

Facility Rental Packet

Fees
Use Regulations
Rental Application
And Much More...



oceanside parks and recreation



oceanside

Facility Contact Information

Beach Recreation Center	300 N. The Strand	760-435-5233
Brooks Street Pool	130 Brooks Street	760-435-5525
Country Club Senior Center	455 Country Club Lane	760-435-5250
El Corazon Senior Center	3302 Senior Center Dr.	760-435-5300
Heritage Park Gazebo	220 Peyri Road	Special Events Office 760-435-5540
Joe Balderrama Center	709 San Diego Street	760-435-5530
John Landes Center	2855 Cedar Road	760-435-5545
Melba Bishop Center	5306 North River Road	760-435-5550
Strand Park Gazebo	The Strand at Seagaze	Special Events Office 760-435-5540
Parks & Recreation Administration	300 N. Coast Highway	760-435-5041

Application for Facility Use

PLEASE READ THE POLICIES AND PROCEDURES FOR USE OF FACILITIES ON REVERSE SIDE BEFORE COMPLETING THIS APPLICATION. (Type or use pen only)

Applicant Request:
 Name of Facility: _____ Purpose: _____
 Auditorium Meeting Room Kitchen Other: _____
 Day and Date of Activity: _____
 Set-Up Time: _____ Start Time: _____ End Time: _____ Tear-Down Time: _____
 Number of Attendees: _____ Youth: _____ Adults: _____

Applicant Information:
 Name of Organization: _____
 Classification (see Classification & Facility Fee Schedule): _____ attach proof of Non-Profit Status, if applicable
 Contact Name: _____ Phone: _____
 Address: _____ City: _____ Zip: _____
 E-mail Address: _____ Alternate Phone: _____

Additional Information:
 Will food be served? YES NO Will there be dancing? YES NO Amplified music? YES NO
 Will alcohol be consumed? YES NO FREE Bartender
 Will you be renting party equipment? YES NO What? _____

Indemnification:
 In so far as it is legally authorized, user will at all times protect, indemnify and defend City against any and all loss, cost, damage or expense arising from any accident or other occurrence to persons or property on or about City's property which occur while user has control of City's property.
 APPLICANT SIGNATURE: _____ DATE: _____

SPACE BELOW IS FOR DEPARTMENT USE ONLY

Application Approved: _____ Date: _____
 Site Supervisor

Facility Rental Fee:	_____ Hrs @ \$ _____ /Hr	=	\$ _____	Total Balance:	\$ _____
Staff Costs:	_____ Hrs @ \$ _____ /Hr	=	\$ _____	Payment:	\$ _____
Cleaning Fee:	_____ Hrs @ \$ _____ /Hr	=	\$ _____	Date	
Set-Up Fee:	_____ Hrs @ \$ _____ /Hr	=	\$ _____	Balance:	\$ _____
Floor Covering:		=	\$ _____		
Refundable Deposit:		=	\$ _____		

Total = \$ _____ Payment: _____ \$ _____

Receipt Numbers: Payment 1: _____ Payment 2: _____ Other: _____

Refundable Deposit Returned? Yes No Amount \$ _____ Date Check Requested _____

Policies and Procedures for Use of Facilities

1. Applications to use City facilities must be made on application forms provided by the Parks & Recreation Division and submitted not less than thirty (30) days, nor more than one hundred eighty (180) days prior to the date of the proposed activity.
2. The Parks & Recreation Division may refuse to reserve or may cancel any applications for due cause. Written notice of refusal or cancellation with appropriate explanation will be given by the Division not less than seven (7) days prior to the activity.
3. A deposit of 50 percent of the total charge must be paid within five (5) working days of notification of approved application.
4. The balance of assessed rental fees, special fees and deposits must be paid twenty-one (21) days prior to the scheduled event.
5. All fees are to be made payable to: City of Oceanside.
6. Usage must be made within the allotted permit time. Permit time schedules and charges must include set-up time. Permit will be considered cancelled and fees retained if user is not at the facility sixty (60) minutes after the start time for which applied. All permit times are at the discretion of the Parks & Recreation Division.
7. City facilities may not be reserved on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve (1/2 day) and Christmas Day.
8. No activity will be permitted which is in violation of local, state or federal statutes. Applicants must adhere to all City, Police and Fire codes during their use of the facility.
9. Applications will not be accepted from anyone under the age of eighteen (18) years. Youth groups must have adult sponsors who guarantee the observance of the Policies and Procedures for Use of Facilities. In addition, a minimum of one (1) adult per fifteen (15) young people is required at the activity. Youth activities, including parties (e.g. quinceañeras) and dances, must be completed by 10:00 p.m.
10. Applications submitted for a youth-oriented activity shall not be permitted to have alcohol on the premises.
11. Applicants holding dances must obtain a Dance Permit from the Oceanside Police Department and conform to such requirements and regulations for security personnel as required by said permit.
12. Events with the presence of, and the serving or selling of, alcoholic beverages must complete the permitting process through Special Events and must adhere to the following conditions: (a) a daily on-sale general license from Alcoholic Beverage Control (ABC) Office is obtained, and (b) all ABC rules and regulations are enforced.
13. No alcohol is allowed during any youth-oriented activities or at the following locations: Joe Balderrama Center, John Landes Center and Melba Bishop Center. If alcohol is present at a youth-oriented event or at a prohibited facility, the event will be cancelled and the police will be called. If permitted, no alcohol may leave the building, including but not limited to, the surrounding walkways or park, the parking lot, or the public sidewalks and streets.
14. Users will be responsible for all damage, and must leave facilities in the same general condition as received. The area outside the building is included in this responsibility. Therefore, before the start of the event, a representative should inspect the condition of the facility with the person on duty.
15. Appropriate damage deposits above and beyond required special service fees may be levied at the discretion of the City.
16. No City facility may be altered or changed without written approval from the Parks & Recreation Division. Signs or decorations to be affixed to the building must have prior approval. Nails, tacks, and any device that makes a hole are not allowed. Only the use of tape or string is allowed. All balloons must be tied down and may not be released outdoors.
17. No advertising, solicitation of sales, posting of signs or distribution of pamphlets using Division facilities will be permitted without the consent of the Parks & Recreation Division.
18. No donations, under any guise or circumstance, or for any purpose, shall be solicited at any City facility for causes not directly related to the activity in progress.
19. Security personnel (when required) must be present at the time the applicant takes possession of the facility and must remain on duty until the facility is vacated.
20. A representative of the Parks & Recreation Division shall be present during all hours of activity in any indoor facility, and those outdoor facilities deemed necessary by the Division. If an activity is held outside normal operating hours of a facility or requires closure of the facility to the public, the applicant will be required to pay for assigned supervision in addition to any rental fees.
21. In the event of a disagreement regarding interpretation of regulations governing the use of Division facilities, patrons are to conform to the instructions of the Division representative in charge and report the incident to the Parks & Recreation Administration office at 760-435-5041. The facility monitor will call the police for any reason deemed necessary within their judgment.
22. Section 104.3 of the City of Oceanside Municipal Code prohibits smoking in a public building at any time. Assembly Bill 846 prohibits smoking within twenty (20) feet of main entrances, exits, and windows of any public building. There will be NO SMOKING in or within twenty (20) feet of the facility. Courtyards are considered an extension of the building.
23. During rentals and/or private reservations, the public will not be allowed into facility areas that are under the rental/reservation agreement.
24. During classes or any City-run program, the public will be allowed lobby access to gather facility information but may not enter or disrupt class and/or programs in progress.

APPLICANT, FOR HER/HIMSELF AND THE APPLYING ORGANIZATION, ALL MEMBERS THEREOF AND PARTICIPANTS OF ACTIVITY FOR WHICH APPLIED, AGREES TO ABIDE BY THE POLICIES AND PROCEDURES STATED ON THIS APPLICATION.

APPLICANT'S SIGNATURE: _____ DATE: _____



User Group Classifications

User group classifications are established in a tiered priority class rate schedule. Priority class descriptions reflect the descriptions in the Neighborhood Services Department Parks & Recreation Master Fee Schedule, approved by the Oceanside City Council on April 8, 2009. The Parks & Recreation Division will administratively decide which priority class a user group will be identified with based on the previous year's user groups descriptions and shall have this information described administratively on a priority class description form. If you are interested in knowing which priority class your group is classified as, please ask any site Supervisor.

Priority Class	Classification Group
A	City-sponsored programs.
B	Oceanside Unified School District programs as identified in the City's Joint Use Agreement.
C	Oceanside Resident Youth Groups such as youth sports leagues, girl/boy scouts, youth civic club.
D	Oceanside City Senior Groups such as senior softball, red hat society, senior anglers.
E	Oceanside Service Clubs/Organizations which are democratic in character with membership open to the general public.
F	Private Oceanside Resident Groups such as club or travel teams, resident youth tournaments, private rentals, adult leagues.
G	Non Resident Groups are any groups that are not Oceanside resident based.
H	Commercial Marketing/Enterprise Groups are any profit-making organization, resident or non resident.

Facility Fee Schedule

Priority Class	Recreation Center Auditorium	Rec Center Courtyard, Kitchen, Comm/Activ Room	Country Club Senior Center Auditorium	Beach Rec Center Auditorium / Gym	Heritage Park	El Corazon Senior Center Auditorium w/ Courtyard	El Corazon Senior Center Courtyard Only	El Corazon Senior Center Rm C/D combo w/patio	Strand Park Gazebo (150)
A	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
B	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
C	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	\$100/HOUR	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
D	\$42/HOUR	\$20/HOUR	\$53/HOUR	\$84/HOUR	\$100/HOUR	\$53/HOUR	\$40/HOUR	\$40/HOUR	\$21/HOUR
E	\$42/HOUR	\$20/HOUR	\$53/HOUR	\$84/HOUR	Res \$100/HR Non Res \$160/HR	\$84/HOUR	\$53/HOUR	\$53/HOUR	\$21/HOUR
F	\$56/HOUR	\$28/HOUR	\$70/HOUR	\$105/HOUR	\$100/HOUR	\$105/HOUR	\$70/HOUR	\$70/HOUR	\$28/HOUR
G	\$84/HOUR	\$40/HOUR	\$105/HOUR	\$147/HOUR	\$160/HOUR	\$147/HOUR	\$105/HOUR	\$105/HOUR	\$42/HOUR
H	\$84/HOUR	\$40/HOUR	\$105/HOUR	\$147/HOUR	\$160/HOUR	\$200/HOUR	\$150/HOUR	\$150/HOUR	\$42/HOUR

Any group using the Parks & Recreation Department facilities for fund-raising or commercial purposes will be charged the commercial fee except when all receipts will be donated to a specific charity.

STAFF COSTS: In addition to the listed costs, a staff fee of \$271/hour will be charged for any exclusive staff time involved with the event. Some events may require staffing by the Department of Harbor & Beaches: Beach Maint - \$32/hr, Electrician - \$42/hr.

REFUNDABLE DEPOSITS: For groups of less than 100, with no alcohol at the event, the refundable deposit is \$75 dollars; for groups of more than 100, serving no alcohol, the refundable deposit is \$200 dollars. Groups of any size serving alcohol will be charged a refundable deposit of \$300-\$500. (Note: These deposits may vary at the discretion of the Parks & Recreation Department).

CLEANING/SET-UP COSTS: Cleaning is provided through the Parks & Recreation Department. Cleaning of the facility by the applicant, in lieu of payment of the cleaning costs is not an option. Refer to the Cleaning Policies for specified pricing ranging \$150-\$350.

A.S.C.A.P. FEE: For those events, open to the public for an admittance charge, where musical entertainment is provided, the State requires the payment of a fee to the American Society of Composers, Authors and Publishers. The fee is based upon the estimated attendance and admission price for the event.

* These classifications are authorized to have free access to the facility, but shall be subject to payment for any and all additional costs incurred such as: staff, cleaning, deposit and any other fees associated with use.

Athletic Field Fee Schedule

Priority Class	TENNIS COURTS	TENNIS COURT LIGHTS	ROLLER HOCKEY RINK	ROLLER HOCKEY LIGHTS	BASEBALL FIELDS	BASEBALL FIELD LIGHTS	SOCCER FIELDS	SOCCER FIELD LIGHTS
A	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE	NO CHARGE
B	NO CHARGE	NO CHARGE	NO CHARGE	\$16/HOUR	NO CHARGE	\$22/HOUR	NO CHARGE	\$22/HOUR
C	NO CHARGE	NO CHARGE	NO CHARGE	\$16/HOUR	NO CHARGE	\$22/HOUR	NO CHARGE	\$22/HOUR
D	NO CHARGE	NO CHARGE	NO CHARGE	\$16/HOUR	NO CHARGE	\$22/HOUR	NO CHARGE	\$22/HOUR
E	\$5/HOUR	NO CHARGE	\$5/HOUR	\$22/HOUR	\$10/HOUR PER FIELD	\$22/HOUR	\$10/HOUR PER FIELD	\$32/HOUR
F	\$10/HOUR	NO CHARGE	\$10/HOUR	\$32/HOUR	\$10/HOUR PER FIELD	\$32/HOUR	\$10/HOUR PER FIELD	\$32/HOUR
G	\$15/HOUR	NO CHARGE	\$15/HOUR	\$32/HOUR	\$15/HOUR PER FIELD	\$32/HOUR	\$15/HOUR PER FIELD	\$32/HOUR
H	\$20/HOUR	NO CHARGE	\$20/HOUR	\$32/HOUR	\$15/HOUR PER FIELD	\$32/HOUR	\$15/HOUR PER FIELD	\$32/HOUR

PERMIT APPLICATION: All athletic fields are reserved by completing an Athletic Field Permit Application. The Permit Application can be obtained at the Sports & Athletics Office at the Beach Community Center located at 300 North The Strand.

TOURNAMENTS: All tournaments require a Special Events Permit. A Special Events Application must be submitted (60) days in advance of the event date accompanied by a \$140.00 application processing fee—See Special Event Application for all fee details. Upon completion of the Special Events Application additional fees will be determined for traffic control, trash, restroom-cleaning, and security.

Useful Information & Facts

Facility Rental Cleaning Policies:

Cleaning of the facility is provided through the Parks & Recreation Department only. Cleaning will primarily be provided by staff. However the Parks & Recreation Supervisor reserves the right to hire a janitorial service at his/her discretion. Kitchen use requires an additional cleaning fee.

Facility Rental Additional Costs:

Cleaning fees:

Department Staff	\$21/hour (Lifeguards are charged at-cost)
Hired Janitorial	\$150 minimum charge
Kitchen Cleaning fee	\$35/hour

Other fees:

Gymnasium Floor Cover	\$150 one time charge
Table/Chair set-up:	\$21/hour <200 guests
	\$275 200-275 guests
	\$350 276-350 guests

Insurance:

Some events may require liability insurance; you will be informed based on your application.

Security:

Security guards are required for any event serving alcoholic beverages and/or events with 76 or more persons expected in attendance. Security guard ratio is one (1) security guard to every seventy-five (75) guests after the first seventy-five (75) and one security guard must be female.. Example:

76-151 guests requires 2 security guards
152-226 guests requires 3 security guards, etc.

Athletic Field Use Permits:

Athletic Fields can be reserved when available based on the priority classification shown on the previous page. For additional information on reserving a field, contact the Sports & Athletics Office at 760-435-5233.

Your Activity May Be a Special Event:

When fifty (50) or more persons are involved in an activity that is open to the public or held out-of-doors or any activity where the serving of alcohol regardless of the number of attendees take place, it is classified as a Special Event. For more information or to find out if your event should be considered contact the Special Events Office at 760-435-5540.

When Serving Alcohol at an Event:

Alcohol is not permitted at any event, activity or dance intended for youth. Alcohol is not permitted at the Joe Balderrama, John Landes, and Melba Bishop Centers. Alcohol is permitted at the Country Club Senior Center, Beach Community Center, and El Corazon Senior Center and must proceed through the Special Events Permit Process. See above for details.

Is Your Activity a Wedding or Wedding Reception:

There are several special locations in the City of Oceanside that offer a beautiful setting for a wedding ceremony and/or a reception. For Oceanside wedding venue information contact the Special Events Office at 760-435-5540.



*Enhancing the Quality of Life ...
through People, Parks and Programs*