

## FACILITY RENTAL GUIDE



### North Natomas Community Center

2631 New Market Drive, 95835 • (916) 808-5146 • [nncc@cityofsacramento.org](mailto:nncc@cityofsacramento.org)

## How Do I Reserve a Facility?

### Step 1: Check Facility Availability and Tour Facility

- Submit a Facility Rental Inquiry Form found at [cityofsacramento.org/nncc](http://cityofsacramento.org/nncc)

### Step 2: Application Process

- Submit a completed application to [nncc@cityofsacramento.org](mailto:nncc@cityofsacramento.org)
- Provide a valid Photo ID (California ID or CDL)
- Sign a pending contract, payment of deposit and/or fees required via ActiveNet or at a Paypoint location

### Step 3: Payment of Deposit & Fees

- Deposit due with the completed application
- Email the pending contract to [nncc@cityofsacramento.org](mailto:nncc@cityofsacramento.org)
- Pay deposit and/or fees required via ActiveNet or at a Paypoint location:
  - South Natomas Community Center (2921 Truxel Road, Sac 95833)
  - Sam & Bonnie Pannell Community Center (2450 Meadowview Road, Sac 95832)
  - Coloma Community Center (4623 T Street, Sac, 95819)
- Sign completed contract

### Step 4: Payment of Remaining Fees & Proof of Insurance

- Payment of remaining fees can be done at a Paypoint center or online
- All remaining fees and additional documents due 60 days prior to the event
- Provide proof of insurance, if required

# THINGS TO CONSIDER

## Deposits/Fees

Deposits are required at the time of booking the reservation. All remaining fees are due 60 days prior to the event. Any payments made less than 30 days of event date, must be paid with a VISA, MasterCard, Discover, American Express, cash or cashier check.

<b>Ballroom</b>	\$250.00 per hour
<i>(4 Hour minimum rental)</i>	
Room Deposit	
• Standard	\$500.00
• With Alcohol	\$750.00
<b>Warming Kitchen Add-On*</b>	\$40.00 per hour
Deposit	\$100.00
<b>Facility Add-Ons*</b>	<b>Fees</b>
Patio	\$75.00 per hour
Lawn Rental	\$75.00 per hour
Patio Fireplace	\$25.00 per hour
<b>Additional Fees</b>	<b>Fees</b>
Security Guard(s)	<i>4 hour minimum</i>
• Per Guard	\$22.00 per hour
• Per Guard (over 8 hours)	\$33.00 per hour
False Alarm	\$350.00 per alarm
Fundraising Permit	\$50.00 flat fee
Alcohol Surcharge	\$50.00 flat fee
<b>Capacity</b>	
Banquet: 350	
Square Feet: 8,000	

## Cancellation Policy

All cancellation notifications must be submitted, in writing, to [nccc@cityofsacramento.org](mailto:nccc@cityofsacramento.org).

Revisions to reservations must be made, in writing, no less than 10 days in advance.

Cancellations made less than 30 days in advance of the event will forfeit all room rental fees. Cancellations made more than 30 days and up to 50 days in advance will be charged a \$350 cancellation fee. Cancellations received 51, or more days in advance of the reservation date will be charged a \$175 cancellation fee.



## Refund Policy

Any refunds due will be processed and mailed within 21 business days of the event or cancellation. Payments made by Cash or Check will be refunded by Check. Payments made by Credit Card will be returned to the original credit card processed for fees within 10 business days.

\*All add-on facilities and spaces must be rented for the entire duration of the event.

# THINGS TO CONSIDER

## Alcohol

Serving alcohol must be listed on the Request for Facility Use. There are additional permits that are required.

An ABC license is required if you are going to sell alcohol at your event. ABC will issue one-day permits to non-profit groups who wish to sell alcohol at fundraisers. Approval for the permit must be granted by the City of Sacramento Police Department prior to going to ABC. ABC will not issue permits to private citizens or groups.

A caterer with a liquor license may serve alcoholic beverages at events held by private citizens or groups.

Alcohol may be consumed without an ABC license when there is no monetary exchange for the beverage. If alcohol is found/consumed without proper permitting/authorization, the event can be cancelled and all deposits forfeited.

## Insurance

### (New Requirements as of 9/2021)

Liability Insurance in the amount of \$1 million is required for all City of Sacramento facility rentals. A certificate of insurance must be filed with the Permit Office 10 days before the event. The City of Sacramento requires all certificates of insurance to be submitted on a standard ACORD form. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" as additionally insured must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011. If alcohol will be served, a liquor liability endorsement is required.

If you do not have insurance, the City of Sacramento's insurance broker can place coverage for most events at reasonable rates. For more information, please contact Risk Management at (916) 808-5556.

## Security

A security guard is required for any activity that will be attended by 75 or more people or deemed high-risk. If alcohol is permitted, an additional guard will be required. The City requires one security guard per 75 guests or portion thereof.

Security will arrive a half hour before your activity start time and stay a half hour after your guests depart. There is a four hour minimum requirement for security. Security is contracted through the City of Sacramento. In some cases, the hiring of officers from the Sacramento Police Department may be required in order to complete your reservation.

## Day of Event City Staff

A Building Monitor will be on duty for the duration of your event. The City staff will open the facility, and provide information and direction. They are not available to serve, decorate, or be involved in the event. The Building Monitor is authorized to enforce all facility use rules and regulations.

## Clean-Up & Deposits\*

The renting party is responsible for the following:

- ◆ Tables must be cleared of all items such as table linens, dishes, decorations, wiped down and taken down.
- ◆ Trash must be placed in lined receptacles provided then emptied in the trash carts provided by the facility. If large trash does not fit in the receptacle, must be taken to the trash dumpsters located near the Aquatics Center building. Boxes must be broken down before being placed in the cart or dumpster. The Building Monitor will provide additional trash liners if needed.
- ◆ Renter is responsible for proper disposal of **Organic waste** in designated organic waste bins.
- ◆ All decorations must be removed from the facility.
- ◆ The kitchen area must be thoroughly cleaned and returned to its original level of cleanliness. This includes all work areas, ovens, stoves, refrigerators, sinks, and floors.
- ◆ Tables and chairs stacked with staff support.

***\*The facility should be free of debris and spills. If excess trash, food, or spills are left on the floor, the room deposit will be withheld to cover the cost of the extra clean-up.***

## Decorations & Set-Up Time

The use of nails, tacks, scotch tape, staples, pins, etc, are not permitted. Painter's tape may be used on walls only, and must be removed after use. Taping anything to windows or the rock wall is not permitted. Decorations, and or any type of wire or cord may not be hung, tied, or draped on any light fixture inside or outside the facility. All decorations must be taken down and removed from the facility immediately after an event.

### The use of the following items are not permitted in City facilities at any time:

- Glitter
- Metallic Confetti
- Rice
- Birdseed
- Candles
- Open Flames
- Smoke Machines
- Helium Balloons

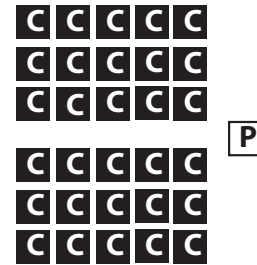
**The rental time must include all the time necessary for decorating and clean up.**

## Tables and Chairs

Table and chairs to seat up to 300 attendees are provided and will be set-up by community center staff. Consult with the community center if your event requires additional seating. Set-up diagram must be submitted at least 7 days prior to the event. Tables and chairs are not to be taken outside.

## Table Set Up Options

**C** Chair   **P** Podium



Theatre Style



Banquet Style

### Mayor & Council

Mayor Darrell Steinberg  
 Councilmember Lisa Kaplan – District 1  
 Councilmember Shoun Thao – District 2  
 Councilmember Karina Talamantes – District 3  
 Councilmember Katie Valenzuela – District 4  
 Councilmember Caity Maple – District 5  
 Mayor Pro Tem Eric Guerra – District 6  
 Councilmember Rick Jennings, II – District 7  
 Councilmember Mai Vang – District 8

### City of Sacramento

City Manager Howard Chan

### Parks & Recreation Commission

Mayoral Rita Gallardo Good  
 Council District 1 Odet Ford  
 Council District 2 Gordon Lew  
 Council District 3 Robbie Robbins  
 Council District 4 Louis Hermann  
 Council District 5 Lindsey King  
 Council District 6 Chair Victoria Vasquez  
 Council District 7 Joe Flores  
 Council District 8 Vice Chair Jeanine Gaines  
 At-Large Cyera Boone  
 At-Large Nicole Kangas  
 At-Large VACANT

### Youth, Parks, & Community Enrichment

Jackie Beecham, Director



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