

FACILITY USE POLICIES AND PROCEDURES

1. Building rentals are subject to the following minimums: Percy Bakker Center, five (5) hours; Hesperia Golf & Country Club, two (2) hours; Lime Street Park, Rick Novack, and John Swisher Community Centers, three (3) hours. Any hours over the minimum required will be charged at the hourly rate. Rental hours must have either no time between decorating and event time or a gap of at least two (2) hours; otherwise, applicant will be charged the hourly rate for time between decorating and event.
2. Applicant must complete a Facility Rental Application and obtain approval. A letter of confirmation or denial will be sent within ten (10) business days. An event is not approved until all requirements have been met; facilities are reserved on a first come first served basis. **False information on the Facility Rental Application may be grounds for cancellation.**
3. All facilities allow outside caterers and food and/or beverages. Cans or plastic bottles are allowed as long as they do not contain alcohol.
4. Rental of the Percy Bakker Center or Hesperia Golf & Country Club includes set up of tables, chairs, and District equipment as applicable. Rental of Community Centers does not include set up. All decorations, including table linens, napkins, and centerpieces are the responsibility of the applicant. Please note that balloons and streamers are NOT allowed to be left the night before your event.
All items not belonging to the District must be removed by the applicant at the end of the event. District staff will tear down tables, chairs, and District equipment, and clean the banquet room after the event.
5. Hesperia Recreation and Park District is not responsible for the property of applicant, their guests, hired persons, etc. (decorations, food, equipment, and/or personal items) at any time during the rental period, or between decorating and event times, nor is the District responsible for any loss, liability, damage, cost, or expense arising from items left behind.
6. Applicant must provide a cleanup/damage deposit of \$200.00 for events without alcohol and music/sound, or \$500.00 for events with alcohol and/or music/sound at the time application is submitted.
 - b. The deposit is not applied to the room fee.
 - c. The deposit will be refunded within 4 weeks of the event. Any damage to the building and/or equipment incurred during the rental period will be deducted from the deposit.
7. Security services (Ranger on call with periodic visits) are included with events with alcohol and/or music/sound.
8. Any changes within thirty (30) days of the event will be subject to a \$50.00 change fee.
9. Rentals made within two (2) weeks of the event will be subject to a \$50.00 late fee.
10. Applicants must follow alcohol and/or music/sound policies and submit permit requests at least thirty days in advance.
11. Events may not be advertised to the public until approved.

BUILDING REGULATIONS

There will always be a staff member on duty to assist you; however, so you know what is expected of you, the following are your responsibilities:

General Regulations:

1. Access to rooms or facilities other than those approved on your application is not permitted. No outside structures are included; your rental only includes the inside of the building as specified on the application.
2. The person signing the application shall be responsible for any loss or damage during the use of a facility. A specified contact person must remain at the facility for the duration of the event.
3. Adequate adult supervision must be provided for youth and teens. There is to be no horseplay in the hallways, lobbies, restrooms, or other areas in the facility.
4. No preparations shall be used on the floors for dancing.
5. Applicant must provide a certificate of insurance naming the District as additional insured when required by the District.
6. Open flames are **NOT** allowed in any facility.
7. You must check out with the staff member at the conclusion of your event.
8. Decorations are only allowed in the Banquet Rooms. Decorations can only be hung with tape; no staples, pins, or nails are allowed. All decorations must be removed at the end of the event, including tape.
9. All doorways and hallways must remain clear of tables, chairs, or other objects due to fire regulations. A six foot unobstructed radius must be left from all emergency exits.
10. Emergency exit doors must remain closed at all times.
11. Amplified music that can be heard by others is prohibited, except by request/permit (Hesperia Recreation and Park District Ordinance Section #14).
12. No animals are allowed in the buildings, except for service dogs.
13. All other District policies, procedures, and rules for building and park use and all applicable federal, state, county, and local codes and laws must be followed.
14. **All facilities are nonsmoking per CA Government Code Chapter 32 section 7597.**

The District reserves the right to discontinue any event if it is deemed necessary for the protection of District property or the safety of staff and/or patrons..

Thank you for following these procedures and leaving your public building clean.

MUSIC/SOUND AND/OR ALCOHOL POLICY

1. Music/Sound and/or Alcohol Restrictions:

- a. No music and/or alcohol in Hesperia Recreation and Park District facilities when they are open to the general public except by special permission.
- b. No music in District facilities, parks, or property which have not been designated for such use.
- c. No music will contain profanity, racial comments, or demeaning language (District Code of Conduct #7).
- d. No alcohol at events where the emphasis of the event is for minors under the age of 21 years old. (District Policy, Section 5, A1e). If any alcohol is present at such an event your rental fees and/or deposit may be forfeited and the rental may be shut down.
- f. **No unauthorized, outside alcohol will be allowed pursuant to California Alcoholic Beverage Control Code Section 25607. If there is any violation of this ruling, your rental fees and/or deposit may be forfeited and the rental may be shut down**

2. Music and/or Alcohol may be permitted subject to the following conditions:

- a. With the District General Manager's approval during the facility use permit procedure (must be completed thirty days in advance); and
- b. During hours the Hesperia Recreation and Park District indoor facilities are open for special events but not for general business or public use; and
- c. When no other group is using the facility.
- d. For indoor facilities, music is only permitted in the main assembly rooms and not in the halls, lobbies, restrooms, or any other room.
- e. All state, county, local and district policies, procedures, codes, rules, and laws must be followed and obeyed.

3. Bar Service Information:

- a. Deposit for non-hosted bar service is \$200.00. If gross receipts are \$200.00 or more, the \$200.00 deposit will be returned. Only the gross receipts will be refunded if the gross receipts do not meet or exceed the \$200.00 deposit.
- b. Hosted Bars:
 - There is a \$200.00 nonrefundable minimum bar sale charge for all hosted bars, due in advance in the form of a deposit.
 - A maximum amount above or equal to the minimum charge may be set in advance. All drinks are sold on a first come first serve basis. Once the designated maximum has been spent, each guest is responsible to pay for their own drinks.
 - Patron may choose to allow guests to order any drink from the liquor menu or may specify an open bar for beer only.
- c. No alcoholic beverages may be brought onto District premises other than champagne/wine for toasting with District approval.
 - If bar service is not requested, a \$2.00 corking fee per bottle and \$15.00 per hour plus 18% gratuity will be charged for a District bartender, with a two (2) hour and ten (10) bottle minimum.
 - Hosted bars are subject to the per bottle corking fee and gratuity listed above
 - Bottles must stay at the bar and be opened and poured by the District bartender. No bottles are allowed on the tables and bartender may not leave the bar area.
 - Patron is responsible for bringing plastic cups for the toast.