



Goleta Community Center Rental Application Process, Rules, and Regulations

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Rental Application Process

1. **Initial Inquiry:** Individuals interested in renting the Goleta Community Center should start by making an initial inquiry. This can be done through email, phone call, or an online inquiry form on the Goleta Community Center website.
2. **Availability Check:** Staff will confirm the availability of the venue for the date(s) and times requested by the renter. Staff will contact the potential renter with availability. At this time an optional 10-day hold may be placed on the desired date while scheduling a facility tour. Only one date may be held at a time. After the 10-day hold the date will be released and will be available on a first come, first served basis.
3. **Venue Tour:** Renters will be encouraged to schedule a venue tour to visit the facility. During the tour, staff will showcase the facilities, amenities, and answer any questions a potential renter may have. Venue tours are optional but highly recommended.
4. **Review Rental Policies:** Staff will provide and review with the renter a copy of City rental policies, rules, code of conduct, and any other applicable documents. City staff will ensure the renter understands the terms, including pricing, deposit requirements, cancellation policies, and any restrictions. An additional 5-day hold may be placed on the desired date at this time to provide adequate time to review the rental terms. After the 5-day hold the date will be released and will be available on a first come, first served basis.
5. **Application Submission:** If the renter chooses to move forward with the rental, they will be required to submit a completed rental application. This application includes their contact information, preferred date and time, estimated guest count, and any special requests.
6. **Facility Rental Agreement:** Staff will review the application and draft a Facility Rental Agreement for their desired rental and provide a copy to the applicant. This agreement will outline all fees and charges, special arrangements, agreements, and requirements.
7. **Deposit Payment and Facility Rental Agreement Signature:** A deposit and signed rental agreement will be required to secure the date. Deposits are dependent on the rental type and size of the facility. This deposit is non-refundable per the rental policy.
8. **Final Payment:** Full payment will be required three (3) months prior to large rentals and one (1) month prior to small rentals as defined in the Facility Rental Rules and Regulations in the general rules section. If the rental is within this time frame, full payment will be required at the time of signing the rental contract.

9. **Cancellation:** For cancellations more than three (3) months prior to large rentals and one (1) month prior to small rentals, renters will receive 90% of refundable reservation fees and any other fees paid, except for the non-refundable reservation fee that will be retained entirely by the City.
10. **Final Preparations:** In the weeks leading up to the event, staff will contact the renter to finalize details such as layout, timeline, contract changes and/or any special requirements.
11. **Business Licenses:** Anyone conducting business within City limits is required to have a Goleta business license. This includes but is not limited to photographers, caterers, florists, companies providing rental equipment, and event planners. DJ's and Musicians are exempt from this requirement due to state law.
12. **Event Day:** On the rental day, staff will be available to assist with questions regarding set-up, coordination, and any last-minute needs but are not permitted to work for the renter.
13. **Post-Event Inspection:** After the event, staff will conduct an inspection of the venue to ensure it is in the same condition as when it was rented.
14. **Return Deposit:** If there are no issues, the security deposit will be returned to the renter according to the terms of the contract. This process can take anywhere from two to four weeks.
15. **Request Feedback:** At the conclusion of the rental agreement staff may contact the renter to ask for feedback on the facility and/or process.

On-Going Rental Information

On-going rentals are a vital part of the Goleta Community Center and the surrounding community. City staff encourages the use of the Community Center for these rentals. The following guidelines apply to ongoing rentals for eight (8) or more classes and/or rental dates in a twelve (12) month period.

- These rentals will follow the same rental application process with certain accommodation provided for on-going rentals.
- On-going rental space is available on a first come, first served basis.
- On-going rentals are available for up to one calendar year.
- Up to four (4) cancellations within thirty (30) days of the rental are permitted per calendar year without penalty.

- All other cancellations must be made thirty (30) days in advance or are subject to full payment.
- Excessive cancellations are subject to termination of the contract by the Department Director or their designee.
- The City reserves the right to move class location and/or cancel rental dates to accommodate facility needs.
- Payment due monthly on the 1st of month.
- All facility rental rules and regulations apply.

Facility Rental Rules and Regulations

Thank you for choosing the Goleta Community Center as your event venue. To ensure a safe and enjoyable experience for all, we have established the following rules and regulations. By renting our facility, you agree to comply with the following:

General Rules

1. **Respectful Behavior:** All guests must conduct themselves in a respectful and courteous manner towards fellow attendees, staff, and the facility itself.
2. **Booking and Payment:** A non-refundable reservation fee is required to secure your reservation.
 - a. For large events typically held in the auditorium and cafeteria full payment must be made three (3) months prior to the event date.
 - b. Smaller events in the classrooms, conference rooms, kitchen, field, or other small location require payment to be made one month prior to the event.
3. **Cancellation Policy:** Refunds for cancellations are dependent on the following conditions:
 - a. For cancellations less than 30 days before the event, no refund will be provided.
 - b. For cancellations more than 30 days before the event, applicant will receive 90% of refundable reservation fees and any other fees paid, minus the non-refundable reservation fee that will be retained entirely.
 - c. For cancellations more than 90 days before the event, applicant will receive 100% of the refundable reservation fees and other fees paid, minus the non-refundable reservation fee that will be retained entirely.
 - d. Exceptions to this refund policy may be granted by the Department Director.
4. **Capacity Limits:** The maximum capacity of each event space must be adhered to at all times. Exceeding this capacity is strictly prohibited for safety reasons. Events that exceed the capacity limits will be subject to their security deposit being retained and/or the event being terminated.
5. **Security:** Security personnel may be required for events with alcohol, minors, large-scale public events, or deemed necessary by the Department Director or their designee.

Alcohol Rules

1. **Permit Requirements:** If serving and/or selling alcohol at a public event, a valid liquor license and event-specific alcohol permit from Alcohol Beverage Control Board (ABC) must be obtained, provided in advance and displayed during the

event. Private events not charging for alcohol are exempt from obtaining an alcohol permit but may be asked to submit a guest list prior to the event.

2. **ABC Permits:** An alcohol permit from ABC is required if alcohol of any kind is sold, purchased from your caterer, included in an entrance/ticket/registration fee, or served at events open to the public.
3. **Legal Drinking Age:** Alcohol may only be consumed by guests who are of legal drinking age according to state laws. Events where alcohol is served to minors will be subject to, but not limited to, the security deposit being withheld, the event being shut down, the local authorities being called, and charges filed.
4. **Time limited:** Alcohol can only be served for five (5) consecutive hours and must be contained within the confines of the venue. Alcohol is prohibited outside the venue including, but not limited to, the front steps, gazebo, front parking lot, side parking lot, back parking lots, pickleball courts and field.
5. **Suspended Service and Enforcement:** City of Goleta Community Center employees and licensed security guards have the authority to suspend alcohol service, expel guests and notify local authorities if they observe underage drinking or behaviors associated with excessive intoxication.
6. **Designated Server:** For public events all alcohol must be served by a certified and licensed bartender provided by the event organizer.
7. **Overconsumption:** Individuals who overconsume will be asked to leave the premises. Failure to comply will result in the end of the rental and the local authorities being contacted.
8. **Kegs:** Kegs must be transported with a dolly to avoid touching the brick, wood, carpet, or linoleum surfaces. Kegs must be placed in tubs, and tubs must sit on bar mats.
9. **Youth Honorary Events:** Alcohol is not permitted at celebratory events meant for young people between the ages of 10 - 20 years of age.

Decoration Rules

1. **No Damage:** Decorations must not cause any damage to the facility or its property. Adhesives that could harm surfaces are not allowed (i.e., duct tape, packing tape, etc.). Thumbtacks, nails, staples, and other penetrative items are not permitted.

2. **Candles and Open Flames:** Open flames, such as candles, are not permitted due to fire safety regulations. Exceptions may be made by the Department Director or their designee with prior written approval.
3. **Wall and Beams Decorations:** Decorations for the historic wooden interior beams, banisters, and walls are allowed with prior approval only.
4. **Confetti and Glitter:** The use of confetti, glitter, rice, or similar materials is prohibited.
5. **Aisle Marking:** Taping or marking the floor with any adhesive materials is not allowed, as they can damage the surfaces.
6. **Clean-Up:** All decorations must be completely removed and cleaned up from the facility.

Cleaning Rules

1. **Cleaning Deposit:** A cleaning/security deposit is required and will be refunded after the event if the facility is left in a clean and undamaged condition.
2. **Cleanup Responsibility:** Event organizers are responsible for cleaning up all decorations, trash, and personal items at the end of the event. Trash must be brought to the dumpsters located at the back of the facility. Failure to remove trash may result in a deduction from the cleaning/security deposit.
3. **Kitchen Cleanup:** If kitchen facilities are used, all cooking equipment, utensils, and surfaces must be cleaned and returned to their original state.
4. **Excess Cleaning Fees:** Failure to clean the facility adequately may result in a deduction from the cleaning/security deposit or additional cleaning fees.

Food and Catering Rules

1. **BBQ's:** BBQ's/outdoor cooking is permitted with prior approval and contained within the designated area.
2. **Licensed Caterers:** Licensed caterers are required for all events open to the public. They are highly recommended for large events with 100 or more guests.
3. **Grease:** Grease must be hauled off site by the caterer or renter.
4. **Dirty Ice:** Dirty ice shall be dumped down the kitchen sink drain and not outdoors.

5. **Food Scraps:** Food scraps should be disposed of in the provided bins. No food scraps should be thrown away in the recycling containers.

Amplified Music and Sound

1. Amplified music or sound is permitted with written pre-approval.
2. Amplified music or sound shall not impact other programs being hosted at the Goleta Community Center or its neighbors. Noise levels registered at 60 decibels (dB) at the property line will be deemed excessive and will result in an excessive noise warning.
3. Excessive noise will be subject to one warning. Failure to reduce sound volumes will result in the power being turned off and the rental being terminated.

Access to Space

1. The individual who applies or a designated individual on the application for the room rental must be in attendance for the entire time the reservation is in effect.
2. Early access to the space may be granted when other rentals are not impacted. This early access shall not exceed fifteen (15) minutes.
3. Rental times are for the entirety of the program. Not limited to setup, cleaning, and breakdown.
4. For groups composed primarily of minors, the group agrees to have one adult in attendance in a supervisory capacity for every ten (10) minors. Exceptions can be granted by the Department Director or their designee for teen events or programs.
5. The use of chairs, tables, and lectern may be reserved, subject to availability. No equipment or furnishings (tables, chairs, etc.) shall be removed from the premises of the Community Center. The sponsoring organization shall be responsible for setting up chairs and other equipment, for restacking chairs at the close of the meeting, and for leaving the room as they found it unless otherwise stated on the reservation.
6. The Goleta Community Center open hours are accessible online at www.cityofgoleta.org/your-city/neighborhood-services/goleta-community-center. With prior approval, meeting rooms may be used during certain non-open hours.

Smoking and Drugs

1. Smoking and/or vaping is not permitted on the Goleta Community Center Campus per Goleta Municipal Code 8.15.
2. Use and/or possession of illegal drugs is prohibited from the Goleta Community Center.

Parking

ENTERTAINMENT, MUSIC, AND AUDIO-VISUAL

1. Event entertainment must stop a minimum of one hour before the rental end time to allow for vendors to begin breakdown and be off property on time.
2. Amplified and live music must conclude by 10pm.
3. Music and sound may not exceed 60 db when measured at the property line of the venue.
4. Noise complaints are subject to citation and may result in the event being shut down. All music and speeches must be “radio friendly” and adhere to the Parks and Recreation Code of Conduct. Lewd or profane language is not allowed.
5. Rental of the auditorium includes use of house microphones, projector, projection screen, and interior sound system at no additional charge depending on availability. The City does not provide a dedicated AV Technician. Events with complex meetings or AV needs are encouraged to hire a dedicated professional.
6. The City does not provide a laptop or other device to use with the projector system. Renter is responsible for providing cables and all necessary adapters to connect with the house sound and projection systems.
7. The facility’s sound system is intended for speeches, slideshows, videos, and presentations.

Failure to adhere to these rules and regulations may result in penalties, cancellation of future reservations, or other appropriate actions. We appreciate your cooperation in maintaining a safe and welcoming environment for all visitors. If you have any questions or require clarification, please do not hesitate to contact our facility management team.