



# City of Imperial Beach

## Facility Rental Application

### Community Room

Civic Center  
825 Imperial Beach Blvd.  
Imperial Beach, CA 91932  
Ph: (619) 423-8303  
[www.ImperialBeachCA.gov](http://www.ImperialBeachCA.gov)

# Community Room

825 Imperial Beach Blvd.  
Imperial Beach, CA 91932

## Facility Use Hours:

Monday through Friday (except on city closed Fridays) 8:00 a.m. to 9:00 p.m.

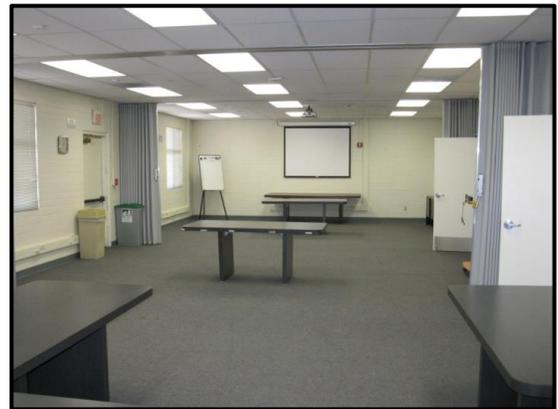
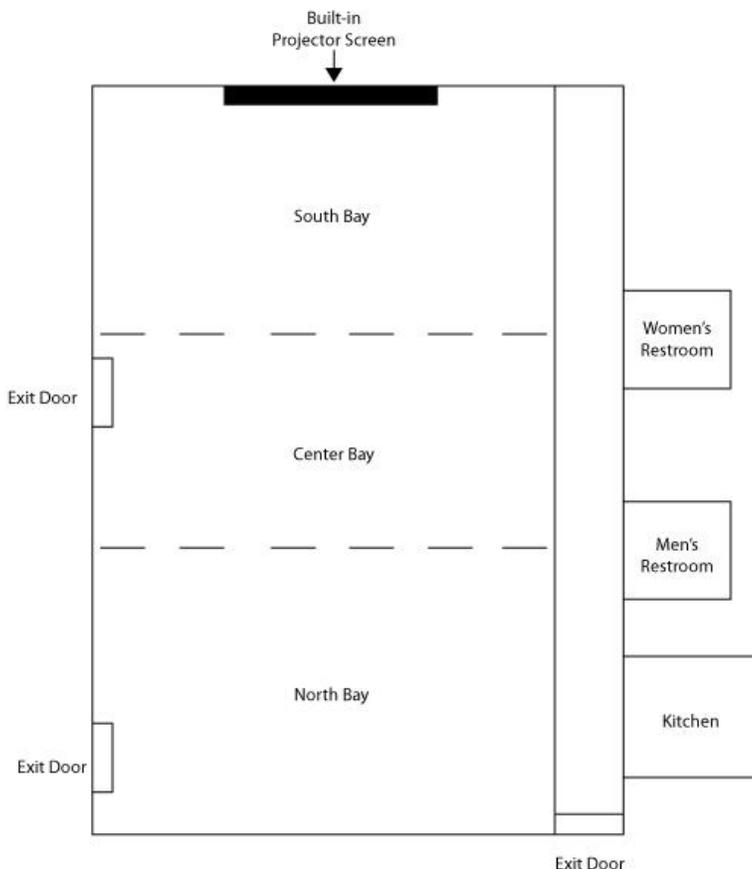
**Capacity:** *North Bay*- 50 Non-Seated, *Center Bay*- 30 Non-Seated, *South Bay*- 30 Non-Seated, *All Bays*- 80 Seated / 110 Non-Seated

**Facility Use Includes:** Kitchen and Restrooms

**Number of Tables available:** (7) 6 Foot Rectangular

**Number of Chairs available:** 50

**Equipment Available for use:** Podium \$15.00, Portable Projector \$25.00, Portable Projector Screen \$25.00, 2 Portable Speakers and Microphone \$25.00, TV \$25.00



Community Room: **Inside**



Community Room: **Outside**

# Fee Schedule

## Marina Vista Center

3 hour minimum rental required

Refundable Security/Damage Deposit Required: \$500.00

Hourly Rate Monday-Friday 7:30 a.m. to 5:30 p.m.

Group A	Group B	Group C	Group D	Group E	Group F	Group G
N/C	N/C	\$15.00	\$20.00	\$30.00	\$50.00	\$100.00

Hourly Rate Monday-Friday after 5:30 p.m. AND weekends

Group A	Group B	Group C	Group D	Group E	Group F	Group G
N/C	\$30.00	\$30.00	\$40.00	\$60.00	\$100.00	\$150.00

## Community Room

3 hour minimum rental required

Refundable Security/Damage Deposit Required: \$500.00

Community Room use is not available for Groups E-G AND is not available for weekend use.

Group A	Group B	Group C	Group D
N/C	N/C	\$15.00	\$20.00

### *Additional Fees that may apply:*

Sound Permit	\$36.00
Air Jump Permit (resident)	\$50.00 (\$25.00 is refundable after event)
Air Jump Permit (non-resident)	\$67.00 (\$25.00 is refundable after event)
Cleaning Fees	\$107.00 per hour
Recycling Fees	\$50.00
City Purchased Insurance	\$81-\$119 <i>(this current fee is subject to change without notice by the insurance carrier)</i>

### *Equipment Use Fees:*

Podium	\$15.00
Portable Projector	\$25.00
Portable Projector Screen	\$25.00
2 Portable Speakers and Microphone	\$25.00
TV	\$25.00

# Facility Rental Application

Depending upon availability, all Facilities listed in this application may be reserved for permitted use. Depending on your application and event details, your event may require additional city services and therefore require additional fees and may be classified as a Special Event.

**No reservations will be processed for legal holidays.**

The reservation will be considered by the City Manager's Department.

Reservations must be made thirty (30) days in advance of the event date, **NO EXCEPTIONS.**

For **Imperial Beach residents** to receive the resident fee rate, proof of residency is required at the time the application is submitted. (CA identification *and* a copy of a current utility bill, phone bill, mortgage statement, or lease agreement)

All facilities listed in this application have a minimum three (3) hour rental.

All Non-Profit Organizations claiming Group C must provide a copy of their 501-C-3 certification at the time of application in order to receive Group C rates.

The City of Imperial Beach will require all appropriate fees and deposits to be paid in full at the time the application is submitted. The room rental will not be reserved and confirmed until all appropriate fees are paid in full.

**Check the Group Classification that applies to you:** *(See policy for group descriptions. Please note staff is authorized to make the final group determination upon review of the completed application):*

**Group A** (Official City Use/Function-City Sponsored event):

**Group B** (Non-Profit 501-C-3):

**Group C** (Recreational, Educational, Service or Civic Community Groups, and Youth Organizations):

**Group D** (Government Agencies):

**Group E** (Resident, Individual):

**Group F** (Non-Resident, Individual):

**Group G** (Commercial Use):

**Facility requesting for use:** *Please check one*

Marina Vista Center  Community Room

Today's Date: \_\_\_\_\_

Group/Organization Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Additional Contact Person: (required) \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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Requested Event Date: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ to \_\_\_\_\_ Actual Event Time: \_\_\_\_\_ to \_\_\_\_\_

Tear Down Time: \_\_\_\_\_ to \_\_\_\_\_ **Total Facility Use Time (# of hours):** \_\_\_\_\_

Name of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Minors in attendance:  Yes  No

Age Range of Attendees: From \_\_\_\_\_ years of age to \_\_\_\_\_ years of age

**Check one that applies:** Private Event  Open to the Public

**Will this be a recurring monthly event?**  Yes  No

*(if yes, an additional form is required and additional approval by the City Manager or designee will be necessary)*

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**Type of Event: Please check one**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Wedding/Reception | <input type="checkbox"/> Birthday Party | <input type="checkbox"/> Sweet 15/16        |
| <input type="checkbox"/> Baptism           | <input type="checkbox"/> Family Reunion | <input type="checkbox"/> Meeting/Conference |
| <input type="checkbox"/> Class             | <input type="checkbox"/> Baby Shower    | <input type="checkbox"/> Other: _____       |

Will you require the use of the city's tables?  Yes  No

Chairs?  Yes  No

**\*\*If you selected "yes"** a completed room set-up diagram must be included with this application.

**\*\*If you selected "no"** and will be using rented tables and chairs, you must use equipment from one of the approved vendors on the attached Approved Vendor/Caterer List.

Description of Event Decorations: \_\_\_\_\_

**ADDITIONAL INFORMATION**

- Will admission be charged?  Yes  No Amount \$ \_\_\_\_\_
- Will parking be charged?  Yes  No Amount \$ \_\_\_\_\_
- Will food be served?  Yes  No
- Will beverages be served? (non-alcoholic only)  Yes  No
- Will the kitchen be used?  Yes  No
- Will there be amplified sound?  Yes  No (If yes, Sound Permit is required)
- Will there be vendors/booths?  Yes  No
- Will you have an Air Jump?  Yes  No (If yes, Air Jump Permit is required)

**Please check the box of any additional equipment you will require from the city:**

- Podium \$15.00
- Portable Projector \$25.00
- Portable Projector Screen \$25.00
- 2 Portable Speakers and Microphone \$25.00
- TV \$25.00

Will you be using any companies for food service/ Photography/ rentals/ decorating/ entertainment?  
 Yes  No

**If yes, list the name, address and phone number for each company/caterer that will be used at your event** (Please Note: If you are using a company/caterer for your event, they will be required to have the proper Business Licenses and Food Permits on file with the City by the date of your event or your Facility Use Permit will NOT be issued) **\*\* Please use additional sheet of paper if necessary.**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**INSURANCE REQUIREMENTS**

Individuals and organizations wishing to use public facilities are required to provide proof of general liability insurance coverage. This is mandatory. Applicant **MUST** provide the Certificate of Insurance listing the City of Imperial Beach as an additional insured with liability coverage of \$1,000,000 as a minimum. Applicant agrees to provide insurance Coverage as required or to pay full costs of insurance provided through the City's policy. \_\_\_\_\_ (applicant's initials)

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I, \_\_\_\_\_, applicant, and authorized representative of the group/organization submitting this application, certify that I am twenty one (21) years of age or older. I have been given a copy of the facility use policy, rules, regulations, and guidelines, and I agree for my group/organization to conform to all of its provisions.

I, the undersigned, hereby certify to abide by the regulations governing said facility and agree to abide by all City of Imperial Beach ordinances and facility rules and policies. Further, I agree to be personally responsible for any damage/loss sustained by the ground, building, furniture, or equipment, or clean up occurring through the occupancy of said facilities. If any damage/loss to any of the above is found after event, arising or caused by use of said facility, the security/damage deposit will be kept in the amount of the estimated damages/losses. If the damage/loss amount exceeds the deposit amount, the City of Imperial Beach will bill the applicant for any remaining balances due.

The applicant waives all claims against the City of Imperial Beach (herein known as "CITY"), its officers, agents and employees, for losses or damages caused by, arising out of, or in any way connected with the exercise of this permit and Applicant agrees to hold harmless, indemnify, and defend City, its officers, agents and employees, from any and all loss, damage or liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by Applicant of the rights hereby permitted, except those arising out of the sole negligence of City.

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sign Name:** \_\_\_\_\_

**For Office Use Only**

**Group Classification:** \_\_\_\_\_ **Hourly Rate \$** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_

**Total Hourly Fees Due \$** \_\_\_\_\_ **Deposit Amount Due \$** \_\_\_\_\_

**Equipment Fees Due \$** \_\_\_\_\_ **Additional Fees Due \$** \_\_\_\_\_

**Total Amount Due \$** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Received by:** \_\_\_\_\_