



City of San Luis
Parks & Recreation Department
Facility Rental Information
Phone: (928) 341-8535 Fax: (928) 627-2326

Cesar Chavez Cultural Center **Gym**

I have read and understood the following fees, restrictions and regulations:

() A **\$200.00** deposit is required to hold the date of your event. This deposit will be reimbursed in full if the facility is left with no damages and clean-up is satisfactory. The facility will be inspected following your event. Tables & chairs should be wiped off and placed back, decorations and tape should be off the walls and the trash thrown outside inside garbage cans. Also any trash on the restrooms, hallway, main entrance and gym floors must be picked up. (Facility floors may be required to be mopped upon the discretion of Facility Supervisor) Any rental equipment placed by you must be taken out that night. If any rented equipment not belonging to our facility is left, it will be taken outside by our parks maintenance staff. (It is not our responsibility) You should receive your full or partial deposit two weeks after your event.

() Supervisors are not allowed to take any cash payments for extended hours. Any extra hours have to be authorized by Director/Assistant Director.

() A **\$60.00** per hour rental fee must be paid one month prior to your event. Fee includes the Parks and Recreation Employee who must be present at the time of your event to supervise proper use of the facility. This person will be there to open for your set up, to supervise throughout your event and for clean-up after the event. He/She will secure the building after the event. (City regulation states the event must end no later than 1:00 am) Supervisors will follow scheduled times unless authorized by Director/Assistant Director.

() OPTIONAL – A **\$200.00** fee will be charged if you would like to have someone other than yourself clean after the event. (Must be notified one month in advance)

() No kitchen area is available at the facility. As a fire hazard, we do not allow any candles to be lighted.

() A **\$25.00** alcohol permit must be purchased if alcohol will be served. Alcohol should not be served to minors. This permit is not valid for the sale of alcohol. (A special state permit must be purchased in order to sell alcohol) Alcohol can only be served in kegs (Maximum of 3 allowed). Glass bottles or aluminum cans are not allowed. Keep in mind not to use Champagne bottles as part of your decoration. If there will be a toast during your event, bottles must be stored by the Supervisor and will only be brought out for the toast. Once toast is finished, bottles must be immediately thrown outside or stored away. Clear cups are required for ALL drinks.

() Permit holder must check with Security Guard Agency of any restrictions on alcohol consumption.

() If you will have alcohol served during your event, the City also requires the permit holder to hire 4 security guards. If alcohol will not be served during your event, the City requires 2 security guards. Proof that the service has been contracted should be turned in 2 weeks before the event date. The guards must be uniformed, certified and bonded. The security guards must be present from the beginning to the end of the event. The security company hired must possess a current City of San Luis business license as well as insurance.

*****IMPORTANT*****

All fees set up time (decorations & music), event time, clean up time and security guard proof must be ready one month prior to your event date or your event will be cancelled.

Cancellation notice must be given at least one month before date of your event to receive your reimbursement.

Smoking indoors is prohibited!