

**CITY OF EL CAJON  
RONALD REAGAN COMMUNITY CENTER  
PERMIT PROCEDURE AND CONDITIONS OF USE**

**A. FACILITY PERMIT STATEMENT**

Facility use permits are issued in accordance with the policies outlined below as established by El Cajon City Council. All reservation documents must be signed and returned with the necessary deposits.

**B. QUOTE**

An event quote is an estimate of fees and **does not** constitute approval and/or reservation of facility.

**C. RESERVATIONS**

1. Reservations for the Ronald Reagan Community Center (RRCC) are granted via written permission of the Director of Recreation or designee and must be obtained at least two (2) weeks prior to the date of proposed use
2. Reservations may be made up to twelve (12) months in advance of desired use date.
3. Multiple and/or repeat reservations will be contingent upon the users previous care of property and equipment and observance of rules and regulations.
4. The balance of all fees and any special requirements are due two (2) weeks prior to the event date. If fees are not received by this time, the reservation(s) may be cancelled. Under special circumstances, the Director of Recreation may arrange an alternative payment plan subject to City Manager approval.
5. Reservations shall not imply nor constitute proprietary rights or benefits for the applicant.

**D. PERMITS**

1. All permits will be issued for RRCC and the specific use hours. It is the responsibility of the user(s) to ensure that unauthorized portions of the center are not disturbed in any way and that the premises are vacated as scheduled.
2. Usage must occur only during the allotted permit time. Permit schedules and charges will include time for preparation/set-up, event time and clean-up.
3. Authorization to use the building is subject to the observance of regulations. Permits may be revoked for violation of any regulation.
4. Hours of use, charges and any special requests such as additional custodial services, decorations, special equipment and/or exceptional services, shall be listed in writing in advance on the permit. The grounds, building or any part of the facility shall not be altered or changed without prior written approval.

**E. CANCELLATIONS**

1. RRCC reservations cancelled more than 60 days in advance of event will be charged 50% of their deposit. This fee will be deducted from the initial deposit collected. This policy applies to all groups.
2. Reservations cancelled less than 60 days prior to event may forfeit their entire deposit. This policy applies to all groups.
3. Notice of cancellation by the City will be given as far in advance as possible under the circumstances and all groups will receive a full refund of monies collected.

**F. FACILITIES**

1. Facilities and equipment must be left in the same condition as they were prior to the activity.
2. Groups using the RRCC will observe, obey and comply with all applicable City, County, State and Federal laws, rules and regulations.

**G. OPERATING HOURS**

Hours of operation for the RRCC are 6:00 AM to 12:00 Midnight, all use must occur within these operating times.

**H. SUPERVISION OF EVENTS**

1. City employee(s) will be present at all times during programs and/or activities. The City employee(s) on duty shall have complete authority over the facility, all equipment, participants and activities. The City employee(s) on duty shall have the authority to request changes in the activities or cessation of activities. The group(s) using the facility must comply with these requests or instructions. Facility Use Permit holders should consult with City employee(s) on duty with requests/needs.
2. A responsible representative of the group must be present at the facility during the entire event.

**I. MINORS**

Groups composed of minors shall be supervised at all times by two adults (21 years of age or older) per every twenty-five (25) juveniles. The facility use contract must be in the name of the adult responsible for the activity. Minors are defined as those under the age of 18, except in the case where alcohol is served, then minors are defined as those under the age of 21.

**J. SECURITY**

Activities that warrant the presence of one or more security personnel, as deemed necessary by the Director of Recreation, costs of such services shall be incurred by the group sponsoring the activity. Arrangements for security personnel will be facilitated by City staff, utilizing a licensed, bonded security agency to provide uniformed personnel. Fees for security personnel will be included in the facility use charges, as referenced in Section III G of the fee schedule. The number of security personnel will be determined by the Director of Recreation or designee.

**K. LIABILITY**

The City is not liable for accidental injury to persons or loss or damage of group or individual property.

#### **L. INSURANCE**

1. The City may require the applicant to submit a Certificate of Insurance and separate endorsement page naming the City as an additionally insured party when deemed necessary by the Director of Recreation at amounts and including verbiage required by the City.
2. If required, evidence of insurance must be provided to City staff two (2) weeks prior to the scheduled event date.

#### **M. DAMAGE**

User is financially responsible for any damage to or loss of City property. In case of damage or loss, a fee equal to the total replacement cost will be deducted from the deposit. If charges exceed the deposit, user will be invoiced for the difference.

#### **N. EQUIPMENT**

1. Portable bars, audio visual, public address and meeting equipment are available for a fee at rates established by City Council.
2. The use of public address or amplified sound equipment is limited to that provided by the City. If additional sound equipment is required, it will be the responsibility of the user to acquire and operate it. The use of additional sound equipment must be specified on the Facility Use Permit and is subject to the approval of the Director of Recreation or his/her designee. The sound level is subject to regulation by staff in order to comply with limitations established by City Ordinance.

#### **O. ANIMALS**

Only Certified Service Animals may enter the RRCC under supervision of their owners, all others are prohibited.

#### **P. VEHICLE PARKING**

Parking is allowed only in marked or authorized parking areas.

#### **Q. SMOKING**

The City of El Cajon is a smoke free City (E.C.M.C. Section 8.32.025), therefore smoking is prohibited both inside and outside RRCC.

### **FOOD AND ALCOHOL REGULATIONS**

#### **A. PERMITS**

1. The service of alcoholic beverages is allowable and must be indicated on the permit. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with California state law and City policy.
2. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulation of the State of California Alcohol Beverage Control Department. Any groups using the RRCC will be solely responsible for obtaining all required permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises. Alcohol service cannot exceed 6 hours of service and all alcohol service must end thirty (30) minutes prior the end of the event.
3. Evidence of required permits, licenses or insurance must be provided to RRCC staff two (2) weeks prior to the scheduled event.
4. Injuries caused to any person(s) as a result of alcoholic beverage consumption on City premises, or as a result of alcohol being available on City premises, shall be the sole responsibility of the organization, its' sponsor and representatives.

#### **B. MINORS**

No alcoholic beverage shall be served to any minor person under 21 years of age. Injuries caused to any person as a result of alcoholic beverages being served to or consumed by a minor on City premises, or arising off the City premises as a result of alcohol being available on City premises, shall be the sole responsibility of the organization, its' sponsor(s) and/or adult representative(s).

#### **C. FACILITIES**

1. Food and refreshments, including alcoholic beverages, will be permitted in certain designated areas as determined by the Director of Recreation or designee.
2. All alcoholic beverages must be removed immediately from the premises following the approved function.

#### **D. DEPOSITS**

Any function where alcoholic beverages will be permitted will require an additional cleaning/security deposit, as per fee schedule.

#### **E. GLASS CONTAINERS**

The use of glass bottles for beer, ale or soft drink beverages is prohibited in the RRCC. Glass containers for wine, champagne and liquor are acceptable for bar use only and must be opened outside in the loading dock area.

#### **F. FOOD**

1. All food served, catered or otherwise, must comply with City, County and State Health Ordinances, codes and/or other regulations.
2. Only El Cajon business licensed caterers or those obtaining a license prior to the event, may be used. Caterers must furnish proof of liability insurance and Health Permit. All caterers' names and addresses shall be provided to the Director of Recreation upon request. Menus and prices shall be arranged between the caterer and user.
3. If a group wishes to prepare and serve food using City facilities and equipment, a City employee may be assigned and a staff fee charged to oversee the kitchen operation.
4. If a group wishes to prepare food in advance and provide table service, City staff will not be necessary. Warming ovens and refrigerators are available with payment of the kitchen use fee.

#### **G. EXCEPTIONS:**

Applicants who request an exception to this policy must submit a written request to the Director of Recreation. Upon review, the Department shall refer the request and its recommendation to the City Manager for final determination. If the requesting party wishes to protest the decision of the City Manager, the applicant may appeal to the City Council. Requests for exceptions to fees must be submitted to the Director of Recreation for City Manager review and City Council action. Staff is not empowered to consider exceptions to the Fee Schedule.