

Recreation & Community Services Policies & Procedures

The City Council Policies and Procedures define the parameters and guidelines for the rental of City owned buildings, facilities, parks and sports fields (“Facility rentals) and the operations of Recreation programs.”

The City of Vista Municipal Code (“VMC”) must be followed at all times in addition to the following.

Policies & Procedures apply to all facility rentals unless otherwise noted.

I. Applications

1. Facility rental applicants shall be 21 years or more of age and must provide proof of age with a government issued identification card.
2. Facility rental applications must be received by the Department no later than 14 business days prior to the date of the event.
3. No Rental applications will be accepted by the Department more than twelve (12) months prior to reservation date; except for Moonlight Amphitheatre, AVO Playhouse and Rancho Buena Vista Adobe.
4. Rental applications for a Major Park Event must follow regulations per VMC section 12.13.020.
5. Facility rentals are not available on City recognized holidays; exceptions must receive approval from the Director of Recreation & Community Services, or designee.

II. Definitions

1. Facility Rental Fee: Total amount due for all fees, including but not limited to: building rental, security, cleaning, alcohol permit, and deposit for facility rental.
2. Building Rental Fee: Total amount due for use of building based on permitted hours.
3. Facility Rental Deposit: A refundable deposit that may be used to pay for outstanding charges including but not limited to: the cost of loss, repair or extraordinary cleaning to the rental facility or its contents for damage beyond normal wear and tear and additional Building Rental Fee for rental occupancy beyond the permitted time. Additional rental time beyond the permit will be charged at the regular rental rate in intervals of thirty minutes.
4. Security Fee: Security may be required for some events and this security is arranged and contracted by the City and rental applicant shall bear 100% of the cost.
5. Facility Cleaning Fee: Facility cleaning is arranged and contracted by the City and rental applicant shall bear 100% of the cost.
6. Rental Group Classification: Rental rate is based on the individual/group applicant signatory; not based on individuals in attendance.
7. Athletic Group: This group classification applies only to field rentals. The group classification is determined by 65% of the group’s participants for adult activities and 95% of the youth’s school attendance at a Vista Unified School.
8. Teen Event: An event intended for teen aged youth as a gathering time with entertainment or social interaction (for example a birthday/baptism) with 35 or more teenagers.

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III. General Rules

1. Facility rental applicant or designated representative must be present and available via telephone during the entire rental period. Failure to do so may result in immediate termination of the rental.
2. City owned equipment or furnishings shall not be removed from the facilities.
3. Facility rental applicant shall sign and be bound by facility rental contract.
4. Department personnel may be present during all hours of facility rentals.
5. Facility rental does not provide reserved/guarantee availability of parking.
6. The City shall not be responsible for any personal property lost, misplaced or left behind.
7. By executing the rental agreement, facility rental applicant agrees to allow City Department, Fire Department or Law Enforcement personnel access to the rental facility at any time to ensure all rules, regulations and laws are observed and shall have the authority to terminate facility rental when personnel reasonably believe the use of the rental facility poses an immediate risk to the safety and welfare to the rental facility occupants or users. The use of the rental facility may also be terminated by City Department, Fire or Law Enforcement personnel if a violation of federal, state, municipal ordinances, or the Policies and Procedures are present and facility rental applicant does not immediately correct the violation, or a violation identified resumes after facility rental applicant receives an initial warning for the same or similar violation.
8. Alcohol is prohibited at athletic fields and gymnasiums.
9. At the end of the rental period, the facility rental applicant shall return facility to the pre-event condition. All decorations removed, all trash disposed in proper receptacles, and all personal property removed.
10. Facility rental applicant is responsible to ensure event noise does not disturb other activities in or surrounding the facility or neighborhood. Ordinance VMC Chapter 8.32 applies.
11. Smoking at rental facilities is prohibited except in authorized areas.
12. Rental applicant shall be responsible for all costs to repair and/or replace damage to the facility and/or equipment.
13. Live bands shall be allowed only at the following facilities: Jim Porter Recreation Center, Moonlight Amphitheatre, AVO Playhouse, Civic Center Morris B. Vance Community Room, Park Terrace, Azalea Room and the Rancho Buena Vista Adobe.
14. All events must end by 10:00 p.m. (does not apply to AVO and Moonlight Amphitheatre).
15. Walls and fixtures of rental facilities may be decorated during rental period and must be affixed using non-invasive materials, such as masking tape. Invasive materials, such as glue, pins, nails, staples are prohibited. Wall and ceiling decorations are NOT allowed at the Morris B. Vance Community Room.
16. The use of birdseed, rice, silly string, confetti, flower petals and like materials is prohibited.
17. Pets, with the exception of service dogs, are not permitted in the rental facilities.
18. Groups renting a facility on a regular basis shall pay the initial rental fee upon application and each subsequent rental fee at minimum of 30 days prior to the subsequent rental. Failure to pay the rental fee by due date may result in termination of the facility permit.
19. Rental change of date is processed the same as a cancellation and follows the applicable cancellation policy.
20. Refunds and credits will be issued only to the contract signatory regardless of source of rental payments.
21. City owned and/or operated vehicles are not authorized for use (fee or no fee) for non-City sponsored events.

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IV. Events with Alcohol

1. Alcohol, where permitted, is limited to beer (cans only), wine, champagne, and malt beverages (cans only) that do not exceed 14% alcohol.
2. Authorization for alcohol must be obtained on the reservation permit, via alcohol permit, no later than 30 business days prior to the rental date.
3. Facility rentals with alcohol consumption shall have no more than a maximum of 5 hours of alcoholic consumption. (Not applicable to Moonlight Amphitheatre and AVO Playhouse).
4. Facility rentals where alcohol is consumed must have security at a ratio of 1 guard for every 100 people or portion thereof. (Not applicable to Moonlight Amphitheatre and AVO Playhouse; please refer to site specific details).
5. Facility rental applicant intending to provide alcohol for sale shall provide to the City written authorization from California Department of Alcohol and Beverage Control.

V. Security (Section VI, does not apply to Moonlight Amphitheatre & AVO Playhouse, Civic Center Lobby; please refer to those locations for site specifications).

1. Facility rentals with more than 100 people require 1 guard.
2. Facility rentals with live music or alcohol require security at a ratio of 1 security guard for every 100 people or portion thereof.

VI. Deposits

1. A \$350 refundable deposit shall be required for all indoor facility rentals; \$500 for Morris B Vance Community Room.. A \$1,000 refundable deposit shall be required on all rentals for Rancho Buena Vista Adobe and Moonlight Amphitheatre.
2. A \$100 refundable deposit shall be required on all outdoor facility rentals with more than 100 people.
3. All facility rental deposits made by check are cashed.
4. The deposit shall be processed for refund within 14 days of event, unless used for loss or repair of property or contents. City shall provide facility rental applicant a detailed invoice for all funds used and refund the difference.
5. Groups renting a facility on a regular basis shall receive refund of deposit after final rental.
6. All deposits paid by credit card will incur a credit card processing fee.

VII. Insurance

1. At the time of reservation all facility rental applicants shall have acceptable insurance of: a \$1,000,000 comprehensive general liability insurance naming City of Vista as additional insured on an "Additionally Insured Endorsement" with a 30 day notice of cancellation or City enforced special event insurance; rental applicant shall bear 100% cost of insurance.
2. Facility rental applicant that provides acceptable documentation of liability insurance no later than 30 days prior to the rental date shall receive a full refund of the City enforced special event insurance; such refund will be applied to the required deposit.
3. The use of a licensed caterer requires caterer to provide, no later than 30 days prior to the event, documentation of a City of Vista Business License; \$1,000,000 comprehensive general liability to include: contractual liability, business auto, products (including food) and broad form property damage with insurance certificate naming the City of Vista as additional insured on an "Additionally Insured Endorsement" with a 30 day notice of cancellation; Worker's Compensation (statutory); and \$1,000,000 liquor liability if alcohol is served.

VIII. Teen Events: (Section IV does not apply to Moonlight Amphitheatre or AVO Playhouse).

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1. Adult supervision at a teen event shall be a ratio of 1 adult for every 20 youth.
2. Facility rental applicant with a teen event must have 4 security guards regardless of number of guests.
3. Alcohol is not permitted at youth/teen events (i.e.: birthday for a minor, baptism).

IX. Fees

1. Jim Porter Recreation Center, Thibodo Community Room, Senior Center Park Terrace and Azalea Room rentals: Facility rental applicant must pay 50% of the Facility Rental Fee, at the time the application is submitted. Outstanding balance of Facility Rental Fee, if applicable, shall be paid no later than 90 days prior to the event date. Failure to pay the outstanding balance may subject the facility rental to cancellation. If the application is submitted within 90 days of the rental date, 100% of the Facility Rental Fee is due upon reservation.
2. Rancho Buena Vista Adobe and Morris B. Vance Community Room: Facility rental applicant must pay 50% of the Facility Rental Fee, at the time the application is submitted. Outstanding balance of Facility Rental Fee, if applicable, shall be paid no later than 180 days prior to the event date. Failure to pay the outstanding balance when due may subject the facility rental to cancellation. If the application is submitted within 180 days of the rental date, 100% of the Facility Rental Fee is due upon reservation.
3. Moonlight Amphitheatre and AVO Playhouse: Facility rental applicant must pay 100% of the Facility Rental Fee at the time the application is submitted if event is a “non-ticketed” event. If the event is a “ticketed” event, the rental fees will be deducted from ticket sales revenue through the VISTIX box office.
4. Facility rental applicants desiring to request a fee waiver must submit a written request, no later than 90 days prior to event date, to the Department Director. City Council must approve all fee waivers.

X. Cancellations/Refunds

1. Jim Porter Recreation Center, Thibodo Community Room, Senior Center Park Terrace and Azalea Room rentals: Facility rental applicant that provides a written cancellation 90 or more days prior to the rental date shall be entitled to receive a refund of 50% of Building Rental Fee, regardless of amount paid, and 100% of all other fees. Applicant shall not be entitled to a refund if cancellation is provided less than 90 days prior to the rental date.
2. Rancho Buena Vista Adobe and Morris B. Vance Community Room: Facility rental applicant that provides a written cancellation 180 or more days prior to the rental date shall be entitled to receive a refund of 50% of Building Rental Fee, regardless of amount paid, and 100% of all other fees. Applicant shall not be entitled to a refund if cancellation is provided less than 180 days prior to the rental date.
3. Moonlight Amphitheatre and AVO Playhouse: A written cancellation received by the Department 60 or more days prior to reservation date shall not be liable for a rental fee. A written cancellation received 31-59 days prior to the event date shall be entitled to a 50% refund of the estimated rental fee (excluding cost of labor) and written cancellations received less than 31 days prior to the event shall not be entitled to a refund and rental applicant shall be liable for 100% of the estimated rental fee (excluding cost of labor).
4. A change of rental date is considered the same as a rental cancellation and follows the same refund policy.
5. A written notice of cancellation by facility rental applicant may be delivered in person or by US Mail, postage paid, to the Department. Notice shall be deemed received on the cancellation postage date on the envelope.

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6. Park & Picnic Pavilion rental cancellations received no later than 30 days prior to rental date will receive a refund less a \$25.00 transaction fee. All other cancellations are not entitled to a refund.
7. Park & Picnic Pavilion cancellations due to rain may be rescheduled at no additional charge. Refunds will not be provided.
8. Youth Sports cancellations received no later than 2 weeks after the first practice shall receive cash refund less a 25% transaction fee or 100% credit. All other cancellations are not entitled to a refund and/or credit.
9. Recreation Camps/Early Childhood Education cancellations received no later than 30 days prior to the onset of the paid session will receive cash refund less a 25% transaction fee or 100% credit. All other cancellations are not entitled to a refund and/or credit.
10. Adult Softball cancellations received no later than 30 days prior to the 1st scheduled game will receive cash refund less a 25% transaction fee or 100% credit. All other cancellations are not entitled to a refund and/or credit.

XI. Site specific Policies & Procedures

A. Park Pavilion & Picnic Areas

1. Picnic areas have a maximum capacity of 100 people; events with more than 100 people are required to rent an additional picnic area.
2. Facility rental applicants with jump houses must obtain prior written permission. The jump house company must have acceptable insurance on file with the City and must list the City of Vista as additionally insured with an additional insured endorsement.
3. All events must end, be dismantled and vacated by dusk.
4. Electric sound amplification equipment is prohibited without prior written permission from Department or designee in ANY park or picnic area.

B. Rancho Buena Vista Adobe

1. Youth events are prohibited.
2. A licensed caterer is required if a meal is prepared on site.

C. Park Terrace

1. Rental applicant must obtain a licensed caterer for use of the commercial kitchen (kitchen adjacent to the Park Terrace room).
2. Kitchen use at Park Terrace requires an additional \$500 refundable deposit.
3. Youth events are prohibited.

D. Civic Center Morris B. Vance Community Room

1. Facility rental applicant must obtain a licensed caterer for use of kitchen.
2. Facility rentals with kitchen use require an additional \$500 refundable deposit.
3. Facility rentals with kitchen use require an additional Kitchen Cleaning fee.
4. Facility rentals with kitchen use require an additional kitchen staff fee.

E. Civic Center Lobby

1. All facility rentals require two security guards for rentals with less than 100 people. Rentals with more than 100 people requires an additional security guard for every 100 people or portion thereof.
2. Kitchen is not available for Lobby facility rentals.

F. Civic Center Courtyard

1. Facility rentals require one security guard per 100 people or portion thereof.
2. Facility rentals with the consumption of alcohol require special fences of which rental applicant is to bear 100% of the cost.

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G. Athletic Fields

1. A \$50 refundable cash or credit card deposit is required to reserve a field.
2. A refundable deposit of \$1,000 is required for Luz Duran Park and Vista Sports Park.
3. Rental applicants that provide a written cancellation notice to the Department 60 or more days prior to the event shall be entitled to a complete (100%) refund. Rental applicants that provide a written cancellation to the Department less than 30 days prior to the event shall not be entitled to a refund. If reservation is cancelled by the City due to non-playable condition of the field, applicant will receive a full refund.
4. Facility rental applicants that rent softball/baseball bases shall pay an additional \$200, refundable for each set of bases.

H. Moonlight Amphitheatre and AVO Playhouse

1. Facility rental fee includes 1 Department staff person. Additional staff will be billed at the rental contract rate, refer to contract for details.
2. The necessity for security guard(s) will be assessed by the Department Director or designee based on the production. The facility rental applicant shall bear 100% of all guard costs.
3. Facility rental applicant intending to sell concessions, alcohol or catering services at the Moonlight Amphitheatre must contract with the facility concessionaire.
4. Facility rental applicant with a ticketed event must use VISTIX ticketing for ticket sales.
5. If a renter chooses to pull consignment tickets for organizational specific sales, (no greater than 50% of the house), then renter shall pay (prior to the release of the consigned tickets) a deposit equal to 50% of the estimated rental contract fee.
6. Facility rental applicant with the sale of merchandise (flowers, CDs, t-shirts, etc.) shall be assessed a fee of 10% of gross sales for "non-profit" rental applicants and 20% of gross sales for "for-profit" rental applicants.
7. Facility rental applicant for the AVO Playhouse shall be entitled to advertising space on the AVO Playhouse marquee and display cases. A marquee usage form must be submitted to the Facility Manager with the rental application.
8. Cancellation Policy: A signed and approved event application reserves the rental. Any written cancellation received by the department 60 days or more prior to reservation date shall not be liable for a rental fee. A written cancellation received 31-59 days prior to the event date shall be entitled to a 50% refund of the estimated rental fee (excluding cost of labor) and written cancellations received less than 31 days prior to the event shall not be entitled to a refund and rental applicant shall be liable for 100% of the estimated rental fee (excluding cost of labor).
9. All rental applicants must comply with the City of VMC Chapter 8.32.
10. Facility rental applicants must ensure that all events using sound amplification equipment end no later than 10:00pm.

XII. Senior Center Co-Sponsored Eligibility and Application Process

A. ELIGIBILITY

1. Organization must have an open enrollment/attendance policy accepting all general public.
2. Organization must provide a service that is not currently offered or served to the participants.
3. Organization must provide the service free of charge or below market rate to participants and free of charge to the City.

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B. APPLICATION PROCESS

1. Submit a City of Vista Facility Use Application.
2. Submit the following with the application:
 - a) Official membership roster with member's name, address, and age.
 - b) Certifications/qualifications for service to be provided.
 - c) Process organization utilizes to screen and select volunteers, if applicable.
3. Organization must be approved by the Senior Citizens Advisory Committee.

XIII. Culture Caravan

A. SINGLE DAY TRIPS

1. Full payment is due within five business days from date of reservation.
2. Seat on trip is reserved after full payment of trip is received.
3. Written cancellations received 30 or more days prior to trip date shall be entitled to a full refund of fees paid, less a \$10.00 service charge per person.
4. Written cancellations received less than 30 days prior to trip date shall not be entitled to a refund of any dollar amount.

B. MULTI DAY TRIPS

1. A \$50 deposit is due for each person at the time of reservation.
2. 100% of trip cost is due no later than 45 days prior to travel date
3. Written cancellation received no later than 45 days prior to the first day of travel shall receive a full refund less a \$50 processing fee.
4. Written cancellations received less than 45 days prior to the first day of travel shall not be entitled to a refund of any amount.

C. INDIAN CASINO TRIPS

1. All passengers must be older than 21 years of age.
2. Cancellations at any time are not entitled to a refund of any amount.