



## CITY HALL COMMUNITY ROOMS

### What does City Hall have to offer?

---

With a total of 10,000 square feet of rentable space, City Hall is perfect for your activities, whether it's a business board meeting, a training class, a wedding, or your monthly book club. Our facilities are designed to meet your needs as follows:

#### American River Rooms – North and South

3,800 total square feet, with a folding partition wall to separate the rooms into North and South.

##### Full Room

Maximum Occupancy: 150-180 banquet ♦ 300 auditorium

- ♦ Carpeted flooring
- ♦ Large windows
- ♦ Access to catering kitchen
- ♦ 41 round tables (6 person)
- ♦ 41 rectangle tables (4' x 6')
- ♦ Projector & screen to accommodate AV equipment with built-in sound system

##### American River – North – 2,000 square feet

Maximum Occupancy: 72 banquet ♦ 150 auditorium

- ♦ Directly adjacent to catering kitchen
- ♦ Projector screen (6' x 8')
- ♦ Ceiling-mounted projector with laptop, DVD, CD & VHS compatibility
- ♦ Tack board (6' x 12') & portable easels
- ♦ Two data/voice connections
- ♦ Phone available with dedicated number, upon request
- ♦ Coat rack

##### American River – South – 1,800 square feet

Maximum Occupancy: 78 banquet ♦ 150 auditorium

- ♦ Two tack boards (6' x 12')
- ♦ Wall-mounted 32" LCD TV with cable
- ♦ Projector screen (6' x 8')
- ♦ Ceiling-mounted projector with laptop, DVD, CD & VHS compatibility
- ♦ Four data/voice connections
- ♦ Phone available with dedicated number, upon request

Community Board Room – 1,100 square feet

Maximum Occupancy: 36 total ♦ 16 at board table

- ♦ Beautiful 21-foot marble table with 16 executive chairs
- ♦ Sitting area with 5' couch, end tables, arm chairs
- ♦ Access to restroom and coat closet
- ♦ Kitchenette with Insta-Hot dispenser, small refrigerator, airpot coffee service
- ♦ Two white boards (4' x 8')
- ♦ Tack board (7' x 12')
- ♦ Expansive audio-visual features, including 32" LCD TV with cable, DVD, projector screen and ceiling-mounted projector with laptop connectivity, data and electricity outlets in table
- ♦ Access to Council Chambers

Council Chambers – 1,150 square feet

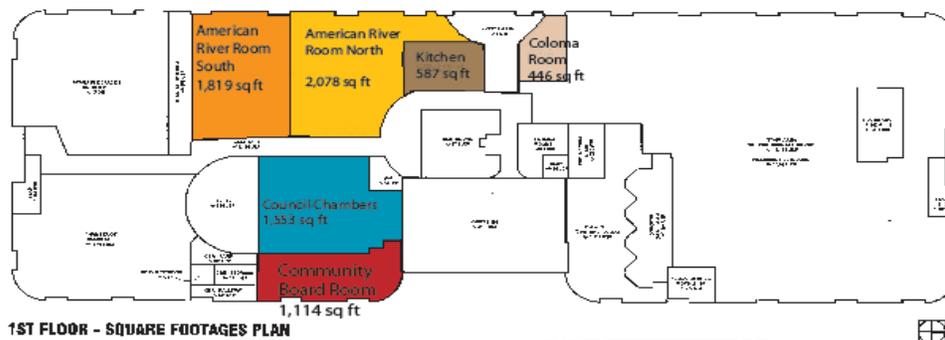
Maximum Occupancy: 12 at dais ♦ 90 Audience

- ♦ 12-seat two-level dais with speakers, microphone, monitor screen, data and voice jacks at each position
- ♦ Audio visual control at one position on dais
- ♦ AV equipment including two DVD players, two VCR players, two laptop connections at dais, ability to video and audio record meetings, projector, screen, & document camera (additional fees apply )
- ♦ ADA height-adjustable podium with microphones, laptop connection, document camera
- ♦ Access to Community Board Room
- ♦ Portable easels and poster holders available

Coloma Room – 450 square feet

Maximum Occupancy: 18 total ♦ 10 at table

- ♦ 42" x 12' board room-style table with 10 chairs
- ♦ Kitchenette with filtered water dispenser, insta-hot dispenser, plumbed coffee maker with air pot decanters
- ♦ Voice and data connections
- ♦ 4' x 5' white board
- ♦ 7' x 13' tack board
- ♦ Portable AV equipment available for additional fee





## HOW TO RESERVE SPACE FOR A MEETING OR EVENT AT CITY HALL

---

- Read the contents of this packet to make sure City Hall will meet your rental needs. If you are unsure what space is suitable for your activity, give us a call and we can help determine the right space for your event.
- Call us to check space availability for your event. If available, ask to place a tentative hold on the date(s) and time(s) of your proposed event.
- Events held at Rancho Cordova's City Hall will be coordinated and authorized by Facilities Management. To confirm a reservation, event organizers must read and sign the Use Agreement and complete and submit an event application, with all required attachments.
- Upon approval of your application, you will be required to enter into a Use Agreement and provide the City with a deposit of at least fifty percent (50%) of the total estimated fees (cleaning/damage deposit, rental fees, other fees and charges). The remainder of any rental fee, and the cleaning deposit, is required fifteen (15) days prior to the event.

Reservations will be processed on a first come-first served basis. Reservations can be made up to one year in advance and must be made no later than thirty (30) days prior to an event. Recurring regular events may be scheduled with a written and signed contract from the City.

## RECOMMENDED EVENT PLANNING TIMELINE

---

WHAT TO DO	RECOMMENDED TARGET DATE	DATE COMPLETE	INITIAL ITEMS WITH *
Reserve Room	Up to 1 year, but no later than 30 days prior to event		*
Submit Facility Reservation Application	At time of tentative reservation		
Submit Facility Use Agreement	Promptly after City Staff approves application		
Complete event plan and service cost estimate	30 days before event		*
Submit 50% payment of estimated fees (including 50% of cleaning/damage deposit and other fees).	Confirm reservation, no later than 30 days prior to event.		*
Secure event insurance	15 days prior to event		*
Submit full payment of estimated reservation and City service fees, including cleaning/damage deposit and any other fees.	15 days prior to event		*



Submit signed security documents (if applicable)	15 days prior to event.		*
Submit ABC Temporary license (if applicable)	15 days prior to event		*
Attend pre-event site walkthrough	Upon arrival on event day		
Hold event			
Hold post-event walkthrough	Immediately following event		
Receive invoice for any additional City Services	30 to 45 days after event		
Submit payment in full for City Services	Within 30 days after receipt of invoice		

**Reservation Rates and City Service Fees**

**HOW MUCH WILL IT COST TO HOLD AN EVENT AT CITY HALL?**

	Non-Profit/ Government	Chamber Member/ Residents	Business/Non- resident	Cleaning/Damage Deposit
	Hourly	Hourly	Hourly	Flat Fee
American River Room(s):	\$65	\$110	\$130	\$400
North	\$35	\$60	\$70	\$200
South	\$30	\$50	\$60	\$200
Council Chambers	\$30	\$50	\$60	\$200
Community Board Room	\$20	\$30	\$45	\$100
Coloma Room	\$10	\$20	\$25	\$50
Kitchen	\$50 per use	\$50 per use	\$50 per use	N/A



**\* All rates are shown hourly Monday through Friday between 8:00am-5:00pm, unless otherwise noted. All rates are subject to an AFTER-HOURS FACILITY FEE OF \$20/HR in addition to the hourly rate.**

Time for all unloading, set-up, and clean-up must be included in your reservation. A charge equal to two times the normal rate for each hour a fraction thereof will be applied for exceeding the maximum approved reservation period.

The cleaning/damage deposit will be refunded if the area is not damaged and left in as good as or better condition as existed prior to the event. Otherwise, the User will be charged the City's actual cost for cleaning, repair or both, which may exceed the amount of the cleaning/damage deposit.

Other Charges and Fees:

Media equipment (DVD/VHS player, portable projector)- \$10/day

Conference Phone Setup Fee- \$35.00/day

Wi-Fi Access- Complimentary

## City Hall Use Agreement

---

Use of City Hall facilities is subject to the execution of a City Hall Use Agreement. The City Hall Use Agreement will be considered fully executed after having been reviewed and signed by the applicant. Users shall pay fifty percent (50%) of the estimated fees (cleaning/damage deposit, rental fees, other fees and charges) at the time a City Hall Use Agreement is signed. Full payment of the estimated fees must be made on or before fifteen (15) days prior to an event.

## Frequently Asked Questions

### FOOD & BEVERAGES

---

**1. *Can I bring in my own food and beverages or use my own caterer?***

Yes, but we request that you provide the name of the caterer. All food must be prepared by, brought onto the premises, and served by the renting party or caterer. Our facility does not provide a food preparation area. A catering staff person is required to be on duty at all times during the catered event. The City does not provide any serving materials. Your caterer should contact City Staff if they plan to arrive ahead of time. The caterer must remove all food and equipment after the event – we cannot store food or equipment overnight.



Catering kitchen usage is limited to professional or qualified individuals as deemed by Staff. While basic food preparation must take place off site, food may be warmed or kept warm using the warming oven, and perishables and beverages may be chilled in the refrigerator and freezer. Ovens, refrigerators, and freezers must be thoroughly cleaned after use.

## **2. What are the policies regarding alcoholic beverages?**

The City abides by all laws of the State of California concerning the use and serving of alcohol. Alcohol is not permitted at any event of which the focus is for a minor (such as a high school graduation, birthday, or quinceanera celebration). The facility management reserves the right to close any event which violates City or state laws, or which poses an unidentified health or safety risk.

For any event where alcohol is to be served, the renter must sign an Alcohol Management Policy Acknowledgement, and must obtain insurance that covers liquor liability. The City has such policies available for purchase.

### **a. What if the event is open to the public, or, if alcohol is “sold” at the event?**

If alcohol is sold at the event (whether by money or tokens of some kind), you must obtain a temporary liquor license from the Alcoholic Beverage Control board. This application is available through the City of Rancho Cordova Police Department (2897 Kilgore Road, Rancho Cordova CA (916) 875-9600). Ask for an “ABC Form 221 – Daily License Application.” The license is \$25 per day.

### **b. What if I, the renter, supply the alcohol?**

The renter may supply alcohol, but must have a designated server (with the exception of a bottle of wine or champagne at each table). Alcohol may not be “self-served” nor may the renter bring beer kegs. The renter must supply an equal amount of non-alcoholic beverage (not including non-alcoholic beer or wine).

## **3. Are there other special food and beverage policies?**

- ♦ Red punch may not be served in the carpeted areas of City Hall
- ♦ When a caterer provides food for an event on a drop-off basis (i.e. no catering staff remains on site), the renter assumes full responsibility for making sure that all used paper goods and any food remains are put in supplied trash receptacles before vacating rental premises.
- ♦ Renter must arrange for water service, table skirting, and linens. The City does not provide these items.
- ♦ No food or drinks, other than water, are allowed in the Council Chambers.

## **DECORATIONS & SIGNAGE**

---

**4. What are the policies on decorations?**

- ◆ All decorations must be flame-retardant (“UL approved”).
- ◆ No nails, tacks, scotch tape, staples, pins, etc. The City provides special tape upon request to assist with decorations in the facility.
- ◆ No wire or attachment hung on light fixtures.
- ◆ Outside decorations must have prior approval.
- ◆ All decorations must be taken down and removed from the facility immediately after an event.
- ◆ Rice, birdseed, glitter, and straw are not permitted, nor may be thrown inside or outside the facility.
- ◆ Mylar balloons are not allowed, latex okay; helium tanks must be on approved carts and bases.

**5. What are the policies on signage?**

The City provides limited signage for your event upon request, including directional signs at the various entrances. All banners, signs, and display materials used in connection with an event at City Hall must be of a professional nature. No amateur or handmade signs, banners, etc. may be displayed.

**CITY HALL EQUIPMENT, SERVICES & FACILITIES**

---

**6. What equipment and services does the City provide?**

- ◆ The City provides tables and chairs upon request. Tables and chairs are not to be taken outside by the renting party without prior authorization.
- ◆ The American River Rooms and Community Board Room have capabilities to connect to laptops and projector screens. Please note that laptops are not provided by the City.
- ◆ Easels and poster tripods are available upon request (Fees may apply)

**7. Who decides the layout and entrances for my event?**

We have provided several different layouts from which to choose. If you would like a special layout, please attach a diagram with your rental application.

**8. Where do my guests park?**

We have plenty of parking at City Hall. If you feel that your parking needs may exceed our supply, please contact us.



**9. Are telephones available?**

We have the ability to provide a telephone with a dedicated phone number for your meeting, upon request.

**10. What are my clean-up responsibilities?**

Renter clean-up time occurs during the hour following the exit time of guests from the facility. The renting party is responsible for the following cleaning duties:

- ♦ All tables must be cleared of all items such as table linens, dishes, decorations, etc.
- ♦ All trash and recyclables must be placed in the receptacles provided. City Hall recycles all paper, cardboard, plastics and aluminum. If any waste/recyclables will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the trash dumpsters located behind the building. City Staff will provide additional trash liners if needed.
- ♦ All decorations must be taken down and removed from the facilities.
- ♦ The kitchen area must be thoroughly cleansed and returned to its original level of cleanliness. This includes all work areas, ovens, refrigerators, sinks, and floors. The City will provide a mop, bucket, broom, trash liners, and cleaning supplies.

The renter will be charged for any excessive trash in the main hall, kitchen, restrooms, lobby, and /or outside of doors. The renter will also be billed for any damage or abuse beyond normal wear and tear that occurs to the property. A room attendant will do a walk-through of the facilities after the event with the renter.

**11. Is storage available?**

No. The City does not provide storage in the community rooms. It is not available before or after an event. All decorations, props, rented furniture, beverage dispensers, and personal belongings must be removed at the end of the event.

---

## **INSURANCE & SECURITY**

---

**12. Do I need insurance for my event?**

Liability insurance is mandatory for all renters. The renter needs to obtain broad form comprehensive general liability insurance, naming the City of Rancho Cordova as additional insured. Amounts of required insurance will be based on the type and size of the event with a minimum limit of coverage of \$1,000,000. The User further agrees to indemnify, defend and hold harmless the City of Rancho Cordova, its officers, agents, and employees against any and all claims, demands, damages, costs, expenses of



whatever nature, including court costs and attorney fees arising out of or resulting from the User's use of City facilities.

You may either provide a certificate of insurance from your chosen agency, or you may purchase a one-day policy from the City. Additional insurance costs exist if alcohol is to be served at the event.

**13. Do I need a room attendant for my event?**

If your event occurs after normal City operating hours (8 am – 5pm, Monday – Friday), you will be required to have a City room attendant. This person is available to address any needs or issues that arise during your event, and has the authority to close events that do not comply with City policies.

**14. Do I need additional security at my event?**

Based on the size and type of your event, private security may be required. Arrangements and costs are the responsibility of the renter. Private security may be obtained by a security agency licensed and bonded by the State of California. A copy of the security contract must be provided at least 72 hours prior to the event. Adult chaperones must be present for youth activities. Security requirements are at the discretion of City Staff.

**15. Can I bring in my own D.J., band or other entertainment?**

Yes. All equipment must be removed from City Hall after the event. The City cannot store equipment, and is not responsible for equipment that is left, stolen, or damaged on City property. City Staff is not required to open the facility prior to the rental time for musicians. Special effects must be approved by the City Staff prior to the event date.

---

**CANCELLATION & OTHER POLICIES**

---

**16. What are your cancellation policies?**

All cancellations must be in writing. Cancellations of confirmed reservations will be subject to the following conditions and fees:

- a. The User shall be subject to twenty-five dollar (\$25) fee if cancellation is made at least fifteen (15) days in advance of event. City will promptly refund the remainder of User's full deposit.



b. Cancellations made fourteen (14) days or less in advance of the event will result in the User's forfeiture of his/her entire fifty percent (50%) deposit. City will promptly refund any payments made in excess of the fifty percent (50%) deposit.

A \$25.00 per room fee may be charged for any rescheduled event.

No refunds will be made when the event is canceled by the City due to the User's noncompliance with City rules and regulations.

**17. What are some other, miscellaneous policies?**

- ♦ Smoking is not allowed inside City Hall facilities. Smoking outside must occur at least twenty (20) feet from the building and any entrances. The rental party must ensure that there are adequate smoking containers for outdoor use.
- ♦ Live animals, except for service animals, may not be brought onto the premises.
- ♦ The renter and his/her guests are restricted to the rental area.
- ♦ The City of Rancho Cordova will not be responsible for items left in the building before, during, or after the event.
- ♦ The City or its authorized representatives may enter any of the rented premises at any time and on any occasion.
- ♦ The City or its authorized representatives reserve the right to take photographs of rental events for its own records and for use in future promotional materials.
- ♦ The renter agrees to pay reasonable attorney's fees on any part of the City rental or service charge that may be collected by suit or by attorney after same is past due.
- ♦ The City may require submission and approval of advertising materials to assure "truth in advertising" and good taste. The City may require withdrawal or correction of advertising not approved, which does not meet the intent of this provision. The City is not liable for the expense of reprinting or altering promotional materials affected.
- ♦ If a renter or renter's agent violates a specific term, condition, or City policy contained herein, the City may withhold all or a portion of the renter's deposit.
- ♦ Any matters not herein expressly provided for shall be at the discretion of the City. Policies and rates are subject to change without notice. *The City reserves the right to deny or cancel an approval issued for any event or activity for its convenience and exclusive use. In the event of such a cancellation, notice will be given as far in advance as possible and a full refund will be made.*

## **RESERVING CITY HALL FACILITIES**

---

**18. How do I reserve community rooms at City Hall?**

Reservations may be made no more than **one (1) year** in advance and no less than **thirty (30) days** in advance. A deposit of fifty percent (50%) of the estimated fees



(cleaning/damage deposit, rental fees, other fees and charges at the time a City Hall Use Agreement is signed) total rental fees (including cleaning deposit and all other applicable fees) is due at the time City Staff notifies User that their application has been accepted and the User enters into a Use Agreement to hold space on a definite basis. The remaining balance of the total fee is due no less than fifteen (15) days prior to the event. In order for the event to be considered a definite event, the City must receive the following: completed application, signed Use Agreement, and fifty percent (50%) deposit of total rental fee and required cleaning deposit.

If the nature of the event or the number of participants change, the City must be notified **in writing** at least seventy-two (72) hours in advance, and if necessary, fees will be charged in accordance with applicable rates. The City reserves the right to disapprove of such changes, or charge the renter for costs incurred as a result of changes (such as, but not limited to, changes in room configuration, etc.) No refunds will be issued for unused time or equipment.

The renter should reserve enough time for set-up, decoration, and take down. The renter may not have access to rented rooms prior to scheduled time to decorate.

**19. Where do I send my deposit and rental fees?**

Send all deposit and rental fees, signed rental applications and any related correspondence to:

City of Rancho Cordova  
Facility Rentals  
2729 Prospect Park Drive  
Rancho Cordova, CA 95670

Make all checks payable to "City of Rancho Cordova."

**20. Is my cleaning deposit refundable?**

Your cleaning deposit is fully refundable unless one or more of the following occurs:

- ◆ Cleaning procedures beyond the scope of normal Galleria maintenance are required;
- ◆ Repairs or replacement are required due to facility or equipment damage; or
- ◆ The event exceeds or does not meet contractual terms (e.g., event goes beyond contracted hours, or client or client's vendors take more than one (1) hour to vacate the premises at the end of the event.



The cleaning deposit may be used in part or in total to cover these cleaning costs. If a refund is warranted, you will receive a check from the City for the refundable portion of the cleaning deposit no more than thirty (30) days after the rental date.