



**City of Redlands – Recreation Division**  
**Facility Rental Information and Application**  
 111 W Lugonia Avenue, Redlands, CA 92374



**Reservations:** Reservations are made on a first come, first serve basis. A facility agreement must be completed and submitted 30 days prior to desired reservation date. Rental deposit must be paid in full at time of booking. Certificates of Insurance and any remaining rental balances are due (7) after rental has been approved, or the reservation may be subject to cancellation.

**Refunds:** All cancellations must be made fourteen (14) days in advance of the reservation date. All refunds, except the security deposit, shall be subject to a ten dollar (\$10.00) administrative fee.

**Security Deposit:** A refundable cleaning and security deposit of \$200.00 shall be required of all reservations, and paid in full at the time of booking. The deposit will be refunded in approximately two weeks after the rental date(s) if all facilities are unharmed, appropriately clean, and vacated at the contracted time. Only one deposit is needed if more than one room is rented.

**Attendant & Room Set up Fee:** : A \$30.00 per hour staff attendant fee will apply to billable reservations for hours outside of the applicable normal hours of operation. Room set-up fee of \$30.00 per staff hour will also be charged for reservations requiring table and chair set up.

**Insurance Information:** Before a rental can be confirmed, all applicants must secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City. Certificates with endorsements evidencing such coverage must be provided to the City. Please contact the City of Redlands Human Resources Division/Risk Management with any questions regarding this insurance provision or to procure such insurance from the City of Redlands at (909) 798-7514.

*Worker’s Compensation and Employer’s Liability* insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City.

*Comprehensive Commercial General Liability* insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City and **name the City as additional insured**. Please note that Three million dollars (\$3,000,000) aggregate for projects with greater exposure.

**Any professional service vendors (caterers, entertainment, DJ’s, etc.) are required to obtain or provide a copy of current Insurance Certificate and current Redlands Business license before event can proceed.**

***Will you have vendors (DJ’s, Photo, etc) performing paid services during your event ?***  Yes  No

**Redlands Community Senior Center—111 W. Lugonia Avenue, Redlands CA 92374**

**Regular Business Hours Monday—Friday 10:00AM—2:00PM**

Senior Center Banquet Room—\$51.00/hr during business hours.  
 1,932 Square Feet (Dining Capacity 105, Assembly Capacity 200)

Lugonia Room—\$30.00/hr during business hours.  
 836 Square feet (Dining Capacity 25, Assembly Capacity 35)

Grand View Room—\$30.00/hr during business hours.  
 264 Square Feet (Dining Capacity 25, Assembly Capacity 35)

Entire Building—\$125/hr during business hours. \$54.00 for each additional hour. (Dining: refer to above, Assembly 650)

**Redlands Community Center—111 W. Lugonia Avenue, Redlands CA 92374**

**Regular Business Hours** Monday—Friday 2:00PM—7:30PM, Saturday 9:00AM—3:00PM

Multipurpose Room—\$49.00/hr during business hours.

1,848 Square Feet (Dining Capacity 135, Assembly Capacity 285)

Dance Studio—\$47.00/hr during business hours.

1,365 Square Feet (No Dining or Assembly)

Classroom—\$30.00/hr during business hours.

852 Square feet (Dining Capacity 25, Assembly Capacity 35)

Small Classroom—\$20.00/hr during business hours.

495 Square feet (Dining Capacity 25 Assembly Capacity 40)

Gymnasium—\$200.00/hr during business hours.

7,650 Square Feet (Dining N/A, Assembly 400)

Game Room—\$39.00/hr during business hours.

1,850 Square feet (No Dining or Assembly)

Racquetball Court—\$25.00/hr during business hours

882 square feet each (Equipment included when available)

**Joslyn Senior Center—21 Grant Street, Redlands CA 92373**

**Regular Business Hours** Tuesday—Friday 9:00AM—3:00PM, Closed Saturday, Sunday and Monday

*\*Joslyn Senior Center temporarily closed to rentals at this time.*

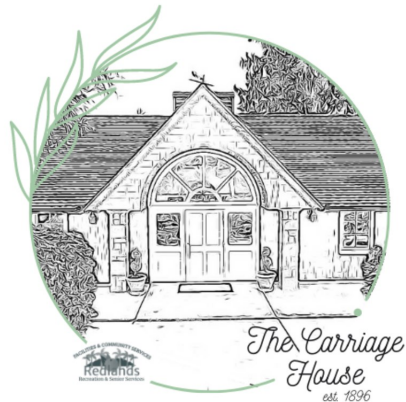
**\*Carriage House - Prospect Park—1352 Prospect Drive, Redlands, CA 92373**

Located inside Prospect Park, this event location is a special and historic part of Redlands.

1,188 Square Feet (Dining Capacity 75, Assembly 100)

Your rental includes the entire Carriage House plus  
outside Pavilion and Grassy Area—\$400.00/hr

*\*The Carriage House temporarily closed to rentals at this time.*





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(909) 798-7572



**STEP ONE—INFORMATION**

Application Date: \_\_\_\_\_ Date(s) of Use: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your Email (required) \_\_\_\_\_

*Alternate Contact:*

*Name, Phone,*

*Email :* \_\_\_\_\_

**STEP TWO—EVENT**

Type of Event :  Meeting  Birthday  Family Gathering  Reception  Shower  Wedding

Other/Notes \_\_\_\_\_

# of Attendees: \_\_\_\_\_ Alternate Date Choices: \_\_\_\_\_

*Your rental time includes the time you need to set up before and clean up after your event. Rental rates are by the hour during regular business hours of each individual facility. You may need to end your event 20 to 30 minutes before your rental time expires to allow time for clean up.*

Total Number of Hours: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ *See Rental Information page 1,2 for hourly rates.*

**STEP THREE—DETAILS**

**Will alcohol be served?**  YES  NO If yes, you will need to fill out an additional application. Please ask staff member for this form. Once approved, provide this information to your insurance provider or Risk Management.

**Will food be served?**  YES  NO We will provide tables for food as requested. You may bring food serving warmers and/or coolers. No cooktops or cooking of food is allowed inside rooms.

**Seating and Amenities Requests:** Tables and chairs are included with your rental. Tables can accommodate up to 8 chairs each. Our round tables measure 5 feet across. Our rectangular tables measure 2 x 6 feet. There is an optional \$30 set-up/break down fee. You may rent your own tables and chairs if you prefer. There is no extra charge for use of the following items.:

- Microphone  Projector  HDMI Cable  Cable Adaptor  Sound Cord  Podium  Speaker  TV(s)

All items must be returned at the end of your rental during check-out process.

**WE DO NOT HAVE:** Serving dishes, serving utensils, linens, napkins, plates, cups, utensils, decorations, chair covers, pens, tape, scissors, paper towels, aluminum foil, plastic bags.

**WE DO NOT ALLOW:** Nails, tacks, pins, heavy sticky tape or any other adherence on walls. No open flames or lit candles of any kind.

**WE PROVIDE TRASH BAGS FOR END-OF-RENTAL CLEANUP**

**STEP FOUR—FACILITY**

Redlands Community Center—111 W Lugonia Avenue

- Multipurpose Room  Gymnasium  Racquetball  Small Classroom  
 Classroom  Dance Studio  Game Room  Entire Building

Redlands Community Senior Center— 111 W Lugonia Avenue

- Multipurpose Banquet Room  Grand View Room  Lugonia Room  Entire Building

See rental information sheet pages 1 and 2 for rates, room capacities, and other details.

**STEP FIVE—WALK THROUGH AND RESERVE**

Reservations can be made after you have visited the center in person and met with a staff member. Please call the center at 909-798-7572 or 909-798-7579 to make an appointment for a tour, or you may drop in during business hours. Applications may be filled out online or in person. Your \$200 refundable deposit will secure your rental date and is due at time of booking. Staff member will go over requirements and room layout needs. Thank you for booking with us for your event!

All requests to serve alcohol must be submitted in using the approved applications, approved by the Facilities and Community Services Director, and must include such endorsements within the Certificate of Liability Insurance for the specified event. The party must designate and identify one person twenty-one (21) years of age or older and who will not consume alcohol during the event, to monitor alcohol consumption, and ensure that all alcoholic beverage consumption laws and facility rules are followed. Additionally, alcohol must be consumed in the pre-approved designated area as outlined in the application. Failure to comply may result in law enforcement being called and the termination of the event with forfeiture of all deposits and fees. Additional fees may be imposed if deemed necessary by the Recreation Supervisor.

Designated alcoholic beverage consumption area: \_\_\_\_\_ (name of room(s) rented)

Applicant hereby acknowledges that he/she understands, and will comply with all rules pertaining to use of the Redlands Community Center/Redlands Community Senior Center facilities. Applicant hereby assumes all responsibility to leave the facility in as neat and clean condition as found. All payments and deposits are due, in full, two weeks prior to the event date in order to secure the reservation. All cancellations must be made 14 days in advance of the reservation date. All refunds, except cleaning deposit, shall be subject to a ten percent (10%) administrative fee. The cleaning fee will be reduced by \$30.00 per hour for staff clean-up. Applicant agrees to defend, hold harmless and indemnify the City of Redlands from any and all liability, except for that liability arising as a result to the sole negligence of the City, for the injury to persons or property occurring as a result of this activity and agrees to be liable to said City for any and all damages to any room, equipment and/or furniture owned or controlled to the City, which results from the activity of applicant for is caused by a participant in said activity. Applicant acknowledges that this reservation is subject to immediate cancellation by any Police Officer or agent of the City of Redlands upon determination of a violation of the Redlands Municipal Code or in times of declared emergencies. I/We agree to abide by and enforce the rules and regulations of the City of Redlands and verify that I/We have read the above rules and regulations.

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

\_\_\_\_\_  
Date