

## West Sacramento Recreation Center Rental Guidelines

Requests are typically reviewed within two (2) business days and are subject to approval based on facility and staff availability. Specific policies include:

- Party Room: You must include and pay for set-up and clean-up in your reservation request, add additional time in reservation request.
- Private Pool reservations include 30 minutes of set-up and clean-up time; 2 hours in the water from 6-8 p.m.; access to Shipwreck Cove, Party Room can be added for an additional \$20/hr.
- Any changes to the rental must be submitted in writing prior to the rental date. If the change is approved, it must be signed and dated by both the renter and the Rental Coordinator. WSRC reserves the right to deny any change to the rental request. Email [recreation@cityofwestsacramento.org](mailto:recreation@cityofwestsacramento.org) for any changes.

**City Staff** A City facility attendant will be present in the building the entire duration of your event. The facility attendant will unlock the rooms for the renter. Any directions or instructions from that facility attendant are to be followed for the safety and security of the building and all its users. Please report any safety issues immediately to that person. The facility attendant has the authorization to stop or modify the event if deemed necessary or if the application information is found to be false. The facility attendant is not responsible for refunding rental deposit. An authorized representative must meet City staff at the beginning and end of your event for a facility pre and post inspection. Failure to return the facility to the condition it was found will result in forfeiture of all or a portion of your deposit.

**Renter and Guest Policies and Procedures** Renters and guests must follow the established WSRC rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

- Alcohol, smoking, vaping, or other tobacco or cannabis products are not permitted on WSRC grounds.
- Renter must be present during the entire event and will need to assist with admittance.
- Renter must have all guests enter their name on a sign-in form to verify their attendance.
- It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The renter is held liable for their group's actions including any damages or loses caused during rental to the WSRC.
- Rentals shall not infringe on or restrict the use of other facilities in the WSRC.
- Only music suitable for a public facility will be permitted. The volume is subject to control by the Manager on Duty as they use their best judgement.
- Any material (pamphlets, etc.) containing advertising must first be approved before distribution.
- The kitchenette in the Party Room shall only be available for use during the time period approved on the Rental Contract.
- The renter shall completely clean all surfaces, appliances, and equipment in the rental area.
- Glass is not allowed on the pool deck OR patio.

**Fees** Security Deposits MUST be paid within three (3) days from creation of invoice on your account. Rental Fees must be paid a minimum of two (2) weeks prior to event. Failure to pay deposit or fees may result in cancellation of any scheduled event. The rental will not be finalized until the full payment is received.

**Cancellations** Must be made at least 14 days in advance, and are subject to a cancellation charge. Cancellations less than 14 days in advance are non-refundable. Fees will not be refunded for reservation times not used. Refunds will not be issued for reservations not used due to undesirable weather.

**Set Up/Decorating** The renter is responsible for all setup and take down needed for your event within the allotted rental time. It is required to have table coverings for all indoor tables used during the rental. Carpenter/painters tape is the only item allowed for securing your decorations to the tables, walls, and windows. No staples, nails, or tacks. Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed inside or outside of the facility. Candles must be in a container; however we will not allow torches nor hibachis. User must furnish their own decorating supplies (i.e., scissors, helium, etc.).

**Breakdown/Cleaning** is to take place within the allotted time as indicated on the application. A checklist will be available at the start of your rental. It should be initialed as appropriate and presented during post-inspection. In order to receive a security/cleaning deposit refund, the renter must do the following:

- Leave the Recreation Center and surrounding area in the condition it was found. The renter may not come in early the next morning for clean-up, nothing can be left on the premises overnight.
- Sweep and mop the floor of indoor facilities.
- Put away all tables and chairs in Party Room.