



COMMUNITY SERVICES DEPARTMENT
230 E. CHAPMAN AVE., CA 92866

(714) 744-7274 • FAX (714) 744-7252

Orange Senior Center - 170 South Olive Street, Orange, CA 92866

Enclosed in this packet is the necessary information to assist you in reserving the Orange Senior Center:

- **Policies and Procedures for the Orange Senior Center (page 2)**
All policies and procedures must be strictly followed during your event. *The Orange Municipal Code will prevail in event of any conflicts.*
- **Facility Use Application (page 7)**
This form must be completed by the intended permit holder and returned to the Community Services Department. A \$500 security deposit must accompany this form for the City to secure your date.
- **Alcohol Permit Guidelines (page 8)**
Events with alcohol must be approved by the Community Services Department. Alcohol is restricted to beer, wine, and champagne only. Alcohol is not permitted at any youth-oriented events. Violation of these guidelines pertaining to the approval and serving of alcohol may result in the deposit forfeiture and immediate termination of facility use.
- **Private Security & Insurance Requirements for Events with Alcohol (page 9)**
Events serving alcohol are required to provide private security, as well as a certificate of insurance (one million dollar policy) ***and*** an endorsed letter naming the City of Orange as additionally insured.
- **Set-Up Diagram for the Orange Senior Center Banquet Room (page 10)**
This diagram will show you the standard set up of the banquet room for your event.
- **Facility Use Form (page 11)**
This is an example of the form consisting of items you will be held accountable for. This form will be completed by City Staff before, during, and after your event. Before your event begins, City Staff will complete a walk-through with the permit holder and/or the permit designee to review expectations to better ensure the return of your security deposit.
- **Facility Map (page 12)**
A map showing the location of the Orange Senior Center is provided in this packet.

It has been the experience of the Community Services Department that strict enforcement and close adherence to all policies, rules, regulations, and procedures outlined in this packet will help ensure the success of your event and full return of your security deposit. **Failure to comply with any City policies, procedures, and/or guidelines outlined in this packet may result in the forfeit of all or part of the rental fees and deposit, as well as denial of future permit requests.**

If you have any questions regarding the contents of this packet or would like to schedule an appointment to view the Senior Center, please call the Community Services Department at (714) 744-7274 Monday-alternating Fridays 7:30 a.m.-5:30 p.m.

POLICIES AND PROCEDURES FOR ORANGE SENIOR CENTER

Failure to comply with any City policies, rules and regulations, cleaning procedures, and/or alcohol regulations may result in immediate termination of facility use, the forfeit of all or part of the rental fees and deposit, as well as automatic denial of future permit requests. If alcohol is to be served (beer, wine, and champagne only), an approved alcohol permit, additional security, and general liability insurance is required. The Orange Municipal Code will prevail in event of any conflicts.

1. General Information:

- Maximum guest capacity for the Senior Center rooms are as follows:
 - Banquet Room 225 maximum (variation from diagram may reduce capacity)
 - Lounge 30 maximum
 - Arts & Crafts Room 15 maximumTables and chairs are provided. Patron must provide their own table coverings. Access is allowed only to the rooms that are reserved.
- Hours of availability:
 - Saturdays 8:00 a.m. - 11:30 p.m., building must be vacated by 12:30 a.m.
Service of alcohol and all entertainment must conclude by 11:30 p.m.
 - Sundays 8:00 a.m. - 9:30 p.m., building must be vacated by 10:30 p.m.
Service of alcohol and all entertainment must conclude by 9:30 p.m.
- 5-hour minimum rental required: set-up, decorating, and clean-up time (minimum 1 hour) must be included in total hours rented when using the Banquet Room.
- Events serving alcohol (beer, wine, and champagne only) must have approval by the Community Services Department. At no time may alcohol be sold unless prior arrangements have been made to obtain a license with the California Department of Alcohol Beverage Control and has been approved by the Director of the Community Services Department or their designee.
- Additional security is required at every event that includes alcohol and/or events the Community Services Department staff determine is necessary. **One guard per every 50 guests is required.** Guards are required for the entire duration of the reservation.
- Alcohol is not permitted at any youth-oriented party (i.e. Quinceanera, birthday, graduation, baptism, etc.).
- Minors must be supervised: 1 adult for every 10 minors.
- Party must be contained to the permitted areas within the facility. Activity in the parking lot, sidewalk, and alleyway are prohibited.
- Taco cart or BBQ equipment use is prohibited at the Senior Center (inside or outside). Cooking is not allowed at the facility. All food must be prepared off-site. Please see additional policies under section 4.

- The Lounge and Arts & Crafts Room may not be reserved unless the Banquet Room is being utilized.
- With the exception of service dogs, animals are not allowed in the facility.
- Reservations will not be accepted January 1, Presidents' Day, Easter Sunday, Memorial Day, July 3-4, Labor Day weekend (Friday, Saturday, & Sunday prior to the Monday holiday), Veterans Day, Thanksgiving weekend (Friday, Saturday, & Sunday after the Thursday holiday), and December 24, 25, & 31.
- There shall be no advertising exhibited, no petition circulated and no solicitation or sale made in public without written permission.
- Continuous building reservations can be renewed for 3 months at a time.
- City of Orange personnel has the authority to terminate facility use at any time deemed necessary for safety and/or violation of rules and regulations.

2. Application Procedure:

- All forms, permit fees, and a \$500 security deposit must be submitted to the Community Services Department at a minimum of 45 days prior to requested date.
- Reservations may be made up to one year in advance, final payment is due 45 days prior to requested date.
- Applicant must be 18 years of age or older; 21 years of age or older if alcohol is to be served.
- California Identification and proof of residence (i.e. utility bill, etc) is required upon applying for facility use, in order to receive the resident rates.
- The permit applicant must be in attendance during the duration of the event.
- Commercial non-profit-making events/requests may be considered on an individual basis in accordance with the provisions of the Orange Municipal Code, Section 12.48.105.
- **Permits are non-transferable with less than 45 days notice.**

3. Fees:

- **Rentals:**
 - Banquet Room Resident 5 hour minimum/\$500 \$100 for each additional hour
 - Non-resident 5 hour minimum/\$600 \$120 for each additional hour
 - Meeting Rooms Resident \$30 per hour
 - Non-resident \$50 per hour
- **Security Deposits:** Banquet Room - \$500
- Meeting Room - \$75

All security deposits are refundable as long as there is no damage and the facility is left clean. Deposit return is at the discretion of the City and will automatically be processed after the event date and may take up to 8-10 weeks to receive by mail or up to three credit card billing cycles.

- **Private Security:** \$20 per hour, per guard, (5-hour minimum)
If your permit requires additional security, one guard per every 50 guests is required. A 5-hour minimum applies. Guards are required for the entire duration of the reservation.
- **Insurance:** *\$89 (*This amount is subject to change upon purchase of the insurance policy).
- **Payment:**
 - Visa, MasterCard, personal check (made payable to the City of Orange), cash, or money order is accepted as payment.
 - All fees must be paid in full 45 days prior to the requested date.
- **Cancellations:**
 - Written cancellations made at least 60 days prior to event will receive a full refund less \$10.
 - Written cancellations made 59-45 days prior to event will receive a refund less \$100.
 - Written cancellations made 44-0 days prior to event forfeit the rental fee and other fees associated with rental.
 - Written cancellations must be made by the permit holder.

4. **Kitchen:**

- **NO COOKING IS ALLOWED.** The facility's kitchen is for the re-heating, refrigeration, and serving of food prepared off-site only. *No food preparation is allowed on site or in any part of the facility including the inside and outside of the building.*
- Available for use: 1 large oven, 1 refrigerator, 3 large sinks, 5'x5' table space, 1 microwave, 8 burner stove tops. All areas must be left clean.
- Sinks do not have garbage disposals; therefore, under no circumstances may food be disposed of down the kitchen sinks.
- Use of knives or cutlery is to be done on the provided cutting boards and not on the stainless steel counter tops. Failure to follow this policy may cause damage to the counter top and may affect the return of your deposit.
- Basic kitchen items such as serving utensils, paper towels, dish soap, sponges, cloth towels, etc. are not provided.
- The kitchen must be completely cleaned after use. Failure to leave the kitchen as it was prior to use will result in the forfeiture of all or part of the deposit.

5. **Entertainment:**

- The City reserves the right to deny use of entertainment, as it deems necessary.
- All planned entertainment must be disclosed and approved by the Community Services Department.
- Use of smoke and/or fog machines is prohibited.
- Amplified music is allowed at the Senior Center from 9 a.m. to 10:00 p.m., but may not exceed a noise level of 55 decibels. Music may continue to be played from 10-11:30 p.m.; however it must be lowered to 50 decibels. The permit holder must comply with the City Noise Ordinance (O.M.C. Sections 8.24.050-070 and 9.39.020-120).

6. Decorations/Set-up:

- Decorating time must run consecutively with event; decoration and set-up time can be paid for in half hour increments.
- Deliveries and contracted services (i.e. catering, equipment rentals, etc.) must be included in the permitted time. The permit holder and/or permit designee must be present to accept deliveries and/or contracted services.
- Objects and pictures on the walls may not be removed.
- Use of thumbtacks, nails, glue, or tape on the walls is prohibited.
- Objects may not be suspended from the walls or ceiling.
- With the exception of chafing dishes, open-flamed devices such as candles are not allowed. 1997 Uniform Fire Code Section 1109.8 will be strictly enforced.
- Tables and chairs will be set up in advance by City staff according to the attached set-up diagram. Table and chair lay out must be submitted to the Community Services Department at least ten days prior to the event date.

7. Clean-up:

- The permit holder is responsible for ensuring the hall, entryway, restrooms, outside entrance, parking lot and kitchen are clean and in the same condition as they were prior to the event taking place. The City will provide trash bags, sponges and brooms.
- Clean-up consists of, but is not limited to:
 1. All trash must be bagged and placed in the outside dumpster.
 2. All tabletops must be wiped off with a wet sponge and free of debris.
 3. Floor must be swept, spot mopped (if necessary), and free of debris.
 4. Spills, cake, food, etc., must be cleaned from floors, chairs, walls, and tables.
 5. Restrooms must be cleaned within reason, sinks must be wiped down, paper must be picked up from floors, and all trash removed.
 6. Outside entrance and parking lot must be left clean.
 7. Kitchen must be completely cleaned. All counters, sinks, stovetops, ovens, refrigerator, and the microwave must be wiped down with a wet sponge. **As a reminder, the *sinks do not have garbage disposals; therefore, under no circumstances may food be disposed of down the kitchen sinks.***
 8. All decorations must be removed.
- A copy of a "Facility Use Form" is provided for your review (see page 10). Be advised City Staff will complete this form before and after your event. **The return of your deposit is contingent upon a favorable report.** It is in your best interest not to leave the facility before checking out with City Staff.

8. Indemnity and Insurance:

- Events serving alcohol are required to provide the City of Orange with a certificate of insurance (one million dollar policy) ***and*** an endorsed letter which names the City of Orange as additionally insured. The applicant agrees to indemnify, defend and hold harmless the City of Orange, its officers, officials, employees, agents, and volunteers from all action, liability, damage to persons or property, losses, thefts, costs, penalties, obligations, errors, or omissions that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the activities conducted by the applicant.

- Applicants must purchase insurance through the City. The **average premium cost* for coverage is **\$89.00. *This amount is subject to change upon purchase of the insurance policy. Premiums may be purchased by cashier's check, money order, Visa, and Mastercard only. Cash and personal checks are not accepted.*

THE COMMUNITY SERVICES DEPARTMENT RESERVES THE RIGHT TO CANCEL OR CHANGE ANY RESERVATION.

I have read and understand the above information and agree to comply with all policies and procedures related to the use of the Orange Senior Center. I understand failure to comply with any City policies, procedures, and/or guidelines outlined in this packet may result in the immediate termination of facility use, forfeit of all or part of the rental fees and deposit, as well as automatic denial of future permit requests.

Signature of Applicant

Date



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ORANGE SENIOR CENTER FACILITY USE APPLICATION

Applicant Information:

Name of applicant: _____

Address: _____ City: _____ Zip Code: _____

Email address: _____ Phone: (eve) _____ (cell) _____

(If applicable):

Organization: _____ Address: _____

City: _____ Zip Code: _____ Phone: _____

~~~~~

**Event Information:**

Date/Day Requested \_\_\_\_\_ Time Requested \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM)  
(including set up/clean up time)

Purpose of Use \_\_\_\_\_ Number of Guests \_\_\_\_\_

Other areas requested (additional fees apply): Arts & Crafts Room \_\_\_\_\_ Lounge \_\_\_\_\_

Caterer: No  Yes  Explain \_\_\_\_\_

Alcohol to be served? \_\_\_\_\_ Guest Arrival Time \_\_\_\_\_ Guest Departure Time \_\_\_\_\_

Music/Entertainment? (please provide detailed information) \_\_\_\_\_

Type of Decorations to be used? (please detail) \_\_\_\_\_

**Information provided on this application will determine charges as they apply to the event; falsification may result in event termination and/or forfeit of the security deposit.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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For office use only:

Deposit Amount: \$ _____ Security Costs: \$ _____ Insurance Costs: \$ _____

Balance Due: \$ _____ Balance Due Date: _____



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ALCOHOL PERMIT GUIDELINES

Violation of these guidelines pertaining to the approval and serving of alcohol may result in the immediate termination of facility use, forfeit of all or part of the rental fees and deposit, as well as automatic denial of future permit requests.

1. Alcohol refers to any beverage containing any amount of alcohol; alcohol may not be sold in, on, or around city property.
2. Events with alcohol must be approved by the Community Services Department.
3. **Permitted events serving alcohol in the facility are restricted to beer, wine and champagne only.** The presence of any other form of alcohol is prohibited and may result in the deposit forfeiture and immediate termination of facility use.
4. Alcohol is not permitted at any youth-oriented event. Minors consuming alcohol is prohibited. It is the responsibility of the applicant to monitor and enforce the law. Failure to comply may result in immediate termination of facility use, forfeiture of the deposit and possible citations. Injuries caused to any person as a result of a minor's alcohol consumption on City property, including but not limited to the Orange Senior Center, shall be the sole responsibility of the permit holder and/or permitted designee.
5. All alcoholic beverages must be consumed from a clear, disposal cup. Glass bottles or cans are not permitted in the Center with the exception of the kitchen. It is the responsibility of the permit holder to control the consumption of alcohol by their guests. Alcohol may not be poured or consumed outside of the facility.
6. Private Security and General Liability Insurance is required for all events with alcohol. Please refer to page 9 of this packet for details.

I have read the above information and agree to comply with all policies and laws related to the service of alcohol in the Orange Senior Center. I understand non-compliance to these guidelines may result in the immediate termination of facility use, forfeit of all or part of the rental fees and deposit, as well as automatic denial of future permit requests.

Signature of Applicant

Date



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PRIVATE SECURITY & INSURANCE REQUIREMENTS

1. Private security is required at all events serving alcohol for the entire duration of the rental. One guard for every 50 guests is required at all times. Security arrangements are made by the City and all fees are paid directly to the City of Orange.

The cost for security personnel is \$20 per hour, per guard, with a 5-hour minimum. Security costs are due upon final payment of the permit.

2. Events serving alcohol are required to provide the City of Orange with a certificate of insurance (one million dollar policy) ***and*** an endorsed letter which names the City of Orange as additionally insured. The applicant agrees to indemnify, defend and hold harmless the City of Orange, its officers, officials, employees, agents, and volunteers from all action, liability, damage to persons or property, losses, thefts, costs, penalties, obligations, errors, or omissions that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the activities conducted by the applicant.
3. Applicants must purchase insurance through the City. The ***average cost*** for coverage is ****\$89.00. *This amount is subject to change upon purchase of the insurance policy. Premiums may be purchased by cashier's check, money order, Visa, or MasterCard only. Cash and personal checks are not accepted.*** Permits will not be issued until the insurance certificate has been received.

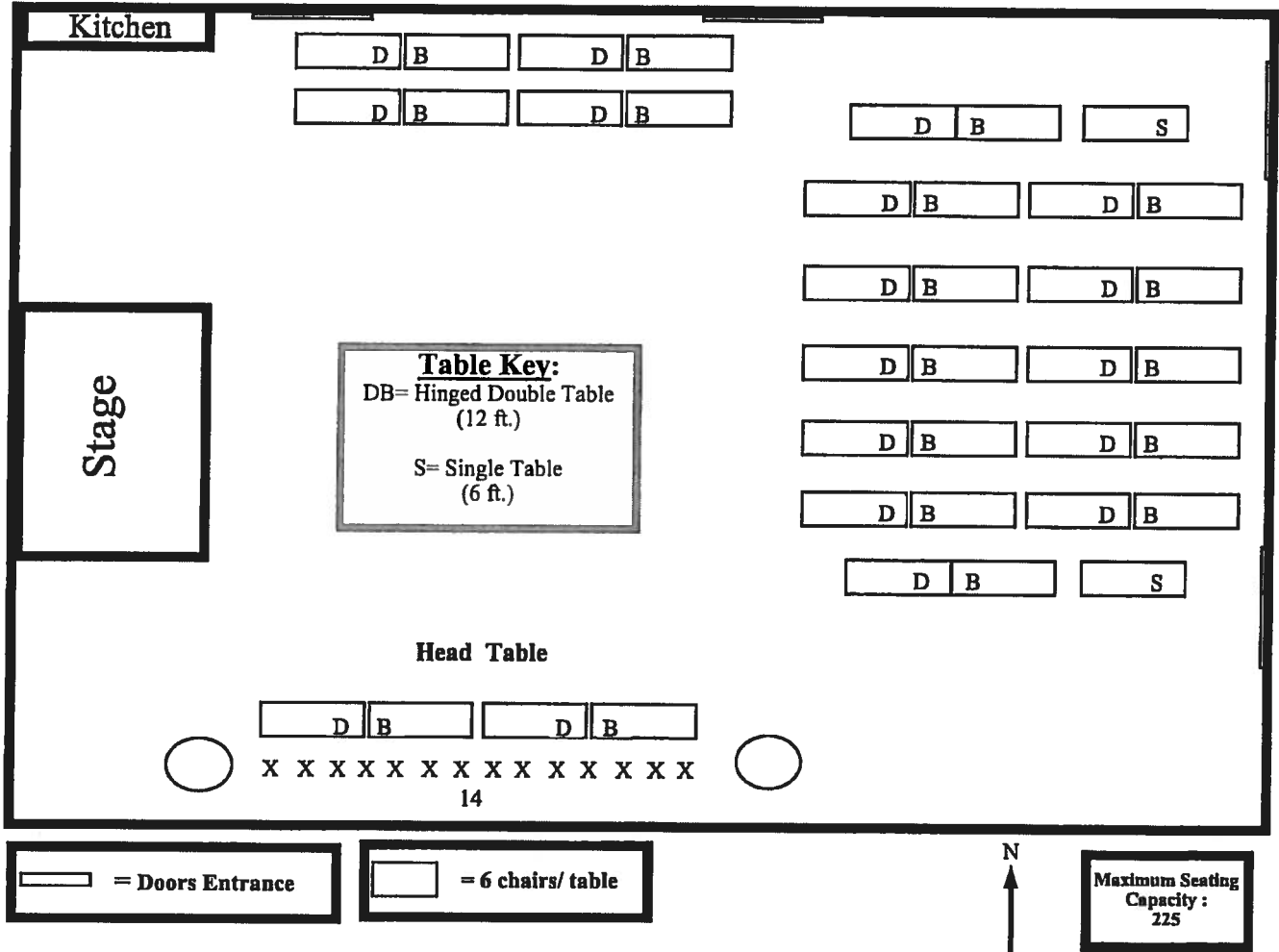
I have read the above information and agree to comply with all policies and laws related to the service of alcohol in the Orange Senior Center. I understand non-compliance to these guidelines may result in the immediate termination of facility use, forfeit of all or part of the rental fees and deposit, as well as automatic denial of future permit requests.

Signature of Applicant

Date

Set-up Diagram for Orange Senior Center Banquet Room Rentals

- Permit holder must provide coverings for all tables used during rental.
- Food may not be disposed of down the kitchen sinks.



Custom set-up requests are due 10 days prior to the rental date.

If you would like to view the
Senior Center banquet room, please contact Joe Avila at (714) 744-2271
or javila@cityoforange.org to make arrangements.

Permit Holders' Signature: _____



Permit Holder or Designee (first, last name):		Permit Holder's /Designee's Signature:	
Facility Use Date:		Expected Attendance:	
Type of Event:		Rental #:	
Reservation Start Time:		Reservation Check-in Time:	
Staff Name(s):		Security Guards Name(s):	

CHECK-IN/ WALK THROUGH:

PERMIT HOLDER WALK-THROUGH: INTERIOR OF FACILITY

- | | | | |
|--|-----|---------------------------------------|-----|
| Yes | No | Yes | No |
| ___ | ___ | ___ | ___ |
| Remove all items brought to the facility | | Floors are clean (sweep and spot mop) | |
| ___ | ___ | ___ | ___ |
| Fire extinguisher fully charged | | Pick up trash from tables/floors | |
| ___ | ___ | ___ | ___ |
| Tables and chairs wiped down | | All trash is removed from trash cans | |
| ___ | ___ | ___ | ___ |
| Any decorations on walls or ceilings | | Lobby is clean/presentable | |

Permit holder's initials: _____

PERMIT HOLDER WALK-THROUGH: RESTROOM

- | | | | |
|-----------------------------------|-----|--|-----|
| Yes | No | Yes | No |
| ___ | ___ | ___ | ___ |
| All trash is removed | | All restrooms fully stocked (toilet paper, paper towels & hand soap) | |
| ___ | ___ | ___ | ___ |
| All restroom stalls lock properly | | Mirrors are free from scratches or damage | |
| ___ | ___ | | |
| All restroom lights turn on | | | |

Permit holder's initials: _____

PERMIT HOLDER WALK-THROUGH: KITCHEN

- | | | | |
|--|-----|---|-----|
| Yes | No | Yes | No |
| ___ | ___ | ___ | ___ |
| All trash removed from kitchen | | Stove & oven are turned off | |
| ___ | ___ | ___ | ___ |
| Sink and counters tops wiped down | | Kitchen cabinets emptied | |
| ___ | ___ | ___ | ___ |
| Sink cleaned and no visible food particles | | Floors are clean (sweep and spot mop) | |
| ___ | ___ | ___ | ___ |
| Microwave, refrigerator, freezer, oven & stove wiped down and clean of any food particles. | | Stainless steel counter tops inspected (free of scratches or gauges (feel with hand)) initial | ___ |

Permit holder's initials: _____

PERMIT HOLDER WALK-THROUGH: EXTERIOR OF FACILITY

- | | | | |
|----------------------|-----|------------------------------|-----|
| YES | NO | YES | NO |
| ___ | ___ | ___ | ___ |
| Parking lot is clean | | All trash is in the dumpster | |
| ___ | ___ | ___ | ___ |
| Alley is clean | | Graffiti-free | |

After completing the walk-through with the user, remind them of the following information (initials required from permit holder per bullet):

- The Senior Center facility needs to remain in the same condition prior to the reservation which includes the interior and exterior of facility, parking lot, and dumpster area (initials) _____
- There is no food preparation or cooking allowed in the kitchen, only the heating foods (initials) _____
- Food may not be disposed of down kitchen sinks (initials) _____
- Designated kitchen cutting boards is the only surface that may be used for cutting (initials) _____
- No loitering in the parking lot or the surrounding facility (initials) _____
- All tables used during rental must be covered (initials) _____

CLOSING/WALK THROUGH:

PERMIT HOLDER WALK-THROUGH: INTERIOR OF FACILITY

- | | | | |
|-----|-----|-----|-----|
| Yes | No | Yes | No |
| ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ |

Permit holder's initials: _____

PERMIT HOLDER WALK-THROUGH: RESTROOM

- | | | | |
|-----|-----|-----|-----|
| Yes | No | Yes | No |
| ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ |

Permit holder's initials: _____

PERMIT HOLDER WALK-THROUGH: KITCHEN

- | | | | |
|-----|-----|-----|-----|
| Yes | No | Yes | No |
| ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ |

Permit holder's initials: _____

PERMIT HOLDER WALK-THROUGH: EXTERIOR OF FACILITY

- | | | | |
|-----|-----|-----|-----|
| YES | NO | YES | NO |
| ___ | ___ | ___ | ___ |
| ___ | ___ | ___ | ___ |

Additional Staff and/or Permit Holder's Comments:

The above information determines if the Permit Holder's full facility deposit will be returned. By signing below you are agreeing to all the above information.

Reservation End Time:	Staff Signature:
Permit Holder Check Out Time:	User Signature:

OFFICE USE ONLY

Facility Reservations - Account # 100.7001.44210
 Damage Deposits - Account # 810.20319

- Reservation is satisfactory Permit holder is responsible for paying \$_____ due to _____

Coordinator/Supervisor _____ Date: _____

