

Westside Community Improvement Association

Application and Permit for Use of Jefferson Facilities

(Revised 10/08/2025)

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 ½ hour set-up before event start and ½ 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): • **\$35 per hour**
Main Auditorium & Adjoining Stage Rental Price ~2500 sq. ft. (125 person max combined): • **\$75 per hour**

D. Indoor Imagination Playground ⁽²⁾: Indoor Imagination Playground is available 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 at the Center always need adult supervision. The Indoor Imagination Playground must be ordered no less than 10 days before allot time for scheduling. **Reserving the room is not exclusive to your event and may be shared with other meetings/events/children.** Cleanup required. ⁽²⁾ In good weather, our Playgroup Associate may elect to have youth activities outside at the Jefferson Park Playground Jefferson Park and Playground is a free public park.

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

\$50 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 always remain with their guardian.
- 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: Food Service must be ordered **no less than 10 days** before the 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 (\$35 per hour per room) or (\$150/day)	Cost/Rate \$35 per hour	# of Rooms	# of Hours	\$35 x #Rooms x #Hours= Total
Main Auditorium Rental (\$75 per hour) or (\$300 per day)	Cost/Rate \$75 per hour	Not Applicable	# of Hours	\$75 x #Hours = Total
Imagination Playground 1 Associate per 10 kids Please Pre-Arrange	Cost/Rate \$50 per hour	# Associates	# of Hours	\$50 x #Associates x #Hours= Total
Beverage Service (Coffee/Tea/Water)	Cost/Rate \$5 per person	# People	Serve at?	\$5 x #People= Total
Simple Continental Service *Includes Beverage Service	Cost/Rate \$15 per person	# People	Serve at?	\$15 x #People= Total
Full Meal Service *Includes Beverage Service	Cost/Rate \$23 per person \$26 per person with dessert	# People	Serve at?	\$23 x #People= Total \$26 x #people =Total
Zero Waste Beverage Only \$2/head Full Meal \$4/head	Cost/Rate \$2-4/person	# People	Serve at?	\$2 or \$4 x #People= Total
Dessert Treat	Cost/Rate \$5 per person	# People	Serve at?	\$5 x #People= Total
GRAND TOTAL:				

Special Event Pricing (Pre-Approved by WCIA)

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:

<http://www.nolo.com/legal-encyclopedia/limits-political-campaigning-501c3-nonprofits-29982.html>

INSURANCE COVERAGE IS REQUIRED.

Insurance coverage is required. A certificate of additional 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

Please e-mail completed form to: lets.buy.jefferson@gmail.com or call 707-497-6280 for more information

By submitting this application, you are NOT finalizing a reservation of a room rental, instead you are requesting a possible reservation for the dates and times listed on this application. All room rentals are based on availability. A staff member will be contacting the person listed on this application to follow up for more information and to finalize the rental agreement. WCIA has the right to refuse room rental at its discretion. Once this application is signed by WCIA and returned to you, this becomes an agreement.

Rules and Regulations Governing the Use of Community Center Facilities

General Rental:

1. All events will take place during specified days and times.
2. Posted building capacity shall not be exceeded.
3. The permittee 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 snacks. 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. MAX Time Limits: Sunday through Thursday - 8:00 pm, Friday and Saturday Nights – 10 PM
2. The permittee 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.
3. If necessary, periodic public announcements should be made during the event to ask participants to be respectful of neighbors: no litter or loud noises outdoors. Please keep an eye out.

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. Before leaving make a final check: heating and lights must be turned off and doors locked. Exit lights are to remain on.
7. Please return the keys to the Jefferson Community Center office.

Insurance Requirements:

Insurance coverage is required for all permittees. A certificate of additionally insured must be provided and attached to this application, naming Westside Community Improvement Association as additional insured, for \$1,000,000.00 with no deductible.
Organization - Westside Community Improvement Association - PO Box 5315 Eureka, CA 95502
Site Address - Jefferson Community Center - 1000 B Street Eureka, CA 95501