



PARKS & RECREATION DEPARTMENT



EASTVALE COMMUNITY CENTER FACILITY RENTALS

AVAILABLE FACILITIES

✓ BANQUET HALL

✓ CLASS ROOMS

✓ KITCHEN

✓ MEETING SPACES

✓ DANCE STUDIO

✓ ART ROOM



(951) 727-3524



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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 \$63 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.

\$ 310 / HOUR

*Residents: \$210 / Hour

*4 Hour Minimum

*\$400 Deposit



CLASS & ART ROOMS



Capacity

18-25 guests per half or
50 guests combined



Tables & Chairs

Equipment and set up
included upon request.



Audio Visual Equipment

Presentation screen and WIFI
included upon request.



Kitchen

Kitchen available for
additional fee.

\$126 / HOUR

*Residents: \$63 / Hour

*\$150 Deposit



DANCE STUDIO

\$126 / HOUR

*Residents: \$63 / Hour

*\$150 Deposit



KITCHEN

\$126 / HOUR

*Residents: \$63 / Hour

*\$300 Deposit



CELEBRATE WITH US

Host the event of your dreams!

