

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



## **Rental Application**

Date Received:	Enci	initas Community and	Senior Center	Encinitas Library	Permit Number:	
For Office u	ise only	Please che	ck the box for rental I	ocation		For Office use only
Name of Organization:						
	Non-Profit:	Yes No Er	nployer Identifi	cation Number:		
		If Applicable, Fede	eral Documentation Re	equired		
Mailing Address:						
	City:		State:		Zip Code:	
Phone Numbers:	Business:		Cell:		Fax:	
Name of Applicant:	Person Ri	esponsible – Private Indi	vidual or Representati	ive of the Organization		
Mailing Address:		•	•	, J		
	City:		State:		Zip Code:	
Phone Numbers:	Home:		Cell:		Business:	
Email Address:						
Rental Date 1 <sup>st</sup> Choice:			Rental	l Date 2 <sup>nd</sup> Choice:		
Multiple Rental Dates:						
Rental Description:						
Estimated Attendance:			If Admission,	what is the cost?		\$
Event Set-up Time:	From:	То:	Even	nt Clean-up Time:	From:	To:
Event Start Time:		AM PM		Event End Time:		AM PM
Encinitas Community & Senior Check YES or NO to Alcoho	l and Food Service:	: Alcohol Serve	d: YES	no reservations during to NO Alcoho Id and requires an ABC Li	l Sold: cense	ecember 24-January 1).  YES NO  YES NO
Name of Food Caterer, if	any:					
				equiring liability insurance Rental Packet for more in		
How did you hear about						
Comments:						
						-

#### **Room Rental Fees**

#### **Encinitas Community Center**

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

	ROOMS				CATEGO	RY		CLEANING	DAMAG	E DEPSOIT	SET UP	SET UP ROOM SIZE			OCCUPANCY	
#	Name	Room Type	ı	Ш	III	IV	v	No Food	Food	Alcohol	Fees	Dimension	Square Footage	Banquet	Theatre	
116	Elm	Conference	NC	\$10	\$30	\$40	\$50	\$100	\$200	N/A	NC	15' x 21'	315	16	20	
117	Pine	Dance/Exercise	NC	\$20	\$60	\$70	\$85	\$100	\$200	N/A	NC	31' x 33'	1023	N/A	N/A	
118	Maple	Activity/Meeting	NC	\$15	\$35	\$45	\$60	\$100	\$200	\$ 300	NC	26' x 38'	988	40	60	
120	Cottonwood	Activity/Meeting	NC	\$15	\$35	\$45	\$60	\$100	\$200	\$ 300	NC	20' x 38'	760	45	55	
120-A	Cottonwood A	Activity/Meeting	NC	\$8	\$17.50	\$25	\$30	\$100	\$200	N/A	NC	20' x 19'	380	22	27	
120-B	Cottonwood B	Activity/Meeting	NC	\$8	\$17.50	\$25	\$30	\$100	\$200	N/A	NC	20' x 19'	380	22	27	
136	Eucalyptus	Activity/Meeting	NC	\$15	\$35	\$45	\$60	\$100	\$200	\$ 300	NC	24' x 21'	504	20	24	
140	Acacia	Activity/Meeting	NC	\$15	\$35	\$45	\$60	\$100	\$200	\$ 300	NC	18' x 29'	551	24	35	
140-A	Acacia A	Activity/Meeting	NC	\$8	\$17.50	\$25	\$30	\$100	\$200	N/A	NC	18' x 14'	250	12	15	
140-B	Acacia B	Activity/Meeting	NC	\$8	\$17.50	\$25	\$30	\$100	\$200	N/A	NC	18' x 15'	252	12	20	

#### **Encinitas Community Center**

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

\*Patio rented with Banquet Hall only incurs one deposit.

Kitchen ONLY available with the rental of the Banquet Hall

102	Gymnasium	Activity	NC	\$50	\$100	\$115	\$125	\$200	\$200	N/A	\$50	73' x 113'	8249	N/A	400
102-A	Gymnasium A	Activity	NC	\$25	\$50	\$55	\$62.50	\$200	\$200	N/A	\$25	36' x 56'	2016	N/A	200
102-B	Gymnasium B	Activity	NC	\$25	\$50	\$55	\$62.50	\$200	\$200	N/A	\$25	36' x 56'	2016	N/A	200
142	Manzanita	Banquet Hall	NC	\$60	\$150	\$200	\$250	\$200	\$200	\$300	\$50	48' x 100'	4800	208	300
142-A	Manzanita-A	Banquet Hall A	NC	\$30	\$75	\$100	\$125	\$200	\$200	\$300	\$25	48' x 50'	2400	104	150
142-B	Manzanita-B	Banquet Hall B	NC	\$30	\$75	\$100	\$125	\$200	\$200	\$300	\$25	48' x 50'	2400	104	150
ОС	Courtyard	*Patio	NC	\$15	\$35	\$45	\$ 60	\$200	\$200	\$300	NC	26′ X 38′	988	16	40
144	Kitchen	Kitchen	NC	\$25	\$35	\$50	\$ 60	NA	\$200	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.

Patio rented with Library Community Room only incurs one deposit.

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

LCR	Library	Community Room	NC	\$30	\$70	\$100	\$125	\$100	\$200	\$300	NC	39' x 37'	1443	73	150
LCLL	Library	Computer Literacy Lab	NC	\$15	\$25	\$40	\$50	\$100	\$200	\$300	NC	18' x 30'	540	Classro stati	

#### \$ 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:	1
			From:	To:		From:		To:		From:		To:	1
			From:	To:		From:		To:		From:		To:	1
			From:	To:		From:		To:		From:		To:	1
			From:	To:		From:		To:		From:		To:	1
			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

	Encinitas	Community	Center and Senior Center		
Equipment	Fee	Quantity	Furniture	Fee	Quantity
LCD Projector & Screen (120, 136, 142)	\$15		60" Round Tables	NC	
LCD Portable Projector	\$15		72" Oval Tables	NC	
Portable TV	\$15		6' x 28" Rectangular Tables	NC	
Banquet Hall 90" TV's (4)	\$15 each		8' x 28" Rectangular Tables	NC	
Microphone – Wireless (2)	\$15		2' x 4' Rectangular Tables	NC	
DVD Player	\$15		2' x 5' Rectangular Tables	NC	
Microphone Stand	NC		4' x 4' Card Tables	NC	
Portable Projector Screen	NC		Banquet Hall Chairs	NC	
Banquet Hall Sound System	NC		Lecture Chairs with Arms	NC	
Podium	NC		Folding Chairs	NC	
Wi-Fi	NC		Toddler Chairs	NC	
Two-Tier Rubbermaid Cart	NC		Auditorium/Gymnasium Chairs	NC	
Brass Easel	NC		Stage (4'x8') panels	\$20	
Whiteboard (3'x2')	NC		Concert Grand Piano	NC (+Tuning Fee)	
Flags (American & California)	NC		Dance Floor (40'x40' Max)	\$50 (+ Labor)	
Stanchions	NC				
Music Stands	NC				
Room Arrow Signs	NC				
		Encinitas	Branch Library		
Equipment	Fee	Quantity	Furniture	Fee	Quantity
LCD Projector & Screen	\$ 15		6' x 28" Rectangular Tables	NC	
Microphone – Wireless (2)	\$ 15		Auditorium Chairs	NC	
Microphone Stands	NC		Concert Grand Piano	NC (+Tuning Fee)	
Stage Lighting	NC				
Flags (American & California)	NC				
Podium	NC				
Music Stands	NC				

Additional Fees For Office use only							
<b>Encinitas Community Center and Senior C</b>	Fee	# Of Staff					
Before and After Normal Business Hours (	Minimum 2 City Staff)	\$20/hour					
Encinitas Branch Library Staff		Fee	# Of Staff				
Library Technician	\$20/hour						
<b>Encinitas Contracted Vendors</b>	Fee	# Of Staff					
Security Guard (1-99 attendees)	Security (Minimum 4 hours) 1 Guard	\$29/hour					
Security Guards (100-300 attendees)	Security (Minimum 4 hours) 2 Guard's	\$58/hour					
Labor	Labor Company (Minimum 4 hours) 1 Staff	\$32/hour					
Labor	Labor Company (Minimum 4 hours) 2 Staff	\$62/hour					
Labor	Time and a Half (12am-6am) 1 staff	\$37.50/hour					
Labor	Time and a Half (12am-6am) 2 staff	\$75/hour					

Submittal of this application does not constitute approval of use. Confirmation of your reservation will be emailed when the request is approved. 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 other 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 he/she has 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 <a href="mailto:EncinitasParksandRec@EncinitasCA.gov">EncinitasCA.gov</a> 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. Please contact the City of Encinitas Parks, Recreation, and Cultural Arts Department for additional information at 760-633-2740.

Name of Rental:	
Applicant Name (Print):	
Applicant Signature:	Date: