

LOMPOC CIVIC AUDITORIUM

RENTAL INFORMATION

Thank you for your interest in renting the Civic Auditorium. Please read the following information and acquaint yourself with the rental policies and procedures.

RESERVATION PROCESS:

- All reservations are processed at our Administrative offices located at the Anderson Recreation Center 125 West Walnut Avenue up to one year in advance. Please call (805) 875-8100 for questions regarding facility and park rentals.
- Complete rental contract, pay balance and submit set up form thirty days prior to the date of your event.
- Be sure that the time you reserve *includes set-up, rehearsal time, clean up and take down*.
- You must vacate the building at the time stated on your application.
- Any time that is requested for set-up 1.) On the day before your event or 2.) Takedown on the day after will be charged the regular rental rate at a minimum of two hours.
- If you find that you require additional hours, your request must be made at least 2 weeks in advance of your event, in order to schedule a facility attendant.
- The balance of the rental fee, and the cleaning deposit, are payable 30 days prior to the date of your event. You will be given a due date for the balance of those fees.
- **IF THE BALANCE IS NOT PAID BY THE DESIGNATED DATE, YOUR RESERVATION WILL BE CANCELLED.** Any fees paid up to that time will be subject to retention by Lompoc Parks & Recreation.
- The facility is available for rental until 12' Midnight, **BUT THE EVENT AND MUSIC MUST CEASE AT 11 PM FOR CLEAN UP AND TAKEDOWN.**
- Return the completed reservation form to The Lompoc Recreation Division office located at 125 West Walnut Avenue, at least six weeks prior.
- The Facility Supervisor will contact you to make an appointment if you need further assistance in regards to:
 1. Reviewing the rental terms, conditions and policies.
 2. Determining total fees and deposits.
 3. Determining the due date for payment of the balance of fees and deposits (30 days prior to your activity).
 4. Clarifying any questions or concerns you may have.

RENTAL FEES:

- The rental fees for the **Auditorium** (Stage and Seating Area) are:

Weekdays and Weekends	\$50 per hour
	(two hour minimum)
Half Day (6 hours max)	\$200
Full Day (12 + Hours max)	\$400
- +5% gross sales for Commercial Rentals.

This facility is available for performing arts, seminars, lectures and meetings. Seating capacity is 430. Any special effects required for your activity must be approved by the Facility Supervisor, or his/her designee. Renters must pay rates if items are left set up on stage or items stored in the Auditorium between performances.

- The rental fees for the **Classroom** are:
Weekdays and Weekends \$30 per hour
(two hour minimum)
Half Day (6 hours max) \$100
Full Day (12 + Hours max) \$200
This rate is in addition to the Auditorium rental rate. The Music Room is used by the department during week nights for evening classes, and is not always available for public use. Renters must pay rates if items are left set up or stored in room between performances.

THE RENTAL FEES INCLUDE:

- Supervision of one Recreation employee.
- Pre and Post-event custodial service.
- Rates are due in full 30 days prior to your event.

ADDITIONAL FEES:

- A security/damage deposit.
- Non-refundable cleaning fee.
- Uniformed security.
- Wristbands.
- Call-out fees.
- Additional staff charges.

BUILDING SUPERVISOR RESPONSIBILITIES:

- The Building Supervisor is a Recreation Employee who must be on duty at all times during rental hours.
- He/she is on duty to assist you with any problems you may have with the building.
- He/she will unlock and lock the facility.
- He/she will acquaint you and your staff with the lighting and other equipment.
- He/she will remain in the facility to address problems.
- He/she is **NOT** available to help you decorate or transport your items in and out of the building.
- He/she is **NOT** responsible to supervise any children.
- He/she is **NOT** available to operate lights, curtain, sound system, or do stage management. You must provide your own technical crew.

SECURITY/DAMAGE DEPOSIT:

- I authorize the City of Lompoc to debit my credit card or bank account on file **not to exceed \$200** if damage has occurred from the activity. If damage is greater than \$200 the renter will be billed separately.
- In the event that City Property is damaged, broken, stolen, or excessive cleaning (over and above normal custodial service) is necessary as a result of actions during your rental, all or a portion of your deposit will be retained.
- If the facility is left in a clean and orderly fashion, your deposit will be fully refunded in approximately two weeks.
- Recreation Division reserves the right to require any person/persons/business to obtain a Certificate of Liability of a minimum of \$1,000,000.00 naming the City of Lompoc as an additionally insured.
- The damage deposit is due at the time of booking to reserve the requested indoor facility and time. If the damage deposit is not received at the time of booking, the facility cannot be booked. The remainder of the balance is due no later than thirty days prior to the first date of use.

CLEANING RESPONSIBILITY:

- Remove all decorations, supplies and equipment brought in by you and your staff. Remember to reserve enough time on your rental application to include set up, clean up and takedown before and after your event.
- Pick up large loose litter throughout the facility.
- Leave the facility in a clean, orderly state.

SECURITY GUARDS:

Security guards would be required when expecting more than 50 people in attendance, at any event that alcohol is being served, and/or whenever deemed appropriate by the Facility Supervisor.

- The minimum number of security guards required for the Civic Auditorium is one (1).
- The total number of security guards is determined by the number of facility entrances and exits, the nature of the event/rental, and the expected attendance as established by the renter.
- The security company’s (Bomar) current rates are \$25.00 per hour per guard when booked 30 days or more in advance of the event and \$30.00 per hour per guard when booked 30 days or less in advance of the event.

PARKS AND RECREATION COMMISSION NEEDS TO REVIEW RESERVATION REQUESTS:

- Whenever the nature of your activity may compromise public safety (e.g., hard rock concerts or other events where a crowd may be incited to violence, acts of destruction or acts threatening the safety and health of the public).
- Whenever deemed necessary by the Facility Supervisor, or his/her designee.
- The Commission meets on the second Wednesday of each month.
- If your event requires Commission review, you will be notified in advance of your inclusion on the Commission Agenda so that you may be present at the meeting to discuss your event and any requirements.
- The Commission reserves the right to impose additional requirements on your event that may not be contained herein.

GENERAL RULES:

- NO FOOD OR DRINK IN THE AUDITORIUM OR LOBBY, except water.
- NO SMOKING IN ANY PART OF THE BUILDING.

KEY CHECK-OUT POLICY:

Any keys required for your rental must be picked up during regular business hours (9:00am-5:00pm during the weekdays) at the Anderson Recreation Center at 125 West Walnut Avenue, Lompoc, the day before your event. If your event occurs during the weekend or on a holiday, keys must be picked up before 5:00pm on Friday.

If the user neglects to pick up keys, improperly locks facilities, neglects to turn off lights, etc., the user will be charged a \$25.00 Call-Out Fee for department personnel to respond. This fee will be automatically deducted from any monies on deposit.

CANCELLING RESERVATIONS:

Facility reservations that are cancelled by the renter are subject to a minimum \$20.00 Cancellation Fee. The following scale reflects the amount of the fee to be refunded, which includes the \$20.00 cancellation fee for reservations 30 days or less in advance of the reserved date:

Cancellation Notice	Amount of Fee Refunded
0-7 days	-0-
8-14 days	50%
15-29 days	75%
30 + days	100% less \$20.00 Cancellation Fee

CHANGING RESERVATIONS

Any facility reservation changes and amendments may be charged a \$5.00 fee, which is due at the time of the request of the change. **WE RESERVE THE RIGHT TO REFUSE YOUR RENTAL APPLICATION. WE ALSO RESERVE THE RIGHT TO CANCEL YOUR RESERVATION AT ANY TIME (WITH ADEQUATE NOTICE), IN WHICH CASE YOUR FEES AND DEPOSITS WILL BE FULLY REFUNDED.**

**CITY OF LOMPOC
Recreation Division**

Civic Auditorium Decoration Policy

In order to maintain the Civic Auditorium for a wide variety of activities, the following regulations have been established.

- Thumbtacks, staples or straight pins may not be used on the wall of any part of the facility. (Lobby, Auditorium, Classroom, Stage, Dressing Room, etc)
- The Renter must remove all decorations and props from the facility. FAILURE TO DO SO WILL RESULT IN A DEDUCTION FROM THE CLEANING/DAMAGE DEPOSIT.
- No masking tape, duct tape or scotch tape may be used to affix decorations to any painted wall surface. A clay-like substance called "*HOLD IT*" is available at local department and stationery stores, and can be used to stick decorations to wall surfaces. Renters are responsible for removing all residue of this material. FAILURE TO DO SO WILL RESULT IN A DEDUCTION FROM THE CLEANING/DAMAGE DEPOSIT.
- No nails, tacks, staples or tape of any kind may be used on the stage floor. DAMAGE TO THE FLOOR BY USING ANY OF THE ABOVE WILL RESULT IN A DEDUCTION FROM THE CLEANING/DAMAGE DEPOSIT.
- No objects may be attached to window, stage drapes or Auditorium drapes.
- All decorating materials must be non-flammable.
- Use of special effects for decoration must be requested at the time of application for use of the facility; some special effects are restricted (e.g. smoke machines).
- Painting the cyclorama (cyc) for performance is not allowed. If cyc is painted or damaged renter is responsible for paying costs related to replacing cyc, including staff time.

I have read and understand the above policies, and I agree to follow them.

Applicant Signature

Date

Print Full Name

**ELECTRICAL SAFETY REQUIREMENTS FOR THE LOMPOC CIVIC AUDITORIUM
PLEASE READ THE FOLLOWING REQUIREMENTS CAREFULLY. THEY HAVE BEEN
DEVELOPED TO ASSURE YOUR SAFETY AS WELL AS THE SAFETY OF THE PUBLIC
ATTENDING YOUR EVENT. THESE RULES HAVE BEEN APPROVED BY THE LOMPOC FIRE
DEPARTMENT'S FIRE MARSHAL AS WELL AS THE CITY OF LOMPOC ELECTRICAL
INSPECTOR EFFECTIVE 4/13/92.**

INTRODUCTION: After open flames and smoking, the greatest fire danger in the Civic Auditorium is from unsafe wiring. Since the building wiring has been recently upgraded and replaced, any unsafe wiring will most likely be brought in or created by you - the auditorium user - or by someone in your group. Compliance with the following rules is mandatory.

1. All fixtures, equipment and tools shall have a 3-conductor cord equipped with a serviceable 3-prong dead-front plug. EXCEPTION: Cord-equipped table lamps used as set pieces, lectern lamps, double-insulated power tools, and small appliances, which are factory-equipped with two-conductor cords.
2. Every item of electrical equipment, which is factory-equipped with a grounding-type, 3-prong, plug SHALL BE GROUNDED. The use of a 3-to-2-prong adaptor, or any other means to circumvent the ground connection, regardless of perceived necessity, is prohibited.
3. All extension cords shall be heavy-duty, jacketed cables with 16/3, 14/3, or 12/3 conductors, equipped with a serviceable grounding-type plug and connector, and no longer than 50 feet. Two-conduct, household-type extension cords, and any 18 AWG extension cords are expressly prohibited. IMPORTANT NOTE: 16 AWG cables shall serve no load greater than 500 watts; 14 AWG cables shall serve no load greater than 1000 watts; and 12 AWG cables shall serve no load greater than 1500 watts. To prevent overheating, cables MUST NOT be neatly coiled.
4. Home-made "two-fers", "three-fers", and similar adaptors are prohibited. Factory-made adaptors that are made with 12 AWG cable, and which are rated for 20 amperes, are permissible. Locally fabricated special effects lighting controls will be permitted on a case-by-case basis, if wired in full compliance with the National Electrical Code.
5. Scene dock wiring, and all wiring to lighting fixtures, switches and receptacles that are part of the set, shall be wired with three-conductor, heavy-duty jacketed cable with conductors no smaller than 16/3. The metal parts of fixtures, metal boxes, and the grounding terminals of receptacles shall be connected to the green grounding conductor of the cable. Switches, if used, shall interrupt the black (hot) conductor. Light sockets shall be wired so that the shell is connected to the white (neutral) conductor. The City of Lompoc Electrical Inspector will check all scene dock and set wiring before being energized. Any alterations will require re-inspection.
6. Concession appliances, such as coffee pots and popcorn machines, shall be plugged directly into one of the lobby receptacles. Extension cables, if required shall have conductors no smaller than 14 AWG, shall be no longer than 6 feet, and shall serve only one appliance.
7. The Electrical Inspector shall have the authority to demand immediate disconnection and removal from the premises of any electrical wiring, device, tool or equipment which violates any of the above rules. In addition, either the Fire Marshal or the Electrical Inspector may order immediate changes to correct electrical deficiencies not explicitly addressed above.