

Senior Center Rental Packet

- I. Application
- II. General Rules for Public Use
- III. Rental Agreement Reminders
- IV. Rental Fee Schedule
- V. General Rental Information
- VI. Clean Up Procedures
- VII. Floor Plan
- VIII. Schedule of Holiday Closures



CITY OF SIMI VALLEY



Simi Valley Senior Center

3900 Avenida Simi

Simi Valley CA, 93063

Office (805) 583-6363

Fax (805) 583-7921

CITY OF SIMI VALLEY • DEPARTMENT OF COMMUNITY SERVICES
SIMI VALLEY SENIOR CITIZENS CENTER
 3900 Avenida Simi, Simi Valley, California 93063

APPLICATION FOR SENIOR CITIZENS CENTER FACILITY USE

RENTAL DATE	ROOM	START TIME	END TIME	TOTAL HOURS
PRIORITY CATEGORY <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV		KITCHEN <input type="checkbox"/> I <input type="checkbox"/> REFRESHMENT FEE		
PURPOSE FOR WHICH FACILITY IS REQUESTED:		ESTIMATED ATTENDANCE:		
SPECIAL ARRANGEMENTS OR EQUIPMENT		SET-UP ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WILL FOLLOW		
NAME OF APPLICANT	ADDRESS	E-MAIL		
BUSINESS PHONE	RESIDENTIAL PHONE	501(c) LETTER ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	SEND MAIL TO: <input type="checkbox"/> APPLICANT <input type="checkbox"/> GROUP	
NAME OF GROUP/TITLE OF APPLICANT		GROUP ADDRESS		

AGREEMENT STATEMENT

As applicant, I hereby certify that I have read and agree to abide by the City of Simi Valley's rules and regulations as set forth in the "General Rules for Public Use of the Senior Citizens Center" and understand that failure to comply may result in cancellation of use. I am authorized, and do hereby on behalf of the group or organization, hold the City of Simi Valley, members of its City Council, its officials, officers, boards, commissions, agents and employees free and harmless from any loss, damage, liability, claim, lawsuit, cost or expense that may arise during or be caused in whole or in part by such use or occupancy of City property and furthermore will defend and indemnify the City, its officials, officers, boards, commissions, agents and employees accordingly. I also agree to accept full responsibility and agree to pay for repair or replacement for any damage to property or Center caused by such use. I understand that the City reserves the right to cancel this contract in the event of a strike, natural disaster, war, or other unforeseen events.

Signature of Applicant _____ Date _____

CITY OF SIMI VALLEY • DEPARTMENT OF COMMUNITY SERVICES
GENERAL RULES FOR PUBLIC USE OF THE SIMI VALLEY SENIOR CITIZENS CENTER

1. Permission to use the Senior Citizen Center is granted subject to observance of regulations set forth for the operation of the Senior Citizens Center and may be revoked for violation of these regulations. Any Renters/Users who abuse the privilege of using the facility or equipment may be deprived of further use.
2. Applications may not be initiated or renewed by telephone.
3. Permission to use the Senior Citizens Center will not be granted to anyone under eighteen (18) years of age.
4. Permission to use the Senior Citizens Center will not be granted for regularly scheduled religious services, except in emergency situations.
5. Alcoholic beverages shall not be sold, served or consumed in the Senior Citizens Center or the surrounding premises at any time.
6. Smoking is prohibited inside the Senior Citizens Center.
7. Any Renter/User wishing to sell food, beverages, or any other items must comply with appropriate City and County permits and must possess a City business tax receipt and appropriate County health certificate.
8. Vendors selected by any group or organization for the purpose of supplying food or beverages for an event must possess a City business tax receipt and appropriate County health certificate.
9. No leftover foods of any kind shall be left on the premises.
10. Renters/Users desiring to utilize the Senior Citizens Center for a public dance shall follow the regulations as set forth in Title 5, Chapter 7, Dances and Dance Halls, of the Simi Valley Municipal Code.
11. In consideration of the neighbors, Renters/Users shall refrain from loud and boisterous conduct at all times. Use of amplified sound shall be utilized with discretion. Renters/Users and their guests must abide by speed limits and be cautious of pedestrians on all residential streets near the Senior Center.
12. There must be adequate adult supervision for activities where a majority of those persons in attendance are under eighteen (18) years of age. The ratio of adult chaperones to youth is 1:10 for teen dances and 1:20 for club meetings. A list of chaperones, their addresses and telephone numbers must be submitted three (3) working days before the scheduled event. Chaperones must remain with the group until the end of the event and the premises vacated.
13. The City may require security staff for certain activities or events at the discretion of the City Manager or his/her designated representative. It is the responsibility of the Renter/User to secure the necessary guards (licensed and bonded), subject to approval by the City.
14. Renters/Users will be expected to comply with all health and safety codes as required by the City of Simi Valley and the County of Ventura. At no time shall exits be covered or obstructed. Renters/Users will be expected to follow evacuation procedures as directed by the Senior Citizens Center staff on duty.
15. Office phones are for business use only.
16. Control of lights, keys, locks and securing the facility will be attended to by Senior Citizens Center staff on duty. Table and chair setups/arrangements must be done by City maintenance staff by prior arrangement.
17. Under no circumstances will chairs, tables or other equipment be moved from one area to another or be removed from the premises.
18. Under no circumstances will any Renters/Users make any structural or electrical alterations to the Senior Citizens Center.
19. No decorations shall be hung on the walls or ceilings. No bird seed, confetti or glitter may be used. No existing Senior Center decorations, including Christmas trees, may be removed or relocated during rentals.
20. Rental usage must be within allotted time as specified on the application and include all preparation and clean-up time. The Senior Citizens Center must be vacated by the designated closing time.
21. All Renters/Users are expected to leave the premises clean.
22. Renters/Users will be personally responsible for all damages to the building and shall reimburse the City of Simi Valley for any loss or damage to City property caused by such use.
23. Candles may not be used during rentals unless a permit is obtained from the Ventura County Fire Protection District and submitted to the City 45 days prior to rental date.

NOTE: IF RENTER/USER IS UNABLE TO GAIN ACCESS TO THE BUILDING DURING THE RENTAL PERIOD, PLEASE CALL SIMI VALLEY POLICE DEPARTMENT AT (805) 583-6950 TO CONTACT SENIOR CITIZENS CENTER STAFF.

Rental Agreement Reminders Simi Valley Senior Center

Date of event: _____ Hours: _____

I have read and understand the "General Rules for Public Use of the Simi Valley Senior Center."

I understand that my scheduled rental time **includes set-up and clean-up time**.

Please check each box indicating that you are fully aware of the following restrictions:

- Consumption, sale, or serving of alcoholic beverages in the Senior Center or the surrounding premises at any time
- Removal of existing Senior Center decorations
- Rice, birdseed, confetti, glitter or any other material that may cause extraordinary clean-up
- Use of candles (without a permit from the Ventura County Fire Protection District)
- Very loud music that could disturb the neighbors of the Senior Center
- Use of fog machine that may cause smoke detectors to sound

Clean-up not completed in accordance with the procedures designated in the handout will result in deduction from, or full retention of, the Damage/Cleaning Deposit.

Senior Center Rental includes one of the following (check the appropriate box, if applicable):

- Kitchen Rental includes: use of ovens, stoves, sinks, icemaker and countertops for the preparation of foods, including cooking, warming and serving.

Kitchen rental does not include the use of the refrigerators, freezers, dishwasher or cooking equipment belonging to the Senior Center (coffee pots, baking pans, pots and pans, utensils). I agree to clean all areas thoroughly and wipe up spills when they occur.

- Refreshment Fee: applies if the renter serves light refreshments such as coffee, punch, cookies, cake and vegetable trays. This excludes food preparation of any kind. No use of the Kitchen area is allowed.

I agree to abide by these rules and will convey this information to the people in charge of catering, music, clean-up, and others assisting with my rental event. **The person in charge of the rental/event MUST REMAIN in the facility during the entire duration of the booking.**

Print name of renter/user: _____

Renter signature: _____

Date: _____

Rental Fees Simi Valley Senior Center

Definition of Priority Categories:

- I. Senior Programs, activities and/or services that are sponsored by the City of Simi Valley.
- II. Non-profit organizations located in the City of Simi Valley and/or government agencies.
- III. Private use by residents (e.g. wedding, party) and limited membership groups.
- IV. Non-resident private parties or non-City, non-profit organizations and commercial use (e.g., profit-making activities, private companies, etc.).

Rental Hourly Rates and Fees (2-hour minimum)

Priority	I	II	III	IV
Application Fee	No Charge	\$ 39.64	\$ 39.64	\$ 39.64
Reservation Fee	No Charge	\$ 51.00	\$ 51.00	\$ 51.00
Damage/Cleaning Deposit	No Charge	\$ 200.00	\$ 200.00	\$ 200.00
Multipurpose Room (MPR)	No Charge	\$ 30.31	\$ 74.61	\$ 89.77
*MPR & Patio (Patio provides ambient lighting only)	No Charge	\$ 43.13	\$ 92.10	\$ 109.58
Kitchen (Can only be rented with the MPR)	No Charge	\$ 12.82	\$ 15.16	\$ 17.49
All Other Classrooms and Conference Rooms	No Charge	\$ 23.32	\$ 57.12	\$ 65.28
Classrooms 106 and 107 Combined	No Charge	\$ 30.31	\$ 74.61	\$ 89.77
Refreshment Flat Fee	No Charge	\$ 9.56	\$ 9.56	\$ 9.56
Public Address/Sound System Use Flat Fee	No Charge	\$ 23.32	\$ 23.32	\$ 23.32
Weekend Use Flat Fee Saturday & Sunday Rentals	No Charge	\$ 23.32	\$ 47.80	\$ 72.28
After Hours Fee	No Charge	Hourly Rate x 2/per hour	Hourly Rate x 2/per hour	Hourly Rate x 2/per hour
Extraordinary Set-up Fee	No Charge	TBD	TBD	TBD
Rental Change Flat Fee	No Charge	\$ 29.14	\$ 29.14	\$ 29.14

* **Patio provides ambient lighting only and must be rented with the Multipurpose Room (MPR) for the same number of hours.**

Please note that the City can incorporate CPI or rate increases during the fiscal year and rates are subject to change.

Rental Fees

Simi Valley Senior Center

- I. **Application Fee** - A \$39.64 application fee will be assessed on all applications. The fee does not apply toward any other fees or deposits and is non-refundable unless the Senior Center cancels the application. If user schedules more than one (1) activity, an application fee must be submitted for each quarter in the fiscal year (July-September, October-December, January-March, and April-June) in which an activity will occur. Applications for all quarters will be accepted during the Open Reservation Period.
- II. **Reservation Fee** - One \$51.00 reservation fee will be assessed on all applications that are submitted as a group. If additional applications are submitted at a later date, another \$51.00 reservation fee will apply. If the application is denied, the fee will be refunded in full.
- III. **Damage/Cleaning Deposit** - A deposit of \$200.00 will be required from applicants in Priorities II through IV. Deposit may be withheld or fees assessed as needed to cover actual loss or replacement costs of equipment. Extraordinary cleaning required may result in additional charges and may be withheld from deposit. Deposit refund will be mailed approximately 6-8 weeks after event.
- IV. **Kitchen Rental** - Use of the kitchen is allowed only in conjunction with the use of the Multipurpose Room (MPR). An hourly Kitchen rental rate will be charged to applicants in Priorities II through IV when food is prepared, warmed or served. Applicants renting the kitchen are entitled to use the warming tables, counters, sinks, ovens, gas range, microwave and ice machine. No other kitchen equipment may be used under any circumstances.
- V. **Refreshment Fee** - A \$9.56 Refreshment Fee will be charged when light refreshments such as coffee, punch and cake are served. The kitchen may not be used under the Refreshment Fee.
- VI. **Public Address (Sound) System Fee** - A \$23.32 fee will be charged for the use of the speakers in the Multipurpose Room (MPR). Renter must provide their own auxiliary cables and device for playing music (e.g. laptop, iPhone). A corded microphone will be provided upon the renter's request.
- VII. **Weekend Fee** – There will be an additional charge for Saturday and Sunday rentals based on category.
- VIII. **After Hours Fee** – If a rental goes over their scheduled rental end time, an hourly rate of two times the standard rate will be charged in minimum one-hour increments.
- IX. **Extraordinary Set-up Fee** - For any event(s) which require(s) extraordinary set-up/breakdown, additional charges may be assessed using the hourly billing rate for Maintenance Worker I/II, including Departmental Indirect Costs. The renter will be notified at the rental booking time.
- X. **Change Fee** – A fee of \$29.14 will be assessed to any renter requesting changes at any time to their originally submitted rental application, to cover administrative costs.
- XI. **Liability Insurance** - Any group, organization, or individual within Priorities II through V renting the City of Simi Valley Senior Center is required to provide the City with evidence of insurance with a \$1,000,000 combined single limit in the form of either: a City approved General Liability Special Endorsement form; or a copy of evident insurance policy showing the City of Simi Valley as an additional insured for general liability coverage for the duration of the scheduled event or activity with the location's address of the event. **Please note that an "Accord Certificate" alone is not sufficient evidence of coverage.** It must be accompanied by an "Additional Insured Endorsement." This insurance endorsement must be submitted to the Senior Center for City approval at least 45 days prior to your rental date. Special Event insurance may be purchased from the City's Risk Manager at (805) 583-6739 at Simi Valley City Hall.
- XII. **Final Payment** – Final payment must be made forty-five (45) days in advance of the scheduled use.

General Information Sheet

Simi Valley Senior Center

The primary use of the Senior Center is for Simi Valley senior activities. Regularly scheduled programs and activities of the Senior Center will have priority over all requests for rental or use of the Center.

1. Hours of rental:

Monday through Friday	5:00 p.m.-12:00 midnight
Saturday, Sunday	7:30 a.m.-12:00 midnight

2. Seating Capacities:

Please see Senior Center Floor Plan for room layout. Dimensions are approximations.

	Theatre-style Seating	Seating at Table(s)
Multipurpose Room (MPR-116)	240	160
Patio (100) (Extra charge for set-up)	0	60
Arts & Crafts Room (A&B) (123)	0	30
Meeting Room (120)	0	22
Conference Room (122)	0	22
Conference Room (105)	0	10
Classroom (106)	40	24
Classroom (107)	40	24
Game Room (108)	0	24
Fitness Room (109)	35	0

3. The minimum time the building may be rented is for two (2) hours per each rental. The rental time includes all of the time spent in the Senior Center facility including set-up, conducting the event, and clean-up.

4. Tables available: Seating at tables will vary depending on set-up configuration. Some table sizes may not be available for your rental due to other program needs. Your table setup must be submitted 45 days prior to your event.

4-foot card table	(seats 4 persons)
6-foot rectangular	(seats 6 persons)
8-foot rectangular	(seats 8 persons)
5-foot round	(seats 8 persons)

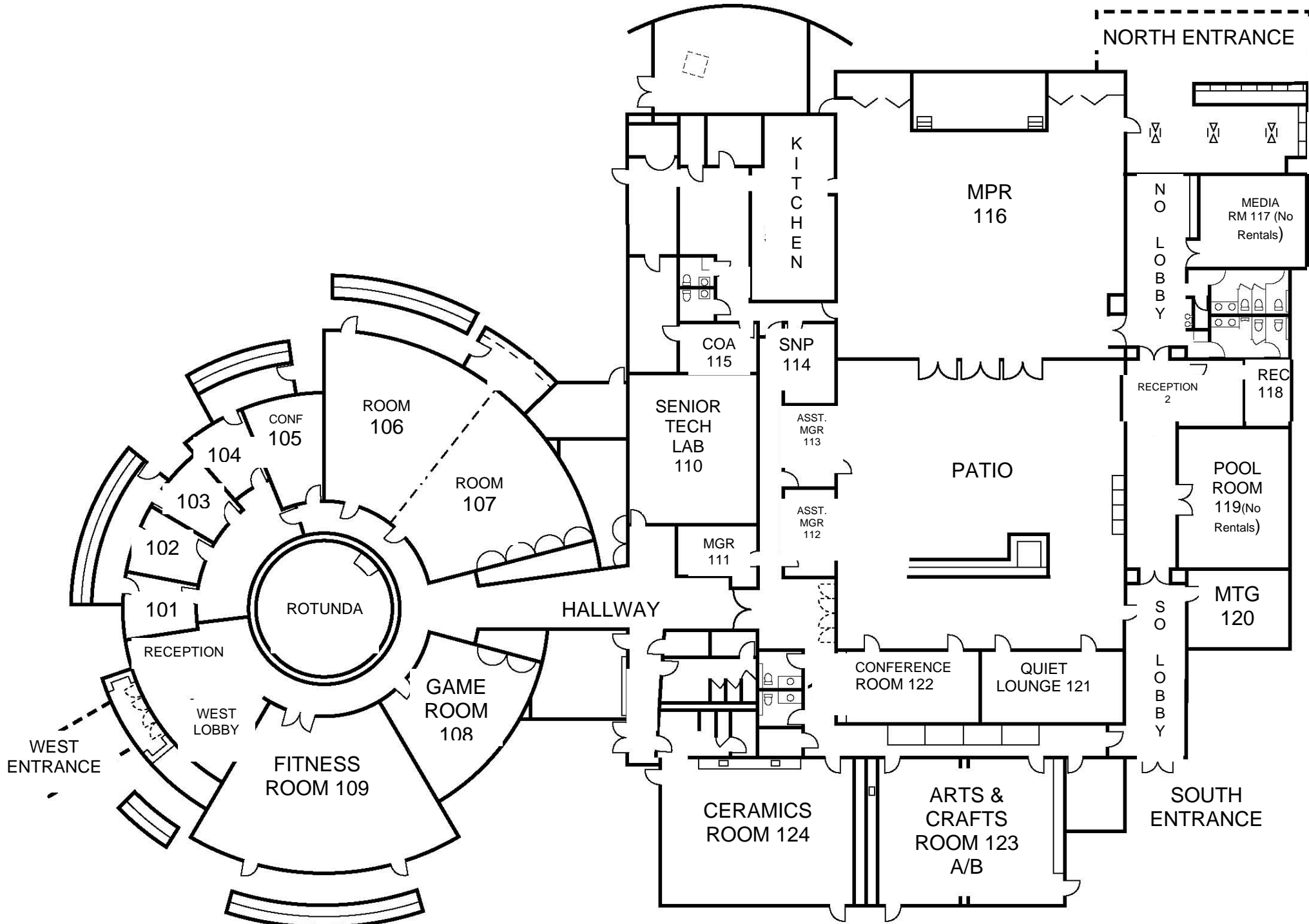
Clean-up Procedures for Rentals and Usage Simi Valley Senior Center

Renter is responsible for cleaning up as follows:

- I. Completely clear tables, removing all decorations, table coverings, etc., and wipe them off. Completely wipe and clean up any spills on floor.
- II. Pick up all disposable dishware, cups, eating utensils, cans, general litter and/or other objects from all areas utilized by Renter/User (floors, patio, bathrooms, parking lot, etc.).
- III. Place trash in provided containers. All trash containers are lined with plastic garbage bags. Should trash containers become full, Renter/User is responsible for emptying full trash bags into outdoor trash dumpster located outside the Kitchen area. Staff person will provide Renter/User with plastic garbage bags as needed and access to dumpster.
- IV. All facility equipment must be accounted for before Renter/User leaves the building.
- V. Any damage or breakage resulting from the event will be deducted from the Renter/User's Damage/Cleaning Deposit. If damage/breakage is in excess of deposit, Renter/User will be billed for balance.
- VI. All Kitchen equipment and the kitchen work area must be left clean, and the kitchen equipment must be put in its original place. The kitchen counter tops must be wiped clean and left ready for future use.

A Senior Center staff person will conduct a thorough check-list walk-through with the renter at the conclusion of the event to ensure that these procedures have been followed.

Simi Valley Senior Center
3900 Avenida Simi, Simi Valley, CA 93063 (805) 583-6363



Simi Valley Senior Center Rental Holiday Closures

Fiscal Year 24-25

July 1, 2024, through June 30, 2025

Independence Day – July 4, 2024

Labor Day Weekend – August 31 through September 2, 2024

Veterans Day Weekend – November 9 through November 11, 2024

Thanksgiving Weekend – November 28 – December 1, 2024

Christmas Eve and Christmas – December 24 through December 25, 2024

New Year's Day – January 1, 2025

Martin Luther King, Jr. Weekend – January 18 through January 20, 2025

Presidents Day Weekend – February 15 through February 17, 2025

Memorial Day Weekend – May 24 through May 26, 2025