



City of Grover Beach Parks and Recreation Department
154 S. 8th Street, Grover Beach, CA 93433 (805) 473-4580
To Reserve Online go to www.groverbeach.org



Building Facility Reservation Policies

How do I reserve the Ramona Garden Park Center or Grover Beach Community Center?

1. Reservations are on a first come, first serve basis, and can be made no more than 12 months in advance.
2. Applicants must be 21 years of age or older.
3. An online Reservation Request must be completed by the person responsible for the reservation, and submitted to the Parks and Recreation Department.
4. A full payment of the maintenance and security deposit is required to hold any facility reservation. The remaining usage fees are due at least twenty (20) business days prior to the reservation date. **NOTE: Events tentatively scheduled to be held at a City facility may not be publicized until the reservation has been approved by City Staff and all deposits have been paid.**
5. Any required paperwork (i.e. certificate of liability insurance, ABC license, etc.) must be submitted and approved at least twenty (20) business days prior to the reservation date. **No reservation is final until the group or individual submitting the application has paid all fees at least twenty (20) business days prior to the reservation date, and all required paperwork (i.e. certificate of liability insurance, ABC license, etc.) have been submitted to and approved by the Parks and Recreation Department.**
6. All set up and clean up must be completed within the times specified. There will be extra charges if you go longer than the time in your contract, including; but not limited to, additional rental fees, attendant fees, and possibly cleaning fees.
7. Hourly usage fees are calculated based on the times listed on your contract. No refunds will be given for rental time that is unused. If you are paying by the hour, usage fees for additional hours used that were not listed on your application will be deducted from your maintenance and security deposit following your rental. Additional usage fees are calculated in hourly increments.
8. All music must end by 10:00 p.m. All functions must end by 11:00 p.m., with all clean up completed by Midnight.
9. The Parks & Recreation Director may waive amenity fees or the security guard requirements for any group or individual applying for the use of a recreation facility. Applicants requesting a waiver must submit a letter stating their request to the Parks & Recreation Director at least two (2) months prior to the requested reservation date. Applicants will be notified in writing of whether their request was approved or denied. Under no circumstances will reservation fees or maintenance and security deposits be waived.
10. The Parks & Recreation Director may limit the reservations of any particular individual or group when such is necessary in the public's interest. On-going monthly reservations are permitted at the Parks & Recreation Director's discretion. A letter requesting use of a facility on a monthly basis must be submitted to the Parks & Recreation Director at least two (2) months prior to the first reservation date requested.
11. Use of a facility may be refused if a group or individual's previous facility rental history shows negligence and/or irresponsibility. Violation of any of the policies included in these attachments is sufficient grounds for revoking existing reservations and/or denying future use by the responsible group or individual.
12. The City of Grover Beach reserves the right to cancel any rental to address the immediate need of City government operations, the City's use during times of national or local emergency, or at any other time when pursuant to law such use of the facility is required. Nothing contained in these policies shall be deemed or construed in any way to limit the City's authority or right to exercise any or all powers for the utilization of any City facility.

What if I need to cancel my reservation?

1. Applicants who cancel their reservations more than thirty (30) business days prior to their reservation date will have all fees paid to that date refunded. Any refund due will be mailed within 2 - 3 weeks after the cancellation.
2. Applicants who cancel their reservations less than thirty (30) business days prior to their reservation date will be charged 25% of fee paid; up to a maximum of \$200.

How much of a refund will I receive following my reservation?

1. Your reservation deposit and maintenance and security deposit may be refundable in full, or a portion thereof, depending on the condition of the facility following your rental. If repairs, carpet cleaning, or additional janitorial service is necessary, any expenses will be deducted from your deposits. If your rental exceeded the time listed on your application form, additional usage fees will also be deducted.
2. If City staff, including Parks and Recreation Department, Public Works Department, Police Department or Five Cities Fire Authority personnel, are dispatched to your rental for any reason, you may be liable for the City's staffing expenses if you or your guests violate any of the policies listed within these attachments, fire/safety codes, or any local, State or Federal laws.
3. If your function is shut down by Parks and Recreation Department, Fire Department, or Police Department staff for any of the reasons listed above, there will be no refund of unused rental time.
4. Any expenses incurred in excess of the deposits you have paid will be billed to you following your rental date.
5. Any refund due will be mailed within 2 - 4 weeks following your reservation date.

Can alcohol be served or sold at my function?

1. The sale and/or consumption of alcoholic beverages is prohibited unless the applicant has received permission from the Parks and Recreation Department at least ten (10) business days prior to the reservation date.
2. Any sale and/or consumption of alcoholic beverages on the premises of a City facility shall be subject to the rules and regulations of the Alcoholic Beverage Control (ABC) Board.
3. If alcoholic beverages will be ***served or sold*** at your function, you will be required to pay for licensed private security guards. One guard for every 50 guests, or portion thereof, is required to remain on site from the time your party begins and your guests arrive until all of your guests have left the premises. A copy of your contract with a licensed private security guard service must be submitted to the Parks and Recreation Department at least ten (10) business days prior to the reservation date.
4. If alcoholic beverages will be ***served or sold*** at your function, you will be required to pay a mandatory cleaning fee for cleaning services performed by a professional janitorial service.
5. If any alcoholic beverage will be ***served or sold*** at your function, you are required to submit the following paperwork at least ten (10) business days prior to your reservation date to the Parks and Recreation Department:
 - a. A Certificate of Liability Insurance listing the City of Grover Beach Parks and Recreation Department as the "Certificate Holder" and also as "additionally insured" for the facility and date reserved for your function. Your policy must contain liquor liability. ***If your policy does not cover liquor liability it will not meet this requirement.*** Letters or other documents will not be accepted in lieu of a Certificate of Liability Insurance.
 - b. A copy of your Alcoholic Beverage Control (liquor) license (**only required if alcohol will be sold at your function**). You must have compliance with State Board of Equalization requirements, and approval from the Parks and Recreation Director at least ten (10) business days prior to your reservation date.

Can I have a live band or disc jockey at my event?

You may have a live band or disc jockey at your event under the following conditions:

1. You must receive permission from the Parks and Recreation Department at least ten (10) business days prior to your reservation date.
2. You will be required to pay for licensed private security guards. One guard for every 50 guests, or portion thereof, is required to remain on site from the time your party begins and your guests arrive until all of your guests have left the premises. A copy of your contract with a licensed private security guard service must be submitted to the Parks and Recreation Department at least ten (10) days prior to the reservation date.
3. All music must end by 10:00 p.m. and must obey local noise ordinances. If a City of Grover Beach staff member, including Parks and Recreation Department or Police Department personnel, direct you, your band, or disc jockey to turn down or turn off your music, you must follow their instructions or your function will be shut down.

What amenities are available in the facility I have reserved?

(See amenities list and fee schedule on the last page)

1. You may not use any equipment that was not approved by the Parks and Recreation Department on your application form.
2. At no time can any of the City's equipment be used outside the facility (i.e. tables, chairs, or other equipment may not be used outdoors around the outside of the facility, or at the Ramona Garden Park Gazebo). Should you need additional equipment to be used outdoors, you may rent such equipment from a private rental company.
3. If you will be renting equipment from a private rental company (i.e. tables, chairs, decorations, serving items, etc.) for use at your reserved facility, you must have the rented equipment dropped off and picked up by the rental company within the times listed on your application. The Parks and Recreation Department will not be responsible for your rented equipment at any time during your rental, nor will it store rented equipment before or after the times listed on your rental application.

How can I decorate the facility I have reserved?

1. All plans for decorations to be used within a City facility must be approved by the Parks and Recreation Department. This should be completed during the required "walk through" appointment with Staff prior to your reservation date.
2. Only free standing, fire retardant decorations are allowed in City facilities. Decorations may not be attached to any walls, doors, windows, ceilings, light fixtures, or surfaces other than the tables and chairs. The use of tape, tacks, pins, glue, nails, screws, staples, or any other adhesive is not permitted under any circumstances. Violations may result in forfeit of all or a portion of the maintenance and security deposit.
3. "EXIT" signs may not be covered or obstructed in any way.
4. No rice, confetti, bird seed, glitter, sand or other granular substances may be used as decoration or thrown at any City facility.
5. The use of candles is prohibited.
6. The use of hay, straw, or other non fire retardant materials are prohibited.

What cleaning is required following my function?

You are required to do the following cleaning at the conclusion of your function. Cleaning Requirement Lists are posted in each facility:

1. All equipment used must be thoroughly cleaned and returned to its proper place. All tables and chairs must be cleaned and returned to their original locations. The Parks and Recreation Department will not supply cleaner, but paper towels are available.
2. All garbage receptacles (including those located in the kitchen, bathrooms, and all other rooms) must be

emptied into the dumpster or trash cans located outside the facility, and new trash bags must be put in the receptacles. The Parks and Recreation Department will supply the new trash bags. Full trash bags must be put *inside* the dumpster or trash cans and may not be stacked on the ground. The key for the locked trash area outside is available inside the building's cleaning closet.

3. If using the Grover Beach Community Center, you must mop up any spills on the floors throughout the building, including the stage, main hall, dining room, kitchen, and bathrooms. The Parks and Recreation Department will provide a dust mop and wet mop/bucket.
4. If using the Ramona Garden Park Center, you must vacuum all carpeted areas, and mop up any spills on the floors in the kitchen, bathrooms, and on the dance floor. The Parks and Recreation Department will supply a vacuum, broom, dust mop, and wet mop/bucket.
5. You must remove all of your decorations from the facility.
6. All counters and mirrors must be wiped down in the kitchen and bathrooms. All toilets must be flushed. The Parks and Recreation Department will supply paper towels, but not cleaner.
7. Any areas outside the building (including the barbecue area, patio, play area, and parking lot) must be left in the same condition in which they were found.
8. You must remove all food and serving items from the kitchen - no food, beverages, or ice may be left in the refrigerators/freezers, ovens, grill, or sinks. You may not put any grease, food, coffee grounds, or other non-liquid substances down the sinks under any circumstances.
9. If you use the grill, you must clean it thoroughly, leaving no food or grease behind. City staff will empty the coals once they are cooled.

How will I get into the facility?

1. Most applicants are *not* issued a key to the facility they have reserved. A building attendant will open the facility for you at the confirmed start time you specified on your application form. ***In the event that the attendant does not arrive on time, contact the attendant service at (805) 541-5266, or you may contact the Grover Beach Police Department non-emergency line at (805) 473-4511.*** The building attendant will open all closet doors for you so that you have access to the equipment you requested on your application form, as well as the cleaning supplies you might need.
2. You must arrive at the facility at the confirmed start time specified on your application form. If you do not arrive at the confirmed start time, the facility will be locked and no refunds will be issued for unused rental time.
3. After the building has been unlocked for you, you or your designated representative must remain on site at all times ***until the building attendant has returned to close and lock the facility*** - even if your function ends earlier than scheduled. You are responsible for the security of the facility and all of its contents until the building attendant or City representative has returned to secure the facility. The building attendant will provide all renters with the phone number of the person who will be closing the building upon completion of your rental. This number can be used to request an early ending time, or to request a longer time to clean up after your event.
4. If you find any problems with the building (i.e. messes you did not make, unlocked doors when you arrived, etc.) please contact the Parks and Recreation Department at (805) 473-4580 during normal work hours, or the Police Department non-emergency line at (805) 473-4511 on the weekends or after normal work hours. They will contact the "on call" public works staff.

Are there any safety rules?

1. You may not exceed the safe building capacity as posted in the facility you have reserved:

Grover Beach Community Center

Standing - 242 Main Room, 196 Dining Room;
With tables - 160 Main Room, 91 Dining Room

Ramona Garden Park Center

Standing - 200; with tables - 125

2. No smoking is permitted in **any** City facility or within 50 feet of any entrance or operating window of a City owned facility. No smoking is allowed in or on the outskirts of any City Park property. Refer to the City of Grover Beach Municipal Code, Article III, Chapter 17.
3. You may not adjust thermostats or fuses at any time without proper instruction by staff. If the thermostats need to be adjusted, the building attendant may be able to assist you.
4. The kitchen door separating the kitchen from the rest of the facility is a fire safety device and must be left closed or free swinging at all times. It may not be propped open for any reason.
5. At the Grover Beach Community Center, the rolling door in the window between the kitchen and dining room is a fire safety device and may **not** be rolled down at any time. **Do not touch** this apparatus under any circumstances, as it will not function properly in the case of a fire.
6. If the building will be used by minors (under 18 years of age), you are required to provide your own supervision. There must be at least one adult for every 20 minors on the premises at all times.

City Special Events Ordinance:

1. As of February 16, 2016, the City Council passed, approved and adopted Ordinance No. 16-02, which governs the use of City facilities and property for events and outdoor assemblies of one hundred (100) or more persons, “not conducted in a building designed for the purpose of such assemblies”. If your event meets this parameter, please refer to Ordinance No. 16-02 for more information. This document and subsequent application form can be found on the City of Grover Beach website: www.groverbeach.org, or a copy may be obtained from Parks & Recreation Department Staff upon request.

What if I am planning a bereavement event?

In the event that you are planning a memorial service, funeral reception, or other bereavement event: After it is determined that the facility of your choice is available, the Parks and Recreation Department respectfully requests 48 hours notice to reserve a building facility. Reduced rates are available for Grover Beach residents; however, for bereavement events where alcohol will be served or sold, applicants must reserve the facility at regular rates, and abide by all other requirements pertaining to the service or sale of alcoholic beverages.

What if I would like to use the Ramona Garden Park Gazebo or Amphitheater for my function?

The Amphitheater are available for use for concerts and ceremonies. Wedding receptions or other parties are not permitted at these outdoor facilities, but may be held in the Ramona Garden Park Center. All plans for decorations to be used must be approved by the Parks and Recreation Department prior to your reservation date. No rice, confetti, bird seed, glitter, sand or other granular substances may be used as decoration or thrown. Nails, screws, staples, etc. may **not** be used to secure decorations. Applicants are responsible for removing all decorations at the conclusion of the time reserved. Any additional equipment needed (i.e. tables, chairs, podium, sound system, etc.) must be provided by the applicant and may not be removed or utilized from the Ramona Garden Park Center. Equipment that is rented from a rental company must be delivered and picked up within the times listed on the rental application form. At no time will the Parks and Recreation Department be responsible for, or store any rented equipment or equipment owned by the applicant.

Can I have amplified music/sound at the gazebo or amphitheater?

Yes. You must submit a letter with your application requesting permission to use live or amplified music/sound at the park, outlining the type of event, music or sound to be played or amplified, and hours during which the music/sound will be played or amplified. Your request must be submitted to the Parks and Recreation Department at least one month prior to the requested reservation date. Applicants who have received permission to have live or amplified music/sound must abide by local noise ordinances at all times. Live or amplified music/sound may only be used between the hours of 10:00 a.m. and 6:00 p.m. If, during the course of a reservation, an applicant is notified by Parks and Recreation Department or Police Department staff that the live or amplified music or sound is too loud, the applicant is required to lower the volume of the live or amplified music/sound as directed. If directed to turn off the music or sound by City staff, the applicant must do so immediately. Events sponsored or co-sponsored by the City of Grover Beach which are intended for the purpose of community enjoyment may be exempt from the above standards with prior permission from the City Manager.

City of Grover Beach Building Facility and Amenities Usage Fees

(Note: Fees are as of July 1, 2019 and may be adjusted with adoption of next fiscal year budget cycle)

User Group Definitions

City Sponsored: Activities sponsored by the City of Grover Beach or Parks and Recreation Department, or use by a Federal, State, or local government agency.

Grover Beach Non Profit: Non-profit agencies or other groups that by nature serve the needs of the City and community and are based in Grover Beach. The agency’s mailing or business address must be in Grover Beach. These groups must be able to show proof of 501.c.3 non-profit status.

Non-Profit: Non-profit agencies or other groups that by nature serve the needs of the City and community. These groups must be able to show proof of 501.c.3 non-profit status.

Private: All groups or individuals that do not qualify as City Sponsored, Grover Beach Non-Profit, or Non-Profit.

User Type	Weekday Hourly	Weekend Hourly	Weekend All-Day	Deposit
City Sponsored	None	None	None	None
Grover Beach Non-Profit	\$34.00	\$45.00	\$389.00	\$205 Low Impact \$255 High Impact
Other Non-Profit	\$43.00	\$57.00	\$500.00	\$255 Low Impact \$320 High Impact
Private	\$75.00(R); \$85.00(NR)	\$100.00(R); \$110.00(NR)	\$964.00(R); \$1050.00(NR)	\$770(R); \$857(NR) Low Impact \$954(R); \$1072(NR) High Impact

* Weekend rates apply Friday through Sunday.

* 50% discount for 1/2 facility use i.e., conference room only

* All fees in effect as of 7/1/22 and may be subject to change upon City Council approval

Impact Definitions

Low Impact: Event is defined as any meeting/party/event which does not include any of the following: food, drink, alcohol served or sold, band or DJ, bounce house, and/or pony rides.

High Impact: Event is defined as any meeting/party/event which includes any of the following: food, drink, alcohol served or sold, band or DJ, bounce house, and/or pony rides.

Amenities Fees for Private and Non-Profit Use		Resident / Non-Resident		Cleaning Fees	
Public Address/CD System		\$10.00		Cleaning Fee – Ramona	(R) \$89/event (NR)\$100/event
Electronic Piano (GB Community Center only)		\$10.00		Cleaning Fee – Community Center	(R) \$144/event (NR)\$186/event
Projection Screen		\$10.00			
100 Cup Coffee Pot		\$10.00			
Lectern		\$5.00			
Tables (Twelve 8’ / Six 6’ tables available)		\$2.00/each			
Chairs (125 chairs available)		\$1.00/each			

****ALL PARTICIPANTS MUST SIGN WAIVER RELEASE****

In consideration of being permitted to take part in the activity, or utilize the facility or service set forth herein, I expressly agree as follows: • I fully understand that my participation in the activity set forth herein exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

• I hereby release, discharge and agree not to sue the City of Grover Beach for any injury, death or damage to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of the City, their officers and employees, agents, servants, and all representatives and sponsors or any other participants in the event/class. The parties to this AGREEMENT understand that this document is not intended to release any party from any act or omission of “gross negligence,” as that term is used in applicable case law and/or statutory provision. In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class.

• I acknowledge that no medical coverage is provided for my, or my child, participation in the above activity. I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.



• I acknowledge participants may be photographed while utilizing the facility, services, or participating in a City of Grover Beach program and that said photographs, or likeness of me, may be used to publicize activities as the City deems appropriate. If you DO NOT WISH your photograph to be used or taken, please notify the Class Instructor or Recreation Staff.

Signature of Participant (or Parent/Guardian if participant is under 18 years of age) _____ Date _____

I declare under penalty of perjury under the laws of the State of California that I am the parent or legal guardian of Minor. I further declare that I shall indemnify and hold harmless the City of Grover Beach from and against any and all Claims resulting from, incident to, or arising out of Minor’s participation in the event/class, any and all risks assumed by Minor and me above, and/or the breach of any promises, covenants, and/or representations made by me herein and/or in the above Release.