

Mountain Empire Community Center

Physical: 976 Sheridan Road ☐ Mailing: 31115 Highway 94, Campo, CA 91906

Phone: (619) 478-2384 ☐ Fax (619) 478-9473 ☐ www.mtnhealth.org

Dear Future Event Holder,

Thank you for your interest in the Mountain Empire Community Center, located at 976 Sheridan Rd., Campo. The Mountain Empire Community Center has a **maximum** capacity of 125 occupants. Tables and chairs are available for use. There is a large screen TV with video/DVD components and a computer lab with several computers with high speed internet, as well as a commercial kitchen. The Community Center kitchen and computer lab are available for rent at an additional cost for larger events.

Alcoholic beverages may not be served on Mountain Empire Community Center’s properties without a permit from the County of San Diego and smoking is prohibited inside the building.

Generally, the first step is to inquire about your preferred date’s availability. **No date is reserved until the Rental Agreement and accompanying deposits are received and accepted according to the rental application.** Interpretation of this policy will be made by the Chief Executive Officer or her designated representative.

Rental Rates

Room	Square Feet	Non-Member and Corporate Hr/Day	Sundays or Facility Closure Days Flat Rate only***
Main Hall	2581	\$75.00 per hour/ \$600.00 per day	\$500.00 8hrs
Kitchen	Extra charge	\$30.00 per hour/\$100.00	\$150.00 8hrs
Computer Lab	Extra charge	\$15.00 per hour/ \$75.00	\$100.00 8hrs
Table/Chair Rental (call for availability)	For External Use	\$150.00 Flat Rate	\$150.00 Flat Rate
Gazebo & Picnic Area	Outdoor	\$50.00 per hour/ \$150.00 per day	\$200.00 8hrs

***** Rental Rates after hours may be charged extra for security or Mountain Health employee on site. Classes or Instruction rates are to be determined at time of rental and scheduling of classes.**

If you have any questions or would like to set up an appointment, please call 619-478-2384. MHCS looks forward to helping you have a successful event.

Thank you,
Mountain Empire Community Center

Enclosed are general rules, regulations and policies for all groups utilizing this facility. Please read each section carefully. The **maximum** capacity is 125 occupants including staff. You will be asked to sign a form indicating that you understand the information and will adhere to the rules.

NAME OF INDIVIDUAL/GROUP _____

Mountain Empire Community Center

Physical: 976 Sheridan Road ☐ Mailing: 31115 Highway 94, Campo, CA 91906

Phone: (619) 478-2384 ☐ Fax (619) 478-9473 ☐ www.mtnhealth.org

Requests the use of the Mountain Empire Community Center facilities located at 976 Sheridan Road, Campo, for the purpose of: _____ Rented area: _____

On (date): _____ Time: _____

****Please note that renting the Main Hall does not include the rental fees for the kitchen.**

Rental Fees:

Half of the rental fees are due at the time of booking and the other half of rental fees are due 24 hours prior to the event.

Cleaning Deposits:

All rentals of the Community Center will require a \$100.00 cleaning deposit, which will be refunded after the rental check off list, has been signed and approved concluding that the center was clean with no damage. MHCS will have five business days after the rental to return the cleaning deposit. All deposits are to be paid in full two weeks prior to the event. Exemption is made when renting office and computer lab for meetings.

***Exceptions of these terms can be made with prior approval from MHCS' CEO and will be based on the community need.**

A 30 DAY NOTICE MUST BE GIVEN ON INTENT TO RENT. THE USE OF ALCOHOLIC BEVERAGES REQUIRES ALL REQUIRED COUNTY PERMITS AND SECURITY GUARDS OR CENTER REPRESENTATIVE AT EXPENSE OF RENTER.

By my signature hereto I assume full responsibility for any damages to the building and grounds on the date stated above. My security deposit will be refundable in full provided the building and grounds are left in the same condition as when they were rented. I acknowledge that I have read and will abide by the rules and regulations as stated on this application. I understand that no admission charges of any kind are allowed. If there are to be admission charges or donations for services, I must have written permission and obtain the proper permits from the Sheriff's County Licensing Department in San Diego and the R.M.WD. Fire Marshal.

Rental fee for this event is _____ The after-hour Staffing Fee is _____.

Date paid: _____ Deposit: _____

SIGNATURE OF APPLICANT

PRINT NAME

ADDRESS

PHONE

E-mail

**MOUNTAIN EMPIRE COMMUNITY CENTER
RULES AND REGULATIONS**

Mountain Empire Community Center

Physical: 976 Sheridan Road □ Mailing: 31115 Highway 94, Campo, CA 91906

Phone: (619) 478-2384 □ Fax (619) 478-9473 □ www.mtnhealth.org

HOLD HARMLESS The Mountain Empire Community Center, its agents, officers and employees shall not be, nor be liable for any claims, liabilities, penalties, fines or for any damages to the good, properties or effects of Permittee or any of the Permittee representatives, agents, employees, guests, licenses, invitees, patrons or clientele or any other persons whatsoever, nor for personal injuries to, or death of them or any of them, whether caused by or resulting from any acts or omission of Permittee in or about the premises or from any other causes or reason whatsoever. Permittee further agrees to indemnify and save free and harmless Center and its authorized agents, officers and employees against all liabilities, loss and damages of any nature whatsoever including all expenses, court costs and attorney's fees which the Center shall or may at any time sustain or be put to by reason of any liability for which the Permittee is responsible in connection with his operations within the building and grounds of the Community Center.

FEES:

1. One half of rental fees are due at the time of booking and the other half shall be paid 24 hours prior to the event.
2. Groups wishing to meet regularly over extended periods of time may make such advance payments on the basis of six months usage. No refunds will be made unless notice is received in writing by the Mountain Empire Community Center not less than 72 hours in advance of the scheduled use of the center.
3. The Senior Nutrition program leases the facilities weekly on Wednesday, Thursday and Friday. The facilities are for rent on a first come, as available basis.
4. An event which occurs after the MECC' scheduled hours will require a \$25 per hour fee for the assignment of a MECC attendant. This fee is payable concurrent with facility use charges. The attendant will monitor the event and general facility use. Directions given by the attendant must be followed.
5. Cleaning deposits are required to be paid in full two weeks in advance when renting any part of the Community Center and outdoor facilities. Cleaning deposits are refundable less any cost incurred to clean up after event.

With regard to cleaning, the center and/or park area will be thoroughly cleaned following the event. All trash will be removed from the building and grounds and placed inside the dumpster and the dumpster lid closed. New trash bags will be placed into each receptacle used. Tables, chairs and other furnishings will be returned to their original location and configuration. Floors in each room used, including the restrooms, will be swept and mopped. Brooms, mops and cleaning supplies are provided. **EQUIPMENT AND FACILITIES MUST BE IN THE SAME CONDITION AS ON YOUR ARRIVAL.** Failure to adequately clean the Center to the satisfaction of management will lead to forfeiture of a portion or all of the security deposit.

Please note that you will automatically forfeit your deposit if the Community Center's air condition/heating is left on after the event.

The individual or organization making the rental arrangements shall be held liable for any damages to the facility or grounds during their time of occupancy.

RESERVATIONS

1. Reservations for the Center and/or park area may be made at the Mountain Empire Community Center, 976 Sheridan Road, Campo. An application form must be completed and required fees (Please See Page 1) in order to reserve the Center. The request for use of the facilities will be automatically canceled if this requirement is not met, and the deposit forfeited.
2. Groups or individuals using the center and/or park area periodically need not file more than one application provided the dates of use are listed on the original application and made advance payments on the basis of

Mountain Empire Community Center

Physical: 976 Sheridan Road □ Mailing: 31115 Highway 94, Campo, CA 91906

Phone: (619) 478-2384 □ Fax (619) 478-9473 □ www.mtnhealth.org

six (6) months usage. No refunds will be made unless notice is received by the Center no less than 72 hours in advance of the scheduled event. Groups using the Center for periods extending beyond 12 months will be required to renew their application on an annual basis.

3. WE RESERVE THE RIGHT TO REFUSE FACILITY USE TO ANY GROUP OR INDIVIDUAL AT ANY TIME.

RULES (Initials Required)

1. There is NO SMOKING allowed in the building. Please make sure your guests comply. Use the containers outside main door for your cigarettes and cigars, not the ground. _____
2. The person whose name appears on the application shall be responsible for the conduct of the group using the Center. _____
3. The person whose name appears on the application shall be responsible for any damages to the facility, equipment, or grounds during the term of their agreement. _____
4. Music is permissible, however, all provisions of San Diego County Code of Regulatory ordinances, Section 36.401-403 regarding noise abatement will be strictly adhered to. _____
5. Renter shall abide by all Fire Department rules as far as occupancy loads are concerned. Maximum occupancy for MECC is 125 persons. _____
6. Decorations shall be permitted to be hung, taped, tacked or affixed to walls, windows, ceiling or fixtures according to Staff direction and approval. _____
7. Teenage dance groups shall be chaperoned on a minimum ratio of two (2) adults for the first 20 juveniles and one (1) adult for each additional group of ten (10) or part thereof. Additional security may be required at the discretion of management. _____
8. In the event of cancellation by the Mountain Empire Community Center, notice will be given as far in advance as possible. A full refund of all monies collected by MECC will be made. _____
9. Reservations shall not imply or constitute proprietary rights or benefits for any applicant. _____
10. For cancellation on any facility reservation, the full fee shall be forfeit if less than seventy two (72) hours notice is given. _____

Mountain Empire Community Center

Physical: 976 Sheridan Road □ Mailing: 31115 Highway 94, Campo, CA 91906

Phone: (619) 478-2384 □ Fax (619) 478-9473 □ www.mtnhealth.org

KITCHEN USE POLICY AT COMMUNITY CENTER (Initial needed)

1. _____ Renter is responsible to bring all utensils, serving ware, beverages, plates, bowls, cookware, cups, napkins, paper towels, and any other supplies necessary to furnish the necessities of the specific event.
2. _____ Renter is responsible to ensure all utilities are shut off prior to leaving the building.
3. _____ Renter is responsible for proper cleaning of the kitchen, including the sinks, floor drain, countertops and floors.
4. _____ Renter will only use the supplies provided by MECC for designated use in the kitchen.

ALCOHOL POLICY AT COMMUNITY CENTER AND PARK AREA

NO distribution or consumption of alcohol beverages is allowed without **PRIOR** consent from the Center. The following is the Mountain Empire Community Center's policy concerning the use of alcohol at the facility. Violation of this policy will lead to the loss of deposit, immediate termination of the event and vacation of the premises. _____ Initial

Anyone under the age of 21 must be prohibited from entering the area where alcohol will be served. A rope or barrier must be provided to separate the bar area from the general area. _____ Initial

A copy of the alcohol permit **must** be presented to the Sheriff's Office and the Community Center Coordinator 30 days in advance of the event. Any group who, during a rental uses or dispenses alcohol in the building or on the grounds must have one of the following present throughout the rental period to provide supervision. _____ Initial

1. A police officer or licensed uniformed security guard. _____
2. A designated volunteer group who will provide security and will not consume alcohol. _____
3. A designated representative of the Center at the expense of the renter. _____

Proof of compliance with this policy must be provided in advance of the event. This can be accomplished by submitting the name, address and license or certification number of the person(s) providing security. The Center shall not be opened by the management until the security personnel or staff is on the premises. _____ Initials

THE ABOVE IS GENERAL INFORMATION ONLY. IT IS THE RENTER'S RESPONSIBILITY TO DETERMINE CURRENT A.B.C. REGULATIONS THAT MAY APPLY TOWARD YOUR SPECIFIC EVENT. YOU MAY CALL ALCOHOL BEVERAGE CONTROL AT: 619-525-4064 _____ Initials

Mountain Empire Community Center

Physical: 976 Sheridan Road ☐ Mailing: 31115 Highway 94, Campo, CA 91906

Phone: (619) 478-2384 ☐ Fax (619) 478-9473 ☐ www.mtnhealth.org

GAZEBO AND PICNIC AREA RESERVATION

1. Permits are required for any group of 50 or more persons per venue. Venues are determined by the Department. Weddings require a permit regardless of the number of persons (fee for groups smaller than 50 is the same as 50-150 person category). Rental should include any set-up or dismantle time. Not all areas are available for rental. Any additional staff needed as determined by Mountain Health and Community Services may be charged for large or specialty events. Cleaning and/or a security deposit may be required. Complex events must submit a Special Events Application before the park permit is issued. Refunds are permitted if cancellations are received in writing a minimum of 30 calendar days before the event. Cancellations less than 30 days before the event are non-refundable.

_____ Initials

PARK RULES

1. There will be no glass objects in the playground area. _____
2. There will be no skate boarding. _____
3. Bicycles should be ridden only on sidewalks and walking paths, not on the playground. _____
4. Alcohol consumption requires County permits. Any Alcohol consumption without proper permit is strictly prohibited. If Alcohol permit is obtain, it must be presented to Community Center Staff prior to event starting.

I certify that I have read the above and will abide by the rules and policies as set forth by the Mountain Empire Community Center, and understand violation of any provision herein provided shall lead to immediate termination of the planned event, vacation of the premises and loss of deposit.

Signature of applicant Date

Home Phone Work Phone

Reviewed and approved by:

Date

Mountain Empire Community Center

Physical: 976 Sheridan Road ☐ Mailing: 31115 Highway 94, Campo, CA 91906

Phone: (619) 478-2384 ☐ Fax (619) 478-9473 ☐ www.mtnhealth.org

MECC Prior to Event Rental Checklist

- _____ 1. Check to see if the bathrooms are intact and clean prior to event.
- _____ 2. Check to see if the Floors are clean in the main hall and kitchen.
- _____ 3. Demonstrate how to use the air conditioner/heater.
- _____ 4. Demonstration on how to lock up the facility and what keys are needed.
- _____ 5. If keys are handed out please complete a key check out form.
- _____ 6. Check the deck and make sure it is clean and inform the renter that no barbeques are allowed on the deck for grilling purposes.
- _____ 7. Ensure that the tables and chairs are in order.
- _____ 8. Give renter a tour and show Renter where the cleaning supplies are located for the after clean up.
- _____ 9. Ensure that all rental fees and cleaning deposits have been collected according to requirements.
- _____ 10. Demonstrate how to close and open the facility.

Kitchen Rental Check Off List:

- _____ 1. Ensure that Kitchen is clean and intact.
- _____ 2. Give the renter a tour of the kitchen and go over the rules for the rental of the kitchen.
- _____ 3. Instruct the renter on how to use the ice machine.

Renter Signature: _____

Date: _____

Staff Member Signature: _____

Date: _____

MECC Rental Checklist After-Event

- _____ 1. Clean the restrooms and ensure that everything is intact.
- _____ 2. Sweep and mop floors.

Mountain Empire Community Center

Physical: 976 Sheridan Road ☐ Mailing: 31115 Highway 94, Campo, CA 91906

Phone: (619) 478-2384 ☐ Fax (619) 478-9473 ☐ www.mtnhealth.org

- _____ 3. Turn off air conditioning/heating.
- _____ 4. Return facility keys.
- _____ 5. Clean the outside deck of the Center.
- _____ 6. Remove all decorations.
- _____ 7. Ensure that the tables and chairs are in order.
- _____ 8. Empty all trash cans and replace trash bags.
- _____ 9. Ensure that a staff member reviews and checks off on the After Rental Form.

Kitchen Rental:

- _____ 1. Clean all and any dishes used for the event.
- _____ 2. Wipe down and clean all counter tops.
- _____ 3. Sweep and mop the kitchen floors.
- _____ 4. Ensure that the walk-in and refrigerators doors have been closed properly.
- _____ 5. Turn off the ice maker before you leave the premises.
- _____ 6. Lock the kitchen entrance door.

Please note that once a staff member of the facility does a final sign off on the Centers after rental check off form he or she will make the recommendation to return the entire amount of the cleaning deposit or hold a portion of the deposit due to damage or areas left unclean. The Cleaning deposit will be returned to the renter five business days after the event.

Renter

Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____

Gazebo and Park Checklist After-Event

- _____ 1. Remove all decorations.
- _____ 2. Ensure that the tables are clean.

Mountain Empire Community Center

Physical: 976 Sheridan Road ☐ Mailing: 31115 Highway 94, Campo, CA 91906

Phone: (619) 478-2384 ☐ Fax (619) 478-9473 ☐ www.mtnhealth.org

- _____ 3. Empty all trash cans and replace trash bags.
- _____ 4. Ensure that all trash is removed from the premises.
- _____ 5. Clean any barbecue area that was used during the event. Place hot coals in designated area.
- _____ 6. Ensure that a staff member reviews and checks off on the After Rental Form.

Please note that once a staff member of the facility does a final sign off on the Centers after rental check off form he or she will make the recommendation to return the entire amount of the cleaning deposit or hold a portion of the deposit due to damage or areas left unclean. The Cleaning deposit will be returned to the renter five business days after the event.

Renter Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____