



CITY OF SUISUN CITY RECREATION, PARKS, & MARINA DEPARTMENT  
APPLICATION FOR RENTAL USE OF SUISUN CITY FACILITIES

611 VILLAGE DRIVE, SUISUN CITY, CA 94585  
(707)421-7200, EMAIL: [screc@suisun.com](mailto:screc@suisun.com)

PLEASE READ REVERSE SIDE CAREFULLY BEFORE COMPLETING

1. Name of Applicant: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

2. Date of Use: \_\_\_\_\_  Mon  Tues  Wed  Thurs  Fri  Sat  Sun Birthdate of Applicant: \_\_\_\_\_

3. Event Start Time: \_\_\_\_\_ a.m. / p.m. Event End Time: \_\_\_\_\_ a.m. / p.m. BUILDING TO BE OPENED AT: \_\_\_\_\_ a.m. / p.m.  
(Rental includes 1 hr free clean up. Hours for decorating are an additional \$60 per hour, with hours directly leading up to the event.)

4. Is there an early open requirement? \_\_\_\_\_ Reason: \_\_\_\_\_ EARLY OPENING TIME: \_\_\_\_\_ a.m. / p.m.

5. Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax or Cell: (\_\_\_\_\_) \_\_\_\_\_

6. Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

7. Email Address: \_\_\_\_\_

8. Facility Requested: (Check one)  Banquet Room  Banquet Room/kitchen  Banquet Room/ Meeting Rooms \_\_\_\_\_  
 Kitchen  Meeting Room A  Meeting Room B  Meeting Room C  Classroom 1  Meeting Rooms Combined \_\_\_\_\_

9. Type of Activity: \_\_\_\_\_ Non-profit organization? Yes / No  
(If birthday state age, if graduation state school)

10. Alcoholic Beverages Served? **Yes NO** Alcoholic Beverages sold? **Yes NO** Admission charge? **Yes NO**

**Room setup will be done the night before, setup diagram required to be submitted 7 days prior to event.**

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY FOR COMMUNITY CENTER FACILITIES**

The applicant hereby agrees to indemnify and hold harmless the City of Suisun City, its officers, agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly and indirectly arising from the use of the Facility permitted under this application, except for damages arising from the sole negligence or will full acts of the City. I certify that I shall accept responsibility on behalf of my group/organization for any damages or theft sustained by the City (premises, furniture or equipment) because of the occupancy of said premises by our group/organization. I have read and agree to comply with the rules and regulations stated within this contract. **The cost of any special cleaning or damage to the facility, equipment or grounds, due to the event, will be deducted from the damage deposit or charged to the listed "Person in Charge".**

"The COVID-19 (Coronavirus) outbreak is an ongoing and developing situation. The City of Suisun City encourages the community to monitor publicly available information and to always follow federal, state and county public health guidance and government mandates. While participating in these activities, you are required to follow all applicable social distancing orders and guidelines. By potentially being exposed to others who might have COVID-19, you assume the risks of exposure to COVID-19 and assume all potential health risks to yourself and that could cause harm to you and your family. The City is following recommended steps by County health officials. The City cannot protect you and your family against all possible risks of COVID-19. We encourage you to wash your hands frequently and take all necessary steps to protect your health consistent with federal, state and county public health guidelines. The City reserves the right to cancel programs at any time due to public health concerns."

*Renter is not allowed to move tables or raise or lower blinds. Any damages caused by doing so without staff help will result in deduction from Damage Deposit.*

*Please return completed application in person during normal business hours or by email at [screc@suisun.com](mailto:screc@suisun.com)*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## GENERAL RULES FOR RENTAL USE OF SUISUN CITY FACILITIES

Recreation buildings and facilities under jurisdiction of the City of Suisun City are primarily for recreational use. The following Rules and Procedures are for facility reservations and use. This is a summary of the community center Rules and Regulations and **should not** be construed as complete. Copies of the Rules and Regulations are available at the community center.

1. **RESERVATIONS:** Can be made in person during community center business office hours 9:00 a.m. to 5:00 p.m., Monday –Friday by residents or non-residents who are adults (18 years of age or older). **For events where alcohol is served or sold, applicant must be 21 years of age.** Telephone inquiries as to available dates should not be considered as confirmed reservations. An application for use of the community center must be submitted and approved by the Recreation, Parks & Marina Department at least six (6) weeks prior to the date of usage. Reservations cannot be accepted if there are outstanding bills from previous use.
2. **FEE/DEPOSIT:** *Will be required prior to approval of application.* (FEES ARE ESTABLISHED BY SUISUN CITY COUNCIL AND ARE SUBJECT TO REVISION AT ANY TIME.)  
**FEES:** Fees and/or deposits can be paid by cash, check, money order or credit card and must be paid prior to approval of facility use. Rental fee balances will be due 90 days prior to the event. All groups renting within 90 days of event will pay full fees and deposits a time of booking, in cash or credit card only.  
**CLEANING/DAMAGE DEPOSIT:** For all facility rentals a cleaning/damage deposit is required and due when rental application is submitted. The cleaning/damage deposit may be waived for a local non-profit or public agency for use such as meetings, which require little or no clean up.
3. **SET-UP:** If additional time is required for preparation, the Recreation & Community Services Department must be notified 14 working days prior to the event with a charge of \$60 per hour with a one-hour minimum leading directly up to the actual rental time. If you require the room to be ready the day before the rental *as usage allows*, the regular room rate will be charged.
4. **DECORATIONS:** All decorations must be fireproof or of fire retardant materials and must not cover or obstruct exits. Adhesives, nails, screws, tacks, etc. in walls, woodwork or on windows are prohibited. Only approved tape will be permitted for installing decorations. A minimum penalty of \$50 will be deducted from renter's deposit for not adhering to this regulation. Office staff can provide fee information for extra decorating time if needed.
5. **Food Waste: Food waste is to be placed in the designated food waste containers free all none food substance.**
6. **TECHNICAL REQUIREMENTS:** The use of any devices such as firearms, live explosives, and lasers require prior notice and written approval from the Police and Fire Departments. Open flames, (including hand held candles) of any sort are strictly prohibited, unless prior notice and written approval has been given by the Fire Department and cleared through Community Center staff.
7. **EQUIPMENT USE:** Special equipment use (i.e., microphones, projectors, extension cords, etc.) may require a deposit and must be returned upon completion of the event. If equipment is not returned, lost, or not in operable condition upon return, user will be charged full value for said equipment.
8. **CLEAN UP:** Each group has a one-hour grace period to clear the facility of equipment and supplies brought in for the event. If additional time is required, the hourly room rental rate will be charged.

Every group is expected to clear the facility of all decorations, equipment, and supplies brought in for the event including, but not limited to debris on the floors. It is expected that the room be left in the same condition as it was prior to the rental. **The Community Center will not be responsible for equipment or supplies left in the building.**

Applicants will be subject to forfeiture of the cleaning/damage deposit and/or additional charges upon completion of the activity for violations of the clean-up policy (i.e., excessive spills or trash on floors, chairs and tables left dirty, kitchen not cleaned, etc.)

9. **CANCELLATIONS:** There is a charge of 10% of deposit fee for cancellation or rescheduling 90 days or more in advance of event date. One-half the total rental fee will be forfeited for cancellations within 90 days of the event date. Failure to pay rental balance within 90 days of the scheduled event will result in forfeiture of the deposit and fees paid and will result in the cancellation of the event.
10. **LIABILITY INSURANCE: All rental uses require liability insurance.** Any time alcoholic beverages are present, the applicant is required to carry Liability Insurance with HOST LIQUOR LIABILITY COVERAGE INCLUDED. **(PLEASE NOTE: Purchase of Liability Insurance does not buy the patron an Alcoholic Beverage Control License and should not be considered as such.)** If alcohol is sold or included as part of an admission price, an ABC special license will be required. ABC special licenses are only available to registered non-profit organizations in California. A copy of the ABC license must be submitted 15 working days prior to the event.

***Liability insurance, with or without liquor liability coverage as needed, in the amount of \$1,000,000 must be provided for all events.***

11. **SECURITY:** The Recreation, Parks & Department requires security officers at events that are deemed necessary at the renter's expense.
12. **YOUTH/ADULT DANCES:** Any group wishing to hold a dance that will be open to the public must have approval from the Suisun City Police Department.
13. **EVENTS IN HONOR OF MINORS:** Any event in honor of a minor must end by 10:00 p.m. and no alcohol will be allowed.

**Business Office Hours: Monday through Friday, 9:00 AM – 5:00 PM, 12:00-1:00 PM for Lunch. Closed Saturday and Sunday.**

**REVISED (1/17/2024)**