

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



Rental Application

Date Received:		Encinitas Community a	and Senior Cent	ter 🔲 Encinitas Library	Permit Number:	
For Office u	se only	Please	check the box fo	r rental location		For Office use only
Name of Organization:						
	Non-Profit:	Yes No	Employer Io	lentification Number:		
		If Applicable, I	ederal Documen	tation Required		
Mailing Address:						
	City:		State:		Zip Code:	
Phone Numbers:	Business:		Cell:		Fax:	

Name of Applicant:						
	Ре	erson Responsible – Private Ind	ividual or Rep	presentative of the Organization		
Mailing Address:						
	City:		State:		Zip Code:	
Phone Numbers:	Home:		Cell:		Business:	
Email Address:						

Rental Date 1 st Choice:			Rental Date 2 nd 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 Encinita	s Library are closed on Hr	- blidays and there are no reservations during the	Holiday Break (December 24-January 1)
Check YES or NO to Alcoho				
			ng served and/or sold and requires an ABC Lice	
		Food Served:	YES NO Food Cat	tered: YES NO
Name of Food Caterer, if	any:			
			itted for all events requiring liability insurance. Il Caterers. Refer to Rental Packet for more info	rmation
How did you hear about				
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	i	CATEGORY				CLEANING	DAMAGE	DEPSOIT	SET UP	ROOM	/I SIZE	OCCUPANCY		
#	Name	Room Type	Т	Ш	ш	IV	v	No Food	Food	Alcohol	Fees	Dimension	Square Footage	Banquet	Theatre
116	Elm	Conference	NC	\$15	\$35	\$45	\$55	\$100	\$200	\$300	\$10	15' x 21'	315	16	20
117	Pine	Dance/Exercise	NC	\$25	\$65	\$75	\$85	\$100	N/A	N/A	\$10	31' x 33'	1023	N/A	N/A
118	Maple	Activity/Meeting	NC	\$30	\$70	\$80	\$90	\$100	\$200	\$300	\$10	26' x 38'	988	40	60
120	Cottonwood	Activity/Meeting	NC	\$30	\$70	\$80	\$90	\$100	\$200	\$300	\$10	20' x 38'	760	45	55
120-A	Cottonwood A	Activity/Meeting	NC	\$15	\$35	\$40	\$45	\$100	\$200	\$300	\$5	20' x 19'	380	22	27
120-B	Cottonwood B	Activity/Meeting	NC	\$15	\$35	\$40	\$45	\$100	\$200	\$300	\$5	20' x 19'	380	22	27
136	Eucalyptus	Activity/Meeting	NC	\$25	\$65	\$75	\$85	\$100	\$200	\$300	\$10	24' x 21'	504	20	24
140	Acacia	Activity/Meeting	NC	\$30	\$70	\$80	\$90	\$100	\$200	\$300	\$10	18' x 29'	551	24	35
140-A	Acacia A	Activity/Meeting	NC	\$15	\$35	\$40	\$45	\$100	\$200	\$300	\$5	18' x 14'	250	12	15
140-В	Acacia B	Activity/Meeting	NC	\$15	\$35	\$40	\$45	\$100	\$200	\$300	\$5	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

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102	Gymnasium	Activity	NC	\$75	\$125	\$140	\$165	\$200	N/A	N/A	\$50	73' x 113'	8249	N/A	400
102-A	Gymnasium A	Activity	NC	\$40	\$65	\$70	\$85	\$200	N/A	N/A	\$25	36' x 56'	2016	N/A	200
102-В	Gymnasium B	Activity	NC	\$40	\$65	\$70	\$85	\$200	N/A	N/A	\$25	36' x 56'	2016	N/A	200
142	Manzanita	Banquet Hall	NC	\$85	\$175	\$225	\$275	\$200	\$200	\$300	\$50	48' x 100'	4800	208	300
142-A	Manzanita-A	Banquet Hall A	NC	\$45	\$90	\$115	\$140	\$200	\$200	\$300	\$25	48' x 50'	2400	104	150
142-B	Manzanita-B	Banquet Hall B	NC	\$45	\$90	\$115	\$140	\$200	\$200	\$300	\$25	48' x 50'	2400	104	150
ос	Courtyard	*Patio	NC	\$30	\$50	\$80	\$90	\$200	\$200	\$300	N/A	26' X 38'	988	16	40
144	Kitchen	Kitchen	NC	\$25	\$35	\$50	\$60	N/A	\$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.

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LCR	Library	Community Room	NC	\$50	\$75	\$105	\$125	\$100	\$200	\$300	\$25	39' x 37'	1443	73	150
LCLL	Library	Information Literacy Lab	NC	\$15	\$30	\$45	\$55	\$100	N/A	N/A	N/A	18' x 30'	540	8 tables, 2	15 chairs

\$ 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	
			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 (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 l	Branch Library	1	-
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 Cen	ter Staff	Fee					
Before and After Normal Business Hours (Mir	nimum 2 City Staff)	\$40/ho	ur				
Encinitas Branch Library Staff	* Fee						
Facility Attendant		Cost Recove	ry Rate				
Encinitas Contracted Vendors		**Fee	# Of Guards				
Security Guard (1-100 attendees)	1 Security Guard	\$24.50-\$36/hour					
Security Guards (101-300 attendees)	\$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 <u>PRCA@EncinitasCA.gov</u> 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: