



Thank you for considering the Jurupa Community Services District (hereafter, "JCSD") for your facility reservation. JCSD takes pride in serving our community's facility needs. Our objective is to provide a handy reference tool to assist you in the reservation process. The following rules and regulations have been developed to make your event a positive experience.

Please take a moment to thoroughly read the rules and regulations before filling out a public facility application. Reservations are not confirmed until the applicant has an approved copy of the application signed by a representative of the JCSD. Facilities available for reservation include spaces within the Eastvale Community Center and the Neighborhood Center.

GENERAL RULES

- Applicants must submit application in person to the Eastvale Community Center located at 13820 Schleisman Road. All related paperwork, payment of fees, insurance, and other communication will be made and coordinated with the applicant only.
- Applicant **MUST** personally be in attendance through the **ENTIRE EVENT**. No other person will be allowed to enter the reserved room until the applicant has signed in and completed a facility walk through. A Parks and Recreation staff member will be present to admit the applicant at the time specified on the application.
- The person who signs the permit/facility use application assumes complete responsibility and liability for the actions of all event participants and all areas of the facility utilized by the group, including restrooms.
- Reservations may be made up to eighteen (18) months in advance.
- All deposits are paid to ensure proper cleanup and to cover any replacement, repairs, damages or loss. The applicant is required to pay the full cost of materials, labor, replacement, repairs and damages (over and above the deposited funds) regardless of the amount. If damages occur and are less than the deposited amount, the difference will be refunded.
- All deposits will be refunded if proper clean-up is completed, no damage has occurred, and applicant and guests have abided by facility rules and regulations. Parks and Recreation staff will determine proper clean-up. Please allow 15 working days after the event to receive your refund.

- Failure by the applicant or the applicant's guests to comply with any or all regulations may result in termination of the event, and the loss of all or part of the security deposit. If law enforcement must be called for any reason, the applicant will be responsible for the cost incurred.
- Deposit fees are due seven (7) business days upon confirmation that the reservation request has been approved.
- All fees must be paid in full no later than 30 calendar days prior to the reservation.
- Any reservation cancellation must be done at least 30 calendar days prior to the scheduled reservation to receive a full refund minus the application processing fee. A cancellation with less than 30 calendar days notice will result in a fee equaling 100% of the deposit.
- Pets will not be allowed in the facility except those that serve as aides to physically challenged individuals.
- Applicant will lose full deposit if clean-up is not completed within the designated reservation.
- Smoking is prohibited at all JCSD Facilities.
- Medicinal Marijuana usage is prohibited in public facilities, which include No Smoking Areas, and within a 1000' of schools or Youth Centers. Refer to Article 2.5 (commencing with Section 11362.7) to Chapter 6 of Division 10 of the California Health and Safety Code for additional information.
- Due to limited parking at the Eastvale Community Center, applicants are urged to have guests carpool, walk, shuttle, or seek alternate means of transportation to the Community Center. If expected attendance exceeds 150 people, a ticketing/RSVP process may be required to ensure compliance with occupancy limits.
- Reservations are subject to cancellation if expected attendance is exceeded per the application and agreement for use of the facility or for which insurance has been obtained.
- JCSD sponsored events take priority over all other usage of facilities. If the JCSD is responsible for a cancellation, notice will be given as far in advance as possible and a full refund will be made.
- JCSD Parks and Recreation Department staff reserves the right to terminate any existing reservations or decline applications, if the facility is not being used for its intended purpose.
- JCSD Parks and Recreation Department staff reserves the right to modify existing Rules and Regulations as deemed necessary.

RECURRING RESERVATIONS

- Recurring reservations are available for the meeting rooms based on group level, availability, and intended use.
- Recurring reservations for the Multi-Purpose Room, Gymnasium, Activity Rooms, Art Room, Computer Room, and Music Room are limited to four (4) per year, per individual or organization. Requests exceeding four (4) per year requires approval from the Parks & Recreation Director.
- If available, JCSD approved organization may utilize the Art Room at the Eastvale Community Center to host organization meetings once a month for two (2) hours during regular business hours (Monday – Friday, 8:00 a.m. – 9:00 p.m.) at no cost.

INSURANCE REQUIREMENTS

- Based on the type of event, the JCSD reserves the right to require any group to provide Liability Insurance for their event. Typically, this would include any reservation with expected attendance of 100 or more, and a reservation where alcohol is served/consumed, regardless of the number in attendance.
- Liability Insurance coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate is required. In some high-risk cases, a higher limit may be required. At the discretion of JCSD staff, additional insurance may be required for vendors.
- Liquor liability insurance coverage, with the same limits and specifications as outlined above, is required for all events serving or selling alcohol
- Any events requiring Liability Insurance must provide a copy of the Certificate of Insurance and the separate endorsement, naming JCSD as additionally insured. The Certificate of Insurance must also specify a 30-day written notice of cancellation.
- Liability Insurance coverage may be purchased independently, or added as a rider to a homeowners' policy. Non-Profit and service organizations may contact their parent organization to utilize their umbrella policy. Evidence of required insurance must be provided 30 calendar days prior to the scheduled event.

REGULATIONS ON ALCOHOL USE

Failure to comply with the following regulations will result in revocation of the permission to use alcohol and/or termination of the event.

- At a minimum, a reservation with alcohol must have insurance, a licensed bartender, and security.
- Depending on the event details, JCSD may implement additional requirements such as:
 - A license from the State Alcohol Beverage Control Department, located at 3737 Main Street, Suite 900, Riverside, 92501. It is the applicant's responsibility to contact Alcohol Beverage Control to obtain a license.
 - A copy of the ABC license must be furnished to the JCSD Parks and Recreation Department 30 calendar days prior to the event.
 - A copy of the ABC license must be posted in public view near the bar where the alcohol is being served.
- Sales of alcohol for fundraising or requests for donations of alcohol must receive prior approval. Additional licenses and permits may be required.
- All events serving alcohol require liability insurance. The cost of insurance will be borne by the applicant.
- The applicant will be responsible for enforcing guidelines and ensuring that damage does not occur to JCSD facilities when alcoholic beverages are being served. Applicant will be responsible for any damages.
- Security guard(s) will be provided by JCSD and are required to be present at all events serving alcohol. Security guard(s) must be present at the event ½ hour prior to the arrival of guests continuing through the end of the reservation, including the clean-up period. The cost of security shall be borne by the applicant.
- Any applicant wishing to serve alcoholic beverages at a facility will be mandated to comply with all Alcohol Beverage Control requirements.
- Only a licensed bartender may serve alcohol. The application must provide a bartender license 30 days prior to the scheduled reservation. Bartenders and serving attendants are not allowed to drink alcoholic beverages or be under the influence of alcohol while serving alcohol.
- Alcohol may not be served to minors (any person under the age of 21). Consumption of alcohol by any person under the age of 21 will result in termination of the event and ejection from the facility.
- Alcohol consumption shall only be within the room reserved for the event.
- Bottles must be opened in the kitchen or behind the bar. All unopened bottles must be stored inside the bar. Beer must be served in cans or plastic cups; no glass bottles are permitted outside the bar.

DURING AND AFTER EVENT

- No equipment or materials belonging to JCSD shall be removed from any building or facility.
- Applicants will be required to have not less than one adult chaperon for each twenty five (25) minors present during the reservation.
- No solicitation of donations, contributions, or sale of anything of value for any purpose shall be allowed on any JCSD facility without prior written approval.
- Live or amplified music is permitted based on application approval. Staff will monitor noise levels to ensure acceptable levels are maintained. In order to minimize potential disruption to adjacent properties, music/noise levels shall comply with City of Eastvale's adopted Noise Ordinance No. 847. Failure to comply with these requirements shall result in immediate suspension of the reservation.
- No decorations shall be displayed, installed or provided by user, which may damage or deface the building. Existing decorations may not be removed. The applicant is responsible for removing all of their own decorations and trash at the end of their reservation.
- No confetti, glitter (for table decorations), birdseeds, rice (for throwing), straw or hay is allowed in the facilities or on JCSD property.
- When reserving the use of the Eastvale Community Center kitchen, the applicant is responsible for ensuring that the kitchen area is clean and clear after the event. All counters, sinks, stove tops, ovens and grills are to be cleaned and wiped. Any equipment used should be emptied, cleaned and returned in working order. There will be no access to the kitchen unless it is reserved.
- Smoking is prohibited in all buildings and enclosed areas. State law also prohibits smoking within 20 feet of any door, window, or air intake of any public building.
- Open flames are not permitted within/upon District Facilities, with the exception of approved warming devices.
- Place trash in the trash cans and dispose in dumpsters provided. Pick up and mop large debris and/or spills in facility, kitchen and restrooms. Check with staff on duty to insure that facility is left in an acceptable manner, and initial the walk-through form. Staff members are not responsible for clean-up. It is the responsibility of the applicant.