



City of Fountain Valley
Recreation & Community Services Division
17967 Bushard Street, Fountain Valley, CA 92708
714-593-4446

FACILITY RENTAL POLICIES AND PROCEDURES

ALCOHOLIC BEVERAGES RESTRICTIONS

- Applications to serve alcoholic beverages at City buildings will not be considered for approval for any youth activity. This includes such activities as birthday parties for minors, quincineras, student activities, and baptisms.
- **Alcohol may not be served to minors.** Alcoholic beverages are to be served only to persons 21 years of age and older. The client's failure to comply, monitor and enforce this law will be grounds for terminating the activity and forfeiting the refundable deposits and all of the room fees that have been paid.
- An adult (21 Years or older) is responsible for ensuring that no minors are served and must distribute all alcohol from behind a table or a bar.
All groups serving alcohol are required to provide the City with a Certificate of Insurance naming the City of Fountain Valley as the additionally insured. Policy limit is a #1 million minimum of combined single limits. The City of Fountain Valley offers liability insurance as a option to providing a Certificate of Insurance.
- The consumption of alcoholic beverages is limited to the room(s) rented. Alcoholic beverage consumption is not allowed in parking lots, grounds, lobbies, restrooms, hallway or kitchen.
- No "bring your own bottle" parties are allowed. Plan your event carefully. Once your event begins, you will not be allowed to bring additional alcoholic beverage supplies from outside the building.
- **No "shots" of alcohol may be served.**
- Alcoholic beverages served from a beer keg must be located in the outside fenced patio or kitchen.
- The consumption of alcoholic beverages is prohibited during set up and clean up time.
- Depending on the nature of the event, the Community Services Manager, may require deposits in excess of those outlined in the fee schedule or require an insurance policy.
- No beverages that contain red, orange, or purple dye can be served at the Senior & Community/Recreation Centers. Only those beverages with fresh fruit juices or sodas as their base can be used.
- **The service of alcoholic beverages must end one hour prior to the Security Guards leaving the building.**

- The State of California Alcoholic Beverage Control Commission (ABC) regulates the sale of alcoholic beverages. All activities at City buildings at which alcoholic beverages are sold must receive an Alcoholic Beverage Control License. These permits can be obtained at: Alcoholic Beverage Control Commission, 28 Civic Center Plaza, Room #369, Santa Ana, CA 92701- (714) 558-4101
- To ensure that events at which alcoholic beverages will be sold have proper ABC authorization, a copy of this permit must be filed with the Facility Use Application and the Alcoholic Beverage Permit before an application can be considered approved. The ABC permit must be in possession of the applicant throughout the activity.

KITCHEN:

- We have **dry** steam tables – **no water is to be used!** (Center at Founders Village only).

MUSIC POLICY:

- NO LOUD MUSIC AFTER 10:00PM

NO SMOKING POLICY

- The Fountain Valley Senior and Community Center and the Fountain Valley Recreation Center have a “no-smoking” policy per City Council Action.

BUILDING USE SCHEDULING

- Building staff will admit you to the building at the time you have specified on the contract. You will be allowed to occupy the building only during the times listed on the application and only while building staff is present. **Change in time will be considered up to ten (10) working days in advance of the rental date.** As you plan your schedule for your event, be sure to take into account time for:
 - a. Set-up/decoration
 - b. Deliveries*
 - c. Length of program
 - d. Clean-up time

***NOTE:** Please plan to be present to sign for deliveries. “Set-up time” is the earliest time that any deliveries can be made. **Deliveries/pick-up may only be made during the time for which your building use is approved. No overnight storage of equipment and supplies is allowed.**

- Please limit your set-up party to ten (10) people.

- Building staff will set-up all furniture and equipment according to the floor plan that you provide. If no set-up plan is submitted, building staff will set up the building according to standard set-up configurations for the type and size indicated on the application.
- Due to the limited space, storage will not be provided for building rentals. **The renter must remove all equipment, supplies, food, and decorations brought in by renters before leaving the building.**

DECORATIONS

- Decorations must be flame retardant. No decorations are allowed on the walls.
- Candle centerpieces may be used, however, they must be **approved four weeks before the event** by the Community Services Division.
- Please do not use tacks, nails, staples, scotch tape, or any other fastening method. Only painters blue tape will be allowed.
- Please remove any decorations you bring before leaving building.
- Please do not decorate with hay or straw. Also, do not throw confetti, birdseed, popcorn, rice, or other material as part of your activity. Such materials are very difficult to clean up and can create unsafe conditions.
- No confetti or glitter is allowed. All helium balloons must be tied down.

SECURITY

- To protect the Fountain Valley community as well as the visitors and property of the City of Fountain Valley, the use of the building will not be granted to any organization which is deemed detrimental to the public welfare by the Fountain Valley Police Department. Use agreements will only be continued with organizations or person(s) who demonstrate responsibility.
- When alcohol is being served you must retain security guards depending on the number of guests at your event. A letter on agency letterhead must accompany the fees and diagram which is due 60 days prior to the event.

BUILDING CLEAN-UP

- Each group or private party must designate a clean up committee not to exceed ten (10) members. Clean up must begin one hour before contract time ends. All other persons are required to leave the premises. Failure to vacate the building on time will result in additional charges billed from the deposit.

- All property, equipment, walls, and furnishings must be kept clean and undamaged. Any person or group causing damage will be required to pay for said damages.
- No equipment or furnishings may be removed from the building or moved from room to room. (Additional equipment, if available, may be obtained from the Building Supervisor). Persons or groups will be charged for lost, stolen, or damaged equipment.
- The event holder is responsible for the clean up of the rooms, inside and outside of the facility, to include but not limited to the following:
 - ✓ All floors must be left in the same condition as found.
 - ✓ Tables and chairs are to be left cleaned and undamaged (wipe off tables with a wet sponge).
 - ✓ Pick up all trash on chairs, tables and floors.
 - ✓ Deposit all bottles, cans, cups, and paper products in trash barrels.
 - ✓ Clean spills immediately. **Carpet spills should be reported to the Building Supervisor immediately to treat and prevent stains.**
 - ✓ All trash cans are to be emptied into the dumpster located outside.
 - ✓ It shall be the responsibility of the group to remove all food/ice from the kitchen at the conclusion of their activity.
 - ✓ Coffee pots are to be **cleaned** and returned to the kitchen.
 - ✓ Turn off ovens.
 - ✓ Scour and wipe all counters, sinks, stove tops, ovens and grills.
 - ✓ Pick up trash and cigarette butts outside building.
 - ✓ Leave all rooms in the same condition as you found them. Including rental rooms, restrooms, kitchen, lobby, storage rooms and hallway.

NOTE: You will need to bring hand towels, sponges, and Windex to wipe off tables, chairs, grills, ovens, sinks, and cabinets. **IF THE BUILDING IS NOT CLEANED, YOU WILL BE CHARGED FOR THE CLEAN UP.** Groups failing to enforce these policies and procedures will forfeit the return of their deposit.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION AND AGREE TO COMPLY WITH ALL OF THE ABOVE-STATED POLICIES

Signature

Date

Print Name

Rental Date (s)

If the building supervisor has not arrived to open the facility 15 minutes after your **contract requested time** please call dispatch in the Police Department for assistance at (714) 593-4400 x 487. **There will be a \$200 charge for any calls made prior to 15 minutes after the scheduled time on your reservation contract.**