



City of Vacaville | Parks and Recreation Department Rental Conditions and Information

The Parks and Recreation Department has a variety of facilities available for all your rental needs. For availability or to schedule a viewing appointment please call (707) 469-4020 or email RecWeb@cityofvacaville.com

Georgie Duke Sports Center	720 E Monte Vista Ave,
McBride Center	91 Town Square Place
Three Oaks Community Center	1100 Alamo Drive
Ulatis Community Center	1000 Ulatis Drive
Ulatis Gardens	1000 Ulatis Drive
Three Oaks Community Center	1100 Alamo Drive
Vacaville Performing Arts Theater	1010 Ulatis Drive
Walter V. Graham Aquatic Center	1100 Alamo Drive
Park Picnic Areas	Various Locations
Sports Fields	Various Locations

I. GENERAL CONDITIONS

The following rental conditions and policies apply to all rentals made at any facility by a rental applicant (RENTER) with the City of Vacaville Parks and Recreation Department (CITY):

A. TERMS OF RENTAL

1. General:

- a. Facility Rental applications may be submitted by email, mail, or in person at the Ulatis Community Center or Three Oaks Community Center. **Completing a rental application does not guarantee a reservation. Facility rentals are not reserved until payment is made to and accepted by CITY.**
- b. All individuals applying for renting a CITY facility must be twenty-one (21) years of age or older (hereafter "RENTER").
- c. Reservations for activities involving minors require chaperones. For every ten (10) minors using/occupying the rental facility, not less than one (1) adult chaperone must be present at all times during the event or activity.
- d. The RENTER assumes full responsibility for the conduct of all guests at their function and ensures all guests exit the facility at the end of the rental time.
- e. No food or alcohol is permitted in common areas such as lobbies, hallways, restrooms, carpeted areas, or outdoor facilities unless specified in a CITY rental agreement.
- f. Smoking is not permitted inside the buildings. RENTER must ensure that smoking occurs outside, at least twenty (20) feet away from any buildings. If patios or other outdoor areas are used for smoking, RENTER will ensure that the area is left clean. RENTER will be billed for cleaning if deemed necessary by CITY. NO smoking is permitted in any CITY park unless otherwise posted.

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- g. No advertising shall be exhibited, and no solicitation may occur, in the rental building or on CITY grounds.
- h. Sub-leasing or transferring rental to another individual or party is strictly prohibited and automatically void.
- i. Available parking is not guaranteed and may be limited.
- j. Non-fixed equipment such as microphones, coffee pots, extension cords, projectors and projector screen, or any other equipment available for checkout, and instructions for reserving the equipment will be provided to the RENTER at the time the rental contract is signed with CITY. Equipment is available on a first-come basis and is not guaranteed. Inventory is limited and available to any and all renters utilizing the facility on the event date. In the event CITY cannot accommodate a specific request, CITY facility staff may make substitutions with similar equipment.
- k. All equipment brought in by RENTER must be removed from the rental facility during the time allotted in the rental contract.
- l. The CITY is not responsible for loss, damage, or theft of any items during or left by the RENTER, the RENTER's guests, any third parties, or any services contracted by the RENTER.
- m. RENTER must furnish RENTER's own supplies for decorating (i.e., scissors, tape, etc.).

2. PAYMENT

- a. Minimum required payment of fees/deposits must be paid at the time of application approval in order to hold reservation.
- b. Payments for rentals may be in the form of a check, cash, or credit card. Checks shall not be deemed paid until such checks clear payment at a bank. RENTERS shall be assessed a non-sufficient fund (NSF) fee if any check fails to clear payment and CITY is assessed an NSF fee for such failure.

3. RENTAL TIME

- a. Set-up/preparation and take down/cleanup must be done within the approved rental time. RENTER will be billed 1 ½ the regular hourly rate (in increments of thirty (30) minutes) for any cleanup extending past the ending time specified in the contract.
- b. Facilities will not be opened or available prior to the times indicated on the rental contract.
- c. Delivery of supplies and/or equipment will not be accepted prior to the beginning time indicated in the contract.

4. PHOTOGRAPHY

- a. The CITY reserves the right to photograph and record activities and program participants for potential use in advertising brochures and the CITY's web page, including but not limited to, any individual's image, picture, photograph, silhouette, and any other reproductions of said individual's physical likeness and sound (hereafter "photos"). All photos will remain the property of CITY. CITY shall have all rights under the law to unlimited distribution, advertising, promotion, exhibition, and exploitation of the photos by any method or device currently in existence or may be created or used in the future.

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B. CITY SERVICES PROVIDED

1. A CITY attendant will be on duty during the event at all indoor facilities. The attendant will open the facility, conduct a pre and post facility walk-through, and close the facility at the end of the rental. The attendants will not be available to serve, decorate, or participate in the event.
 - a. The CITY attendant may, but is not required to, assist the RENTER with small requests (i.e., minor adjustment of tables, extra furniture or equipment if available). RENTER may not move any CITY furniture, equipment, or artwork (hereafter “items”) and will be held liable for damages resulting from unauthorized movement of items.
 - b. Operation and adjustment of all fixed equipment, including lighting, sound, and temperature control systems, is the responsibility of Parks and Recreation Staff. RENTER is forbidden from adjusting or operating any piece of fixed equipment and will be held liable for damage occurring from unauthorized usage.
 - c. Theater light configurations (Assembly Hall at Three Oaks Only) may be changed for special functions *only* when arrangements are made thirty (30) days prior, or at the time the contract is signed. Fees may be assessed for this service.
2. Tables and chairs provided by the CITY will be set up and taken down by CITY staff. CITY will provide one initial set-up. Any changes to the set-up are subject to approval by the CITY attendant and may result in an additional charge to the RENTER.
 - a. A room diagram illustrating the desired set-up for the contracted space along with a facility equipment request must be submitted at least two (2) weeks prior to the scheduled event.
 - b. It is the responsibility of the RENTER to set-up any tables, chairs, or other equipment rented from an outside vendor during their paid rental time. Any facility damage incurred during rental by RENTER, guests of RENTER or vendors hired by RENTER will be deducted from the Cleaning and Damage Deposit. Any damages or required cleaning costs exceeding the deposit amount, will be billed to the RENTER.
 - c. Under no circumstances is any CITY equipment to be removed from the building. RENTER will be liable for the cost to repair and/or replace CITY equipment lost or damaged while RENTER rents the facility where said equipment is located.
3. The CITY is responsible for the facility, equipment, and staff only. CITY does not provide a “coordinator” to help plan, decorate, or organize the event.

C. DECLINED APPLICATIONS

Rental applications will be automatically declined under the following conditions:

1. The applicant falsely represents information requested in application.
2. The application is not complete.
3. The application is for a large event or program with a youth target audience, such as a teen dance, unless the applicant is a legal entity that works with or serves youth (i.e., the School District, PAL, Boys and Girls Club).
4. The applicant intends on raffling, selling, or displaying firearms, tobacco, marijuana, or other controlled substances.

D. DEPOSITS

1. A Cleaning and Damage Deposit is required of all rentals.
 - a. Exceptions may be made for government organizations and government meetings held in rooms with a capacity of 100 or fewer where no food is served.

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2. The Cleaning and Damage Deposit is refundable unless an event causes the need for:
 - a. Cleaning procedures which are beyond the scope of normal maintenance;
 - b. Repairs or replacement due to structural or equipment damage; or
 - c. Additional services (e.g., the event exceeds the terms of the contract, including timeframe), in which the deposit may be used, in part or in full, to pay for these services.
3. A facility inspection will be conducted prior to the start of the rental and immediately following the event by the CITY and RENTER to determine the condition of the facility, including the assembly areas, restrooms, kitchen, and exterior areas.
4. If all cleaning requirements are met, no damage occurs, and the rental does not exceed the terms of the contract, the CITY representative will refund the Cleaning and Damage Deposit.
5. Unscheduled changes to set up on the day of the event may result in forfeiture of the Cleaning and Damage Deposit.
6. CITY shall be entitled to a minimum of fifteen (15) working days for processing of deposits or refunds.

E. ALCOHOLIC BEVERAGE POLICY

1. Consumption of alcoholic beverages is prohibited within the CITY community centers and parks without specific prior written permission. The RENTER assumes responsibility for the consumption of alcohol by any of the guests at their function. The CITY must approve the consumption of alcohol thirty (30) days prior to the function date or at the time the contract is signed. Any adjustment made to include alcohol on an existing permit will result in additional fees and require a new contract to be signed.
2. Alcohol is not permitted at any youth oriented event or celebration of a minor (i.e., quinceañera, baptism, any birthday or graduation celebration for someone under twenty-one (21) years of age, etc.) or at any rental at the Aquatics Complex.
3. Liquor, liqueurs, beer, cocktails of any type (i.e., any alcohol mixed with any non-alcoholic drink such as, but not limited to, mimosa or any sports drinks), and wine are all prohibited without CITY approval. A “champagne toast” is also considered serving of alcohol, and all rules apply.
4. The RENTER assumes full responsibility for the conduct of their guests at the function.
5. Consumption of alcohol by minors is prohibited at all times.
6. If alcohol is sold or served as part of an admission price, the RENTER must obtain written permission from the CITY Facility Rental Representative, CITY Police Department, signed by the Chief of Police or his/her designee, and an ABC license is required.
 - a. Alcoholic Beverage Control (ABC) licenses are only available to non-profit organizations registered with the State of California.
 - b. A copy of the ABC license must be submitted **thirty (30) calendar days** prior to the rental event.
 - c. ABC will issue one-day permits to groups who wish to sell beer, wine, or distilled spirits at fundraisers.
 - d. ABC Application Forms can be found online at <https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>.
 - e. The ABC license or permit must be prominently displayed during the event.
 - f. The CITY attendant is required to check the ABC license or permit prior to allowing alcohol to be served.
7. It is the RENTER’s responsibility to comply with all ABC regulations. Failure to comply is an automatic violation of the rental contract and will result in immediate termination of the rental event without any recourse.

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8. Alcoholic beverages require additional insurance unless provided and served by a licensed caterer. The caterer’s insurance will be considered adequate if the amount of the coverage is sufficient and there is an insurance rider specifying the date(s) and location of the event that is being covered. **The caterer’s insurance only covers the alcohol beverage, not the facility.**
 - a. If serving only, HOST liquor liability insurance is required.
 - b. If selling, additional general liability insurance with liquor liability is required.

F. SECURITY

1. Security is required, at the RENTER’s expense, for any of the following rental conditions and/or at the staffing ratios indicated in the table below:
 - a. When alcohol is served; or
 - b. Teen events; or
 - c. Events that have an occupancy of more than one hundred fifty (150) guests, regardless of whether alcohol is served or the nature of the rental event; or
 - d. At the discretion of the Department Head or designee.
2. The CITY Facility Rental Representative may arrange security guards on behalf of the RENTER at RENTER’s written request. The RENTER must pay the security guard charges at the time the rental contract with CITY is signed, or thirty (30) days prior to the rental event date.
 - a. RENTER is responsible for all security costs required for rental events.
 - b. The CITY observes all legal holidays. On the rare occasion that an event is approved on a holiday (pending CITY staff availability), required security will be charged at a rate of 1 ½ hours of the regular rate per guard.
3. RENTER may hire RENTER’s own unarmed security company or license security personnel.
 - a. All security personnel must be uniformed licensed security officers who are registered through the California Bureau of Security and Investigative Service.
 - b. RENTER must present valid security guard contract and valid security guard card at least thirty (30) days prior to rental date.
 - c. Contracted security guard/company may not be a guest of the event or related to the RENTER or event organizer.
4. Additional security guards may be required as determined by the CITY Facility Rental Representative or CITY Recreation Supervisor.
5. Security guards must be present from the time the rental event begins until the RENTER and all RENTER’s guests exit the facility.
6. Security guards cannot be off-duty police officers from surrounding cities. The number of guards must be hired based on the following attendance chart:

<u>Number of Guests</u>	<u>Number of Guards</u>	<u>Number of Guests</u>	<u>Number of Guards</u>
0 – 150	2 Guards	451 – 550	6 Guards
151 – 251	3 Guards	551 - 650	7 Guards
251 – 350	4 Guards	651-750	8 Guards
351 – 450	5 Guards	751-850	9 Guards

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7. For all teen/youth dances, uniformed City of Vacaville Police Officers are required. The number of officers required will be based on the number attending the event.
 - a. Two (2) officers and Four (4) security guards will be required when guests are up to one hundred fifty (150) in attendance.
 - b. For each additional one hundred (100) guests (151-250; 251-350, etc.) one (1) additional officer and one (1) additional security guard is required.

G. INSURANCE

1. Proof of Certificate of Liability Insurance in the amount of at least one is required for most events with an endorsement naming the CITY as an additional insured.
 - a. RENTER must contact their Insurance Company to issue a "Certificate of Insurance" (COI) for General Liability coverage including property damage, bodily injury and personal and advertising injury at a minimum of one million dollars (\$1,000,000 per occurrence).
 - b. The certificate must:
 - i. List the CITY as the certificate holder with address 650 Merchant St., Vacaville CA 95688
 - ii. Reference the Event Date (refer to the contract)
 - iii. Reference the Event Location (refer to the contract)
 - iv. Applicant must be listed as the insured on the COI
 - v. General Liability Coverage must be listed for at least \$1,000,000 per occurrence. \$2,000,000 aggregate
 - vi. NOTE: See section G.2.b below for requirements if there will be alcohol
 - c. Include an "Additional Insured Endorsement"
 - i. Listing the City, its officers, officials, employees, and volunteers as additional insureds
 - ii. Be a separate endorsement at least as broad as ISO Form CG 20 10 11 85
 - iii. Listing the General liability insurance policy number from the COI
2. When alcoholic beverages are served, sold, or included in the event, the applicant is required to carry both General Liability Insurance (\$1,000,000 per occurrence minimum), and alcohol coverage in the form of either Host Liquor Liability (supplying alcohol at no cost) or Liquor Liability (if selling alcohol – the applicant or licensed caterer must also provide a valid liquor sales license) covering the sale of alcohol.
 - i. **Host Liquor Liability** shall be included in the General Liability coverage or purchased as a separate policy and shown on the COI for at least \$1,000,000 per occurrence
 - ii. **Liquor Liability** covering the sale of alcohol in the amount of \$2,000,000
 - iii. The Certificate of Insurance (COI) MUST:
 - a. List the City as the certificate holder, with address - 650 Merchant St., Vacaville, CA 95688
 - b. Reference the Event Date (refer to contract)
 - c. Reference the Event Location (refer to contract)
 - d. Applicant must be listed as the insured on the COI
 - e. List the applicable alcohol coverage (Host or Liquor liability) (\$1,000,000 - \$4,000,000)
 - i. For Liquor Liability coverage must list City of Vacaville having additional insured status

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3. If utilizing a licensed caterer, the caterer's insurance will be considered adequate if the amount of the coverage is sufficient and there is a rider specifying the date(s) and location of the event that is being covered and lists the City of Vacaville as having additional insured status. **The caterer's insurance only covers the alcohol beverage, not the facility.**
 - a. The RENTER must comply with all requirements under Section E.6, A-F.
4. Events NOT requiring liability insurance must meet all the following requirements:
 - a. Less than one hundred (100) people; and
 - b. A meeting with little to no activity where no food or beverages are served or sold.
5. Picnic rentals do not require liability insurance.
6. CITY staff can provide the RENTER with instructions to purchase a Single Event Insurance policy through **Event Insurance Now** (<https://cip.eventinsurancenow.com>).

H. NON-PROFIT REQUIREMENTS

If applicant is seeking a discount as a non-profit, they must comply with the following requirements:

1. Proof of non-profit status must be submitted with application. Organization must present government issued documentation of non-profit tax-exempt status (i.e., State letter);
2. Organization must operate, conduct regular meetings, serve the Vacaville community, or have an office within the boundaries of the CITY; and
3. Use of non-profit status for purposes of a rental discount may only be used for rental by the non-profit for an event or program operated by the non-profit.

I. REQUIRED CLEAN UP

1. RENTER is responsible for the following:
 - a. All decorations must be completely removed before leaving the building or site. All tape must be completely removed from tables, walls, and fixtures.
 - b. All tables must be cleared of all items, such as table linens, dishes, decorations, food, garbage, kitchen must be fully emptied etc. All tables and chairs must be wiped down.
 - c. All trash must be collected from the space(s) contracted as well as the lobby, perimeter surrounding the facility and parking lot, and properly disposed of in the outside dumpster or garbage cans (if an outdoor location). All trash bags must be tied off or sealed.
 - i. Boxes must be broken down before being placed in the designated garbage or recycling bins/dumpsters.
 - d. All spills must be mopped up.
 - e. RENTER must wipe down, and clean as necessary, all kitchen surfaces. Surfaces include counters, sinks, dishwashers, ovens, stove tops, tables, and refrigerators.
 - f. Coffee pots must be cleaned out and all parts placed inside, then returned to the facility attendant at the front counter. Coffee grounds must be placed in the trash.
2. All or a portion of the cleaning and damage deposit may be deducted if the facility and the surrounding areas require additional cleaning beyond the scope of normal cleaning.
3. Damages will be charged based on the severity of the damage, replacement value, and labor hours.

J. CANCELLATIONS & CHANGES TO RENTAL

1. All changes (cancellation, reschedule, adjustments) to contracts must be made in writing no less than thirty (30) days prior to the event.

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- a. Changes to the rental, including but not limited to, changing time, location, room set-up, or number of guests, must be made to the Facility Rental Representative, in writing, at least thirty (30) days prior to the event. If necessary, fees will be adjusted and must be paid at time of adjustment.
 - i. Changes made less than thirty (30) days prior to the event may not be accommodated.
 - ii. Each change may require a minimum of \$30 adjustment fee. Additional fees may be charged.
2. Any cancellation or rescheduling of an event is subject to a fee as follows:
 - a. Cancellation of confirmed rentals will be subject to the following conditions and fees:
 - i. More than 180 days' written notice in advance of the scheduled date, full refund issued.
 - ii. 31 to 180 days' written notice, 50% of the rental fee retained.
 - iii. Less than 30 days' notice, 100% of the rental fee retained.
 - b. Rescheduling an event is subject to a 15% processing fee when done less than 90 days in advance.
 - i. If a rescheduled event is subsequently cancelled, the cancellation policy and fees above will be applied to the ORIGINAL contract date.
3. Fees will not be refunded for rental times not used.
4. In the event of any force majeure (including, but not limited to, acts of God, undesirable weather, park closures, strikes, failure of carrier or utilities, or any other cause or damage that is reasonably beyond the CITY's control), the CITY will not be responsible for any interruption to the event.
5. The CITY reserves the right to cancel a scheduled event without refund if the RENTER does not meet contractual terms or falsely represents information on the application.
6. The CITY reserves the right to close a park or facility due to unsafe conditions or inclement weather.

II. INDOOR FACILITY RENTAL CONDITIONS

The following rental conditions and policies apply to all rentals made by a rental applicant (RENTER) and the City of Vacaville Parks and Recreation Department (CITY) at the following locations:

- Ulatis Community Center
- Three Oaks Community Center
- McBride Community Center
- Georgie Duke Sports Center
- Vacaville Recreation Center
- Vacaville Performing Arts Theater

In addition to the information in section I. **GENERAL CONDITIONS**, the following conditions apply to all rentals for indoor facilities identified above:

A. APPLICATION PROCESS

1. Applications for indoor facilities may be emailed to recweb@cityofvacaville.com, submitted over the phone, or you may make an appointment by calling 707-469-4020 to complete the application in person.

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2. Rentals for a specific date are accepted on a first come, first served basis and may be made a maximum of one (1) year in advance of the use date and a minimum of thirty (30) days prior to the use date.
 - a. Permission for consecutive dates, more than three (3), must be requested in writing to a Facility Rental Representative.
3. A rental is considered confirmed **ONLY** after all payments and documentation have been received by the CITY and a permit has been issued.

B. TERMS OF RENTAL AND RESTRICTED USE

1. Indoor rental facilities are available for use, including set-up and clean-up times: Monday through Sunday from 8:00 AM – 1:00 AM. Event activities and guest attendance must conclude by 12:00 AM (midnight).
2. Indoor facilities are closed on all City Holidays. Reservations may be accepted for the following days if staffing is available:
 - a. New Year's Eve, New Year's Day, Easter, Juneteenth, Independence Day, Thanksgiving, Christmas Eve, and Christmas Day
3. Barbequing or any outdoor cooking adjacent to the rented facility requires advanced written approval from the Facility Rental Representative, or the assigned designee, and is restricted to specific areas outside the facility.
4. Decorations must be fireproof or made of fire-retardant materials and cannot cover or obstruct exits.
 - a. Candles, open flame, and pyrotechnics of any kind may not be used in or around facilities.
 - b. Tacks, nails, screws, staples, pins, etc. are not permitted.
 - c. Cellophane, adhesives, duct tape, scotch tape, or any other devices or items which may or may not leave residue are prohibited on walls, woodwork, windows, and furniture. Masking tape and painters tape may be used and must be removed after use.
 - d. No decorations of any type may be hung, tied, or draped on any light fixture, overhead beam, structural element, or from the ceiling inside or outside the facility without written permission from the CITY Facility Rental Representative.
 - e. Decorations must be taken down and removed by RENTER from the facility immediately after an event.
 - f. Balloons must be secured and weighted when used and must be removed by the RENTER.
 - g. Balloons may not be released inside or outside the facility.
 - h. The use of glitter, confetti, rose petals, straw, hay, silly string, birdseed, window frosting, fog machines, rice, bubbles, and sand are expressly prohibited.
5. Set-up diagrams must be submitted at least 2-weeks (14 days) prior to the event.
6. Tables and chairs are not to be taken outside by the RENTER.
7. The CITY does not allow a revolving occupancy or "in and out" of the facility due to security reasons. The number of guests identified on the rental contract must reflect the total number of guests expected at the rental event.
8. Commercial kitchen may be rented for an additional fee (Ulatis and McBride). NOTE: Utensil, cookware, silverware, dinnerware, towels, potholders, sponges, etc. are **NOT provided**.
9. Storage facilities are not available to RENTER before or after functions.

III. PICNIC RENTAL CONDITIONS

Picnic rentals may be reserved for the following locations:

• Andrews Park	• Lagoon Valley Park	• Pena Adobe Park
• Arlington Park	• Magnolia Park	

In addition to the information in SECTION I. **GENERAL CONDITIONS**, the following conditions apply to all picnic rentals:

A. TERMS OF RENTAL

1. Picnic rentals may be completed during regular business hours at the Three Oaks Community Center, Ulatis Community Center, or McBride Center, or online (Andrews Park, Arlington Park, and Lagoon Valley Park)
2. An event is deemed a picnic rental if attendance does not exceed designated occupancy of the area(s) reserved, admission is not charged, and no food or other item is available for purchase.
3. Rentals for a specific date are accepted on a first come, first served basis, and may be made a maximum of one (1) year in advance of the use date and a minimum of seven (7) days prior to the use date.
4. A rental is considered confirmed only after all payments and documentation have been received.
5. Picnic rentals are available from 8:00 AM to 8:00 PM (rental times may be adjusted depending on time of year and sunlight hours).
6. No equipment, such as tents, canopies or inflatables may be staked into the ground.
7. Food trucks and caterers must submit proof of a CITY business license, a CITY temporary use permit, and a Solano County food handler permit, as applicable. When the rental application is submitted, food trucks and caterers must submit a letter of intent to explain their purpose, what they do, and the hours they will be on site. CITY will decide location of vehicle.
8. Vendors, such as trains, water slides, kiddie pools, etc., are not allowed.
9. Bounce houses may be permitted if located at Andrews Park and Pena Adobe Park if insurance is on file with CITY.
10. Barbeque grill embers must be completely extinguished and placed in an ash bin and removed from the park by RENTER. Ashes are not to be dumped in trash cans or on the lawn. Leaving embers on the lawn or in a container may result in forfeiture of security deposit.
11. Refunds will be issued in the event of rain.
12. Parking lots and/or parking spaces are not exclusive to any rental located directly next to or in the vicinity. Parking cannot be blocked off, saved, or in any way prevents public use.
13. Overflow parking at Peña Adobe is available when weather. In the event overflow is not available, vehicles may park in Lagoon Valley Park with a \$5/day park use pass. Vehicles must be parked in legally designated spaces.
14. CITY parks are regulated under Vacaville Municipal Code Title 12 Chapter 12.28. Copies are available at the CITY website:
<https://www.codepublishing.com/CA/Vacaville/#!/Vacaville12/Vacaville1228.html>.

IV. SPORTS FIELD RENTAL CONDITIONS

Sports field rentals may be reserved at the following locations:

• Al Patch Park	• Centennial Park	• Keating Park
• Arlington Park	• Irene Larsen Park	• Nelson Park

In addition to the information in section I. **GENERAL CONDITIONS**, the following conditions apply to all sports field rentals:

A. TERMS OF RENTAL

1. Applications for all sport field rentals may be emailed to RecWeb@cityofvacaville.com or submitted in person during regular business hours at the Three Oaks Community Center.
2. All park rules and regulations must be followed. Failure to do so may be cause for immediate cancellation of rental and request to vacate premises. Refunds will not be issued.
3. Rentals for a specific date are accepted on a first come, first served basis. Requests must be made at least two weeks (14 days) prior to the use date, for no more than four weeks of usage.
4. A rental is considered confirmed only after all payments and documentation have been received.
5. No equipment, such as tents or canopies, may be staked to the ground.
6. Sports Field Rental Requests
 - a. February through November
 - i. Fields are reserved on a first come, first served basis, post league and CITY use allocation.
 - ii. All rental requests must be approved by a Facility Rental Representative.
 - b. December through January
 - i. Fields are under maintenance and not available for rent during seasonal moratorium.
7. Refunds will be issued by the CITY Facility Rental Representative if a scheduled use is rained out or cancelled, due to the condition of the sports field.
8. In order to receive a partial refund, thirty (30) days' written advance notice is required. See Section J: Cancellation and Changes to Rental.

V. WALTER V. GRAHAM ACQUATICS RENTAL CENTER CONDITIONS

In addition to the information in section I. **GENERAL CONDITIONS**, the following conditions apply to all rentals made at the Walter V. Graham Aquatic Center.

A. TERMS OF RENTAL

1. Applications for all the Aquatics Center rentals may be emailed to RecWeb@cityofvacaville.com, mailed or submitted in person during regular business hours at the Three Oaks Community Center.
2. Rentals for a specific date are accepted on a first come, first served basis.
3. The CITY provides certified and trained lifeguards.
4. No alcohol is allowed during Aquatics Center rentals.
5. The number of guests identified on the rental contract must reflect the total number of guests, including both swimmers and non-swimmers.

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6. Children ages twelve (12) and under must be accompanied by someone sixteen (16) years or older.
7. Rental hours require a two (2) hour minimum and are subject to CITY staffing availability.

B. DECORATIONS

1. Decorations must be fireproof or made of fire-retardant materials and cannot cover or obstruct exits.
 - a. Candles, open flame and pyrotechnics of any kind are expressly prohibited.
 - b. Tacks, nails, screws, staples, pins, etc. are expressly prohibited.
 - c. Cellophane, adhesives, duct tape, scotch tape, or any other devices or items which may or may not leave residue are prohibited on walls, woodwork, windows, and furniture. Masking tape and painters tape may be used and must be removed after use.
 - d. No decorations or any type may be hung, tied, or draped on any light fixture, overhead beam, structural element, or form the ceiling inside or outside the facility.
 - e. Decorations must be taken down and removed from the facility immediately after an event.
 - f. The use of balloons, banners, glitter, confetti, rose petals, straw, hay, silly string, birdseed, window frosting, fog machines, rice, bubbles, and sand are not permitted.
 - g. Decorations must be approved by the Facility Rental Representative at least thirty (30) days prior to the event.

C. RULES & REGULATIONS

All pool rules and regulations must be followed. Failure to do so may be cause for an immediate cancellation of the rental and a request to vacate premises. Refunds will not be issued.

1. All guests entering the Complex are subject to visual inspections of purses, bags, backpacks, and coolers. Purses, diaper bags, and other small personal bags are allowed after visual inspection at the entrance.
2. Proper swim attire is required. No street clothes, cut offs, denim, or sweatpants permitted in the pool.
3. Coast Guard approved Lifejackets are available on a first come, first served basis.
4. Patrons wearing life jackets must be accompanied by an adult within arms' reach.
5. Animals and pets are not allowed.
6. Ceramic and glass containers are not allowed.
7. Children who are not toilet trained must wear swim diapers.
8. Smoking is not allowed.
9. Running or horseplay is not allowed.
10. Swim lanes are available for lap swim when swim tests are not being conducted.
11. No electrical outlets available.

VI. SPECIAL EVENTS



For any event held in an indoor facility, park, or outdoor facility that exceeds the designated occupancy, please refer to the special events process found here: <https://www.ci.vacaville.ca.us/government/parks-and-recreation/facilities/special-event-planning>.