

CITY OF TEMECULA
TEMECULA COMMUNITY CENTER

28816 Pujol Street
Temecula, CA 92590
Office # 951-694-6469
www.temeculaca.gov/tcsd

Prospective Renter,

Thank you for considering the City of Temecula, Temecula Community Center for your upcoming event. The Community Service staff would like to do everything possible to make sure your event runs as smoothly and successfully as possible. Enclosed you will find everything you need to reserve the facility. Please take your time and review the following policy in detail. This will help answer any questions you may have.

Amenities available for rental at the Temecula Community Center include:

- Multipurpose Room
- Kitchen
- Classroom(s)
- Outside Patio

Facility tours and rental applications are accepted **By Appointment Only** this will allow the rental party time to view the area they are requesting, and to ask any questions they may have.
Appointments can be made by calling (951) 694-6469.

The following information has been provided for you in order to help make your decision regarding renting our facility more convenient.

Please return the following to reserve the facility: Rental Application, Facility Rule Sheet, and ALL Rental Fees including Security Deposit. All Vendor Insurance certificates are due 30 days in advance of the event.

Sincerely,
City of Temecula

Rishann Clermont
Management Aide II/Rental Coordinator
Rentals@TemeculaCA.gov

City of Temecula – Community Services Department
Temecula Community Center – Rental Fees 3-8-18
 28816 Pujol Street, Temecula CA 92592, 951-694-6469

*****Time of rental MUST include Set Up and Clean Up time*****

Room:	Multi-Purpose Room	Classroom A	Classroom B
Fits comfortably:	175 people 150 people w/Dance Area	25 people	15 people
Room Size:	70 ft. x 39 ft.	23 ft. x 13 ft.	19 ft. x 13 ft.
Group II Temecula Non-Profit	\$33.00 Total per Hour (\$18/Hour + \$15/Hour staff fee) \$100 setup fee (tables & chairs) (3 hour minimum)	\$24.00 Total per Hour (\$9/Hour + \$15/Hour staff fee) \$25 setup fee (tables & chairs) (3 hour minimum)	\$20.00 Total per Hour (\$5/Hour + \$15/Hour staff fee) \$25 setup fee (tables & chairs) (3 hour minimum)
Group III Temecula Resident Non-Temecula Non-Profit	\$51.00 Total per Hour (\$36/Hour + \$15/Hour staff fee) \$100 setup fee (tables & chairs) (3 hour minimum)	\$26.00 Total per Hour (\$11/Hour + \$15/Hour staff fee) \$25 setup fee (tables & chairs) (3 hour minimum)	\$22.00 Total per Hour (\$7/Hour + \$15/Hour staff fee) \$25 setup fee (tables & chairs) (3 hour minimum)
Group IV Non-Temecula Resident or Commercial Users	\$75.00 Total per Hour (\$60/Hour + \$15/Hour staff fee) \$100 setup fee (tables & chairs) (3 hour minimum)	\$40.00 Total per Hour (\$25/Hour + \$15/Hour staff fee) \$25 setup fee (tables & chairs) (3 hour minimum)	\$38.00 Total per Hour (\$23/Hour + \$15/Hour staff fee) \$25 setup fee (tables & chairs) (3 hour minimum)

Flat Rate Add-Ons

- \$25 Flat Fee for **Classroom B** in conjunction with the Multipurpose Room
- \$50 Flat Fee for **Classroom A** in conjunction with the Multipurpose Room
- \$75 Flat Fee for **Kitchen** in conjunction with the Multipurpose Room
- \$75 Flat Fee for **Patio** in conjunction with the Multipurpose Room

Rental Fees and Security Deposit

- **\$200** refundable security deposit. (Separate from rental fees)
- Due in person check (paid to 'City of Temecula'), exact cash, Visa, MasterCard or Discover
- **ALL RENTAL FEES including Security Deposit must be PAID IN FULL at time of reservation**

Insurance

- Rentals with vendors will be required to provide or purchase insurance certificates listing the City of Temecula as the Certificate Holder. For example, vendors would be a DJ/Caterer/Jolly Jump/Photo Booth/Etc...

Cancellations

- (10) Business days' notice required for cancellations. \$50 cancellation fee will be assessed
- Cancellations made within (10) business days will result in forfeit of ALL fees paid.

Temecula Community Center

Application for use of the TCC

28816 Pujol Street Temecula, CA 92590 - Phone: 951-694-6469

Email to: Rentals@TemeculaCA.gov

Applicant Information		
Business/Organization Name: (If Applicable Only)		Non-Profit #: (If Applicable Only)
Main Contact:	Contact – Day of Event: (If different from main contact)	
Mailing Address:	City:	Zip:
Daytime Phone:	Cell Phone:	
Email:		
Alternate Contact:		

Event Information					
Date(s) Requesting:					
Times Requesting:	Set-up Time: ___a/pm - ___a/pm	Event Time: ___a/pm - ___a/pm	Takedown Time: ___a/pm - ___a/pm		
Space Requesting:	MPR: Y / N	Kitchen: Y / N	Patio: Y / N	ClassR A: Y / N	ClassR B: Y / N
Type/Description of Event:					
Estimated Attendance:					
Will food be: Self-Served ___ Catered ___ or NO			Admission Charge: YES / NO Donation: YES / NO		
Will your event utilize...? DJ Services/Sound System: YES / NO Caterer: YES / NO Photo Booth: YES / NO Jolly Jumps: YES / NO				Will you need a projector & screen? YES / NO Will you need a microphone w/ speaker? YES / NO	
Another business/vendor not listed: YES / NO Explain: _____					

Terms and Conditions	
<p>READ & INITIAL:</p> <p>A). Rental Insurance may be required for some events depending on the level of risk. Should insurance be required you may provide the City of Temecula with a Certificate of Insurance in the amount of one million dollars (\$1,000,000) NOTE: Events are subject to cancellation and a fee will be charged if insurance requirements are not met by the deadline provided. Cancelled events will result in forfeiture of the full security deposit. </p> <p>B). All rental fees including security deposit must be paid in full at time of reservation. </p> <p>C). Vendors providing services onsite are required to have liability insurance. Applicant may select a vendor from the approved Vendor Listing. Vendors not on the approved listing must provide a Certificate of Insurance or the Applicant must purchase insurance. </p> <p>D). Notice of cancellations must be made (10) business days prior to the scheduled event. A \$50.00 cancellation fee will be assessed. Cancellations made less than (10) business days will result in the forfeiture of full security deposit and/or rental fees paid. </p> <p>I, the undersigned, understand that failure to abide by all rules, regulations, policies, procedures, and conditions set forth in the City of Temecula Packet may result in the immediate cancellation of the event, cause forfeiture of all fees paid, incur additional charges, and result in the denial of future applications for use of City of Temecula Community Services Department facilities.</p>	
Signature of Applicant:	Date:

For Office Use Only		
Date Received:	Facility Staff:	Supervisor Approval:



Temecula Community Center Facility Rules

- ✓ NO candles, open flames or burning incense. (Battery operated candles are OK.)
- ✓ NO glitter, confetti, or loose gems/jewels.
- ✓ NO nails, push pins, glue, tape or staples on the walls or ceilings. (Use provided hooks on walls only.)
- ✓ NO smoke/fog machines.
- ✓ NO music outside building.
- ✓ NO Alcohol is allowed in the building, outside areas or parking lot.
- ✓ All music must be turned off no later than 10:00pm.
- ✓ All renter parties and vendors are not allowed in building until time indicated on permit.

Renter Responsibilities:

- ✓ All decorating set up and tear down. (Tables & chairs will be taken down by staff.)
- ✓ All trash must be removed from the facility. (Dumpster is located in the parking lot.)
- ✓ All areas used during the rental must be clean and left in the same condition as found.
- ✓ All tables must be covered with linens provided by renter.
- ✓ Floors need to be swept. (Mopping is not required unless renter has left a mess.)
- ✓ Vendors must have liability insurance prior to entering the building.

*A staff member will be onsite during your entire rental. Please feel free to ask them for any assistance you may need.

I, (PRINT NAME), acknowledge that I have read the rules to rent at the Temecula Community Center, and I understand my responsibilities as a renter. I know that any damage or uncleanliness left behind after my rental completion will decrease or cause me to lose my entire security deposit of \$200.

Renter Signature: Date:

TCC- MPR Layout
Dimensions: 70 feet x 39 feet

