

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



Rental Application

Date Received:	Er	ncinitas Community and	l Senior Cente	er Encinitas Library	Permit Number:	
For Office u	ise only	Please che	ck the box for r	rental location		For Office use only
Name of Organization:						
	Non-Profit:	Yes No E	mployer Ide	entification Number:		
		If Applicable, Fede	eral Documenta	tion Required		
Mailing Address:						
	City:		State:		Zip Code:	
Phone Numbers:	Business:		Cell:		Fax:	
_						
Name of Applicant:						
	Person	Responsible – Private Indi	vidual or Repre	sentative of the Organization		
Mailing Address:					1	
	City:		State:		Zip Code:	
Phone Numbers:	Home:		Cell:		Business:	
Email Address:						
Rental Date 1 st Choice:			R	ental Date 2 nd Choice:		
Multiple Rental Dates:						
Rental Description:						
Estimated Attendance:			If Admiss	sion, what is the cost?		\$
Event Set-up Time:	From:	То:		Event Clean-up Time:	From:	To:
Event Start Time:				Event End Time:		
Encinitas Community & Senior	Center and the Encini	tas Library are closed on F	Holidays and the	ere are no reservations during	the Holiday Break (D	ecember 24-January 1).
Check YES or NO to Alcoho	l and Food Servic	e: Alcohol Serve	d: Y	ES NO Alcoh	ol Sold:	YES NO
	Security is r	equired when alcohol is b	eing served and	/or sold and requires an ABC	License	
		Food Served:		ES NO Food	Catered:	YES NO
Name of Food Caterer, if	any:					
				ents requiring liability insuran		
How did you hear about	•	misurance is required for	an Caterers. Re	fer to Rental Packet for more i	ппопппацоп.	
Comments:						
Comments.						

Room Rental Fees

Encinitas Community 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 SIZE		OCCUPANCY	
#	Name	Room Type	ı	II	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.

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

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
OC	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.

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

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 $% \left(1\right) =\left(1\right) \left(1$

	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

	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								
Encinitas Community Center and Senior Ce	Encinitas Community Center and Senior Center Staff							
Before and After Normal Business Hours (N	linimum 2 City Staff)	\$20/hour						
Encinitas Branch Library Staff	Fee	# Of Staff						
Library Technician	\$20/hour							
Encinitas Contracted Vendors	Fee	# Of Staff						
Security Guard (1-99 attendees)	Security (Minimum 4 hours) 1 Guard	\$35/hour						
Security Guards (100-300 attendees)	Security (Minimum 4 hours) 2 Guard's	\$60/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. 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 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 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. Please contact the City of Encinitas Parks, Recreation, and Cultural Arts Department for additional information at 760-633-2740.

Rental/Event Title:		
Applicant Name (Print):		
Applicant Signature:	Date:	