



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: _____

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 (Rm: 120, 136, 142)	\$20		60" Round Tables (26)	NC	
LCD Portable Projector	\$20		72" Oval Tables (4)	NC	
Banquet Hall 90" TV's	\$20/ea		6' x 28" Rectangular Tables (19)	NC	
DVD Player	\$20		8' x 28" Rectangular Tables (15)	NC	
Banquet Hall Sound System	\$20		2' x 4' Rectangular Tables (4)	NC	
Podium	\$10		2' x 5' Rectangular Tables (2)	NC	
Easel (5)	\$10/ea		4' x 4' Card Tables (30)	NC	
Whiteboard (6)	\$10/ea		Banquet Hall Chairs (300)	NC	
Flags (American & California)	\$10		Lecture Chairs with Arms	NC	
Microphone Stand	NC		Folding Chairs	NC	
Wi-Fi	NC		Auditorium/Gymnasium Chairs	NC	
Two-Tier Rubbermaid Cart	NC		Concert Grand Piano (Rm 142 only)	NC (+Tuning Fee)	
Stanchions	NC		Stage Panels [8 (4'x8')]	\$25/panel	
Portable Projector Screen	NC		Group II Dance Floor	\$1.50/panel	
			Group III-V Dance Floor	*Cost Recovery	
Encinitas Branch Library					
Equipment	Fee	Quantity	Furniture	Fee	Quantity
LCD Projector & Screen	\$ 20		Stage Lighting	NC	
Sound System	\$ 20		Microphone Stands	NC	
Music Stands	\$2.50/ea		5' x 28' Rectangular Tables	NC	
Flags (American & California)	\$10		Auditorium Chairs	NC	
Podium	\$10		Concert Grand Piano	NC (+Tuning Fee)	

Additional Fees			
For Office use only			
Encinitas Community Center and Senior Center Staff		Fee	
Before and After Normal Business Hours (Minimum 2 City Staff)		\$40/hour	
Encinitas Branch Library Staff		* Fee	
Facility Attendant		Cost Recovery Rate	
Encinitas Contracted Vendors		**Fee	# Of Guards
Security Guard (1-100 attendees)	1 Security Guard	\$24.50-\$36/hour	
Security Guards (101-300 attendees)	2 Security Guards	\$49-\$72/hour	

* Subject to change based on cost recovery and event schedules.

** Security Guard fees based on hours scheduled and subject to change for cost recovery and contractual agreement increases.

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 they have 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.

Effective August 1, 2023, debit/credit card transaction fees will be passed to the applicant. Payments may be made by check or cash to avoid credit card transaction fees.

Please contact the City of Encinitas Parks, Recreation, and Cultural Arts Department for additional information at 760-633-2740.

Event Title: _____

Applicant Name (Print): _____

Applicant Signature: _____ **Date:** _____