquet Hall Chairs (300) indoor use	NC	
Podium (4)	\$11/ea		Auditorium/Gymnasium Chairs	NC	
Easel (5)	\$11/ea		Concert Grand Piano (Rm 142 only)	NC (+Tuning Fee)	
Whiteboard (6)	\$11/ea		Stage Panels [8 (4'x8')]	\$26/per panel	
Flags (American & California)	\$11				
Microphone Stand	NC				
Wi-Fi	NC				
Portable Projector Screen	NC				
Stanchions	NC				
	<u> </u>	Encinita	as Branch Library	_	
Equipment	Fee	Quantity	Furniture	Fee	Quantity
LCD Projector & Screen	\$ 21		Stage Lighting	NC	
Sound System	\$ 21		Microphone Stands	NC	
Music Stands	\$3/ea		5' x 28' Rectangular Tables	NC	
Podium	\$11		Auditorium Chairs	NC	
			Concert Grand Piano	NC (+Tuning Fee)	

Additional Fees For Office use only							
Encinitas Community Center and Senior Cen	Fee						
Before and After Normal Business Hours (Mir	\$40/ho	ur					
Encinitas Branch Library Staff	* Fee	9					
Facility Attendant	Cost Recove	ry Rate					
Encinitas Contracted Vendors		**Fee	# Of Guards				
Security Guard (1-100 attendees)	1 Security Guard	\$25-\$37/hour					
Security Guards (101-300 attendees)	2 Security Guards	\$50-\$74/hour					

^{*} Subject to change based on cost recovery and event schedules.

^{**} Security Guard fees based on hours scheduled and subject to change for cost recovery and contractual agreement increases.

Submittal of this application does not constitute approval of use. Confirmation of your reservation will be emailed when the request is approved. Applications for Banquet Hall, Gym, or Stage use must be submitted at least (40) calendar days in advance of the date requested. Applications for Meeting Rooms must be submitted at least (14) calendar days in advance of the date requested. The permit fee balance must be completely paid twenty (20) calendar days (if using Banquet Hall, Gym, or Stage) and ten (10) calendar days (if using meeting rooms) prior to the event and the applicant is required to sign an approved Facility Use Permit at that time.

The person signing below declares that they have authorization to apply for this permit on behalf of the Applicant and/or Organization above. My signature below signifies that I have read and understand the City of Encinitas Community & Senior Center and the Encinitas Library Rental Policy.

Submit completed application to the City of Encinitas Community Center, 1140 Oakcrest Park Drive, Encinitas, CA 92024, or email to PRCA@EncinitasCA.gov A \$20 non-refundable deposit is due with the rental application. Additionally, 50% of the rental fees must be paid at the time of permit review.

Effective August 1, 2023, debit/credit card transaction fees will be passed to the applicant. Payments may be made by check or cash to avoid credit card transaction fees.

Please contact the City of En	ncinitas Parks, Recreation, and Cultural Arts Department for additional information at 760-633-2740.
Event Title:	
Applicant Name (Print):	
Applicant Signature:	Date: