



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



Rental Application

Date Received: _____ ☐ Encinitas Community and Senior Center ☐ Encinitas Library Permit Number: _____
For Office use only Please check the box for rental location For Office use only

Name of Organization:					
	Non-Profit: <input type="checkbox"/> Yes <input type="checkbox"/> No	Employer Identification Number: _____			
If Applicable, Federal Documentation Required					
Mailing Address:					
	City:		State:		Zip Code: _____
Phone Numbers:	Business:		Cell:		Fax: _____

Name of Applicant:					
Person Responsible – Private Individual or Representative of the Organization					
Mailing Address:					
	City:		State:		Zip Code: _____
Phone Numbers:	Home:		Cell:		Business: _____
Email Address:					

Rental Date 1st Choice: _____ Rental Date 2nd Choice: _____

Multiple Rental Dates: _____

Rental Description: _____

Estimated Attendance: _____ If Admission, what is the cost? \$ _____

Event Set-up Time: From: _____ To: _____ Event Clean-up Time: From: _____ To: _____

Event Start Time: _____ ☐ AM ☐ PM Event End Time: _____ ☐ AM ☐ PM

Encinitas Community & Senior Center and the Encinitas Library are closed on Holidays and there are no reservations during the Holiday Break (December 24-January 1).

Check YES or NO to Alcohol and Food Service: Alcohol Served: ☐ YES ☐ NO Alcohol Sold: ☐ YES ☐ NO

Security is required when alcohol is being served and/or sold and requires an ABC License

Food Served: ☐ YES ☐ NO Food Catered: ☐ YES ☐ NO

Name of Food Caterer, if any: _____

Certificate of Insurance must be submitted for all events requiring liability insurance.

\$ 1,000,000 Liability Insurance is required for all Caterers. Refer to Rental Packet for more information.

How did you hear about us? _____

Comments: _____

Encinitas Community Center

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

Encinitas Community Center

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

Kitchen ONLY available with the rental of the Banquet Hall

Encinitas Library

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.

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

Multiple Room Use

[illegible]

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 <small>For Office use only</small>			
Encinitas Community Center and Senior Center Staff		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	
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:** _____