

Fountain Valley Recreation Center

F A Q ' S

When can we see the room?

- ☞ During open hours.
- ☞ When the room is not being occupied by a class.
- ☞ Reservations are recommended, email fvrecreation@fountainvalley.org

What time is available to rent?

- ☞ Building Curfew: Sunday - Thursday, 10:00pm. Friday & Saturday, 12 midnight (must be cleaned up and out of building by curfew).
- ☞ \$15/ hour will be charged for staff for rentals outside normal operating hours.

Is alcohol allowed?

- ☞ At adult functions ONLY!
- ☞ Alcohol is not permitted at any youth functions 18 years & younger:
 - baptisms
 - birthdays
 - student activities
 - quinceaneras

Security – When serving alcohol

- ☞ When serving alcohol, you must provide security guard(s) from an agency for your event:
 - 1 security guard per 80 people
 - 2 security guards per 160 people
- ☞ When the contract is sent, it will include a list of security guards you may contact.
- ☞ The security guards need to be present during the party; not during decorating/clean-up.
- ☞ All parties serving alcohol must purchase insurance from the **City of Fountain Valley**.

Set-Up

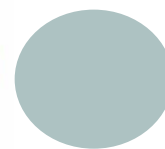
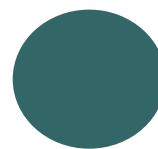
- ☞ Set-up diagrams must be submitted at least 14 days prior to the event. Tables and chairs will be set-up for you.

Can we have a band?

- ☞ Yes, you can have DJ or band. Music must stop playing at 11:00pm.
- ☞ There is no AV equipment supplied by the City.

Clean-Up

- ☞ Taking out anything brought in. Leaving the halls and kitchen in the same condition in which you found it.



To Book Facility

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|----------------------|---|
| Deposit | The \$400 (Room) or \$600 (Gym) deposit is required to secure the date. |
| Rental Fee | The rental fee is due 60 days prior to your event. |
| Rate Duration | Anytime you are in the facility, you will be charged. This means that you pay for decorating/clean up time. |

Center Operating Hours

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|------------------|------------------|
| Sunday | 12:00pm – 4:00pm |
| Monday | 9:00am - 9:00pm |
| Tuesday | 9:00am - 9:00pm |
| Wednesday | 9:00am - 9:00pm |
| Thursday | 9:00am - 9:00pm |
| Friday | 9:00am – 1:30pm |
| Saturday | 8:00am - 1:30pm |