



PARKS & RECREATION DEPARTMENT



# EASTVALE COMMUNITY CENTER FACILITY RENTALS

## AVAILABLE FACILITIES

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✓ BANQUET HALL

✓ CLASS ROOMS

✓ KITCHEN

✓ GYMNASIUM

✓ STAGE

✓ DANCE ROOM

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(951) 727-3524



parks@jcsd.us



jcsdparks.us



# *Frequently asked questions...*

## **FACILITY RESERVATIONS FAQ**

### **How do I make a reservation?**

- To make a reservation, please complete, submit a facility reservation application, and pay the \$60 non-refundable application processing fee.
- Applications must be turned in in-person at the Eastvale Community Center.
- Be sure to confirm your date is available prior to submitting your application.
- Applications are processed in the order they are received and processed within two business days.
- All fees and documents including insurance, bartender information, and vendor permits are required due 30 days before your scheduled reservation date.
- Any changes to your reservations must be made 30 days prior to your reservation date.

### **What is the cost of reserving a facility?**

- Each space is available for an hourly rate. There may be additional fees or costs required for security, insurance, and non-residents. Resident pricing is available for Eastvale residents residing in both 92880 and 91752 zip codes.

### **When is payment due?**

- The application fee is due upon submitting your application.
- Deposit fees are due 7 business days from approval. An application approval email will be sent stating your application has been approved with additional reservation details within 72 hours following your application submission.
  - Deposits will be held for reservation cancellations less than 30 days of the event.
  - Deposit refunds are processed the week following your reservation and can take up to two weeks to be received.
- All remaining fees are due 30 days prior to your reservation date.

### **Are there any specific restrictions or requirements?**

- Restrictions and features vary depending on facility/event. Always consult with JCSD staff before booking your vendor and to confirm available equipment like tables and chairs.
- Cooking is not permitted in the Kitchen. Kitchen may only be utilized for warming, prepping, refrigeration, ice, and storage.
- Bouncers/Inflatables are not permitted.
- Only approved food vendors may cook onsite. All cooking must be done outdoors. Only electric or propane cook tops are permitted.
- Additional insurance may be required depending on activity, equipment, or if alcohol is present.
- Food vendors preparing, cooking, or serving food on site must provide a current health permit. A permit is not required if food is provided by the host and is self-served.
- Open flames are not permitted indoors with the exception of warmers for chaffing dishes.
- Only 4 reservations may be made each year.

### **Is alcohol permitted?**

- Yes, alcohol is permitted.
- Security is required for events with alcohol and will be booked by JCSD.
  - The cost for security is \$60/HR per security guard.
    - 1 security guard is required for events with 99 guests or less.
    - 2 security guards are required for events with 100 guests or more.
- Only a LICENSED bartender can serve alcohol. Bartenders must be in 1 spot the whole night.
- A bartender license must be submitted 30 days prior to your reservation date.
- Alcohol must be poured into clear cups, no glass.
- Alcohol is not permitted outdoors.
- Liability insurance must be purchased by the host and a copy must be provided to JCSD.
  - Certificate Holder must be listed as Jurupa Community Services District, 11201 Harrel St, Jurupa Valley, CA 91752.
  - Description of Operations must include the reservation date, host name, and the following statement:  
"Jurupa Community Services District including its current and former trustees, directors, employees, and volunteers are added to this policy as additionally insured."
  - Limits should include 1,000,000 each occurrence and 2,000,000 general aggregate.



# Facility rental options and details...

## BANQUET HALL



### Capacity

150 guests banquet style or  
220 guests theatre style.



### Tables & Chairs

Equipment and set up  
included upon request.



### Audio Visual Equipment

Projector, microphones, speakers,  
and WIFI included upon request.



### Kitchen & Patio

Patio area included. Kitchen  
available for additional fee.

**\$ 300** / HOUR

\*Residents: \$200 / Hour

\*4 Hour Minimum

\*\$400 Deposit



## CLASS ROOMS



### Capacity

25 guests per half or  
50 guests combined



### Tables & Chairs

Equipment and set up  
included upon request.



### Audio Visual Equipment

Projector, microphones, speakers,  
and WIFI included upon request.



### Kitchen

Kitchen available for  
additional fee.

**\$120** / HOUR

\*Residents: \$60 / Hour

\*\$150 Deposit



## GYMNASIUM Side A or B



### Capacity (Single Side)

220 guests banquet style or  
400 guests theatre style.



### Tables & Chairs

Not included with  
reservations.



### Kitchen

Kitchen available for  
additional fee.



### Stage

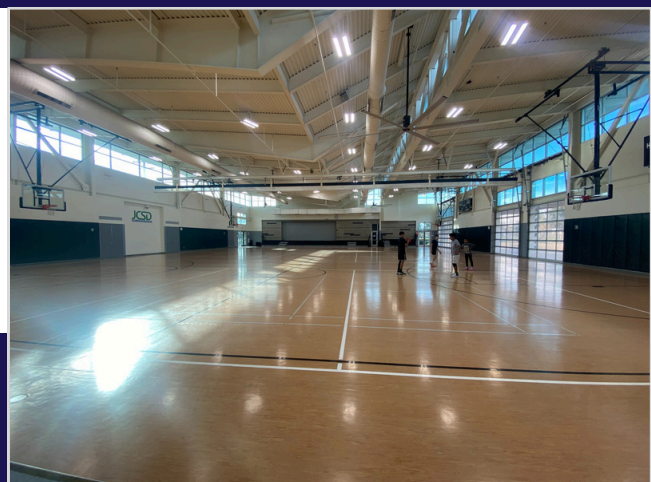
Stage available for  
additional fee.

**\$350** / HOUR

\*Residents: \$250 / Hour

\*4 Hour Minimum

\*\$300 Deposit



## KITCHEN

**\$120** / HOUR

\*Residents: \$60 / Hour

\*300 Deposit

## STAGE / DANCE ROOM

**\$120** / HOUR

\*Residents: \$60 / Hour

\*150 Deposit





# CELEBRATE WITH US

*Host the event of your dreams!*

