



RENTAL INFORMATION PACKET

INDOOR EVENTS AND BANQUETS

2701 4th Street, Ceres, CA 95305
(209) 538-5628
www.ci.ceres.ca.us

I. DESCRIPTION OF FACILITIES

- The **Ceres Community Center (2701 4th Street)** is a two-story facility located in the heart of downtown Ceres. The 25,600 square foot modern space was designed to accommodate a variety of events with its array of meeting and rental rooms, in addition to the spaces dedicated for Recreation programs, activities and classes.
- The **Ceres American Legion Hall Memorial Building (CALMB) (2609 Lawrence Street)** is located in the heart of downtown Ceres. The 6,822 square foot space was designed to accommodate a variety of events with alcoves for smaller meetings and rental capacities.

All rooms listed are for multi-purpose use. Please note the more side tables and activities you add the less space there is for people.

A. Large Assembly Room (4,738 sq. ft.) and Commercial Kitchen (876 sq. ft.)

- Dining Capacity: 300
- Theater Capacity: 400
- Amenities: Tables, Chairs, Access and Full use of commercial grade kitchen

B. Small Assembly Room (2,728 sq. ft.)

- Dining Capacity: 180
- Theatre Capacity: 200
- Amenities: Tables, chairs

C. Conference Room (433 sq. ft.)

- Capacity: 14
- Amenities: Tables and chairs (available in one layout only), and a sink

D. Meeting Room (726 sq. ft.)

- Capacity: 48
- Amenities: Tables, chairs, storage cabinet, projector screen, and a sink

E. Classroom (653 sq. ft.)

- Capacity: 25
- Amenities: Tables, chairs, storage cabinet, projector screen and a sink

F. Kitchen – Included as part of the rental rate for Large Assembly

- Capacity: 25
- Amenities: Walk-in refrigerator, freezer, convection oven, warming top, warming ovens, sinks, bar area. **NO** kitchen utensils and/or dishes are provided.
- Please note that the kitchen is used to serve lunch to people 60 and older Monday through Thursday. The kitchen is shared from 11:00 A.M. to 1:00 P.M. during these days.

G. Ceres American Legion Hall Memorial Building (CALMB) (6,822 sq. ft.)

- Dining Capacity: 335
- Theater Capacity: 425
- Amenities: Tables, chairs, kitchen, restrooms

H. Outdoor Patio- At both Ceres Community Center and CALMB accessible only from inside of the facilities

I. Additional Information –

- Additional amenities available upon request.
- The Ceres Community Center and CALMB DO NOT offer storage for private events.
- No items are allowed to be stored overnight.
- Capacity is also contingent on the set up/layouts

II. THE USE POLICY PURPOSE

The purpose of this Rental Information Packet is to ensure that the Ceres Community Center and CALMB are operated in a manner that best serves the residents of the City of Ceres, granting fair and equitable use for meetings, activities, and social events. Fees charged for the use of the facilities will be used for ongoing maintenance and operational costs of the facilities. The Recreation Manager has the discretion to make operational policy changes. Policy changes pertaining to the fees will be reviewed and recommended by the Recreation Department and then submitted to the Ceres City Council. **The City of Ceres Recreation staff will speak with the renter ONLY. Renter will be allowed one addition contact.**

III. GROUP PRIORITY RATING

An individual or group seeking permission to utilize the facilities at the Ceres Community Center or CALMB will be classified in one of the following groups. These classifications are used to establish 1) priority of use, 2) applicability of a fee, and 3) amount of the fee, if any. The priority groups are as follows:

- City of Ceres: Activities conducted and/or sponsored by the City of Ceres.
- Ceres Unified School District: Only activities approved by the Ceres Unified School District Administrator's Office. The City will follow current MOU standards with CUSD to charge fees if applicable.
- **Tier 1:** Residents: Private functions hosted by City of Ceres residents/Non-Profit Organizations
- **Tier 2:** Commercial Business/Non-resident: Non-resident private functions

IV. HOURS OF OPERATION

A. Ceres Community Center hours of operation:

Monday – Friday	9:00 A.M. - 7:00 P.M.
Saturday	8:30 A.M. - 5:00 P.M.
Sunday	Closed

B. **CALMB hours of operation:** The CALMB is open upon request for rentals, meetings, recreation programs, and tours.

Events must end no later than 11:00 P.M.

C. Community Center weekend rentals are defined as beginning at 9:00 A.M. on Friday and Saturday and ending no later than 11:59 P.M.

D. Note that 4-hour time slots include setup and tear down.

E. Hourly rentals are restricted to daytime events and must include your set up and tear down.

F. The cleanup time for full day rentals and Saturday events will begin immediately following the noted end time on the rental paperwork. Clean up time is given as the following:

- a. Ceres Community Center's Large and Small Assembly Rooms 90 minutes
- b. CALMB 90 Minutes
- c. All other rooms – 30 minutes
- d. The times above starts at the event end time listed on the rental paperwork.
- e. Any time over will be an additional charge and taken from the renter's deposit.
- f. Renter or secondary contact must stay until facility is clean and contracted employees have left the premises.

G. The facilities will be closed but not limited to the following observed days - New Year's Eve, New Year's Day, Observed Presidents' Day, Martin Luther King Day, first Saturday in May (Ceres Street Faire), Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Veterans Day, Christmas Eve, Christmas Day, City special events and City maintenance.

V. APPLICATION PROCEDURES

A. Making a Reservation

1. All applicants must complete a Facility Rental Application and pay the applicable deposit when requesting a reservation.
2. All rental fees are required to be paid 30 days prior to reservation date.
3. All renters must be 18 years of age or older and be in good standing with the city to reserve a room at the Ceres Community Center or CALMB.
 - a. If alcohol is being served or sold during reservation, the renter must be 21 years of age or older.
4. An individual or secondary contact of a group may inquire about the availability of a specific room, date and time as well as rental rates by telephone or in-person at the Recreation Department during regular business hours.
5. An available date cannot be held for potential reservation through an inquiry only. **A deposit must be paid to secure a date with application and deposit in person.**
6. The applicant shall be classified and assigned a group in accordance with the definitions and priority rankings set forth in Section III of this Facility Information Packet.
7. Upon approval of an application, a **Facility Rental Agreement** will be issued authorizing the requested use of the protection of the public health, safety and welfare and the Ceres Community Center and /or CALMB facility. Applicants shall not transfer, assign, or sublet use of the reserved facility.
8. Reservations can be made no earlier than:
 - a. **City of Ceres:** no limit
 - b. **Ceres Unified School District:** Up to 13 months in advance. Requested rentals that take place on a Friday or Saturday night must be approved by the Recreation Management Team. CUSD will be charged all direct (custodial, security, amenities, etc.) costs and other applicable fees as laid out by the MOU. District employees must fill out the CUSD Use Application and submit it to the district for approval.
 - c. **All other groups:** Up to thirteen (13) months in advance of the rental date
9. Transfers of the scheduled rental date are allowed to be switched once based on availability and with the approval of the Recreation Management Team.
 - Renter can change the date once without charge
 - If renter needs additional date changes there will be a charge of \$40 each
 - Security fees are subject to change and are the responsibility of the renter.
10. All reservations must be made for a 2-hour minimum.
 - a. Reservations that require security must be made for a 4-hour minimum.

B. Denial of Reservations

1. Use may be denied but not limited to for the following reasons:

- a. The Ceres Community Center or CALMB are physically incapable of accommodating the proposed activity due to the nature of the activity or the number of people estimated to be in attendance.
- b. The applicant has failed to comply with all conditions of this Facility Information Packet or those set forth in the facility use permit.
- c. The activity is likely to cause physical damage to the Ceres Community Center, CALMB, or City owned equipment.
- d. Conditions for the issuance of a facility use permit have not been fulfilled.
- e. Any law or regulation is violated by an intended use.
- f. Another event is already scheduled on the requested date.
- g. The applicant previously used the facility and failed to comply with applicable rules or conditions.
- h. The applicant has in the past cancelled a scheduled event in the facility without prior notice.

Facility Information Packet

2. If at any time prior to or during the scheduled event the applicant/user is not in compliance with the policies and regulations stated in this Facility Information Packet or the conditions of the facility use permit, and after notice of noncompliance, has failed or refused to comply (or compliance is no longer possible), the City, acting by and through the Recreation Manager or his/her designee, may cancel the reservation or terminate the event. Under those circumstances, all deposits and/or fees previously paid will be forfeited.
3. The City reserves the right to cancel a permit issued for any event or activity as deemed necessary. In the event of such a cancellation, notice shall be given as far in advance as possible and a full refund will be issued if applicable.

VI. LIABILITY AND INSURANCE

Insurance

1. Users of the facility may be required to procure and maintain, at their own expense and for the duration of the event, comprehensive general liability, property damage liability, and Host Liquor Liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000.00), combined single limit.
2. An insurance policy will be required for the following rentals:
 1. Commercial business
 2. Non-Profit organization
 3. Alcohol
 4. Large and Small Assembly
 5. American Legion Hall
 6. Kitchen
3. **Special event insurance** may be obtained from your homeowner insurance provider or can be purchased from an approved third-party provider.

A. Insurance Requirements

1. All event insurance policies must:
 - a. Contain no special limitations on the scope of protection afforded to City and City Personnel.
 - b. Be the primary insurance and any insurance or self-insurance maintained by City or City personnel shall be in excess of the user's insurance and shall not contribute to it.
 - c. Shall be "date of occurrence" rather than "claims made" insurance.
 - d. Shall apply separately to each insured against the limits of the insurer's liability.
 - e. Shall be written by insurance companies qualified to do business in California and rated "A" or better in the most recent edition of Best Rating Guide, The Key Rating Guide, or in the Federal Register, and only if they are of a financial category Class VIII or better, unless such rating qualifications are waived by the City's Human Resource Manager due to unique circumstances.
 - f. Certificate must be an original. No copies will be accepted.
 - g. The applicant's policy must include a 30-day written cancellation notice.
 - h. The Certificate of Insurance and Additional Endorsement Form must be filed with the City of Ceres Recreation Division no later than the date of final payment or thirty (30) days prior to the event, whichever is earlier. If the paperwork is not on file by this date, the reservation is subject to cancellation.
2. Certificate of Insurance
 1. The City of Ceres requires the following information on all certificates and/or additional insured endorsements:
 - a. Wording must read exactly, with no exceptions accepted:
 - i. Additional Insured: "City of Ceres and its officers, officials, employees, and agents"
 - ii. Have primary renter be named on the insurance certificate. If for any reason this is not the case, the insurance will not be accepted.
 - iii. Host Liquor Liability Coverage if alcohol is being served or sold.
 - b. Additional Endorsement or Declaration Page must accompany the Certificate of Insurance and indicate policy number, date, name of insurance company and name of "insured".

C. Indemnification Clause

To the full extent permitted by law, user shall indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers ("City indemnitees"), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys' fees and cost of litigation ("claims"), arising out of the Undersigned's performance of its obligations under this agreement or out of the operations conducted by Undersigned, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any lawsuit, or other adversarial proceeding arising from Undersigned's performance of this agreement, the Undersigned shall provide a defense to the city indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims.

VII. GENERAL OPERATING REGULATIONS

A. Renter Responsibilities

1. **Supervision**-Supervision by Recreation Department staff is necessary for the public's safety and well-being. Recreation Department staff will be responsible for and have complete authority over the facility being used, and all equipment, participants, and activities. Recreation Department staff has authority to request changes in activities or the cessation of activities. Users must comply with these requests and instructions. Recreation Department staff is responsible for enforcement of all policies, rules, and regulations. The Recreation Department staff has the authority to deny or terminate the use of the facility if staff determines that the use does not conform to the requirements of the facility use policies and

Facility Information Packet

regulations and/or may cause damage to the facility. Additionally, the City reserves the right to require security whenever it deems it appropriate.

2. **Damage**-In the event of damage, destruction or defacement, the user will be liable for all expenses required to repair, restore, or replace the facility, its furnishing, or equipment to its original condition. Renter assumes full responsibility for all injuries and/or damages incurred by event guests.
3. **Mandatory Cleanup** - Cleanup is the renter's responsibility. This includes but not limited to the wiping of tabletops, cleaning chairs, disposing of trash into proper receptacles, wiping counter tops and kitchen equipment, cleaning all spillage in refrigerators/freezers, ovens, and removal of user-owned or leased (non-City owned) items. At CALMB, the Renter is responsible for the set up and break down of all tables and chairs. At this time all personal/rental items must be removed from the facility. Storage is NOT provided at the Ceres Community Center or CALMB. Fees of \$100 per half hour will be charged for any time above and beyond the ninety (90) minutes provided for cleanup. **If the renter or secondary contact refuses to clean up at the end of their event, they will forfeit their entire deposit.**
4. **Event Closing Time**
 - Ceres Community Center – 12:00 A.M.
 - CALMB - 11:00 P.M.
 - Last call for food and beverage service shall be 60 minutes before the event is scheduled to end.
5. **Supervision of Minors**
 - Common areas are closed to everyone after community center public hours are closed.
 - Minors are to be always accompanied by an adult when inside and outside of their rented space.
 - The renter is responsible for any damage or injuries incurred by children.
6. **Decorations** - Decorations require prior approval by the Recreation Department staff. No signs or decorations are to be hung and/or nailed to walls, windows, ceilings, or drapes. No fog/bubble machines, rice, bird seed, confetti, or other similar items allowed on the premises. Balloons must be secured and are not to be released. All decorations must be fire retardant.
7. All exits need to be clear 6 ft. from the exit doors.
8. **Room Setup**
 - a. **Ceres Community Center**- Room rental rates will include a complimentary table and seating set-up and take down in pre-arranged layouts. Customer and Recreation Department staff will determine layouts. If the renter is bringing in large equipment, they are responsible for disclosing that at the time of the layout creation.
 - b. **CALMB** – Room rental rates include complimentary tables and chairs. Take down, set up, and any damages are the responsibility of the renter. Chairs must be restacked with 10 per stack.

B. Refunds and Cancellation

- a. Cancellations must be submitted using a facility rental cancellation request found on the [city website](#).
- b. Cancellations can only be made by the primary contact on all rental paperwork.
- c. Cancellation rates for CALMB and Community Center are as follows:
 - a. 6-12 months – 10% of the deposit.
 - b. 3-6 months – 25% of the deposit.
 - c. 1-3 month(s) – 50% of the deposit.
 - d. 30 days or less – 100% of the deposit
- d. **All cancellations must be requested by submitting a Facility Rental Cancellation Request and completed by the primary renter on file.**

1. Refund of Damage/Security Deposits

- a. Security and cleaning deposits may be refunded if proper cleanup is completed, and no damage has occurred.
- b. The user shall be required to pay the full cost of damage (over and above the deposited funds), regardless of the amount. If damage occurs and it is less than the deposit, the difference shall be refunded.
- c. No vaping/smoking allowed in the building. Any guest caught doing so will result in an automatic \$250 deduction from the deposit. If the fire alarm goes off as a result the renter will forfeit the entire deposit.
- d. If the police are called for any reasons related to problems at the event their will be an automatic \$250 deduction from their deposit. The severity of the issue could result in forfeiture of up to their entire deposit.
- e. Refunds will be returned within the time frame stated below:
 - Refunds take 6-8 weeks to be processed and will either be returned to the card used or by check.

C. Security

1. Per the requirements of the Ceres Police Department, renters will obtain necessary security through the Preferred Security List. Renters are financially responsible for all fees associated with obtaining security beginning 30 minutes before event start time until the end of cleaning. Fees are paid directly to security company.
2. The number of security guards required for rentals are as follows:
 - a. **Large Assembly (Community Center) and CALMB**
 - i. Alcohol served/sold– 2 guards
 - ii. No alcohol/sold/under 60 attendees – 1 guard
 - iii. No alcohol/sold/over 60 attendees – 2 guards
 - b. **Small Assembly**
 - i. Alcohol served – 2 guards
 - ii. No alcohol served/sold – 1 guard
 - c. **All other rooms**
 - i. Alcohol served/sold - 1 guards
 - ii. No Alcohol served/sold: 0 guard
3. Adjustments to security cannot be made within 1 month of reservation.
4. Security reservations will be subject to an administrative fee to be paid to the Recreation Department.

D. Catering/Kitchen/Cooking Policies

1. Community Center – Commercial Kitchen and Beverage Bar Area:

- a. Commercial kitchen can be rented by itself or in conjunction with a Large Assembly room reservation.
- b. Renter is responsible for the care and cleanup of the kitchen.
- c. Renter must provide all of their own kitchen, cooking, and/or serving utensils.
- d. Beverage Bar Rules
 - i. Must have a bartender and/or one designated person for serving. NO SELF SERVING, RENTER CAN NOT SERVE
 - ii. Bartender or security officer on duty reserves the right to check ID
 - iii. No one under the age of 21 years of age shall be allowed inside the bar area.
 - iv. No one under the age of 21 years of age shall be served alcohol.
 - v. Any groups selling alcohol must display their ABC License in a clear viewing area, next to the bar.
 - vi. Alcohol cannot be served prior to the scheduled event and the approved security officer(s) arrives

2. CALMB – Warming Kitchen and Beverage Bar Area:

- a. The warming kitchen, oven, warming top, and fridge is reserved in conjunction with a CALMB room reservation.
- b. Renter is responsible for the care and cleanup of the kitchen
- c. Beverage Bar Rules
 - i. Must have a bartender and/or one designated person for serving. NO SELF SERVING, RENTER CAN NOT SERVE
 - ii. Bartender or security officer on duty reserves the right to check ID
 - iii. No one under the age of 21 years of age shall be allowed inside the bar area.
 - iv. No one under the age of 21 years of age shall be served alcohol.
 - v. Any groups selling alcohol must display their ABC License in a clear viewing area, next to the bar.
 - vi. Alcohol may neither be served nor sold prior to the scheduled start of the event or until the approved security officer(s) arrives at CALMB.

3. Outdoor Cooking:

- a. Caterer and renter must provide their own food preparation equipment (canopies, tables, chairs, power etc.)
- b. Cooking must be contained to the designated cooking area. This area is in the parking lot, behind the dumpsters. (Priority LG. *if there are two events the caterers will be side by side.)
- c. Outdoor cooking equipment must be fire retardant and meet health codes.
- d. **Caterer must provide a tarp or cardboard to be placed under the entire food prep set-up. Failure to do so will result in a \$150 fine to be deducted from the renter's deposit.**
- e. All waste, grease, food, or beverage is to be removed by the caterer. Anything that required additional cleaning services will result in a \$250 fine to be deducted from the renter's deposit.

E. Alcohol

1. The use of alcohol in the Ceres Community Center or CALMB is granted by prior permission and will comply with the applicable laws and the provisions of this Facility Information Packet. **Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol, forfeiture of deposit, and termination of the event.**

Additional regulations and specifications may be required in the facility use permit for events.

- a. "Alcohol use" refers to any beverage that contains any amount of alcohol.
- b. To have alcohol at an event, the primary contact named on the rental paperwork must be 21 years of age or older and assumes responsibility for all alcohol service and consumption.
- c. The service of alcohol must be disclosed 30 days prior to the event. If alcohol is present at events in which it was not disclosed, Recreation staff will ask for all alcohol to be removed from premises by renter. Further failure will result in Recreation Department staff contacting Ceres PD.
- d. Security is required to be present at all events at which alcohol is being served.
- e. It is illegal to serve alcohol to persons under the age of 21 or persons who are visibly intoxicated. Recreation staff and security have the authority to suspend alcohol service if they observe underage drinking or behaviors associated with excessive intoxication.
- f. Alcohol may not be served or sold prior to the scheduled start of the event and until the required security officer(s) have arrived at the Ceres Community Center or CALMB.
- g. Alcohol may not be served nor consumed outside of the rented room/facility area.
- h. All beverages must be served in cans or paper or plastic cups. **No glass bottles allowed.**
- i. Alcohol may only be brought into the Ceres Community Center or CALMB up to 2 hours prior to the events scheduled end time.
- j. **The service of alcohol at any event must cease 60 minutes prior to the time the event is scheduled to end.**
- k. **All alcohol must be distributed from behind a table or bar, by an adult, 21 years or older, who is to be responsible for ensuring that no minors are served. For all smaller rooms, alcohol must be reserved to a single service table.**
- l. When serving champagne, all bottles must be opened in the kitchen prior to serving. Champagne bottles may not be opened in the banquet rooms. All unopened bottles must be stored in the kitchen.
- m. License Requirements (when alcohol is to be sold).
 - i. No sales or requests for donations for alcohol are permitted without a license from the State Alcoholic Beverage Control board (A.B.C.).
 - ii. A copy of your Ceres Community Center or CALMB contract must be furnished to A.B.C. when applying for the license.
 - iii. Copy of the A.B.C. license must be furnished to the Recreation Department staff a minimum of seven working days prior to the event.

Facility Information Packet

- iv. A copy of the A.B.C. license must be posted in plain public view near the bar, or other location, where the alcohol is being served.
- v. Private Parties: Private parties (i.e. weddings, anniversaries, birthdays, meetings, or anyone other than a Non-Profit organization), shall not sell alcohol on their own, but must arrange this through a licensed caterer. The caterer must have a License, (Type 47 or 48) which enables the caterer to sell beer, wine, and distilled spirits (hard liquor). If the caterer does not have this license, the private party cannot sell alcohol. NO EXCEPTIONS. It is illegal for a private party host to sell alcohol. License needs to be posted in a visible area by the bar.

F. Tobacco

1. Tobacco use of any kind or smoking/vaping is not permitted in the Ceres Community Center and CALMB. If guests are caught smoking in a restricted area there will be an automatic fine of \$250 deducted from the renter's deposit. If the fire alarm is activated the renter could forfeit up to the entire amount of their deposit.
2. Use of marijuana is strictly prohibited on City property. Recreation Department staff will contact Ceres PD upon any suspected use of the substance and renter could possibly forfeit up to the entire amount of their deposit.

G. Miscellaneous Regulations/Prohibited Activities

1. **Open Flame/Fire**- Fire pits, incense, sparklers, fog, haze, or smoke use is not permitted in the Ceres Community Center or CALMB at any time. Fire and open flame are strictly prohibited unless there is written approval from the Ceres Fire Department in the form of a permit. Typical uses of fire and open flame that may be considered for approval include:
 - a. Tea lights that meet the design standards of the California Fire Code.
 - b. Birthday candles
 - c. Outdoor Cooking
2. Request for permits, must be submitted to the Recreation Department staff a minimum of thirty (30) days prior to the event. Licensed caterers may use Sterno Heaters if placed under a chafing dish on a table with no guests seated at the table. Propane containers (or similar Class I and II liquid fuels) are prohibited inside the Ceres Community Center or CALMB. **False fire alarms are subject to a loss in deposit upon review by Recreation Management.**
3. **Animals**– Animals are not permitted inside the Ceres Community Center or CALMB except for registered service animals.
4. **Illegal activities**– All groups and individuals using the Ceres Community Center or CALMB shall comply with City, County, State, and Federal laws. Fighting, gambling, and lewd conduct are prohibited. No firearms or other weapons are allowed on city premises.
5. **Personal Property**– Personal property is to be removed from the Ceres Community Center and CALMB immediately following the rentals. Recreation Department staff reserves the right to remove any remaining items from the premises and have them disposed by the next business day. Any cost the City incurs while disposing the property will be billed to the user with payment due within 30 days.
6. **Overnight Parking** – No overnight parking allowed. Cars left overnight are subject to getting towed at the owner's expense.
7. **Advertising Materials**– Advertisements for events to be held at the Ceres Community Center and CALMB may be left with the Recreation Manager for approval and will be displayed when deemed appropriate and as space permits. Any unapproved posted item will be removed and discarded.
8. **System Controls**– Recreation Department staff retains the right to control and operate the Ceres Community Center and CALMB, including the heating and air conditioning systems and common use areas, in a manner deemed appropriate by the City.
9. **Discrimination by User Groups**- The City shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates based on race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference, or disability.
10. **Events Not Covered** Special events or requests not covered in this Facility Information Packet must be submitted in writing and shall be reviewed by the Recreation Manager to determine appropriate use, fees, and services.
11. **Parking Lot** - The use of the parking lot is to service the facility. Requests to use the parking lot will be considered by the Recreation Manager under "events not covered" for appropriate use, fees, and service. All vehicles are to be removed from the parking lot at the conclusion of the event.
12. **Amplified Music at CALMB** – Doors must be closed per the city noise ordinance permit. No exceptions.