

# Additional Rules & Regulations

## City of Yorba Linda Community Center

4501 Casa Loma Avenue, Yorba Linda, CA 92886 • Phone: (714) 961-7181 • FAX: (714) 986-1025

**Please read the Yorba Linda Community Center Policies and Procedures on the back of the contract.**

- A copy of the caterer's requirements will be provided.
- A copy of the cancellation policy will be provided.
- User(s) and/or organizations can reserve up to twelve (12) consecutive weeks per contract. Each contract is limited to one booking per week and per room, and for a maximum of 12 consecutive weeks. Each organization is limited to one active contract at a time. The user and/or organization can renew for another 12 consecutive weeks at the 11th week of the current contract.
- Liability Insurance is mandatory. When applicant's final payment is due, applicant must provide a certificate of insurance, naming the City as additionally insured. If it can not be provided, applicant must purchase insurance from the City's insurance provider, and this fee is non-refundable. See Insurance Requirements Policy.
- Patrons shall be liable for personal injuries or property damages arising from their functions.
- The use of smoke/fog machines, incense etc. is prohibited.
- The use of red wine, red punch or red food coloring is prohibited.
- No candles, open flames, glow sticks, confetti, rice, glitter or birdseed are allowed on the premises including patios and parking lots. Sterno flames are allowed. Barbecue grills are permitted outdoors in the west parking lot only. Applicant must provide a grease pan for each barbecue grill.
- No objects shall be suspended or attached to ceilings, walls, windows, draperies, or stage curtains.
- The applicant shall be responsible for clean-up of decorations inside and outside the room(s), and removal of trash from trash receptacles to the large dumpsters outside the facility.
- Saffron and Curry permanently stains/discolors carpets and tables. If you choose to serve dishes using these ingredients, please keep in mind you may be charged for any damage resulting from these items.
- When using the Community Center the ratio of minors to adults is 1:20.
- Balloons must be attached and not released. A fee will be charged if any balloons are released.
- Smoking or tobacco use of any kind is not permitted in the Community Center.
- If applicant does not hire a licensed Caterer, there will be a \$50.00 kitchen facility use fee for the Yorba Room which comes with a full size catering kitchen.
- Patio doors must be kept closed at all times during your event so as not to disturb the residents. If police are called to your event due to noise complaints, your event may be terminated and/or you will pay for police time.
- Supplies/items MAY NOT be dropped off and the caterer may not utilize the facility until the contracted time. Please discuss with your vendors i.e. caterer, your time requirements for preparation/cleaning, so sufficient time will be reserved and available.
- The Cleaning Deposit will be refunded approximately 4-6 weeks after the event if cleaning standards are met by the applicant. Additional charges will be deducted from cleaning deposit if necessary. The City reserves the right to deny future usage of the Community Center by groups or individuals who have not met the cleaning requirements or have damaged the facility.
- Alcohol rules & regulations: see Alcohol Use Policy.
- Room times are available Monday - Saturday 8:00 am - 12:00 midnight (clean-up hour 12:00 midnight - 1:00 am) and Sunday 8:00 am - 10:00 pm (clean-up hour 10:00 pm - 11:00 pm).
- Rooms are rented hourly starting with your preparation time and ending with your clean-up hour. The hours must be consecutive.

By signing below, I acknowledge, understand and will adhere to all rules & regulations of the Yorba Linda Community Center.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

# Room Capacities & Hours of Operation

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<u>ROOM</u>	<u>THEATER</u>	<u>CLASSROOM</u>	<u>BANQUET</u>	
			<u>w/dance floor</u>	<u>w/o dance floor</u>
Yorba Room	462	168	240	304
Yorba Room 1/3	110	56	32	112
Yorba Room 2/3	264	112	144	216
Imperial Room	300	144	176	232
Imperial Room 1/3	100	48	32	88
Imperial Room 2/3	200	96	120	168
Club Room	50	32	N/A	48
Activity Rooms	56	32	N/A	48
Game Room	75	48	N/A	64

### Hours of Operation

#### Monday - Saturday

8:00 am - 12:00 Midnight

(Guests must leave no later than midnight  
& clean-up hour will be 12:00 - 1:00 am)

#### Sunday

8:00 am - 10:00 pm

(Guests must leave no later than 10:00 pm  
& clean-up hour will be 10:00 pm - 11:00 pm)

# Equipment for Rent

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### Equipment

### Rental Fee

Dance Floor (24' x 24')	\$50.00
Portable Bar (46" high x 22" deep x 54" wide)	\$25.00
Coffee Pot (55 cup)	\$20.00
Coffee Pot (100 cup)	\$40.00
Lattice (7 panels @ 8' high x 4' wide & 7 hinged panels @ 8' x 8')	\$40.00
TV / VCR (27")	\$20.00
Microphone (corded)	\$10.00
Microphone (cordless)	\$20.00
Microphone Stand	\$5.00
Piano	\$50.00
Overhead Projector	\$20.00
Podium	No Charge
Screen (2)	No Charge
Slide Projector	\$20.00
Table Signs: 1 - 10	\$10.00
Table Signs: 1 - 20	\$20.00
Table Signs: 1 - 30	\$30.00

### Tables (included with rental fee)

- (65) 5 ft. Round
- (3) 4 ft. Round Cake Table
- (64) 8 ft. Rectangle (8 ft. L x 30" W x 28" H")
- (4) 6 ft. Rectangle
- (14) 8' Lecture Tables (8' L x 15" W)
- (1) 4' Table
- (19) Card Tables (4' x 4' square)