



# *Buellton Community Recreation Center*

## **Rental Application**

301 Second Street, Suite A ♦ Buellton, CA 93427  
**Rental Inquiries (805) 688-1086**

The Buellton Community Recreation Center is jointly operated by the City of Buellton and the Buellton Union School District. The Center is located at the corner of Second Street and La Lata Drive on the Jonata Middle School Campus. The facility is available to rent for ceremonies, meetings, fundraisers, and more. To rent facility space at the Buellton Community Recreation Center, please complete the application and submit to the Recreation Center Office for approval.

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### **APPLICATION PROCESS**

- 1) Read and complete this application. Return the completed application to the Buellton Recreation Center Office located behind the Gym on the NW corner of 2<sup>nd</sup> St. and La Lata Dr. Or mail to Buellton Community Recreation Center 301 2<sup>nd</sup> Street, Suite A, Buellton CA 93427.
- 2) The Buellton Recreation Department staff will determine the availability of the requested facility and rental date.
- 3) The Recreation Center facility rules will be reviewed with the applicant and appropriate fees determined.
- 4) *All rental fees are due upon reservation.* Any special terms and/or conditions will be determined on the basis of estimated attendance and type of event. Documentation verifying compliance with the special terms and conditions is due 30 days prior to the event.

### **INSURANCE**

All tenant users must provide the city with proof of liability (by providing, at minimum, copies of the certificates of insurance) in the amount of \$1,000,000 (one million dollars) naming the City of Buellton and the Buellton Union School District, their elected and appointed officials, officers and agents, as additionally insured. For a fee, the City offers Special Event Liability Insurance. Insurance must be obtained 30 days prior to the event. Organizations that wish to use the facility on a regularly recurring basis may provide insurance annually or per event. The City must be notified if insurance has been changed or cancelled and a new policy must be issued to the City.

## CLEANING POLICY

Facility users are responsible for returning the Buellton Community Recreation Center to the condition in which it was rented. Users may hire a private cleaning service; however, ultimate responsibility lies with the renter.

### A. CLEANING CHECKLIST (Tasks must be completed by the end of the rental period.)

*The facility will be inspected after each event to insure compliance with the cleaning checklist. The following list outlines the facility cleaning responsibilities:*

- 1) Users are responsible for providing their own cleaning supplies and materials.
- 2) Wipe clean all kitchen surfaces if used.
- 3) Clean stove thoroughly if used. Please note that the kitchen has NO GARBAGE DISPOSAL
- 4) Clean all spilled liquids including those in microwave, refrigerator, and sinks.
- 5) Clean all tables and chairs and replace to their proper location. Tables and chairs may not be moved from one room to another.
- 6) Remove all decorations, equipment and food/drink related to the function.
- 7) Clean and discard all litter from the building interior, exterior walkways, grounds, and parking area.
- 8) Clean all marks, handprints, etc, off walls.
- 9) Remove all tape and gum from floors. Blue painter's tape is the ONLY adhesive allowed for decorating.

## FEES

Rental fees are charged for use of the facilities. All rental fees must be paid upon reservation. The rental fee is determined by:

- a. Which room(s) is used.
- b. How many hours the event will last.
- c. Whether or not the event sponsor is a legal, local non-profit [501C(3)]. Proof is required. Groups must provide proof of tax-exempt certification from the IRS and be a local non-profit whose revenue is distributed in the Santa Ynez Valley High School District boundaries.

## CANCELLATION POLICY

Cancellation Notice (by renter)	Amount of fee refunded
0 to 29 days	\$ 0.00
30-60 days	Full refund less 25% administrative fee
61+ days	Full refund

# **FACILITY GUIDELINES (Rules and Regulations)**

**Please sign and return document after reading.**

1. The Buellton Community Recreation Center Rental Application is available at the Buellton Recreation Center Office located behind the Gym on the northwest corner of Second Street and La Lata Drive. Office hours are 12:00-6:00 p.m., Monday through Friday. You may also download a Rental Application from the City website at [www.cityofbuellton.com](http://www.cityofbuellton.com) or call (805) 688-1086 for more information.
2. The completeness and validity of the rental application will be recognized when facility rules and City policies have been reviewed and signed and all fees paid by Responsible Party. The Responsible Party can pick up keys for the facility at the Buellton Recreation Center Office, either the day of the event or one business day before the event. Office hours are 12:00-6:00 p.m., Monday through Friday. The Office is closed on weekends and holidays. If you fail to pick up the keys during the stated hours, we cannot guarantee that you will have access to the facility.
3. When minors use the facility, the group must at all times be under the direction of its own adult leadership and supervision. There must be at least one adult for each twenty (20) minors in attendance.
4. **SMOKING IS NOT ALLOWED** at the Recreation Center. No exceptions will be made.
5. **ALCOHOL IS PROHIBITED** at this facility.
6. Facility users are free to use the tables and chairs located in each of the rooms they have rented. However, no furniture may be moved out of its assigned room. All furniture must be cleaned and put away in its proper location at the end of the function.
7. Any request for exceptions to rules or charges for use of the facility must be presented in writing no later than thirty (30) days prior to the date of the function. Appeals must be addressed to the City Manager.
8. The Buellton Recreation Department reserves the right to limit the use of the Recreation Center as deemed in the best interest of the City of Buellton, the Buellton Union School District, and the City's residents.
9. Decorating the Recreation Center buildings using nails, screws, staples in walls or woodwork is prohibited. Blue painter's tape is the **ONLY** adhesive allowed for decorations.
10. **AT NO TIME SHALL ANY EXITS OR EXIT SIGNS BE COVERED OR OBSTRUCTED.**
11. No advertising shall be exhibited, and no solicitations or sales shall be made on the grounds without the written approval of the City of Buellton.
12. Under emergency circumstances, the City reserves the right to cancel reservations.
13. The Responsible Party shall be responsible for the general conduct of the attendees and the enforcement of rules governing the use of the facility.
14. The Buellton Sheriff's Department has the authority to disperse any group for lawful reasons.
15. No animals of any kind (except Seeing Eye dogs) are permitted within the Buellton Community Recreation Center.
16. Music must stop by 10:00 p.m. Friday and Saturday nights, and by 9:00 p.m., Sunday through Thursday. Summer hours are extended until 10:00 p.m. on all days of the week.
17. All signage is limited to approved information on the Community Center marquee. Applications for the marquee are available at the Recreation Center Office.
18. All private property items such as rented tables, chairs, etc. are the responsibility of the user. It is the user's responsibility to make certain that all private property is removed from the Buellton Community Recreation Center premises at the end of the event. Any

items that remain at the close of an event will be moved by the Recreation Staff to the outside of the facility. Any damage to the private property (whether due to weather, vandalism, or other means) and/or including stolen property, will be the responsibility of the user. The City waives all right of responsibility to the private property items.

The Responsible Party shall indemnify, defend, and hold harmless the City of Buellton and the Buellton Union School District, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liabilities for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected to the Responsible Party's use of the Buellton Community Recreation Center, unless solely caused by the gross or willful misconduct of the City or District, its officers, employees, or agents. The Responsible Party shall be responsible for reimbursing the City or the District for any loss or damage to City or District owned property related to the facility. I have read, understood, and agree to abide by the above rules. My signature certifies that all information on this application is true, including the purpose of renting the facility. I understand that any misstatements or omission of material fact herein may cause forfeiture of any fees paid and/or justifiable cause to deny facility rental in the future. I understand that the City may assign and bill for all administrative costs necessary to enforce all rules and regulations.

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Signature (Responsible Party)

Date



ROOM	HOURLY RATE STRUCTURE		
	Local Non-Profit/ Government	Local Family	Out of Area/ Commercial
<b>Gymnasium</b>	<b>\$35.00</b>	<b>\$50.00</b>	<b>\$135.00</b>
<b>Gym/Kitchen</b>	<b>\$45.00</b>	<b>\$110.00</b>	<b>\$195.00</b>
<b>Room A</b>	<b>\$20.00</b>	<b>\$25.00</b>	<b>\$30.00</b>
<b>The ZONE</b>	<b>\$45.00</b>	<b>\$55.00</b>	<b>\$65.00</b>

## ROOM CAPACITY CHART

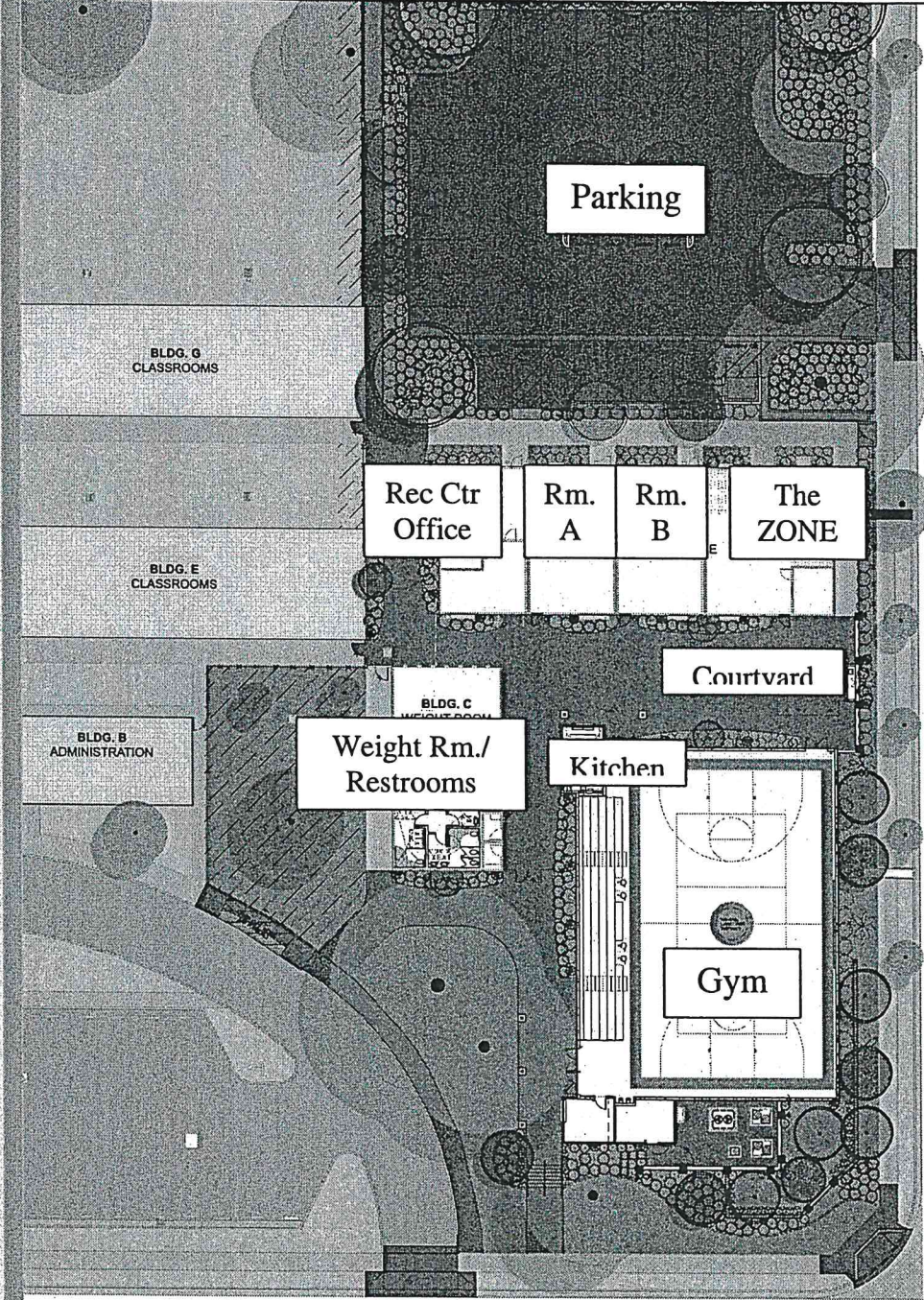
ROOM	CAPACITY (# of people)
<b>Gymnasium (auditorium seating)</b>	<b>898</b>
<b>Gymnasium (table seating)</b>	<b>444</b>
<b>Room A</b>	<b>60</b>
<b>The ZONE</b>	<b>40</b>

## FAQ's (FREQUENTLY ASKED QUESTIONS)

- 1. Where do I return my keys following my function?** To the Buellton Recreation Center Office, just behind the Gym at 301 Second Street, Suite A.
- 2. Are tables and chairs available?** Tables and chairs are available in each rental area. The numbers of each cannot be guaranteed but check with Recreation Center staff for current count.
- 3. Is alcohol or smoking allowed at the facility?** No, alcohol and smoking are prohibited anywhere at the Buellton Community Recreation Center.
- 4. Can I decorate the Gym or rooms for my event?** Yes, but ONLY using blue painter's tape. Anything else (nails, pins, staples, glue, etc.) is strictly prohibited.



# Buellton Community Recreation Center



**BUELLTON COMMUNITY RECREATION CENTER**  
SITE PLAN AND FLOOR PLAN





# BUELLTON COMMUNITY RECREATION CENTER RENTAL APPLICATION

PLEASE FILL OUT AND RETURN DOCUMENT

Date of Application \_\_\_\_\_

Name of Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name of Organization \_\_\_\_\_ e-mail \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Local Non-Profit, State I.D. # \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_ Alternate Phone \_\_\_\_\_

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Facility Use (Check all that apply)	Room Seating Capacity
<input type="checkbox"/> Gymnasium	898
<input type="checkbox"/> Gym/Kitchen	444
<input type="checkbox"/> Room A	60
<input type="checkbox"/> The ZONE	40

Event Date \_\_\_\_\_ Event Hours: From \_\_\_\_\_ to \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Will there be a dance? \_\_\_\_\_ (yes/no)

**\*Event must conclude by 10:00 p.m. Friday-Saturday, and by 9:00 p.m. Sunday-Thursday**

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**ALCOHOL & SMOKING ARE PROHIBITED AT THE  
BUELLTON COMMUNITY RECREATION CENTER**