



**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

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

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

Rental Date 1<sup>st</sup> Choice: \_\_\_\_\_ Rental Date 2<sup>nd</sup> 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## 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				

<b>Additional Fees</b> For Office use only			
<b>Encinitas Community Center and Senior Center Staff</b>		<b>Fee</b>	<b># Of Staff</b>
Before and After Normal Business Hours (Minimum 2 City Staff)		\$20/hour	
<b>Encinitas Branch Library Staff</b>		<b>Fee</b>	<b># Of Staff</b>
Library Technician		\$20/hour	
<b>Encinitas Contracted Vendors</b>		<b>Fee</b>	<b># Of Staff</b>
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 [EncinitasParksandRec@EncinitasCA.gov](mailto:EncinitasParksandRec@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.

**Name of Rental:** \_\_\_\_\_

**Applicant Name (Print):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_