



# City of Escalon Community Center Rental Agreement

*Please read the following policies and procedures carefully. A full understanding is required before signing this agreement. Please read the following, initial in required areas, and sign below that you have read and understand the requirements. Your signature on this agreement is the City's guarantee that you assume full responsibility for the facility while you have it rented.*

Renter must be a minimum of 21 years of age. A photo I.D. with the renter's address and birth date must be submitted when making the reservation. Fees will be charged based on the address on the photo I.D. unless further documentation of address is presented. The renter, or a designated, responsible individual, must be present at the facility for the duration of the event.

## **Reservations**

Reservations may be scheduled up to 12 months in advance and no later than 30 days prior to the event. Based on availability, and with prior approval from the City, an event may be scheduled less than 30 days in advance.

Once a reservation has been made and the renter desires to make changes such as the hours of use or change the number of people, then the change request must be done in writing and is subject to approval by the City. Changes may be made up to 15 days prior to the event.

**Renter's Initials** \_\_\_\_\_

## **Rental Times**

For a one-day rental the facility will be available for use as early as 7:00 a.m. the day of the event. The renter must clean and vacate the facility by 1:00 a.m. the following morning.

The facility is only available for use the day/evening before your event (no earlier than 2 p.m. and no later than 9:00 p.m.) if you have rented it and paid the applicable fees (subject to availability), no exceptions will be made.

**Renter's Initials** \_\_\_\_\_

## **Cancellation**

Renter must notify City, in writing, of a cancellation at least 30 days in advance of the scheduled reservation. Renters will then be reimbursed 90% of the original deposit. Cancellation after 30 days will result in the forfeiture of the entire amount of the original deposit.

**Renter's Initials** \_\_\_\_\_

## **Use of Alcohol** (Updated 4/2026)

Alcohol may be served and consumed at the Escalon Community Center, subject to approval. If you wish to serve alcohol, or allow its consumption at an event, you must make the request on the application. The City and/or the Chief of Police reserves the right to refuse alcohol for events deemed inappropriate. For events where alcohol is served or permitted, alcohol service will end one hour before the end of the event and for no longer than six (6) hours maximum. All alcohol must remain inside the facility and fenced patio area. Alcohol is not permitted in the parking lot or any where outside the building and fenced patio area.

All alcoholic beverages will be served from the beverage area other than wine served at a dinner or buffet, which may be placed on the tables.

Alcohol SOLD by any means (selling tickets, donations, cost in admission, etc.) will require an Alcoholic Beverage Control (ABC) Permit. In order to apply for this permit, Renter must obtain a letter from the City addressed to the Alcoholic Beverage Control advising the use of the facility. Once obtained, Renter must provide proof of an ABC permit to the City within seven (7) days of the event or sooner. **Renter's Initials** \_\_\_\_\_

### **Smoking**

As per Government Code Section 7597, no person shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of an exit, entrance, or operable window of a public building. This means no smoking is allowed in the patio area.

### **Insurance Requirement**

General Liability Insurance is required for all events at the Renter's expense. A minimum of \$1,000,000 must be secured and a Certificate of Insurance and an Additionally Insured Endorsement naming the City of Escalon must be provided. If alcohol is SOLD at the event, the Certificate must also state "Full Liquor Liability". Renter may obtain the required insurance through their homeowner's or renter's insurance, or through any appropriate insurance provider of their choosing.

### **Damages & Personal Property Loss**

Renter shall be responsible for any and all damages to the real and personal property of the Community Center, including but not limited to: the premises, equipment and appliances, lights, restroom and fixtures, parking lot, furnishings, cooking utensils and landscaping.

THE CITY SHALL NOT BE RESPONSIBLE FOR ANY LOST PERSONAL PROPERTY OF THE RENTER.

### **Facility Access & Pre-Event Walk-Through**

Renters will be issued a key to the facility. A pre-event walk-through will be scheduled with Escalon City staff present. The individual responsible for the rental must attend the walk-through.

The pre-event walk-through allows the renter to become familiar with the facility, including lighting, heating and cooling controls, access areas, and general operations. A host or hostess will not be assigned to the event.

The renter is responsible for the facility key and must return it as soon as possible after the event. Keys may be returned to City Hall in person during business hours or dropped off in the secure, video-monitored drop box located at City Hall.

**Security** (Updated 4/2026)

The City of Escalon reserves the right to require security personnel during any event.

Two (2) on-site security guards or police officers are required for large events, greater than 100 people, or events that serve or allows alcoholic beverages as approved by the City. Security shall be present for the entire duration of the scheduled event, not including set-up and clean-up. The security requirement can be waived by the Chief of Police at his/her discretion. The decision to waive security requirements will be determined on a case-by-case basis factoring in the time of the event, type of event, and the potential for incidents. Events that may qualify for a security waiver include:

Work/Corporate Events

Celebration of Life/  
Funeral Services

Wedding Anniversaries

If a security waiver is granted, and police are called for a fight or alcohol related incident at the event, your security deposit may be withheld.

The below are pre-approved security vendors. If you would like to use a vendor not on the approved list, contact the Chief of Police for vendor approval. Proof of booking with a security vendor must be provided to the City prior to being granted access to the facility.

**Ontel Security**  
2125 Wylie Dr #11  
Modesto, CA 95355  
(209) 521-0200

**Rank Security**  
1301 K St G  
Modesto, CA 95354  
(209) 526-2025

*Renter's Initials* \_\_\_\_\_

**Janitorial**

All Renters are required to pay the janitorial fee as set forth on the Rental Application to cover the cost of routine janitorial services which must be performed after each event.

**Damage/Cleaning Deposit**

Renter shall pay a Damage/Cleaning Deposit as set forth on the Rental Application. This deposit will be used to cover any excessive or unusual cleanup done by the City, and/or loss or damage to the facility. The deposit is in addition to the rental fee and may be refunded upon the approval of the City after the final walk through. The refund will be mailed to the Renter within four (4) weeks after the event. Costs exceeding the deposit will be billed to the Renter.

*Renter's Initials* \_\_\_\_\_

### **Payments & Documents**

Renter shall pay rental fees as set forth on the Rental Application. A completed rental application and rent deposit is due at the time of reservation. The rent deposit will be 50% (half) of the TOTAL FEE. The remainder of the fees and all other documents (i.e. certificate of insurance, security contract) are due 30 days prior to the event. Any payment made later than 30 days prior to the event must be made by cash, cashier's check or money order – no checks will be accepted.

**If full payment and all documents are not received 30 days prior to the event, the event will automatically be cancelled. There will be no reminders sent from the City. It is the Renter's responsibility to be aware of the due date.**

*Renter's Initials* \_\_\_\_\_

### **Rights of the City**

The Police Department, Fire Department and/or a designated City representative shall have the right to enter the Center at any and all times during the event for the purpose of inspection and may terminate any event deemed to be detrimental to the health, safety or welfare of the participants, community or premises. If an event is terminated, Renter shall be responsible for any and all costs and shall not be eligible for any reimbursements.

*Renter's Initials* \_\_\_\_\_

### **Facility Use**

1. Rental includes use of the following rooms only (refer to diagram on page 7): hall, lobby, kitchen, bar, and restrooms.
2. There may be more than one event going on at the same time which means the lobby, and restroom area may need to be shared. The Senior Room is available upon request to Council-approved, non-profit organizations only.
3. Renter shall be solely responsible for setting up, arranging, and decorating the facility. Renter is responsible for removing any and all personal property at the end of the event before leaving. All items must be removed from the facility by 1:00 a.m. Renter is not allowed to store anything for pickup the next day.
4. All decorations must be fire retardant. Tacks, pins, nails, staples, transparent tape and duct tape are not permitted. **Only masking tape is permitted.**
5. Renters shall place all solid waste and garbage in the designated containers with plastic liners. When a container is full, the plastic liner shall be placed in the large

garbage bin at the north side of the facility. All used cooking oil or oily liquids shall be poured into containers with plastic liners. No oil or oily liquids shall be poured into any facility drains.

6. Should Renter serve any seafood that causes a strong odor to remain in the building, then Renter must disinfect and thoroughly clean all areas and garbage cans. Should the City need to do any additional cleaning due to seafood odors, then the additional costs for that cleaning shall be retained from the Damage/Cleaning Deposit.
7. Renter shall not tamper or alter the thermostats.
8. Renter shall not increase the number of tables or chairs in the facility to expand the seating capacity. **Renter shall use only the tables and chairs provided. Renter IS NOT PERMITTED to bring in their own tables or chairs – there will be NO EXCEPTIONS MADE.** TABLES AND CHAIRS ARE NOT ALLOWED TO BE PLACED IN THE PATIO AREA.
9. Renter shall use only the west side entrance for loading and unloading of equipment or supplies. The north side entrance shall be used for food/catering loading and unloading. **LOADING AND UNLOADING IS NOT PERMITTED THROUGH THE FRONT ENTRANCE.**
10. Barbecues and barbecue equipment are NOT permitted in the building or patio area, but with prior approval from the City, they may be allowed in the parking lot area.
11. **Smoke, fog and/or haze machines are NOT permitted** to be used in the building or patio area.

**Renter's Initials** \_\_\_\_\_

*The Community Center is designated as an emergency relief site. In the event of a disaster such as fire, flood, earthquake, etc. any or all events may be cancelled with little or no notice. In the event of such an emergency, the City has the right to use the Community Center for relief. The City of Escalon is not responsible for any fees paid to outside vendors (caterers, bands, florists, etc.).*

I hereby understand the policy set forth by the City of Escalon and agree to pay the rental fees in accordance with fees adopted by the Escalon City Council as shown on the Rental Application:

Signature \_\_\_\_\_ Date \_\_\_\_\_

You may contact the Escalon Recreation Department at (209) 691-7372 or [recreation@cityofescalon.org](mailto:recreation@cityofescalon.org) if you have any questions regarding this agreement.

## Cleanup Checklist & Agreement

Cleanup must be completed before leaving the building. Failure to complete the items below may result in additional cleaning fees or loss of deposit.

Please check each item as completed:

- All decorations have been removed from walls, tables, doors, windows, and throughout the facility.
- Beverage area has been cleaned and wiped down.
- Kitchen has been cleaned by renter and/or hired caterer.
- If seafood was served, all kitchen areas and garbage cans have been disinfected to eliminate odors.
- Chairs have been cleaned, stacked on carts, and returned to the west end of the hall.
- Tables have been cleaned, stacked on carts, and returned to the west end of the hall.
- Floors in the following areas have been swept and mopped:
  - Beverage Area
  - Main Hall
  - Senior Room (if used)
  - Foyer
  - Kitchen
  - Bathrooms
- All trash and debris have been removed from both bathrooms.
- All garbage, including bathroom trash, has been taken to the dumpster.
- New trash liners have been placed in all garbage cans.
- Facility has been left in clean and acceptable condition.

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**Renter Acknowledgement & Agreement**

*I understand that the renter is fully responsible for cleanup of the facility after the event. I understand that failure to complete the required cleanup may result in additional charges, withholding of deposit, or future rental restrictions.*

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Event Date

Event Name (Ex: Williams/ Wedding)

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Responsible Party Name

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Signature

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Date Signed