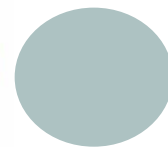


Fountain Valley Recreation Center

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 @ 714.839.8611

What times are allowed to rent?

- ☞ Friday: 5pm - Midnight
- ☞ Saturday: 3pm - Midnight
- ☞ Sunday: noon -Midnight
- ☞ Clean up must start 1 hour before the end of your party

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 30 days prior to the event. Tables and chairs will be set-up for you when you enter the building.

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

What does clean-up entail?

- ☞ Taking out anything you brought in. Leaving the halls and kitchen in the same condition in which you found it. Clean-up spills and cake icing. Our staff will take down the tables and chairs. You will be given a "Policies & Procedures" information sheet with your contract with additional detailed information.

To Book Facility

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 Hours

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