



FACILITY RENTAL APPLICATION
Roseville Sports Center – Mahany Meeting Rooms

Applicant's Name: _____ Date of Application: _____

Rental Date(s) Requested: _____

Rental Time Requested (please allow for your decorating & clean-up): _____

Room(s) Requested (please check all that apply):

- Checkboxes for RSC Kitchen, RSC Gymnasium (full), Lobby/Gathering Area, Activity Room, Mtg. Room 1, Mtg. Room 1 & 2, RSC Gymnasium (1/2), Mtg. Room 2

Expected number attending event: Youth (under 21) _____ Adults (21 yrs & older) _____

Name of Person(s) Responsible (only those listed on application can make changes to rental):

Business/Organization Name: _____

Address: _____

Day/Business Phone: _____ Cell Phone: _____

Home Phone: _____ Fax: _____

E-mail Address: _____

Type of group: Resident Non-Profit Non-Resident Commercial

Describe the event (please list all activities you plan to engage in):

What would you like to appear on the door sign:

(i.e. Smith Birthday Party, Smith / Jones Wedding, Celebrating the life of John Smith)

Name of Guest of Honor: _____ Age (if under 21) _____

If your event is a wedding:

Bride Name: _____ Groom Name: _____

How did you hear about us?

- Checkboxes for Youth Sports Coalition member, Envelope Stamp, Online Search, Roseville Chamber of Commerce, Print Ad, Attended meeting, Placer Valley Tourism, Facility Rental Coupon, Facility Rental Brochure, Drive-by, Phone Book, Friend/Recommendation, City Website, Meeting Planner, Recreation Activity Guide, Cement / Window Cling

Please answer the following questions regarding your event:	Yes	No
Will event be open to the public?		
Will admission be charged?		
Will your event be a fundraiser?		
Will your event have alcohol? <small>Note: No alcohol is permitted to be served at events where Guest of Honor is under 21 yrs old</small>		
Will you be selling alcohol? <small>Note: No alcohol is permitted to be sold at events where Guest of Honor is under 21 yrs old</small>		
Will you be serving food?		
Will you be selling food?		
Will you be selling merchandise?		
Will you have vendors?		
Will you be renting the kitchen (if renting the Gymnasium)?		
Will your event be an educational/sales/other seminar?		
Will you have minors at your event?		
Will you need tables & chairs?		
Will your event be catered?		
If yes, please list name & phone number of caterer: _____ _____		
Will you have entertainment at your event (i.e. DJ, Band, Clown)?		
If yes, what type of entertainment: _____ _____		
Will you need other equipment?		
If yes, please check all that apply: <input type="checkbox"/> Screen FREE <input type="checkbox"/> Laptop Projector \$150/day <input type="checkbox"/> TV/VCR or TV/DVD \$50/day <input type="checkbox"/> PA System \$50/day <input type="checkbox"/> Podium \$20/day		

GENERAL INFORMATION

- Reservations are taken online or at the Roseville Sports Center, located at 1545 Pleasant Grove Blvd., Roseville, CA 95747. RSC hours are Monday – Friday 5:30am – 8:30pm and Saturday & Sunday 8:00am – 3:00pm. Inquiries may be made in person, by telephone or visit us on the web at www.rosevilleparks.com. For telephone inquiries, please call (916) 774-5990.
- Reservations are accepted on a first-come, first-served basis, up to one year in advance of the rental date.
- You may tour the Roseville Sports Center during hours of operation, provided there are no events in progress. Please speak with staff to schedule a tour.
- Rental times are Sunday through Thursday 8am - 11 pm, Fridays & Saturdays 8am - 12am.
- Rental times must include your set-up and take-down/clean-up time. The room will be set up to your specifications prior to your arrival (tear down/clean up is defined as removing any garbage and food remains).
- To secure your reservation, a security deposit is required.
- All rental fees are due at least 60 days before your rental date.
- Rental permits for groups of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract. A 10:1 ratio of youth to adult chaperones is required.
- Renter is required to check-in and check-out with Roseville Sports Center staff.

INSURANCE & PERMITS

- An Insurance Waiver fee of 10% of total rental costs (not to exceed \$50) will be applied to all rentals with the exception of events with alcohol and/or food vendors.
- If renter plans to have vendors at the event (i.e. DJ, Caterer, Businesses, etc.), Roseville Sports Center staff must be notified prior to the event. Rental with vendors may require additional insurance.
- Renter is responsible for securing all required permits and must present copies of permits to Roseville Sports Center staff at least 60 days prior to rental date.
- Any event that charges an admission fee or at which goods or services are sold must indicate that on their rental application form. Additional requirements will be required prior to rental.
- Insurance is required for rentals with alcohol and/or food vendors (other than or in addition to our approved caterers). Please note: no alcohol is permitted to be served/sold at events where the Guest of Honor is less than 21 years old

MUNICIPAL CODES & REGULATIONS

- Smoking is prohibited in all City of Roseville parks [Municipal Code Section 8.02.200 (B.2.)]. There is no smoking inside the park boundaries, including all buildings within the park.
- Fire code does not permit open flame devices except those needed for food preparation. NO smoke/fog machines are allowed. All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.
- Roseville Sports Center staff may, at anytime, instruct renter to turn music down or discontinue music due to violation of the noise permit rules and regulations. Please refer to City of Roseville Municipal Code, Section 9.24.130 regarding sound limits for events on public property.
- Decorations must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape or staples are not permitted. ONLY masking tape can be used and must be removed immediately after use. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside/outside the facility. Candles must be completely enclosed in glass with the top of the container at least 2 inches above the flame.

FACILITY RULES & CONDITIONS

- The person in charge of the event is required to check in before the event and check out with staff before leaving and must be available to Roseville Sports Center staff for the duration of the event.
- Rice, birdseed, confetti, hay, straw, sand and glitter are not permitted.
- No red punch or red wine is allowed in any room with carpet.
- Renters are encouraged to use lids on coffee cups to avoid carpet stains which may result in withholding partial/full amount of security deposit.
- Parking availability is not guaranteed and may be limited.
- There is direct access to the kitchen (Gymnasium rental only). Check with Roseville Sports Center staff for entrance route.
- Storage is not available.
- Barbecuing requires pre-approval and is restricted to certain areas outside the facility.
- Staff only can move the Meeting Rooms 1 & 2 room divider. If renter moves the room divider, damage may occur and it is the responsibility of the renter to pay for all damages.
- Roseville Sports Center is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs.
- Roseville Sports Center staff reserves the right to photograph events for promotional purposes.
- Subleasing is not allowed.

ALCOHOL

- Alcohol is NOT permitted to be served and/or sold at events where the Guest of Honor is less than 21 years old.
- Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol must be consumed only in the room(s) rented
- Renters who plan to serve any type of alcohol at their event must have licensed and insured uniformed security guards at their event. If attendance is 150 or less, one security guard is required; if attendance is over 150, two guards are required. A copy of the contract with the security company must be provided to the Roseville Sports Center staff 60 days before the event. Guards are required to be on site while alcohol is available for consumption.
- The City requires insurance on all security guards/companies hired by a rental party. The City has an approved list for which permits and insurance are already on file with the City. Please ask staff for an Approved Security Guard/Company List.
- If you are required to provide security at your event, the Roseville Police Department offers the services of police officers to be contracted for security. Please refer to the Police Department website at www.roseville.ca.us/police or call Police Administration at (916) 774-5010.
- Renter is responsible for any guest who brings alcohol to their event (into the facility) without obtaining the proper insurance and security requirements for alcohol. Events may be cancelled immediately if alcohol is consumed without the proper insurance and security requirements in place.
- If renter plans to sell alcohol at their event, renter must provide all required permits from the Alcohol Beverage Control 60 days before the event. Additional insurance is also required for the sale of alcohol.

GUESTS

- Rentals with no alcohol and more than 220 people in attendance may be required to have one licensed and insured uniformed security guard at their event. A copy of the contract with the security company must be provided to Roseville Sports Center staff at least 60 days before the event.
- Guests must remain in the room(s) rented. The main lobby, bathrooms and hallways should only be used as necessary. Excessive gathering in those areas may result in the loss of security deposit and/or cancellation of rental.
- Children are not allowed outside rented rooms without adult supervision.
- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental contract. The City may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication between them and attendees for events held. The City of Roseville or the Roseville Sports Center should not be listed as a contact for your event.

CATERERS

- Approved Caterers - The City has a list of approved caterers who have insurance and permits on file. Please ask staff for the Approved Caterer List.
- Non-Approved Caterers - Renters have the option of hiring caterers not included on the City's Approved Caterers list. The fee to hire a non-approved caterer is \$199. Outside caterers must add the City as additionally insured to their policy and a copy must be provided to staff.
- Caterers must furnish all cooking and serving utensils.

SECURITY DEPOSIT

- A security deposit is required for all facility rentals. Security deposits are processed immediately upon receipt and will be returned two to four weeks after the event date if no damages or violations occur. Security deposits will not be returned if your event causes the need for any of the following:
 - Cleaning beyond the normal, daily Roseville Sports Center maintenance
 - Repairs or replacement due to structural or equipment damage
 - Fire Department response due to false alarm or exceeding room capacity per the Fire Code
 - Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace

The security deposit will be used to pay for the additional fees. If fees exceed amount of the deposit, the renter will be required to pay the additional amount.

- Facility inspections are conducted by Roseville Sports Center staff immediately following events to determine the condition of the facility (including assembly areas, restrooms and kitchen). Security deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
- The City reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

RENTAL FEES & CHANGES

- All rental fees are due at least 60 days prior to the scheduled event. Payments may be in the form of a check, cash or credit card (MasterCard, Visa, or Discover).
- Failure to pay all fees in full at least 60 days prior to scheduled event will result in cancellation of event and retention of deposit.
- Renters who arrive earlier or stay later than the reserved time will be charged for the additional time.
- Fees are not refunded for reserved time not used.
- The City reserves the right to adjust fees at any time.
- If renter wishes to change event date(s), a \$50 service fee will be assessed for each date change.

- A \$25 late fee will be assessed to all late payments/fees due.
- Only the person(s) listed as “responsible” on the application are authorized to submit rental changes. Changes must be approved by staff and additional fees may apply.
- Renter acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, the City will refund all fees paid by renter. The City is not liable for consequential damages the renter may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.
- In accordance with Chapter 9.25 of the Roseville Municipal Code, renter will be charged for all personnel, material and supply costs associated with Roseville Police response, should Roseville Police respond more than one time.

RENTAL CANCELLATIONS

- Cancellation of reservations are subject to the following conditions and fees:
 - 3 months (90 days) or more in advance of scheduled date = City will retain \$50 from rental deposit
 - 90 days or less of scheduled date, City will retain 100% of rental deposit
- All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be faxed, mailed or hand delivered.
- Incomplete, inaccurate or false information listed on the rental contract may result in cancellation of the rental, and loss of security deposit and any fees paid
- The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

EQUIPMENT

- Rental equipment (microphones, TV/DVD, podiums, white boards, easels, projector, etc) is available (see fees listed on application or brochure) and must be checked in/out with staff. Equipment can not be rented without a room rental. All equipment must remain on the property. Rental items lost or stolen are the responsibility of the renter.
- Any unauthorized use of equipment belonging to Roseville Sports Center will result in rental fees automatically being charged to your rental.

RENTER'S CLEANING RESPONSIBILITIES

- All tables must be cleared of all items (i.e. table linens, dishes, decorations, etc...)
- Sweeping and mopping the Gymnasium is not the renter's responsibility and will be done by the staff. The facility should be relatively free of debris/spills. If excess trash, food or spills are left on the floor, the security deposit may be withheld to cover the clean up.

- All trash must be placed in receptacles provided. If trash will not fit in the receptacles, it must be taken out and placed in the trash dumpsters located behind the building. Roseville Sports Center staff will provide additional trash liners if needed. Boxes must be broken down before being placed in the dumpster.
- Decorations must be taken down and removed from Roseville Sports Center within the rental time.
- All clean-up supplies must be furnished by the caterer or renting party. The Roseville Sports Center will provide a mop, broom and trash liners.

KITCHEN CLEANING PROCEDURES (Gymnasium Rentals only)

- Kitchen Cleaning - It is strongly suggested that renter also notify caterer of these kitchen-cleaning requirements. Renter is responsible for kitchen cleaning requirements and failure to follow the guidelines listed below, may result in forfeit of rental deposit.
- Place new liners in all trash receptacles. Each piece of equipment used must be cleaned and shut down according to directions provided.
- Surface clean all appliances used: clean any spills in ovens and on oven racks. All stainless steel surfaces (prep tables and work counters) must be washed with dish soap and hot water; sprayed with disinfectant and dried with a clean, soft cloth.
- Grills must be brushed with a wire brush and all food debris cleaned off. All stainless steel surfaces around grills must be cleaned and free of grease and debris.
- Remove all food particles from sinks and stovetops, wash with dish soap and hot water, spray with disinfectant and dry with a clean, soft cloth.
- Please do not put large amounts of food down the garbage disposal. Repairs and maintenance as a result of this will be renter's responsibility.
- Empty, rinse and make sure all food particles are empty inside dish sterilizer.
- Empty refrigerator of all food and beverage, clean inside of refrigerator, mop any spills and wipe off all racks in the refrigerators with a damp cloth.
- Sweep all debris from floor; and mop all floor surfaces used with detergent and hot water.
- Empty all grease traps and spill pans and wash with dish soap and hot water.
- Empty warming bins of all food and wipe clean with a damp cloth.
- Clean all stainless steel surfaces behind and above cooking areas.

SIGNATURE PAGE

Failure to comply with all the City of Roseville's rental policies & procedures may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the rental policies & rules outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the City of Roseville all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I agree to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of the Roseville Sports Center and the Riley Library, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.
- I understand that the City of Roseville (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the City's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the City and I acknowledge the City's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name _____

Signature: _____ Date: _____



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