

# Westside Community Improvement Association

PO Box 5315  
Eureka, CA 95502  
707.497.6280

## Application and Permit for Use of Jefferson Facilities

(Revised 12/26/2017)

**Site Address:**  
1000 B Street  
Eureka, CA 95501

**Mailing Address:**  
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 <sup>(1)</sup>: \_\_\_\_\_

*<sup>(1)</sup>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:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Billing Contact:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Billing Special Instructions:** \_\_\_\_\_

**Circle what applies to your organization and your event:**

Non-Profit Organization                      No    Yes                      If yes, Non-Profit ID# \_\_\_\_\_

Youth or Senior Organization              No    Yes

Admission Charged @ Event              No    Yes                      If yes, Price of Admission \_\_\_\_\_

Alcoholic Beverages @ Event              No    Yes

\_\_\_\_\_  
**(Signature required): 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)**

**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:

- \$50 per hour

**D. Indoor Imagination Playground <sup>(2)</sup>:** 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.

<sup>(2)</sup>*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.

- **Beverage → \$2 / person:** Coffee, tea, infused H2O station
- **Continental → \$5 / person:** Fruit, fresh baked goods, & beverages above.
- **Full Meal → \$12 / person:** Main dish, 2-3 sides, and beverages above.
  - Zero Waste for groups <75 (Please contact us for cost of Zero Waste for large events).

Use this section to calculate the total cost for your event @ Jefferson Community Center			
Classroom Rental (\$25 per hour per room)	# of rooms _____	# of hours _____	\$25 x #rooms x #hours = total _____
Main Auditorium Rental (\$50 per hour)	<i>Not Applicable</i>	# of hours _____	\$200 + \$100 x #hours = total _____
Imagination Playground (\$25 per hour per Associate)	# of Associates _____	# of hours _____	\$25 x #Associates x #hours = total _____
Beverage Service (\$2 per person)	# of People _____	Serve at what time? ____ : ____	\$2 x #people = total _____
Continental Service (\$5 per person)	# of People _____	Serve at what time? ____ : ____	\$5 x #people = total _____
Full Meal Service (\$12 per person)	# of People _____	Serve at what time? ____ : ____	\$12 x #people = total _____
Special Event Pricing (Pre-Approved by WCIA)			
			<b>GRAND TOTAL:</b> _____

**NO POLITICAL FUNDRAISING or ORGANIZING**

**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 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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
(For Staff Use Only)

**Reviewed and Approved by Board President**

\_\_\_\_\_  
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  
Site Address - Jefferson Community Center - 1000 B Street Eureka, CA 95501