

CITY FACILITIES GUIDELINES

APPLICATION PROCESS:

Organizations or individuals wishing to reserve City facilities should submit a completed **USE OF CITY FACILITY: APPLICATION AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT** or **USE OF CITY FIELDS: APPLICATION AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT** form to the Community Services Department at least 30 days prior to the desired date of use. (An application with less advance notice may be processed if location, time and support staff is available.)

Requirements:

1. Applicant must be at least 21 years of age.
2. Applications will be approved only for specific uses, facilities, dates, and times.
3. Requests for reservations of City facilities must be for a minimum of two hours (including set-up and clean-up time).
4. Applications are not considered complete until all required forms, deposits, insurance and fees are received.
5. Regularly scheduled uses of City facilities may be scheduled for no more than a three month block on one application form (Seasonally for athletic fields).
6. One-time events occurring in City facilities may be scheduled one calendar year in advance.
7. To change scheduled times and equipment, applicant must provide notice in writing to the Community Services Department at least two weeks prior to the scheduled date.

Denial of Application:

An application may be denied for:

1. Applicant's unsatisfactory prior use, or prior no-show at reserved facility
2. Undesirable liability exposure
3. Unpaid repair bills owed to City by applicant
4. Existence of a hazardous condition
5. Untimely submittal of the application
6. Nonpayment of fees
7. Facility time and space is not available

If the application is denied, the decision may be appealed to the Director of Community Services.

PROHIBITED USES:

1. No activity will be permitted which is in violation of local, state or federal statutes.
2. Use will not be granted to any individual, society, group or organization which has as its objectives the overthrow or advancing of the overthrow of the present form of government of the United States or the State of California by force or violence.
3. City facilities shall not be scheduled for an applicant who is sponsoring another individual, group or purpose which would not qualify for usage in its own right.
4. Santee service organizations may not accumulate or transfer their six hours of free building rental per month to another group or individual.
5. Park usage shall be in accordance with municipal code 12.28.

FEES:

1. Facility: Fees charged for use of facilities are established by Resolution of the City Council. Payment of fees must be provided by the applicant to the Community Services Department at least 14 days prior to the scheduled use. If payment is not received, the event will be considered cancelled and the organization will be notified.
2. Staff: Staff time may be required to be on site for facility rentals and shall be paid by the applicant, whether such time occurs during normally scheduled shifts or as overtime. Staff time to be charged includes, but is not limited to, the time required to perform the before and after facility inspections, to deliver and remove City rented equipment from facility, and to be at an event. Should law enforcement personnel, or additional/supervisory city of Santee staff, be required to respond to an activity, the applicant may be liable for costs associated with such a response.
3. Insurance: Paid by customer, obtained by the City, as required by the City.
4. A security deposit of \$300 is required for Civic Center rooms. Payment of security deposit for the use of City facilities will be received by the Community Services Department and will be made by credit card. The security deposit may be charged at the discretion of the Recreation Manager for damages, staff time, and unauthorized use.

SUPERVISION:

1. At the discretion of the Recreation Manager, City employee(s) may be assigned to be present during any function.
2. Employee(s) have complete authority over the facility, equipment, participants and activities.
3. Employee(s) have authority to end an activity for the safety and welfare of the citizens or to protect City property.
4. Employee(s) have the authority to request assistance from law enforcement as necessary.
5. Minors must be supervised at all times by adults present at the event. The minimum ratio of adults to minors is 1 adult to 15

minors. Minors are defined as those under the age of 18, except when alcohol is served, and then minors are defined as those under the age of 21.

6. If an event or activity warrants the presence of security personnel, arranging for such security and the related cost is the responsibility of the applicant.
7. Security personnel must be licensed, in uniform, and be approved by the City.
8. Proof (a receipt and/or contract from a bonded security agency) of obtaining the required security personnel must be in the Community Services Department office no later than two weeks prior to the scheduled use. If proof is not submitted in the time frame above, the facility use approval may be revoked.

SOUND:

1. The use of sound equipment must be specified on the application form and is subject to approval.
2. The City may place conditions upon events with sound producing equipment including, but not limited to: duration of event, ending time, number attending, maximum decibel level, and supervisory/security personnel requirements.

MISCELLANEOUS:

Glass: The use of glass beverage bottles is prohibited in outdoor facilities (i.e., City parks); however, glass containers are acceptable for indoor use.

Parking: Parking is allowed in designated parking spaces only.

Preservation of Structure: At no time will any organization or individual affix an item to a building's structure using any type of hardware without first having the City's approval.

Smoking: Smoking is not permitted inside any City facility.

ALCOHOL USE:

1. Use of alcohol must be requested on the application. Alcohol cannot be brought into the facility by anyone other than the applicant, who may be required to have an Alcohol Beverage Control (ABC) permit, or by a licensed caterer having an ABC permit and a City business license.
2. Distribution and consumption of alcoholic beverages must be in compliance with all applicable laws, including regulations of the City of Santee and the State of California ABC Department. Applicants are responsible for obtaining all permits or licenses relating to distribution and consumption of alcohol.
3. Evidence of required ABC permit must be provided to the Community Services Department two weeks prior to scheduled use.
4. The City may place conditions upon events serving alcohol including, but not limited to, duration of the event, ending time, number attending and supervisory/security personnel requirement.
5. If minors are found to be in possession of alcoholic beverages, or if participants are found to be in possession of illegal drugs, the activity will be terminated immediately, and no refund issued for time not used. Please be aware of the Social Host Ordinance <http://sdsheriff.net/social-host/>

FOOD:

1. All food must comply with County and State health ordinances, codes and regulations.
2. If a group wishes to use a caterer, the caterer must obtain or have a business license issued by the City of Santee.
3. Kitchen facilities shall not be used for food preparation, but only for warming and serving food that has already been prepared.
4. **No red-colored punch or red-colored soft drinks may be served or consumed in the Civic Center buildings.**

DECORATIONS:

1. Decorations and set-up are subject to City inspection.
2. No staples, nails, push pins/tacks, or transparent tape may be used to affix decorations.
3. Decorations may be attached with masking tape; all tape and decorations must be completely removed.
4. Use of any type of candle or open flame decoration must meet fire codes.

SET-UP AND CLEAN-UP:

1. Prior to the event, Recreation staff will fill out a **FACILITY CHECKLIST** after inspecting the premises. This inspection is to occur on the day of use, at the beginning of the reserved time, with the person responsible for renting the room present.
2. At the end of the event, Recreation staff will inspect the premises and complete the **FACILITY CHECKLIST**, with the person responsible for renting the room.
3. General clean-up consists of cleaning equipment and areas including; counters, table tops, floors, carpets, rest rooms, and sinks. All trash must be disposed of in proper receptacles. **The entire area used should be left clean and set up as found for use by the next group.**
4. Grounds, including parking lot, must be clean and free of debris, including cigarette butts.
5. All applicants' materials must be removed immediately following use.

Other conditions and restrictions may apply.