

Facility Rental Packet  
for  
**Wilton Community Center**  
**9717 Colony Road,**  
**Wilton, CA 95693**



**Information, Guidelines,  
Rental Rates and Fee Schedule**

Sacramento County  
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## Wilton Community Center Information Packet

This information packet is an integral part of the Facility Use Agreement. It specifies conditions, stipulations, and requirements for the use of the Wilton Community Center in Wilton, 9717 Colony Road, Wilton, California. 95693.

For more information, availability or questions, please contact County of Sacramento, Regional Parks Leisure Services Division at (916) 875-6336. We are located at 10361 Rockingham Drive, Suite 100, Sacramento CA 95827 (Please note that our office is not at the Community Center)

### APPLICATION FOR FACILITY USE AGREEMENT

1. Forms must be signed by an adult 21 years of age, accepting all responsibility as an individual or as a representative for a group.
2. Forms may be submitted at least 30 days in advance of the date requested.
3. Any amendments or revisions to the application may result in an increase of the rental fees, additional stipulations or requirements, denial or revocation of the agreement.
4. Applications will be processed on first come, first serve basis, and will be approved according to the availability of the facility.
5. County Staff will review all applications, and upon approval, a Facility Use Agreement will be issued. Facility Use Agreements will be returned to permittee after approval.

### APPROVED FACILITY USE AGREEMENTS

1. **County Staff reserves the right to disapprove any agreement or revoke any approved agreement, based on additional information which will substantially affect the risk or circumstances of a rental.**
2. The use of the Wilton Community Center is available to groups upon approval of Facility Use Agreement filed with the Department and upon payment of the applicable deposits and fees.
3. A Facility Use Permit to use the Wilton Community Center will be issued, provided:
  - a) Issuance will not obstruct or interfere substantially with the public at large.
  - b) The date and time requested have not previously been allocated by permit or assigned to another function.
4. **Open parties/pay at the door events are not allowed to be conducted at any facility without a Special Use Request Permit. Rentals are restricted to written invitation events. For all events that are charging participants for invitations, said monies must be collected prior to scheduled date. The county reserves the right to charge the permittee at least 15% of any fees charged to participants in addition to the facility rental fees.**
5. Requirements for additional security will be made at the discretion of County staff and will be paid by the applicant.
6. The County reserves the right to make special requirements of permittee for necessary protection of the facility and participants.

## FACILITY HOURS

The Wilton Community Center is available for reservations 7 days a week (excluding holidays), from 7:00am to 11:00pm.

**\*Clean up must follow the event and conclude no later than 11:00pm. Time used for clean up is included as part of your rental time, please plan accordingly. Late fees will be assessed and forfeiture of your deposit will occur if group remains after this time. If the facility is not left clean, all or a portion of the deposit will be forfeited to the County to offset cleaning costs.**

## RESPONSIBILITIES

The applicant/organization is solely responsible for any damages, accidents, or injuries to persons or property resulting from the use of the Community Center. An event serving alcohol will have security requirements. Any applicant obtaining a permit shall be responsible for **the control and supervision of attendees during the use of the building. Applicant shall be responsible for any damage to the existing building, improvements, furniture or fixtures.** Any violation of these provisions can result in a denial of further permits and requirements of **financial reimbursement for repair or the replacement of the damages or loss upon demand.**



## BUILDING CAPACITY

**Auditorium Capacity: Seating Capacity 204 Room Capacity 437**

## RENTAL FEES

### Fee Schedule for the Wilton Community Center

Reservation Fees	Private	Non Profit
Auditorium & Kitchen	\$55.00/hr (4 hr. minimum)	\$35.00/hr (no minimum)
Damage/Cleaning Deposit (refundable)	\$300.00	\$100.00
Security	TBD*	TBD*

#### \*Security Fee

Security is **required** for events serving alcohol. Beer and wine **ONLY** is permitted. The security fee pays for off-duty sheriffs, County Park Rangers or security guards to be present at the event from the time the event begins, and until guests leave the facility. At least two security guards are required, one to be primarily stationed inside the event and the other outside and at the parking lot. Events serving alcohol for longer than four hours may endure a higher security fee. **Security is to be purchased by the applicant.**

#### Kitchen Use:

The Kitchen is only for meal warming. Individuals and caterers must bring pre-cooked food to the event. Meals are not to be cooked at the Community Center.

#### Cancellation Fees:

If you cancel your event **within two weeks of your event** a cancellation fee of \$100.00 will be deducted from your deposit.

#### Damage/Cleaning Deposit

This Cleaning deposit is not applied towards the rental fees of the facility. The deposit secures your date and binds you to the rental policies contained in the rules and guidelines. Within four to six weeks after the event, assuming that the facility has been left clean and that there are no outstanding issues, the deposit reimbursement check will be mailed minus any appropriate deductions. The deposit reimbursement check will be mailed to the address indicated on the Reservation Request Form.

#### Insurance

Liability insurance is required for all events. Commercial entities renting the facility that have a Commercial General Liability insurance policy will be able to satisfy the insurance requirements by having their broker or agent issue an ACORD 25 Certificate of Insurance in compliance with the requirements listed below. For individuals, their homeowners' policies will not meet the requirements. Individuals may shop for their own, or will be able to purchase a Special Events insurance policy for their event. The policy will protect both the renter and the County and meets all the requirements below. Please contact County of Sacramento, Regional parks Leisure Services Division at (916) 875-6336 for more information on obtaining a Specials Events insurance policy. No event will be allowed without the insurance requirements being met. Proof of insurance is required at least two weeks prior to your event, or your event will be canceled and a cancellation fee will occur.

This checklist will help you and your insurance representative when reviewing your policy:

- Policy shall be on an occurrence form
- The occurrence limit: \$1,000,000 (minimum); aggregate limit: \$2,000,000 (minimum)
- Fire Damage to Premises Rented occurrence limit \$100,000
- Medical Payments (any one person) \$5,000
- County of Sacramento, its governing Board, officers, directors, officials, employees, and authorized agents and volunteers are included as additional insureds ("County Parties")
- Coverage shall be primary and non-contributory
- If a caterer is used and is serving alcohol, the caterer must carry Liquor Liability insurance with

limits not less than \$1,000,000 per occurrence. The caterer must include the County Parties as additional insureds. Beer and wine ONLY is allowed at the Community Center.

### **Indemnification and Hold Harmless:**

Renter shall indemnify, defend, and hold harmless County, its governing Board, officers, directors, officials, employees, and authorized volunteers and agents, (collectively "County Parties"), from and against any and all claims, demands, actions, losses, liabilities, damages, and all expenses and costs incidental thereto, including cost of defense, settlement, arbitration, expert fees, and reasonable attorneys' fees, sustained by any person or to any property in, on, or about the rented premises, resulting from injuries to or death of any person, and damage to or destruction of property or loss of use or reduction in value thereof, arising out of, pertaining to, or resulting from the acts or omissions of Renter, its employees, volunteers, agents, contractors, or guests.

### **FEE PAYMENT & INSURANCE SCHEDULE**

1. Facility rental fees and insurance forms are due according to the following schedule:  
**All fees including rental, security, cleaning, and insurance are due no later than two weeks prior to the event. Reservations without full payment and insurance information are subject to cancellation, and cancellation fees will apply.**
2. Facility Use Agreements, which are not fully paid according to this schedule shall be considered void and the date and time of the scheduled activity shall be removed from the rental schedule and cancellation fees will apply.

### **RENTAL POLICIES AND PROCEDURES**

1. Requested hours for use must include decoration time. Advance decoration time will be granted only on the same day of use. The permittee is responsible to pay the charges applicable for the time involved for decoration, set up, and clean up, as well as for the event.
2. If the nature of the event changes, or if the number of participants increases, County staff for the Wilton Community Center must be notified in advance and if necessary, additional fees and charges may be changed in accordance with the applicable rates.
3. Serving of alcoholic beverages at the Center and/or County property is prohibited during school hours (Monday through Friday 7:30am-4:30pm) and/or during any District events taking place on school district property.
4. The use and/or possession of tobacco, alcohol, and/or controlled substances are prohibited on school district property at all times.
5. Smoking is prohibited at the Center and/or on County property at all times.
6. No animals or pets are permitted indoors at the Community Center. Animals may be permitted outdoors, but a separate agreement will be needed.

### **Decorations**

7. No staples, nails, screws or tape may be attached to the wall at any time.
8. All decorations must be non-flammable. The County reserves the right to request the permittee to remove any decorations that are considered offensive.
9. Decorations brought in by permittee must be removed immediately at the end of the event and the permittee must leave the facility in the manner it was found.
10. No glitter or confetti is allowed.



11. Rice is not allowed to be thrown in the Wilton Community Center or in the parking lot, birdseed is allowable (outside only).
12. **Storage facilities are not available** for applicant's use (this includes caterers requesting that equipment be stored before or after the event.)
13. The Kitchen is only for meal warming **ONLY**. Individuals and caterers must bring pre-cooked food to the event. Meals are not to be cooked at the Community Center. All serving utensils are to be supplied by the applicant. None will be available at the Center.
14. No candles are allowed in the facility.
15. Listed below are the clean-up requirements for each rental group. The group must complete the following to receive their deposit.
  - a) Remove **ALL** decorations from the facility immediately following the event.
  - b) Put all garbage in designated trash containers and then in provided dumpster.
  - c) Wipe off all tables, chairs, kitchen counters and sinks, stove, refrigerator, or any other equipment used during your event. Any spillage should be wiped or mopped up. Sweep and/or mop floors to clean up spills.
  - d) Remove all personal equipment and articles from the facility.
  - e) Pick up and dispose of all trash in the bathrooms.
  - f) Pick up and dispose of all trash in parking lot left by your group.
  - g) Any cleaning and damages expenses will be deducted from deposit for the following:
    - Damage to building facility, facility furnishings, or equipment, including tables and chairs. If tables and chairs are used and then damaged during your event a table/chair replacement fee will be charged. Chairs will be \$30 per chair and tables \$100 per table. If you notice a chair or table is damaged while you are setting up, please make note and take a picture (with time stamp) to show this was damaged prior to your event.
    - Staff time is needed to clean any special problems - (i.e. cleaning walls or washing windows, party disturbances, etc.)
16. Heating, air conditioning, lighting, or any other electrical or mechanical units at the facility will be controlled by County staff.
17. In special conditions, emergencies, or other situations not specifically covered by these rules and guidelines the interpretation and judgment of the staff on duty shall prevail.

**LAWS TO CONSIDER (Use of facilities must not violate any local, State, or Federal laws.)**

**Use of Alcohol – BEER AND WINE ONLY, no liquor allowed at the Community Center.**

Every person who sells or serves alcohol at this facility should be aware of the following information:

- **Section 25602, Business and Professional Code states:** "Every person who sells, furnishes, gives or causes to be sold, furnished, or given away, any alcoholic beverage to any habitual or common drunkard or to any obviously intoxicated person, is guilty of a misdemeanor."
- **Section 25659, Business and Professional Code states:** "(a) Every person who sells, furnishes, gives or causes to be sold, furnished, or given away, any alcoholic beverage, to any person under the age of 21, is guilty of a misdemeanor".

Please be aware that you are responsible for the actions of your guests in the facility and outside of the building. Guests should be aware that County Rangers may inspect the premises at any time and those found in violation of the laws and regulations related to use of the of the facility can be cited.