



RENTER'S RESPONSIBILITY CHECKLIST



Trash - All trash must be placed in the **proper** receptacle outside of the building. Food waste shall only be placed in the dumpsters.

Kitchen - Every kitchen appliance must be wiped clean. Counters, floors, and floor drains must be free of debris. All dishes, food items, and utensils that are privately owned must be removed from the facility the night of the rental. All equipment owned exclusively by the Center must be thoroughly washed and stored in its proper place; this includes the grease traps on the stoves/griddle. Grease/oil **shall not** be poured down the drains. Rather any oil/grease is to be placed in a securely sealed container and removed from the premises. Renter shall provide proof that oil/grease has been properly disposed of or risk losing your deposit.

Individual Rooms - This includes the wiping of table tops, ensuring chairs are clean, removing and disposing of all trash into proper receptacles. Hallways and lobby cleaned of all trash. Removal of all large debris items and dry mopping assembly floors as well as mopping up any spills. **Failure to meet these expectations will result in a loss of your deposit.**

Security - Security is required at all rental events. A ratio of two guards per 100 guests, and one guard per every 50-100 thereafter, will be the general rule. Security is required to be in place half an hour (30 minutes) before the event start time, and will remain in the premises half an hour (30 minutes) after the conclusion of said event. Security is booked (1) month in advance of your rented date. If for any reason the number of guests for your event increases you are required to inform us (1) month prior to the rented date for security adjustment. Youth events will need to be supervised by one adult for every twelve minors. Events specifically for minors will be required to have security guards present during the event and cleanup.

Insurance - Liability Insurance in the amount of \$1,000,000 is required for all events. Insurance can be purchased through individual homeowner's insurance or through the City of Ceres. Insurance purchased through the City is subject to rate changes on a yearly basis. The recommended best practice is to purchase the policy in the year the event is taking place as rates will be determined based on the rental date, not the date of reservation.

Alcohol - Alcoholic beverages must be kept inside the rented room. Serving alcohol to individuals 20 years or younger or falsifying the type of your event are subject to having Ceres PD called and forfeiture of your deposit. Alcohol will not be permitted at youth oriented events. A youth oriented event is any such event that celebrates a person under the legal drinking age of 21 years.

Decorations - All decorations must be fire retardant. Staples, tacks, or tape are NOT allowed. No signs or decorations are to be nailed to walls, windows, ceilings, or drapes. Patio decorations must have prior approval. No rice, bird seeds, confetti, or other similar items shall be thrown in or around the facility. Balloons must be secured and not released. A fee will be assessed if facility janitorial staff has to retrieve released balloons.

Open Flame - Incense, fog machines, haze or smoke use is not permitted in the center at any time. Fire and open flames are strictly prohibited, unless written approval is granted by the Ceres Fire Department in the form of a permit.

Event Closing Time - Every event will end no later than 12:00 am. If the event does not stop at midnight a usage fee of \$100 every half hour will be billed either to the primary users credit card, or it will be taken from the damage/security Deposit. Additional fees of \$50 per half hour or \$100 per hour will be charged for any time above and beyond the special written approval and may be subject to additional fees.

Damage - In the event of damage, destruction, or defacement of the facility, the user will be liable for all expenses required to repair, restore, or replace any damages.

Room Setup - Room rental rates will include: a complimentary table and seating set-up, and take down in pre-arranged (determined by customer and Center staff) layouts. However, any subsequent rearrangements, or installation of additional rental equipment will be done with an additional charge of \$10.00 for every addition or deletion of tables or amenities, as well as a \$5.00 charge for every addition or deletion of a chair.

Transfers - Your event may be transferred one time, with at least 3 months notice in advance of existing rental. Customer is responsible for any additional charges for security or insurance.

Contacts - If your number and address changes within your rental period please notify the Ceres Community Center staff immediately with the correct information. We also require two additional contacts who will have the authority to make decisions on your account.

Final Payment: The final payment is to be made one (1) month in advance (PLEASE NOTE: Payments made 45 days or less prior to the event date must be paid with cash or credit card) and can include equipment deposit, security, and insurance fee.

Cancellation policy for the Assembly Rooms

Weekend Reservations cancelled 90 days or more prior to the event will receive a refund of fees minus \$100. Weekend reservations cancelled 30 - 89 days prior to the event will receive a refund of fees minus \$300. Weekend reservations cancelled 29 days or less prior to the event will receive a full refund of the rental fees and no refund of deposit (s). Weekday reservations cancelled 30 days or more prior to the event will receive a refund of fees of fees minus \$100. Weekday reservations cancelled 29 days or less prior to the event will receive a full refund of the fee and a 50% refund of the damage/security deposit.

Contact 1 Name: _____ Phone number: _____

Contact 2 Name: _____ Phone number: _____

I have read and understand the above stated regulations for renting the Ceres Community Center. By signing below I give my permission to Center Staff to deduct funds from either my security deposit or my credit card due to **any noncompliance** with the above stated rules. I understand that if I disregard the Center policies as administered by the Center Staff, it will lead to the cancellation of my event, and/or the forfeiture of my deposit.

Renter's (Print) Name: _____ Center Staff Initial: _____

Renter's Signature: _____ Date: _____