

Westside Community Improvement Association Application and Permit for Use of Jefferson Facilities

(Revised 12/12/2019)

Site Address:
Jefferson Community Center
1000 B Street
Eureka, CA 95501

Mailing Address:
WCIA
PO Box 5315
Eureka, CA 95502

A. Event Information:

Name of Event: _____

Type of Event: _____

Date(s) of Event: _____

Time (beginning to end) of Event⁽¹⁾: _____ : _____ to _____ : _____

⁽¹⁾There is a 1/2 hour set-up before event start and 1/2 hour clean-up after event end allowed for each meeting. If more time is needed for set-up/take-down, the price will increase accordingly.

Estimated Peak Attendance (most people present at one time): _____

Estimated Average Attendance (approx. # present at any time): _____

B. Contact Information:

Event Point of Contact: _____

Phone Number: _____ Email: _____

Street Address: _____

City, State, Zip: _____

BILLING Point of Contact (if different): _____

Phone Number: _____ Email: _____

Street Address: _____

City, State, Zip: _____

Billing Special Instructions: _____

Circle what applies to your organization and your event:

Non-Profit/Gov Organization	No	Yes	Nonprofit ID / EIN: _____
Youth or Senior Organization	No	Yes	
Admission Charged @ Event	No	Yes	If yes, Price of Admission: _____
Alcoholic Beverages @ Event	No	Yes	

C. Room Rental:

'Classroom' Rental Price, per room → ~960 Sq ft. (35 person max per room):

- \$25 per hour

'Main Auditorium & Adjoining Stage' Rental Price → ~2500 sq ft (125 person max combined):

- \$50 per hour

D. Indoor Imagination Playground ⁽²⁾: Indoor Imagination Playground is opened for groups who want to provide activity space for kids. Jefferson will provide Playgroup Associates who serve as monitors in the room. A Playgroup Associate is NOT childcare. Children need to be supervised at all times. The Indoor Imagination Playground must be ordered no less than 10 days previous to allot time for scheduling. Reserving the room is not exclusive to your event and may be shared with other meetings/events/children.

⁽²⁾In good weather, Playgroup Associate may relocate activities outside to the Jefferson Park Playground.

'Indoor Imagination Playground' Rental Price, Per Play Associate → For kids ages 4+:

- \$25 per hour, per Play Associate (add additional 1 Play Associate per 10 kids)
 - Indoor Imagination Playground is NOT appropriate for infants or toddlers
 - Children 3 years & younger MUST remain with their guardian at all times.
 - For groups anticipating more than 10 kids who will use the Imagination Playground, please give at least 30 day notice with estimated kid attendance so that we can coordinate to provide Playgroup Associates

E. Food Service: *If you are looking to serve food or beverages to event participants, PLEASE consider using WCIA as a food vendor! Our excellent food service helps support food and nutrition programs for local youth.*

Food Service must be ordered no less than 10 days previous to event to allot time for menu planning and shopping. If you are bringing your own food and/or beverages, please refer to our Rules and Regulations regarding food standards at The Jefferson Community Center.

*Jefferson efforts to provide **zero waste** food and beverage hospitality. Based on our available resources, we can presently accommodate zero waste for groups of up to 75.

Use this section to calculate the total cost for your event @ Jefferson Community Center				
Classroom Rental (\$25 per hour per room)	Cost/Rate \$25 per hour	# of rooms	# of hours	\$25 x #rooms x #hours = total
Main Auditorium Rental (\$50 per hour)	Cost/Rate \$50 per hour	Not Applicable	# of hours	\$50 x #hours = total
Imagination Playground 1 associate per 10 kids	Cost/Rate \$25 per hour per associate	# of Associates	# of hours	\$25 x #Associates x #hours = total
Beverage Service (Coffee/Tea/Water)	Cost/Rate \$2.50 per person	# of People	Serve at what time?	\$2.50 x #people = total
Simple Continental Service <i>*includes Beverage Service</i>	Cost/Rate \$7 per person	# of People	Serve at what time?	\$7 x #people = total
Full Meal Service <i>*includes Beverage Service</i>	Cost/Rate \$13 per person	# of People	Serve at what time?	\$13 x #people = total
Dessert Treat	Cost/Rate \$3 per person	# of People	Serve at what time?	\$3 x #people = subtotal
Special Event Pricing (Pre-Approved by WCIA)				
GRAND TOTAL: _____				

NO POLITICAL FUNDRAISING or ORGANIZING ON THIS SITE

ON THIS SITE, DO NOT PARTICIPATE IN POLITICAL ORGANIZING, FUNDRAISING, CAMPAIGNING, PROPAGANDA, OR OTHER PARTISANAL ACTIVITY!

Your organization, while on this site, agrees to not participate in a campaign, directly or indirectly, supporting or opposing any candidate. Prohibited activities include, but are not limited to:

- inviting a political candidate to make a speech of any kind
- using the organization's funds to publish materials that support (or oppose) a candidate
- donating money raised from activities on our site to a political candidate or entity
- any statements by the organization's executive director or officers, in their official capacity, that support or oppose a candidate
- criticizing or supporting a candidate on the organization's website
- Sponsoring or assisting with the building of partisan or political propaganda, or any other partisan or political signage, messaging, or communications on the site or in any way connected to the event.

For additional education on the limitations and restrictions of 501(c)(3)s, please read this Nolo Article: <https://www.nolo.com/legal-encyclopedia/limits-political-campaigning-501c3-nonprofits-29982.html>

INSURANCE COVERAGE IS REQUIRED.

Insurance coverage is required. A certificate of additionally insured must be provided and attached to this application, naming Westside Community Improvement Association as additional insured, for the amount of \$1,000,000.00 with no deductible.

WCIA RESERVES THE RIGHT TO CANCEL RESERVATIONS IF REQUIREMENTS ARE NOT MET.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS AND FEE STRUCTURE. I UNDERSTAND THAT A VIOLATION OF THESE RULES MAY CAUSE THIS RESERVATION TO BE CANCELED AT ANY TIME. I ALSO UNDERSTAND THAT SUCH A CANCELLATION MAY CAUSE ALL DEPOSITS AND RENTAL FEES TO BE FORFEITED. IN ADDITION, I UNDERSTAND THAT AT ALL TIMES THE FACILITIES REMAIN UNDER THE CONTROL OF THE AGENTS OF WCIA. PERMITS MAY BE REVOKED WITHOUT NOTICE IN CASE EMERGENCY USE OF FACILITY IS REQUIRED.

SIGNATURE AGREEING TO ALL STIPULATIONS HEREIN

Authorized Signature of the applicant Organization President, Manager, Responsible Individual, Etc.

Signature

Date

*** NOTE: If you are affiliated with a Humboldt County department (e.g. DHHS), please have Humboldt County Purchasing Dept be the signer on this portion of the room agreement.

.....
BY SIGNING I ACKNOWLEDGE THAT I RECEIVED AND AGREE TO ABIDE BY "RULES AND REGULATIONS GOVERNING THE USE OF COMMUNITY CENTER FACILITIES" (ATTACHED TO THE END OF THIS APPLICATION)

Signature

Date

*NOTE: This signature should be signed by the named 'event point of contact' or their organization/department supervisor who is taking responsibility for carrying out this event in accordance with the 'Rules and Regulations Governing the Use of Community Center Facilities'.

.....
(For Staff Use Only)

Reviewed and Approved by WCIA Board President or by WCIA Authorized Designee

Signature

Date

Rules and Regulations Governing the Use of Community Center Facilities

General Rental:

1. All events will take place during specified day and times.
2. Posted building capacity shall not be exceeded.
3. The permitted is liable for damage caused by neglect or carelessness or violation of rules and regulations.
 - a. NOTE: This may also cause cancellation of further use privileges by the same organization or individuals.
4. Adult chaperones are required for all youth activities that are open to the public.
5. Agreement for use of facilities shall be on an as-is and as-equipped basis. Building equipment used for WCIA-sponsored programs is not to be used or moved without prior approval.
6. NO SMOKING in/around the building or the park at any time. THIS IS A TOBACCO FREE SITE.
7. Storage of personal and/or organizational property is not allowed on site.
8. WCIA has a 100% healthy beverage policy and a standard for healthy nutritious meals and snack. There is no soda pop allowed, diet or otherwise, and no fast food. Meals coming from the Jefferson kitchen shall meet these standards. Meals brought in by your organization and outside parties are also required to meet these standards.

Alcoholic Beverage:

1. Facilities will not be rented for events wherein consumption of alcoholic beverages will be a principal activity.
2. Alcoholic beverages may only be served and consumed in connection with private receptions, banquets, parties and similar events. Permitted is responsible for ABC permits and ALL associated rules must be followed.
3. All precautions shall be taken against drinking and driving
4. Alcoholic beverages will not be served or sold at public events at this facility.

Special Community Center Amplified Music:

1. Time Limits: Sunday through Thursday - 8:00 pm, Friday and Saturday Nights – 10 PM
2. All doors and windows must be kept closed during the use of amplified music.
3. The permitted will make periodic checks of the outside noise level during the use of amplified music and will adjust settings to keep at an acceptable background level.
4. Periodic public announcements are to be made during the event to ask participants to be respectful of neighbors: no litter or loud noises outdoors.

Set-up and Clean-up:

1. Decorations are permitted in all areas if carefully applied and removed.
2. It is the responsibility of the user to set up, take down, and return to storage locations all necessary equipment, such as tables and chairs. WCIA does not supply any table linens or serving ware.
3. Please use plastic liners in the trash cans provided.
4. We would ask that you vacuum/sweep and mop (as needed) the areas. There will be a \$50 clean-up fee charged if all areas are not left as they were found.
5. If food or alcohol is spilled on the flooring it is your responsibility to work on removing the stain. Fees may be added if professional cleaning is required.
6. Restroom trash needs to be in receptacles and any graffiti removed.
7. Before leaving make a final check: heating and lights must be turned off and doors locked. Exit lights are to remain on.
8. Please return the keys to the The Jefferson Community Center office.

Insurance Requirements:

1. Insurance coverage is required for all permitted. A certificate of additionally insured must be provided and attached to this application, naming Westside Community Improvement Association as additional insured, for the amount of \$1,000,000.00 with no deductible.

Organization - Westside Community Improvement Association - PO Box 5315 Eureka, CA 95502

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