



Dear Prospective Renter,

Thank you for considering the City of Temecula, Community Recreation Center for your upcoming event. The Community Service staff would like to do everything possible to make sure your event will run as smoothly and successfully as possible. Enclosed you will find everything you need to reserve any of the amenities at the center. Please take your time and review the following policies in detail. This will help answer any questions you may have.

Amenities available for rental at the Community Recreation Center include:

- Multipurpose Room
- Amphitheater
- Kitchen
- Meeting Room A/B
- Gym

We invite you to tour our facility at your earliest convenience. This will allow us to answer any questions you may have. Advance tours allow the rental party time to view the area they are requesting, ask questions and review the rental policies. Due to the busy schedule of facility reservations, it is best to make an appointment or call before coming to view the facility. Appointments can be made with our staff by calling (951) 694-6410.

The following information has been provided for you in order to help make your decision regarding renting our facility more convenient. If you have any further questions or comments, please call the CRC at 694-6410. On behalf of the City of Temecula Staff, thank you for considering our facility and we look forward to working with you.

Sincerely,

City of Temecula

Kristal Menzimer
Office Specialist

Jeff Lawrence
Recreation Supervisor

Temecula Community Recreation Center
30875 Rancho Vista Road
Temecula, CA 92592

Phone: 951-694-6410
Fax: 951-676-2716



Multipurpose Room :

Multipurpose Room:

The multipurpose room provides a versatile space for accommodating special events, workshops, lectures, performances, banquets, and receptions. The multipurpose room features a stage, stage lighting, and a sound system. Kitchen facilities are also available for an additional charge. The multi-purpose room seats 300 guest's lecture style and 250 guests banquet style.

Sound and Lighting System

If your event requires the use of a sound and/or lighting system, there are 5 qualified sound vendors authorized to use our equipment (see attached list). You will not be permitted to use our equipment (sound or lighting) without a sound vendor. If you plan to use your own equipment, it may only be used in the multipurpose room, and certain sound level restrictions do apply. If your audio needs are limited to the use of a podium and microphone, staff can provide them for you at no additional charge. Staff can also turn on the stage lights for you if desired. However, you must let staff know prior to your rental of these needs, and you will be accountable for any audio equipment used.

Kitchen Equipment

All standard equipment inside the kitchen: oven, stove, refrigerator, and freezer may be use by the renter. Renter will need to supply all kitchen utensils. (i.e. pots, pans, serving utensils, silverware). The kitchen may not be rented separately. It can only be rented in conjunction with the Multipurpose Room.

Decorations

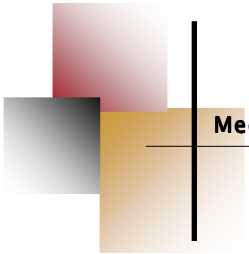
The CRC does not allow taping of decorations to the walls or floors (this includes the stage). Duct tape is prohibited in the CRC, no exceptions. Helium balloons are allowed only if they are part of a secured arrangement. Helium balloons may not be tied to the back of chairs, or handed out to party guests. All helium balloons must be blown up outside. No hay bails or hay decorations allowed, either indoors or outdoors. Use of candles must be approved at the time of reservation. Nails, glue, duct tape, staples or thumbtacks are strictly prohibited on the walls, floors or stage.

Stage

Food and beverages are strictly prohibited on the stage. The CRC also does not allow anything to be duct taped or attached to the stage floor, walls, or curtains.

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Meeting Room A/B and Amphitheater:

Meeting Room A/B:

The Meeting Room A/B can accommodate up to 40 guests. The room may be split into two sides with partitions.

Decorations

Helium balloons are allowed only if they are part of a secured arrangement. Helium balloons may not be tied to the back of chairs, or handed out to party guests. All helium balloons must be blown up outside. No hay bails or hay decorations allowed, either indoors or outdoors. Nails, glue, duct tape, staples or thumbtacks are strictly prohibited on the walls and floor.

Dry Erase Marker Board

There is a dry erase board cabinet hanging on the wall. Applicants must bring their own dry erase markers and eraser.

Amphitheater:

The amphitheater features a large stage, which is equipped with lighting and sound systems. It will accommodate approximately 600 guests, providing an excellent facility for musical and theatrical performances.

Concerts/Special Events

Individuals interested in renting the amphitheater must see staff for special instructions. All concerts and special events held in the amphitheater must submit a detailed outline of their event at the time of registration.

Sound and Lighting System

All events held in the amphitheater are required to hire a city approved sound vendors. A list of city approved sound vendors is attached in this packet. The City of Temecula has a set of 65 decibels maximum for sound levels on all concerts held inside the Amphitheater. Exceeding this level may result in the termination of your event.

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Gymnasium:

Gymnasium

The gymnasium is equipped to hold sporting events from basketball to volleyball. The gymnasium has bleachers that can hold up to 300 guests. There is one court or two half courts. The gym also has two volleyball courts.

Gym Rules:

- * NO FOOD OR DRINKS permitted inside the gym. This includes gum and candy.
- * Water bottles with a pop-up top are permitted.
- * No black sole shoes are allowed on the gym floor.
- * Appropriate behavior at all times is expected from all patrons.
- * NO DUNKING

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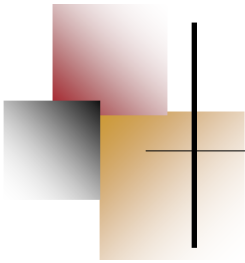
Application Procedures & Facility Rental Policies

This form is designed to help renters better understand their responsibilities, regulations, policies and procedures that are required in order to rent a room at the Temecula Community Recreation Center. Please read each one carefully. Make sure to sign, date and return the form at the time of registration.

1. Applications may be submitted up to six (6) months in advance of the date requested. When proof of residence is required, a driver's license or current utility bill will be acceptable. Time requested must include all setup, breakdown and cleanup time. Applications must be submitted at least ten (10) working days prior to your event date. Applicant must be at least 21 years of age.
2. All rental fees including the cleaning deposit must be paid in full at the time of registration. Any additional charges incurred by the applicant will be paid in full within the time frame set by City staff. Applications are approved only upon the signatures of the proper authorities and not by completion of application and/or payment of fees. Cash, check, money order, Visa/Master Card payments are acceptable.
3. Applicants are approved only upon the signatures of the proper authorities and not by the completion and/ or payment of fees. The Director or Community Services may deny an application for any cause, including, but not limited to: the inability of applicant to make provision for proper control over the event, when in the opinion of the Director, conduction of the event may endanger persons or property, failure to abide with the state, county or municipal laws or City regulations; or failure by applicant to provide required security, deposits, waivers, plans, etc.
4. The City of Temecula may impose additional requirements on the applicant as a condition of approval. These additional requirements include, but are not limited to, additional facility staff, additional security staff, additional deposits, insurance, access control plans, signed waivers, and alterations in event plans. Cost incurred for additional requirements shall be the responsibility of the applicant.
5. Applicant must submit a completed "Permit for Use of Facilities Request Form" at the time of registration.

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6. The City considers the person's name on the application as the contact person. All discussion will go through this person. No exceptions. The applicant is the only person who can make any changes associated with the facility use. The applicant must be present at the event from start to finish. If liability insurance is required it must be through the applicant. Any liability insurance received from a second party (friend, family member) will not be accepted. A resident may not rent a facility for a non-resident.

7. Applications for use of the facility must be made in person at the Community Recreation Center, 30875 Rancho Vista Road. Applications will be accepted Monday through Friday, 8:00a.m. to 4:45p.m. The office is closed Saturday, Sunday, and on holidays. Submitted applications will be reviewed and fees administered by the appropriate staff.

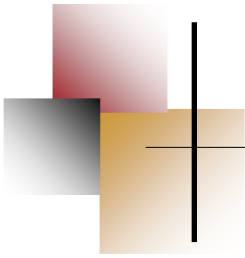
8. Regular hours of operation at the Community Recreation Center are Monday through Saturday 8:00a.m. to 9:00p.m. and Sunday from 1:00p.m. to 5:00p.m. If your event requires use of the facility before or after the normal hours of operation, there will be an additional charge of \$12.00 per hour/per staff, for each hour surpassing the normal facility operating hours. All events must conclude no later than 10:00p.m. Organizations must have rooms cleaned and be out of the facility no later than 11:00p.m. The Temecula Community Center does NOT allow any Sunday reservations.

9. Applications will be approved for specific areas depending on group size, type of event, and availability. No event shall be scheduled for more than room capacity.

10. The Community Services Department reserves the right to refuse or cancel any application. A written notice of refusal or cancellation with an appropriate explanation will be given by the department. Events may be refused or canceled for any of the reasons listed below:
 - * unsatisfactory prior use
 - * changes made in original scheduled hours without prior City approval
 - * changes made in original event plans without prior City approval
 - * changes made in original number of people attending event with prior City approval
 - * application submitted less than ten (10) working days in advance
 - * non-payment of fees before due date
 - * higher priority activity, as established by the Director of Community Services

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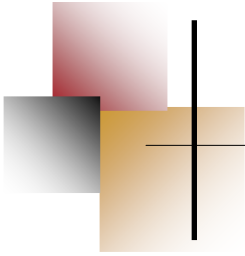


11. Any requested changes in scheduled hours, number of people attending, event plans desired by the applicant that deviate from the original completed Facility Request Form must be presented to the City at least ten (10) working days prior to the event date for approval.
12. If the applicant provides false information such as: purpose of the event, names & addresses of event holder(s), number of attendees, etc. The event will be cancelled prior to or during the event at the discretion of the City staff and will result in forfeiture of fees and deposits and/or denial of current applications for use of facilities, and the applicant may incur additional City charges.
13. In the event of a cancellation, by applicant, notice of cancellation must be given to the Community Services Department at least (72) hours prior to the scheduled event date. A 25% cancellation fee and a \$5.00 processing fee will be assessed. Any cancellation by the applicant made less than (72) hours prior to the event date will result in the forfeiture of all fees collected excluding the cleaning/damage deposit, which will be refunded.
14. Applicant must complete and submit the "Alcohol Checklist" if serving and/or selling alcohol at event. The form must be initialed and signed at time of registration by the applicant.
15. A cleaning/damage deposit (cash or check only) must be paid in full at the time of registration.
Cleaning/Damage deposit fees are as follows:
 - a. All Facility Rentals: \$150.00 refundable
 - b. All Facility Rentals serving and/or selling alcohol: \$400.00 refundable
16. Tables and chairs are available to the public upon request at no additional cost. The Temecula Community Recreation Center has the following chairs and tables available:

Approximately (250) chairs
Approximately (19) round tables
Approximately (15) 8ft. rectangular tables
17. Any additional cleaning/damages fees incurred by the renting party should be paid in full within the time frame set by City Staff. Cash, check and money order payments are acceptable. **Sorry but we are unable to except credit card payments for the cleaning/damage deposit.**

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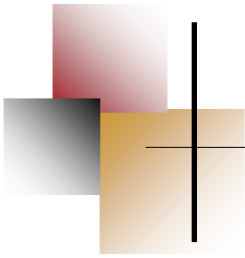
18. Any function with 50 or more persons must carry a \$1,000,000.00 (one million dollar) liability insurance policy co-naming the City of Temecula as additionally insured. An original copy of the liability insurance policy must be submitted fourteen (14) working days prior to the event date. If liability insurance is required it must be through the applicant. Any liability insurance received from a second party (friend, family member) will not be accepted.

19. Faxed copies of the insurance policy will not be accepted. As a service to our citizens, special event insurance is available from the City of Temecula to those applicants that meet the requirements set by the City. In order to be considered for City coverage, a completed application must be submitted to the Finance Department at City Hall, 43200 Business Park Drive a minimum of one month prior to the event. Applications for City insurance can be picked up at the Community Recreation Center or at City Hall.

20. Any function serving and/or selling alcohol must complete the following:
 - A. **Additional Alcohol Insurance** – Any function selling alcoholic beverages must carry an additional \$1,000,000.00 (one million dollar) liability policy co-naming the City of Temecula as additionally insured.
 - B. **ABC License** – Any function selling alcohol must provide proof of ABC license (liquor license) fourteen (14) working days prior to the use of the facility. You can obtain an ABC license by calling the Department of Alcohol Beverage Control at (951) 782-4400. It is the responsibility of the applicant to obtain the proper license.
 - C. **Security Guards** – Any function(s) serving and/or selling alcohol must hire a minimum of two professional security guards from a licensed bonded agency. Additional security guards may be required depending on the size and/or type of event. An original contract from the security agency you have hired must be submitted ten (10) working days prior to the event. Security guards must be on site before any alcohol will be permitted to enter the facility. Security guards must remain on site until all the alcohol and every person that attended the event has left the premises. It is the responsibility of the renter to schedule security appropriately.
 - D. **Alcohol Checklist** – Any function serving and/or selling alcohol must complete and submit an alcohol checklist at the time of registration.

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21. Offering, providing, selling, renting, or soliciting for sale or rent any goods, equipment, merchandise, food, beverage, service, or instruction at the facility is prohibited, except by permission of the Director of Community Services. Applicants wishing to use vendors at their event must notify staff at time of registration. Notification should be in the form of a detailed memo.

22. The CRC does not allow the following inside the facility:
 - A. No taping of decorations to the walls, floors, or stage.
 - B. No glitter or confetti of any kind.
 - C. Nails, glue, duct tape, staples or thumbtacks are strictly prohibited on the walls, floors or stage.
 - D. No hay bails or hay decorations allowed, either indoors or outdoors.
 - E. No Fun Jumps/Jolly Jumps/Inflatable Slides are allowed inside or outside the facility.
 - F. Parking lot spaces may not be saved or roped off for your event.
 - G. Helium balloons are allowed only if they are part of a secured arrangement. Helium balloons may not be tied to the back of chairs, or handed out to party guests. All helium balloons must be blown up outside.
 - H. Use of candles requires City approval at time of registration.

23. If your event requires the use of a sound and/or lighting system, there are qualified sound vendors authorized to use our equipment (see attached list). You will not be permitted to use our equipment (sound or lighting) without a sound vendor. If you plan to use your own equipment, it may only be used in the multipurpose room, and certain sound level restrictions do apply. No personal sound system equipment may be used in the amphitheater area. If your audio needs are limited to the use of podiums and microphones inside the multipurpose room only, staff can provide them for you at no additional charge; however, you must let staff know prior to your rental of this need, and you be held accountable for any audio equipment used.

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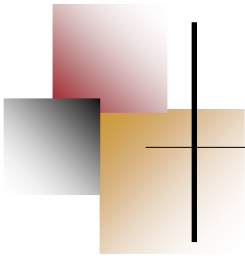
Rules & Policies Governing Facility Use

This form is designed to help renters better understand the rules, regulations, policies, and procedures when renting a room at the Temecula Community Recreation Center. Please read each one carefully. Make sure to sign, date, and return the form at the time of registration.

1. One or more employees of the Community Service Department will be presented in the facility during all hours of operation.
2. Tables and chairs are provided for public use at no additional cost provided applicant has requested them on their Facility Request Form.
3. Reserving party is responsible for set up and break down of all tables and chairs during their event. Failure to return all tables and chairs to their original storage will result in a deduction of all or a portion of the renters cleaning/damage deposit. A staff member will be responsible for pushing the table cart to and from the storage closet.
4. The Multipurpose Room doors should remain closed for proper functioning of heating and air conditioning systems.
5. On the day of the reservation, the applicant must initially inspect the premises with a staff member and complete a Condition of Facility Report. This should be done before the applicant begins setting up for their event. It is the responsibility of the applicant to note any damage they notice at that time. At the end of the rental and cleanup period, the applicant will inspect the premises with staff and complete the Condition of Facility Report.
6. The applicant is responsible for the following cleanup at the end of their event:
 - * Returning all chairs back to their original storage area.
 - * Returning all tables back to the table racks.
 - * Cleaning of all equipment used.
 - * Cleaning of any counter used.

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Disposing of all trash into the outside dumpster located in the rear of the facility.

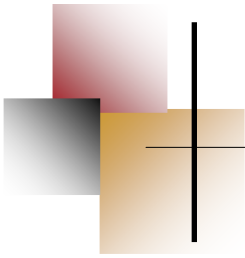
Removal of all equipment, supplies, personal articles, and displays used during your event.

Removal of any tape used to hang decorations.

7. The City of Temecula is not liable for any lost, stolen, or damaged property.
8. It is the responsibility of the applicant to control and supervise all participants including children. The applicant will be responsible for any damaged property caused by anyone participating at the event.
9. Trash cans and liners will be provided for the rental party by the City. The renting party is responsible for disposing all their trash into the outside dumpsters. It is the responsibility of the renter to see staff for assistance.
10. Failure of the renter to cleanup after their event will result in a deduction of all or a portion of the renters cleaning/damage deposit. If the facility is left in satisfactory condition, a refund check will be issued for the full amount of the deposit. Refunds will be mailed to the payee. The payee should receive a check in the mail approximately four (4) weeks after the event date.
11. All set up and break down of City equipment (tables, chairs, etc.) is the responsibility of the renter. When you arrive at the facility on the day of your rental, you must check in with a staff member. At this time staff will get all the equipment that you have requested. At the end of your rental you must contact a staff member and let them know that your event is finished. The staff member on duty will walk through the facility with you to make sure that everything is cleaned properly and there is no damage. It is your responsibility to clean up after your event. We will provide you with the necessary equipment to clean up after your event. **All time used for set-up and break down/cleaning must be included in your rental time. You may not show up early or stay later than your scheduled time.**

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I, the undersigned, certify that I have read and understand all of the Rules and Policies Governing Facility Use, and Application Procedures & Facility Rental Policies. I, the undersigned, understand that failure to abide by these rules, regulations, policies and procedures may result in the immediate cancellation of the event and result in the denial of all future applications for use of any Community Service Department Facility.

Date: _____

Signature of Applicant: _____

Print Name: _____

For Office Use Only

Date Received: _____

Staff Signature: _____

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City of Temecula

Community Services Department

APPROVED VENDOR LIST

Licensed/ Approved Security Agencies

Heritage Security Services

41743 Enterprise Circle North Ste. 209
Temecula, CA 92590

Securitas Security Services

43180 Business Park Dr. A-104
Temecula, CA 92590

Protection Rescue Security Services

506 W. Graham
Lake Elsinore, CA 92530
Phone: (951) 245-1974

Pacific Security Services

28451 Ficus Ct.
Murrieta, CA 92563
Phone: (951) 491-3528
www.PacificSecurityInc.com

Trustworthy Security

1500 Crafton Ave. Ste 111
Mentone, CA 92359

Qualified Sound/ Lighting Vendors

Timmy D. Productions

27475 Ynez Rd. #215
Temecula, CA 92591
(951) 693-1680
Fax: (951) 698-7887

Alan Morgan

Sean Sheldrake
Morning Star Musical Productions
42088 Rio Nedo Suite 102
Temecula, CA 92590
(888) 409-4810

Full Value Entertainment

Bill Gould
26489 Ynez Rd. C113
Temecula, CA 92591
(951) 491-9053
www.FullValueEntertainment.com