



**PARKS, RECREATION &
PUBLIC FACILITIES DEPARTMENT**

**144 S Broadway
TURLOCK CA 95380
PHONE (209) 668-5594
FAX (209) 668-5619**

**FACILITY RENTAL RULES, REGULATIONS
& APPLICATION FORM**

Category

Revised February 3, 2016

- Class A:** Programs and activities administered or sponsored by the City of Turlock. If doing your own set up and clean up there is no charge. If set up and cleanup is requested, there is a \$15 per hour charge for hours outside of the normal City of Turlock business hours (Mon.-Fri. 8AM-5PM).
- Class B:** Programs and activities administered or sponsored by the Turlock School District. There is a \$15 per hour rental fee for the duration of the rental agreement.
- Class C:** Non-profit service and community organizations having no less than 75% of its member's residents of the City of Turlock. Must show proof of 501c(3) status with the Internal Revenue Service.
- Class D:** Rentals for private meetings, parties, banquets and social events (such as wedding receptions, anniversary or birthday parties, cultural events, etc.) for which there are no entry fees for participation and attendance is by invitation only.
- Class E:** Uses and Activities designed to raise funds (through an admission fee or requested donation)

FUND-RAISING

A fund-raising activity is defined as an event where an admission fee is charged for entry or participation or a donation is collected in order to raise funds for an organizations, special cause, or individual.

- Non-Profit Organizations:** Subject to Class C rental rates.
- Private groups or businesses:** Subject to the Class E rental rates.

FACILITY	CLASS C (Non-Profit)	CLASS D (Res/Non Res)	CLASS E (Fundraisers)	FACILITY DEPOSIT	SECURITY GUARDS REQUIRED
Senior Center 1191 Cahill 192 Total Capacity	\$60.00 hr	\$80.00 hr	\$100.00 hr	\$300	2
Rube Boesch Center 275 N Orange 50 Total Capacity	\$30.00 hr	\$40.00 hr	\$50.00/hr	\$150	1

Renter is responsible for removal of all personal belongings. Rental fees are charged from the time the renter enters (Entry time) the facility to prepare for the event until the facility is closed (Closing Time) for cleaning (Entry time and Closing time is determined by the renter on the Facility Use Permit). Facilities are available 6 am – 12 am. All guests must be out of the facility by 11 pm. No Rental shall continue past midnight.

MINIMUM RENTAL: 4 HOURS: SENIOR CENTER
 2 HOURS: RUBE BOESCH

**CITY OF TURLOCK MUNICIPAL SERVICES & PARKS, RECREATION & PUBLIC FACILITIES DEPARTMENT
RULES & REGULATIONS FOR RENTAL BUILDING USE**

The buildings available to the general public were built as a result of community citizen involvement both physically and monetarily in an effort to provide the community with facilities for residents of Turlock to gather socially through various community functions and fund raising for nonprofit community projects and local charity projects.

The following Rules and Regulations were established by the City of Turlock to govern the use of buildings. Areas of policy not covered by such rules and regulations to be determined by the Parks, Recreation & Public Facilities Manager. Inquiries for appeals may be made to the Parks, Recreation & Public Facilities Department

1) APPLICANTS MAY BE REQUIRED TO ESTABLISH THAT:

Applicant is 21 years of age or older, applicant is an approved non-profit, applicant is a resident of Turlock and or applicant is authorized to make application.

2) IDENTIFICATION: Individuals renting the building must be 21 years or older.

A photo I.D. with the applicant's address and birth date must be submitted at the time of the building rental

3) RESERVATIONS:

All rental reservations must be made a minimum of fifteen (15) working days in advance. **A \$25.00 late fee may be assessed if reservations / information is not completed fifteen (15) working days in advance.**

4) INSURANCE REQUIREMENTS:

Renter can purchase Insurance through the City of Turlock at an additional cost. Insurance rates vary depending on the hours of facility use. Rates will be determined at the time of scheduling.

Insurance Requirements if provided by renter: \$1,000,000 general liability insurance covering personal injury and property damage together with an **Additionally Endorsed Insured** showing that the **City of Turlock, its elective and appointive boards, officers, agents, employees and volunteers** are names as "added insured" to the liability policy.

5) SECURITY REQUIREMENTS: (A list for approved security companies will be provided at the time of rental.)

Security is required for any event where alcohol is being served, at a dance, or where more than 50 people will attend the event.(See the chart on page 1 for number of guards required).

Alcohol is not allowed at an event being held for a minor (under age 18).
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Security must be in attendance from the time guests are expected to arrive through the close of the rental time. Security guards must be from the city-approved list and have a current business license with the City of Turlock. At the time your security contract is provided to us, we will check to see if the company on your contract is current. If the company is not current it will be declined. Any deviation from this must be approved by the Chief of Police and a minimum of ten (10) days required for this approval process.

6) DEPOSIT:

The deposit must be paid at the time of reservation.(Credit Card/Checks must be in the name of the Contract holder) The rental fee and security (when applicable) must be presented to the Parks, Recreation and PFM office no later than thirty (30) working days prior to rental. Non-compliance may result in a **\$25.00** late fee. The deposit, if paid by cash or check, will be returned by mail approximately twenty/thirty (20/30) working days after the event. If paid by credit card, the deposit will be credited approximately seven (7/10) working days after the event. (No checks accepted if less than 30 days prior to rental date)

7) EARLY ENTRY:

Individuals who enter the facility before their rental time begins will be charged the hourly fee, which will be deducted from the deposit.

8) PUBLIC DANCES / CONCERTS:

\$100 per hour, security guards required.

TMC 1, Title 3, Dance Regulations, Sec. 3-1-601 through 3-1-620.

Plus the applicable rate, deposit, security, and insurance requirements as outlined within these rules and regulations.

Invitational dances may be held by any local community or service organization. All proceeds must go to local community projects and/or local charity. Attendance must be by written invitation only or by invitational bids and the invitation or bid presented at the door. Admission will not be collected at the door.

Private dances which are not open to the general public, such as wedding receptions, anniversaries, company functions, etc., not sponsored by local community or service organizations, may be held in City facilities providing the following:

- A: No admission fee or collection is assessed.
- B: Security is provided as required.

ALCOHOL BEVERAGES SERVED: All Alcohol must remain inside the facility and stopped being served by 11:00 P.M. All alcohol must be out of the facility no later than 12:00 A.M. (Midnight).

**Alcohol is not allowed at an event being held for a minor (under age 18).
If alcohol is present at a minor event the event will be shut down and no fees will be refunded.**

Alcoholic beverage for private consumption is allowed and the liability becomes the responsibility of the group and/or organization renting the facility. **Security is required and is based on the capacity of the rented facility.** See Chart for number of guards required. No Beer bottles allowed. Wine and champagne bottles may be placed on the tables; however, they need to be removed after the toast.

9) ALCOHOL BEVERAGES SOLD: All Alcohol must remain inside the facility.

A valid liquor permit from the State of California Alcoholic Beverage Control Board (ABC) in Stockton, CA must be provided to the Recreation Division and Turlock Police Department two (2) weeks prior to rental date. The liquor permit must be displayed in the building area where alcohol beverages are to be sold. You must obtain a letter of permission from the Turlock Police Department to present to ABC prior to applying for liquor permit. There is a two- (2) week waiting period for the letter of permission.

10) DAMAGE DEPOSIT:

There is a damage deposit required on all rentals of facilities in case of breakage, loss, or other required attention. Renters are required to sign a building maintenance checklist that indicates the condition of the building as it is accepted by the renter. This checklist will be co-signed by a representative of the City of Turlock. The damage deposit is refundable, less the facility supervisor fee and/or damage, and will be mailed approximately twenty/thirty working days after the event date.

11) DISHWASHER & REFRIGERATOR:

The Refrigerator may be used for cold storage. Please chill drinks prior to placing them in the refrigerator, placing warm drinks causes the temp in the refrigerator to overwork and sometimes shut down. Use must be requested a minimum of two (2) weeks prior to rental date. Any person or group that wishes to use the dishwasher is required to schedule a meeting with the Recreation Office for instructions prior to the rental date. Failure to do so will result in denial of use.

12) THERMOSTAT CONTROL:

The thermostat is set on a degree that is comfortable for each building. This control cannot be changed by staff on duty during your event. Keeping the doors closed during your event will help keep the building comfortable.

13) CANCELLATIONS: (Must be made in person and by the Customer on the contract)

If the activity is canceled and fifteen (15) working days or more is given, a **\$40.00** cancellation fee will be deducted from the deposit. If less than fifteen (15) working days is given, 1/4th the amount of the rental fee will be retained plus the \$40 cancellation fee. The refundable fee or deposit will be mailed to the individual whose name and address appears on the application approximately two (2) weeks after notification of cancellation. All fees collected are processed through the Finance Office and refunds must be made through the Turlock City Council warrant procedure.

14) BUILDING RENTAL CONTRACT REVISION:

Any revisions made to the contract, less than 2 weeks prior to the event date, are subject to a **\$30.00** charge. (per revision)

15) DECORATION / GUIDELINES:

- Parks, Recreation and Public Facilities Department must approve any and all alterations and/or decorations.
- Furniture or equipment will not be brought into the facility without written approval from the Parks, Recreation & Public Facilities Department.
- The use of tacks, pins, nails, or any type of tape is not permitted on the walls, ceiling, light fixtures, or chandeliers. This includes the wall sconces.
- Balloons must be kept on weights. If balloons are released and get caught in ceiling fans or rafters, cost of damages will be taken from the deposit.
- Check with the custodian when viewing the facility to be rented for clarification.
- No Exceptions

CONFETTI IS NOT ALLOWED IN THE FACILITY AT ANY TIME – NO EXCEPTIONS!
VIOLATION OF THIS WILL RESULT IN A \$100.00 FINE DEDUCTED FROM YOUR DEPOSIT.

16) TABLES, CHAIRS, AND OTHER EQUIPMENT:

No property and equipment belonging to the City of Turlock will be removed. The renter will be assessed a one (1) hour minimum charge of \$15.00 for item(s) removed from the rented facility. Any property or equipment left in the city building will incur a \$50.00 storage fee and will have to be picked up by the first business day following the rental.

If the customer is renting their own tables and chairs from an outside vendor, the vendors name and phone number must be provided prior to the rental date. Tables are to be dropped off 1 hour prior to rental time for set up by the City of Turlock staff. If tables are not picked up at the end of the rental there will be a \$50 storage fee.

17) MAXIMUM CAPACITIES:

Failure to comply with the law will result in closing down your activity and forfeiture of all fees.

The Chief of Police, Parks, Recreation & Public Facilities Manager, or their designated representatives will, at times, control the use of the City owned facility for the safety and welfare of the users and the general public. Any use that violates these conditions of rental may cause the rental use to be terminated with forfeiture of all fees.

Security

CITY OF TURLOCK MUNICIPAL SERVICES & PARKS, RECREATION & PUBLIC FACILITIES DIVISION

APPROVED SECURITY COMPANIES

The City of Turlock requires that all private security companies be licensed to do business in the City of Turlock to provide services in our facilities.

The applicant **MUST** provide a copy of the private security contract for their services, before a Police Clearance will be issued, Turlock Municipal Code Section 10-1.07.1.

If alcohol is being sold, the applicant **MUST** provide a copy of the private security contract and a completed ABC application before the Turlock Police Services may issue a “No Objections” letter addressed to the Department of Alcohol Beverage Control. Once this letters is issued, the applicant must deliver the letter to ABC before a permit from ABC will be issued.

Security is required at all events with 50+ guests and must be present from the time the activity begins through the rental end time. (See the chart on page 1 for number of guards required). The guards must be from a security company on this city-approved list and have a current business license with the City of Turlock. (Companies on this list may not be current at the time your contract is provided to us) At the time your security contract is provided to us, we will check to see if the company on your contract is current. If the company is not current it will be declined. Any deviation from this must be approved by the Chief of Police and a minimum of ten (10) days required for this approval process.

BRAVO CO SECURITY
2925 NIAGRA ST 14
TURLOCK CA 95380
209-656-9000

GUARDCO SECURITY SERVICES
1360 W 18TH ST
MERCED CA 95340
209-723-4273

OMEGA FORCE PRIVATE SECURITY
4362 PASADERA WAY
TURLOCK CA 95382
209-526-2025

CONTEMPORARY SERVICES
P O BOX 867
MONSUY NY 10952
1-559-225-9325

LIBERTY PRIVATE SECURITY
19593 NEWPORT CT
HILMAR CA 95324
209-648-0497

SECURITAS SECURITY SERVICES
330 PARK TERRACE DR
WESTLAKE VILLAGE CA 94361
209-549-8080

CRIMETEK SECURITY
3448 N GOLDENSTATE BLVD STE G
P O BOX 845
TURLOCK CA 95380
209-668-6208

MARSHALL’S PATROL
1229 BRIGHTON AVE 135
MODESTO CA 95355
209-509-2287

SINTEX SECURITY
641 GALAZY WAY
MODESTO CA 95356
209-543-9044

EKS SECURITY
2111 GEER RD STE 201A
TURLOCK CA 95382
209-667-2345

ONTEL SECURITY SERVICES
708 L STREET/P O BOX 579730
MODESTO CA 95357
209-512-0200

WINWALKER SECURITY PATROL
PO BOX 488
ACAMPO CA 95220
209-333-3953

GONZALES PROCESS SERVICE
P O BOX 2136
TURLOCK CA 95381
209-632-9935

Revised 02/03/16



CITY OF TURLOCK
PARKS, RECREATION & PUBLIC FACILITIES DEPARTMENT
Facility Use Permit

Facility _____ Today's Date _____
Group or Organization _____ Non-Profit Tax # _____
(please include your 501c(3) paperwork to qualify)
Person Responsible _____ CDL# _____ B-Date _____
Address _____ City / Zip _____
Email Address: _____
Day Phone _____ Home _____ Cell Phone _____
Additional Contacts _____ Phone _____ Cell _____
Date Requested _____ Type of Activity _____
Facility Rental Time: From _____ To _____ Guest Time: From _____ To _____
(Facility availability (Entry time) (Closing time) (Arrival) (Departure)
6am to 12am (No later than 11pm)

(For office Use only) Security Required at this event from _____ to _____.

Estimated Attendance _____ (Security Guards Required for all events serving alcohol and/or having attendance in excess of 50 people)

Alcohol Served: Yes { } No { } **(No sale of alcohol without license from Alcohol Beverage Control Board)**

Will you be using an outside vendor for tables and chairs. Yes _____ No _____.

If yes, Vendors Name: _____ Phone# _____

(Vendors will not be allowed into the facility until customers rental time)

Optional Facility Amenities (*some have an additional fee):

- { } DJ/Band { } Alcohol Served (Security Required)
- { } Alcohol Sold (ABC Permit & Security Required) { } PA System \$20.00 (Senior Center)
- { } Dishwasher Use (Senior Center only)

Office Use Only

*Additional amenities fees \$ _____ as per above. Hours Alcohol will be served _____.

Liability Insurance: _____ Class 1(5 ½ or less) _____ Class 2(5 ½ -6 ½) _____ Class 3(6 1/2 +)

All remaining fees and required security contracts due to the City on or before: _____

I, the undersigned applicant, do hereby agree to pay in advance the costs indicated above as an expressed condition to use the facility. I do further hereby agree to be personally responsible and liable for any and all damages or losses which are caused to the City of Turlock as a result of the use of this facility by the group for which I am the applicant. I also understand that in accordance with the law, no alcohol will be taken off the premises nor served to a minor, under the age of 21. It is understood that any false or misleading information given herein, (as well as failure to adhere to any rules and regulations governing facility use) is cause for immediate cancellation of this permit and/or forfeiture of any fees paid. Smoking prohibited in City facilities.

Initial here if you have received the Rules and Regulations for Facility Use. _____

Signature of Applicant _____

Date _____