

Facility Rental Information

Travis Ranch Activity Center

5200 Via De La Escuela, Yorba Linda CA 92887

Phone: (714) 961-7167 • Fax: (714) 777-0268

Page One

Initial _____

Date _____

I. Application Process

- A. Facility reservations must be made in person at the Travis Ranch Activity Center. The reservation is not confirmed until the patron has received an approved copy of the contract signed by an authorized representative of the City AND a security deposit has been submitted.
- B. Use of this facility shall be granted on a priority basis with City or PYLUSD events receiving first priority.
- C. **Non-Profit Status:** In order to receive the non-profit rate: (1) non-profit group must possess a State of California Franchise Tax Board exemption under *Sections 23701d, 23701e, 23701f, 23701g, 23701w or 501 (c)(3) of the Revenue and Taxation Code* and (2) group must provide proof of non-profit status. In order to receive the resident non-profit rate, groups must **also** be based in Yorba Linda and be able to provide a membership roster confirming that 60% of members are Yorba Linda residents.

II. Deposits/Payment Procedures

- A. An initial security deposit is due at time of reservation. Full payment is due thirty (30) days prior to the event. Visa, Mastercard, check, cash, or money order are acceptable methods of payment. Checks are made payable to the "*City of Yorba Linda.*"
- B. Personal and/or business checks will not be accepted if the reservation is booked with less than two weeks advanced notice.
- C. The security deposit shall be refunded if the facility is left in the same condition as received, the applicant does not violate any City rules or ordinances relative to the reservations, and a situation does not occur that requires additional City resources.
- D. A portion or all of the deposit will be retained for any damages incurred, or if the reservation does not end by the contracted end time.
- E. If a security deposit was paid with a credit card, a credit will be applied to the same credit card within seven (7) business days of the rental. If a security deposit was made with cash or a check, a refund check will be mailed within three to five (3-5) weeks after the rental.

III. General Regulations

- A. Reservation requests made within two (2) weeks of the desired date will be accommodated if staff and facility are available.
- B. Rooms are rented hourly starting with preparation time and ending with your clean-up hour.
- C. If renting the gymnasium, the whole gym must be rented.
- D. A minimum two-hour (2) rental is required and all facility reservations must end by 10:00 p.m. and be cleaned up by 10:30 p.m. The hours rented must be consecutive.
- E. Any reservations exceeding the contracted time will be charged a fee at the hourly rate; this fee will be deducted from the security deposit.
- F. Adjustments and/or additions to an approved contract must be submitted in writing to the Recreation Supervisor or Recreation Coordinator (*email or fax is acceptable*). Multiple changes can be made on one request. Please note appropriate cancellation rates will apply.
- G. The City of Yorba Linda is not liable for accidental injury to persons or loss or damage of group or individual property or loss of property. The City shall require proof of insurance coverage (see Indemnity and Insurance, Section IX).
- H. Use of alcohol or tobacco of any kind will not be permitted. Failure to comply with any regulations will result in immediate termination of the event.
- I. Groups of minors shall be supervised by one adult for every fifteen (15) minors at all times while they are using the facility.
- J. Animals are not permitted in the facility unless they are used in aiding a disabled individual.
- K. The City of Yorba Linda shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, or mental or physical disabled. The City reserves the right to deny any applicant based on security concerns and/or safety concerns.

Please see reverse side ►

Policies & Procedures

IV. Cancellations

- A. Cancellation requests must be submitted in writing to the Recreation Supervisor or Recreation Coordinator (*email or fax is acceptable*). If the written cancellation request is received 30 days or more prior to the event, patron will be subject to a cancellation fee of \$5.
- B. If the written cancellation request is received 15-29 days prior to the event, patron is subject to a cancellation fee equivalent to 50% of the rental fees paid.
- C. If the written cancellation request is received 14 days or less prior to the event, patron will be subject to a cancellation fee equivalent to 70% of the rental fees paid.

V. Set-up/Decorating/Clean-up

- A. Building staff will set-up the room per the room diagram submitted at no later than three days prior to the event. However, due to other responsibilities, only one set-up per rental will be provided. Please do not request changes after the setup is complete. Decorations shall not be attached to ceilings or lighting/painted fixtures. Blue painter's tape is to be used to tape decorations to the walls.
- B. Rental fee includes the use of tables and chairs; there is no access to a kitchen, stove, microwave, or refrigerator. The use of barbecue grills and smoke/fog machines is prohibited.
- C. Helium-filled balloons cannot be released and must be popped.
- D. Tables may not be placed in front of doorway; a clear entry must be visible.
- E. User shall be responsible for clean-up of decorations/trash inside and outside the room. Staff will be responsible for putting away the tables and chairs at the duration of the event.
- F. Hard-soled shoes, food, or beverages are NOT permitted in the gym.

VI. Facilities and Equipment

- A. Facilities and equipment are to be left in the same condition they were prior to the activity. Users of the facility shall observe, obey, and comply with all applicable City, County, State and Federal laws, rules, and regulations.
- B. All patron's property must be removed from the facility immediately following activity. The Travis Ranch Activity Center reserves the right to remove any remaining property from the premises and have them stored or discarded at the owner's expense.
- C. Supplies/items may not be dropped off prior to the event and patrons may not utilize the facility until the contracted time. Please review your time requirements for preparation/cleaning, so sufficient time will be reserved and available.

VII. Indemnity and Insurance (see additional requirements)

- A. All users of the facility must provide insurance at their own expense and for the duration of the event. This includes Commercial General Liability Insurance of at least \$1 million per occurrence and an aggregate of \$2 million. If the patron cannot provide their own insurance, patron must purchase insurance from the City's insurance provider for an additional cost.
- B. The City of Yorba Linda must be listed as the additional insured on the insurance certificate and with the correct information provided on the endorsement. The endorsement must be attached to the Certificate of Insurance, indicating policy number, date, name of insurance company and name of "insured" on attachment. Wording must read exactly as listed on the insurance requirements, no exceptions will be accepted.
- C. **The certificate of insurance must be filed with the Travis Ranch Activity Center no later than the date of the final payment. If a certificate is not submitted by this date, insurance fees will be added to the final payment.**

By signing below, I acknowledge, understand and will adhere to all policies and procedures of the Travis Ranch Activity Center.

Print Name

Applicant's Signature

Date

Facility Rental Fees

Travis Ranch Activity Center

5200 Via De La Esceula, Yorba Linda CA 92887

Phone: (714) 961-7167 • Fax: (714) 777-0268

Effective 10/20/17

Activity Rooms A & B

The Activity Rooms are 528 square foot tiled rooms designed to meet the needs of small groups and social functions. Traditionally, the Activity Rooms is used for small parties, trainings, general meetings, and seminars. The rental rates listed below are for each room.

Residents

Individual residents residing in Yorba Linda.

Proof of residency is required.

\$38 per hour

Cleaning Deposit: \$100

Resident Non-Profit

Non-profit Yorba Linda based organizations.

See requirements below.

\$33 per hour

Cleaning Deposit: \$25

Resident Commercial

Individual businesses in Yorba Linda and/or those conducting business or charging a fee.

\$53 per hour

Cleaning Deposit: \$100

Non-Residents

Individual residents NOT residing in Yorba Linda.

\$48 per hour

Cleaning Deposit: \$100

Non-Resident Non-Profit

Non-profit based organizations outside of Yorba Linda.

See requirements below.

\$43 per hour

Cleaning Deposit: \$100

Non-Resident Commercial

Individual businesses NOT based in Yorba Linda and/or those conducting business or charging a fee.

\$58 per hour

Cleaning Deposit: \$100

Hours to Rent Activity Rooms A & B

Monday-Friday

5:00 p.m. - 10:00 p.m.

Saturday and Sunday

8:00 a.m. - 10:00 p.m.

Room Capacity

(22' x 24' ea.)

Theater-Style: 45

Classroom-Style: 35

(8 per table is recommended)

Tables Dimensions

8 ft. Rectangle

Included with rental fee

Additional Information

- Hourly rental fees need to include preparation, event, and clean-up times.
- A minimum (2) two-hour rental is required and all rented hours must be consecutive.
- All facility rentals must end by 10:00 p.m. and be cleaned up by 10:30 p.m.
- Rental fee includes the use of tables and stacking chairs; there is no access to a kitchen, stove, microwave, or refrigerator. Building staff will set-up the room per the room diagram submitted no later than three days prior to the rental date.
- **Required Liability Insurance :** All users of the facility must provide insurance at their own expense and for the duration of the event; Commercial General Liability Insurance of at least \$1 million per occurrence and an aggregate of \$2 million. If the renter cannot provide their own insurance, patron must purchase insurance from the City's insurance provider for an additional cost, which is \$105 for up to 50 attendees and \$130 for up to 500 attendees.
- **Non-Profit Status:** In order to receive the non-profit rate: non-profit must possess a State of CA Franchise Tax Board exemption and provide proof of non-profit status. To receive the resident non-profit rate, group must also be based in Yorba Linda and provide a membership roster confirming that 60% of members are Yorba Linda residents.

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Gymnasium

The Gymnasium is 7,350 square feet with up to two basketball courts and two volleyball courts. The gym includes retractable bleachers with a maximum seating occupancy of 1,200.

Residents

Individual residents residing in Yorba Linda.

Proof of residency is required.

\$43 per hour

Cleaning Deposit: \$200

Resident Non-Profit

Non-profit Yorba Linda based organizations.

See requirements below.

\$33 per hour

Cleaning Deposit: \$100

Resident Commercial

Individual businesses in Yorba Linda and/or those conducting business or charging a fee.

\$78 per hour

Cleaning Deposit: \$200

Non-Residents

Individual residents NOT residing in Yorba Linda.

\$78 per hour

Cleaning Deposit: \$200

Non-Resident Non-Profit

Non-profit based organizations outside of Yorba Linda.

See requirements below.

\$78 per hour

Cleaning Deposit: \$200

Non-Resident Commercial

Individual businesses NOT based in Yorba Linda and/or those conducting business or charging a fee.

\$108 per hour

Cleaning Deposit: \$200

Hours to Rent Gym

Monday– Friday*

5:00 p.m. - 10:00 p.m.

Saturday and Sunday

8:00 a.m. - 10:00 p.m.

*Additional rental time may be available during holiday breaks and the summer.

Gym Capacity/Size

Spectator seating for 1200
(based on maximum capacity)

Main Basketball Court 94x50
Side Basketball Court 84x50

Gym Rules

Rubber soled shoes only.
Hard-soled shoes, food, or beverages are NOT permitted.
Food or beverages are also NOT to be sold in the gym.

Additional Information

- When renting the gym, the whole gym must be rented.
- Hourly rental fees need to include preparation, event, and clean-up times.
- A minimum (2) two-hour rental is required and all rented hours must be consecutive.
- **Required Liability Insurance:** All users of the facility must provide insurance at their own expense and for the duration of the rental. This includes Commercial General Liability Insurance of at least \$1 million per occurrence and an aggregate of \$2 million. If the renter is unable to provide their own insurance, patron must purchase insurance from the City's insurance provider for an additional cost. Insurance fees for the gym will vary based on type of event.
- **Non-Profit Status:** In order to receive the non-profit rate: non-profits must possess a State of CA Franchise Tax Board exemption and must provide proof of non-profit status. To receive the resident non-profit rate, the group must be based in Yorba Linda and provide a membership roster confirming that 60% of members are Yorba Linda residents.