

**City of Reedley**

# **FACILITY RENTALS**

*Community Services Department*



**100 N. East Avenue, Reedley, CA 93654**

**Telephone: (559) 637-4203**

**FAX: (559) 637-7253**

### **Rental Rate and Insurance Requirements for Use of Public Facilities**

Citizens of Reedley are invited to enjoy the City of Reedley public facilities. Reservations for most facilities are available up to one year in advance. Wherever deposits are required, the Community Services Director is authorized to require additional deposits in excess of those stated, if warranted, based on past experience. The amount of the deposit shall be at the sole discretion of the Community Services Director. The Community Services Director shall determine the number of personnel to be assigned and the Chief of Police shall determine the number of security guards to be assigned for each scheduled use.

A **\$400 deposit** is required whenever an Application for Community Center Use is turned in. This is refundable (less a \$56 processing fee) if the event is canceled more than 90 days before the event date; non-refundable if less than 90 days before the event. All fees are due 90 days prior to the activity date and are not refundable if canceled less than 90 days before the event.

Security guards are required whenever there is a dance and/or alcohol is being served or sold. In addition, each Application for Community Center Use is reviewed by the Police Department. At the discretion of the Police Department, security guards may be required for other functions as well.

The following is a brief description of what is available, requirements for use and the fees associated with their use.

Revised: 5/1/15



## REQUIREMENTS FOR INSURANCE

Whenever a public facility is requested, the fee to use the facility will include the cost of insurance. This fee can be waived or refunded with the appropriate certificate as described in "Insurance Requirements." Listed below are the type of events included in each class and the general liability insurance coverage required for each class. Call our office for a quote to purchase this insurance through the Community Services Department.

### **Type of Event**

*Class I Events—General Liability Insurance coverage minimum—\$500,000.*

- Meetings (may or may not require an entrance fee)
- Speaking engagements (may or may not require an entrance fee)
- Auctions
- Auto Shows
- Educational Exhibitions
- Weddings, anniversaries, birthday parties, and similar events where **no** alcohol is served or sold
- Musicals, plays and theatrical performances

*Class II Events—General Liability Insurance coverage minimum—\$1 million*

- Sporting Events
- Concerts, other than rock
- Dances, where alcohol is served
- Parades
- Rummage sales/flea markets
- Pool Parties

*Class III Events—General Liability Insurance minimum—\$ 1 million*

- Rock concerts
- Political rallies
- Fireworks exhibitions
- Circuses
- Carnivals

### **Requirements—All Class Events (Class I, II, III)**

- City of Reedley be named as insured on sponsor's insurance policy including appropriate certificate
- Applicant must sign "hold harmless" agreement
- Copy of applicant's Certificate of Insurance showing the City as an additional insured on sponsor's policy for amount required for Class of Event as shown under Type of Event.

## BUILDINGS

**REEDLEY COMMUNITY CENTER** is located at the corner of East and Springfield Avenues. The street address is 100 N. East Avenue, Reedley, CA 93654. Below are the rooms at the Community Center that are available to the public.

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**California Room** (6,000 sq. ft.) can accommodate large community meetings, luncheons, dinners, social and non-social gatherings. It will accommodate 600 people in auditorium style seating (special arrangements should be made for events over 400) and is equipped with a permanent stage. The room is cooled by air conditioning and has a tile floor suitable for dancing. The maximum capacity for a sit-down dinner is 400. Maximum capacity for a dance is 400. The P.A. system is available for use. The kitchen is located near the California Room and is equipped for heating and serving meals for large or small groups. All cooking and eating dishes and utensils must be supplied by the caterer and/or renter. Ice machine operation is not guaranteed. (See Easy Fee Calculator on Page 5 to estimate costs to rent the California Room)

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### Meeting Rooms—Rental Fees and Deposit

**\$40/hour** for the use of any of these conference rooms or patio, whether used during the activity time or prior to the activity time, plus a **\$250 deposit**.

**Redwood Room** (1,584 sq. ft.) can accommodate small meetings, luncheons, dinners, social and non-social gatherings. The maximum capacity is 100.

**Kings River Room** (720 sq. ft.) consists of a large activity area and an office which is also available to various local service agencies and organizations on a scheduled basis. Maximum capacity is 35.

**Sierra Room** (640 sq. ft.) provides a setting for local clubs and organizations to hold small meetings. It is only available Monday through Friday, 8:00 a.m. to 5:00 p.m. (no weekends or evenings). Maximum capacity is 40.

**Japanese Garden Patio** is centrally located by the California, Redwood and Kings River Rooms and can be used for a buffet table or additional seating during moderate weather.

**Senior Patio** is next to the Senior Room and perfect for an outdoor setting. A shade cover keeps the area cooler in the summer. Consider renting the patio along with your activity in the California Room.

**EASY FEE CALCULATOR FOR CALIFORNIA ROOM**

**(1) Activity Time**

Event holder is responsible for set up and break down of tables and chairs.

No. of Persons	4 hours	6 hours	8 hours
1-200	\$435	\$604	\$774
201-400*	\$483	\$677	\$870

\* Additional fees will apply to events with more than 400 people.

**(2) Decorating Time**

2 hours	4 hours	6 hours
\$56	\$111	\$167

**(3) Kitchen Time**

2 hours	4 hours	6 hours
\$66	\$132	\$198

Additional clean up fee: \$30/hour

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Holder: \_\_\_\_\_ No. of Persons: \_\_\_\_\_

(1) Activity Time From: \_\_\_\_\_ To: \_\_\_\_\_ Activity Fee: \_\_\_\_\_

(2) Decorating Time From: \_\_\_\_\_ To: \_\_\_\_\_ Decorating Fee: \_\_\_\_\_

(3) Kitchen Time From: \_\_\_\_\_ To: \_\_\_\_\_ Kitchen Fee: \_\_\_\_\_

<b><u>2015 Insurance Fees—Class 1</u></b>	
51-150	\$107.40
151-250	\$125.98
251-500	\$148.68
<b><u>2015 Insurance Fees—Class II</u></b>	
51-500	\$162.10

Deposits: \_\_\_\_\_

Insurance: \_\_\_\_\_

Dance/Alcohol Permit (\$30): \_\_\_\_\_

Addl. Requests (see below): \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

This is only an estimated quote. Prices and room availability are subject to change. After a completed application and deposit are received, you will be provided with an actual invoice.

**ADDITIONAL REQUESTS:**

**Fees:**

Portable PA	\$10
Movie Screen	\$10
Coffee Maker	\$10
Sound System	\$25

**Deposits:**

Sound System Deposit	\$100
Movie Screen Deposit	\$100

## PARKS

The following rental fees, deposit, and special event fees apply to **CF Mueller, Citizens, Pioneer, Cricket Hollow and Smith's Ferry Parks**. Following the fees is a brief description of each of these parks. Liability insurance must be purchased or provided in the appropriate amounts (see page 3 for details).

**Rental Fees** (for 4 hours)

Band Shell	\$70	Picnic Areas	\$ 70
Pavilion	\$70	Entire Park	\$210

**Deposit**

1-100 people	\$50	101-200 people	\$100
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If the facility used is left in good order upon completion of your event, the deposit will be refunded, less any fees for cleanup.

<b>Cleanup Fee</b> \$25/hour	<b>Bounce House Fee</b> \$25
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Bounce houses are allowed, but must provide their own generator. No water slides will be allowed.

<u>2015 Insurance Fees—Class 1</u>	<u>2015 Insurance Fees—Class II</u>
1-25     \$ 66.12	1-50     \$146.62
26-50    \$ 100.18	51-500   \$162.10
51-150   \$107.40	
151-250 \$125.98	
251-500 \$148.68	

**No large hydraulic equipment or machinery can be used in any park. Additional fees may be required for special staff and/or equipment requests.**

Alcohol is only allowed in Pioneer Park, upon prior approval and is subject to additional fees.

**Special Event Fees**

<u>No. of Persons</u>	<u>Fee</u>	<u>No. of Persons</u>	<u>Fee</u>
200–500 .....	\$226	1,501–1,800 .....	\$715
501–800 .....	\$342	1,801–2,000 .....	\$783
801–1,000 .....	\$416	2,001–3,000 .....	\$1,165
1,001–1,300 .....	\$524	3,001 and up .....	\$1,703
1,301–1,500 .....	\$600		

**Barricades and Portable Bleachers:** Barricades are \$2 each (includes delivery and pickup) and available for special events only. A \$100 deposit is required. Bleachers (maximum of two sets) are also available for special events. Rent is \$100/set which includes delivery and pickup.

## PARKS, cont.

**Cricket Hollow Park** is located on the south side of Olsen Avenue, west of the bridge, across from Reedley Beach. Picnic tables, barbecues, and restrooms are available. Between Memorial Day and Labor Day, this facility is not available for rental on weekends or holidays, between the hours of 11:00 a.m.—6:00 p.m.

**Smith's Ferry Park** is located at the corner of Olsen and Reed Avenues. It has barbecues, picnic tables and a portable toilet. There are no permanent restroom facilities available currently at this park.

**Citizens Park** is our newest park. It is located at the corner of Frankwood and Parlier Avenues. Citizens Park has a large grass area (which can be used for soccer, football and baseball), parking lot, basketball court, tot lot, restrooms, concession stand, picnic tables, a .48 mile walking trail, exercise stations, trees, etc.

**C.F. Mueller Park** is located at the corner of East and Springfield Avenues, right behind the Community Center. This park has a covered pavilion, horseshoe pits, picnic tables, and restrooms. Electrical power outlets are available at certain locations in the park, however, the city does not guarantee supply of power at all times. Recent improvements include a handicapped playground, basketball courts, and skate park. *The basketball court can be rented by your church or organization for \$55/four hours. A \$110 deposit is required.*

**Pioneer Park** is located between 8th and 9th Streets on "G" Street, across the street from City Hall and the Police Department. It has a 40' x 40' covered pavilion, bandshell, picnic tables and restroom. Electrical power outlets are available at a variety of locations in the park, however, the city does **not** guarantee supply of power at all times.



**PARKS, cont.**

**Camacho Park** is a sports facility. Entrance to the facility is on North Avenue. The facility has three baseball/softball fields, field lights, restrooms and a snack bar available to the public. The park can be rented out only at specified hours that do not conflict with regularly scheduled recreational programs. Dogs are not allowed except by permit. When Camacho Park is reserved for athletic purposes other than baseball and/or softball use, the rental fees, deposits and special event fees listed for the above will apply. When reserved for baseball and/or softball use, the following applies.

**Deposit**

Fields .....	\$100 per field per day
Snack Bar .....	\$225 per day
Bases.....	\$50 per day
Chalker .....	\$50 per day

**Fees**

Fields (1-200 people) .....	\$50 per field per day
Field Preparation.....	\$25 per field per day
Lights .....	\$25 per field per hour
Snack Bar .....	\$20 per hour
Clean up .....	\$17 per hour
Bases.....	\$10 per field per day
Chalker .....	\$10 per day

**Reedley Sports Park** is a sports facility located on Dinuba Avenue at Zumwalt. The first phase includes a playground, covered pavilion, restroom/concession building, and a adult soccer size turf area that can be used by youth soccer or as practice fields for baseball. When renting this facility for non-sporting activities, the above regular park rental fees and deposits apply. Sporting events fees are as follows:

**Deposit**

Fields .....	\$100 per field per day
Snack Bar .....	\$225 per day
Bases.....	\$50 per field per day
Chalker .....	\$50 per day

**Fees**

Fields (1-200 people) .....	\$25.00 per field per day
Lights .....	\$25 per field per hour
Snack Bar .....	\$20 per hour
Pavilion.....	\$70/4 hours
Entire Field, Pavilion & Snack Bar....	\$325/8 hours
Clean up .....	\$17 per hour
Bases.....	\$10 per field per day
Chalker .....	\$10 per day

*For more information go to our website at: [www.reedley.com](http://www.reedley.com)  
Click on Departments and then Community Services*