

FACILITY RENTAL APPLICATION

**Indicates a required field or section.*

*APPLICANT/AGENT INFORMATION (Primary Renter)

Name: _____ Today's Date: _____

Resident Address: _____

Cell Phone Number: _____

Email Address: _____

Date of birth: _____ Type of group: ☐ Resident ☐ Non-Resident

Name of other person(s) responsible.

Only those listed on application can make changes to rental. **Only** primary may cancel event.

No more than two other persons are permitted to make changes to the event.

1. _____ 2. _____

BUSINESS/ORGANIZATION INFORMATION (If event is business/commercial)

Name: _____

Address: _____

Phone: _____ Email Address: _____

Type of group: ☐ Business/Commercial ☐ Non-Profit Organization, ID number: _____

Please note: deposits paid by check/cash typically 5-8 weeks to refund after the event and deposits paid by credit card typically take 4-6 business days to refund after the event.

*RENTAL INFORMATION

Facility: _____

Rental Space(s) Requested: _____

Rental Date(s) Requested: _____

Rental Entry Time (includes set up): _____ Event Start Time: _____

Rental Vacate Time (includes clean-up): _____ Event End Time: _____

Fees are based on Rental Entry and Vacate Times.

Expected number attending event: Youth (under 21) _____ Adults (21 yrs. & older) _____

EVENT INFORMATION

Please answer the following questions regarding your event:

	Yes	No
Will event be open to the public?	☐	☐
Will admission be charged?	☐	☐
Will event generate revenue or be a fundraiser?	☐	☐
If yes, please provide City of Roseville Business License # _____		

	Yes	No
Will your event have alcohol?	☐	☐
No alcohol is permitted to be served at events where Guest of Honor is under 21 yrs. old. (i.e.: quinceaneras, high school graduation, etc.) No alcohol allowed at the Mike Shellito Indoor Pool or any library facility. Please see page5 for information regarding providing City Staff with copy of Liquor Liability Insurance and security guard contract 30 days prior to the event. No exceptions.		

	Yes	No
Will you be selling alcohol?	☐	☐
Please see page 7 regarding providing City Staff with copy of ABC License 5 days prior to the event.		

	Yes	No
Will you be serving food?	☐	☐
Note: No food allowed in the MCC Dance Studio		

	Yes	No
Will the main course be seafood (i.e. crab feed)?	☐	☐
If yes, there is a \$180 fee for additional dumpster service		
Will you be selling food?	☐	☐
Note: If yes, a health permit is required. See page 3 for additional information.		

	Yes	No
Will you (renter) be selling merchandise?	☐	☐

If yes, please provide your business license # _____

EVENT INFORMATION (continued)

	Yes	No
Will you have vendors? (food, entertainment, merchandise, etc.)	☐	☐
If yes, please explain: _____ _____		

	Yes	No
Will you be using the kitchen at Mahany Fitness Center?	☐	☐
An additional fee is assessed for use of the kitchen.		
Will you need tables and chairs? (if yes, please see facility staff for table sizes.)	☐	☐
Will you have entertainment at your event (i.e. DJ, Band, etc.)?	☐	☐
If yes, what type of entertainment: _____ _____		

Event Contacts:

Alcohol Beverage Control	https://www.abc.ca.gov/licensing/license-forms/	
Food at community events permit	www.placer.ca.gov/3245/Permits-Forms-Fees	
Roseville Business License	www.roseville.hdlgov.com	(916) 226-5207

***Describe the event (please list all activities you plan to engage in):**

Name of Guest of Honor: _____ Age (if under 21) _____

	Downtown Library Community Room	MCC	RAC	MSIP	MFC	Riley Meeting Rooms
Coffee Service		\$65				
Extra Dumpster Fee (Seafood Events & Swim Meets)		\$180	\$180		\$180 MFC Gym Only	
Hardwired PA System		\$50				
Hardwired Projector		n/a				\$0
Podium	\$0	\$0			\$0	\$0
Portable Bar		\$50				
Portable PA System		\$50				
Portable Projector		n/a		\$25		
Portable White Board	\$0	\$0		\$0	\$0	\$0
Room Set-up	\$25					
Stage w/ Skirt (4'x8') Per Piece (pp)		\$40 pp				

MCC – Maidu Community Center
RAC – Roseville Aquatics Complex

MSIP – Mike Shellito Indoor Pool
MFC – Mahany Fitness Center

GENERAL RENTAL INFORMATION

- Reservations are taken at the facility. Inquiries can be made by calling (916) 772-PLAY. To view facility information, visit www.roseville.ca.us/rentals.
- Reservations are accepted on a first-come, first-served basis, up to one year in advance of the rental date. Payment is due in order to reserve a room, no holds.
- To secure your reservation, a completed application and security deposit are required
- Reservations must be made no less than two weeks in advance of the rental date. Rental dates less than 30 days from the time of booking must be paid in full.
- Rental dates more than 30 days from the time of booking require payment of the deposit. A payment plan will be created for the balance due. Renters have the option to setup pre-authorized payments with a designated credit card. This card will be debited automatically on agreed upon payment dates. All rental fees will be due 30 days prior to the first rental date.
Do you wish to use automatic payment option? YES ☐ NO ☐
- You may tour the facility during hours of operation, provided there are no events in progress. Please speak with facility staff to schedule a tour.

- **Rental times must include your set-up and take-down/clean-up time.** The room will be set up to your specifications prior to your arrival for rentals using City owned resources (tables, chairs, etc.). **This room layout must be submitted 10 business days prior to the event date.** *Renter is responsible for setting up/tearing down any non-City resources.* Tear down/clean-up is defined as removing any garbage and food remains. Renter is required to walk rented rooms with facility staff prior to departure and go through post-rental checklist.
- Primary renter or other contracted person(s) are required to be the last person to leave the facility. Post-rental checklist will not be completed until all vendors and/or guests have left the facility.
- Rental permits for groups of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract. A 10:1 ratio of youth to adult chaperones is required.
- Renter is required to check-in and check-out with facility staff.
- All outside cooking must be prearranged with facility staff. The approved area must be left clean after use.

INSURANCE & PERMITS

- **Renter is responsible for securing all required permits and insurance. Must present copies of permits and certificate of insurance to City staff at least 30 days prior to rental date. Please see page 13 for more information.**
- All events hosted in City of Roseville facilities require insurance.
- The City of Roseville must be listed as additionally insured on the insurance policy.
- If an event has alcohol, additional Liquor Liability Insurance is required.
- If renter plans to have vendors at the event (i.e. DJ, caterer, businesses, lighting), the facility staff must be notified prior to the event. Rental vendors may require additional insurance.
- Any event that charges an admission fee or which goods or services are sold must indicate that on rental application form. Additional requirements will be necessary prior to rental and may include:
 - ABC License
 - Health Permit
 - City of Roseville Business License
- No alcohol is permitted to be served/sold at events where the Guest of Honor is under 21 years old. (i.e.: quinceañera, high school graduation, etc.)

MUNICIPAL CODES & REGULATIONS

- Smoking, lighting or carrying a lighted pipe, cigar, cigarette or other smoking device of any kind is prohibited in all City of Roseville parks [Municipal Code Section 8.02.200 (B.2.)]. There is no smoking inside the park boundaries, including all buildings within the park.
- Fire code does not permit open flame devices except those needed for food preparation. NO smoke/fog machines or dry ice is allowed. All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.
- Renter is responsible for all fire charges and fines if the fire alarm sounds. The event will end at the time of the alarm.
- City staff may, at any time, instruct renter to turn music down or discontinue music due to violation of the noise permit rules and regulations. Please refer to City of Roseville Municipal Code, Section 9.24.130 regarding sound limits for events on public property.
- Decorations must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape, contact strips or staples are not permitted. No clips are to be attached to any wall or wall pads. ONLY painters tape can be used and must be removed immediately after use. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside/outside the facility.

FACILITY RULES & CONDITIONS

- The person (renter or contracted authorized person) in charge of the event is required to check in before the event and check out with staff before leaving and must be available to City staff for the duration of the event.
- Rice, birdseed, confetti, hay, straw, sand and glitter are not permitted.
- Parking availability is not guaranteed and may be limited.
- Storage is not available. All event deliveries must be delivered and picked up during designated/contracted rental time. Any other arrangements must be approved by City staff prior to the rental date and may include a fee.
- Barbecuing requires pre-approval by City staff and is restricted to designated areas outside the facility.
- Only City staff can move the room dividers. If renter moves the room divider, damage may occur and it is the responsibility of the renter to pay for all damages.
- The City of Roseville is not responsible for lost, damaged or stolen items and will not be responsible for any items delivered before or left after an event.
- Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs.

- City staff reserves the right to photograph events for promotional purposes.
- Subleasing is not allowed.

ALCOHOL

(Maidu Community Center & Mahany Fitness Center)

- Alcohol is NOT permitted to be served and/or sold at events where the Guest of Honor is under 21 years old. (i.e.: quinceañera, high school graduation, etc.)
- Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol must be consumed only in the room(s) rented.
- Renters who plan to serve any type of alcohol at their event must have licensed and insured uniformed security guards at their event. If attendance is 150 or less, one security guard is required; if attendance is over 150, two guards are required. **A copy of the service contract with the security company must be provided to the facility staff 30 days before the event.** Guards are required to be on site while alcohol is available for consumption.
- The City requires all security guards/companies hired by a rental party to be insured. Proof of insurance is required.
- Renter is responsible for any guest who brings alcohol to their event without obtaining the proper insurance and security requirements for alcohol. Events will be cancelled immediately if alcohol is consumed without the proper insurance and security requirements in place.
- **If renter plans to sell alcohol at their event, renter must provide all required permits from the Alcohol Beverage Control 5 days before the event. Insurance is required for the sale of alcohol.**

GUESTS

- Rentals with no alcohol and more than 220 people in attendance may be required to have one licensed and insured uniformed security guard at their event. **A copy of the contract with the security company and proof of insurance must be provided to City staff at least 30 days before the event.**
- Guests must remain in the room(s) rented. The main lobby, bathrooms and hallways should only be used as necessary. Excessive gathering in those areas may result in the loss of security deposit and/or cancellation of rental.
- Minors are not allowed outside rented rooms without adult supervision.
- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised minors are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental contract, as well as the Facility Code of Conduct. The City may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication to all attendees for events held. The City of Roseville or the facility should not be listed as a contact for your event.

CATERERS/FOOD

- Caterers must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight.
- Caterer is required to dispose of all cooking oil properly and remove from the premises. If any cooking oil is splattered on the ground or dumped on site, the renter's deposit will be retained. Additional fines may be charged for any illegal dumping into storm drains.

SECURITY DEPOSIT

- A security deposit is required for all facility rentals. Each additional room rental requires a separate deposit and fees. Security deposits are processed immediately upon receipt and will be returned within four (4) - eight (8) weeks after the event date if no damages or violations occur. Security deposits will not be returned if your event causes the need for any of the following:
 - Exceeding rental time before or after event (see Rental Fees & Changes for charges)
 - Cleaning beyond the normal, daily facility maintenance
 - Repairs or replacement due to structural or equipment damage
 - Fire Department response due to false alarm or exceeding room capacity per the Fire Code
 - Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace
- The security deposit will be used to pay for the additional fees. If fees exceed amount of the deposit, the renter will be required to pay the additional amount.
- Facility inspections are conducted by City staff immediately following events to determine the condition of the facility (including assembly areas, restrooms and kitchen). Security deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
- The City reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.
- Security deposit is a separate fee from the rental costs. Security deposit dollar amount cannot be applied toward rental fee.

RENTAL FEES, CANCELLATIONS & CHANGES

- All rental fees are due at least 30 days prior to the scheduled event. Payments may be in the form of a check, cash or credit card (MasterCard, Visa, American Express or Discover). Exceptions to this would be for rentals scheduled 14-29 days prior to the event date. All fees must be paid in full with cash or credit card.

- Failure to pay all fees in full at least 30 days prior to scheduled event will result in cancellation of event and retention of deposit.
- Pre-Authorized Payment Method notice: While completing the rental with City staff, renters have the option to add a credit card to their account that will automatically charge for the fees according to the payment plan.
- Renters who arrive earlier or stay later than the reserved time will be charged double (x2) the hourly rate for the additional time. This fee will be charged in one-hour increments.
- Fees are not refunded for reserved time not used.
- The City reserves the right to adjust fees at any time.
- Event date/time changes will result in a \$50 service fee for each change. Date changes must be made 30 days prior to event and no more than three date changes per event. Time changes must be made two weeks prior to event pending availability.
- A \$25 late fee will be assessed to all late payments/fees due.
- Only the person(s) listed (up to 2) as “responsible” on the application are authorized to submit rental changes with the exception of rental cancellation, which must be done by primary renter (original applicant). Changes must be approved by staff and additional fees may apply.
- Renter acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, the City will refund all fees paid by renter. The City is not liable for consequential damages the renter may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.
- In accordance with Chapter 9.25 of the Roseville Municipal Code, renter will be charged for all personnel, material and supply costs associated with Roseville Police or Fire response.
- Cancellation of reservations are subject to the following conditions and fees:
 - 90 days or more in advance of scheduled date, City will retain \$50 from security deposit.
 - Less than 90 days from scheduled date, City will retain 100% of security deposit and possibly rental fees (or portion thereof).
 - Less than 30 days from scheduled date, City will retain security deposit and all rental fees.
- All cancellations are required to be in writing by the primary renter. Written cancellations can be emailed, mailed or hand delivered.
- Incomplete, inaccurate or false information listed on the rental contract may result in cancellation of the rental, and loss of security deposit and any fees paid.
- The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

EQUIPMENT

- Any equipment not owned by the City that is brought onto the premises of a City facility, including but not limited to tables, chairs, tents, cords, and other event-related items, is done so at the renter's own risk. The City shall not be held liable for any loss, damage, theft, or misplacement of such equipment/items while on-site.
- The renter assumes full responsibility for ensuring the proper care, handling, and security of outside equipment/items. The City and its staff will exercise reasonable diligence in safeguarding the equipment but do not guarantee its safety or condition.
- Rental equipment (microphones, monitors, podiums, white boards, easels, projector, etc.) is available (see fees listed on page 4 of the application) and must be checked in/out with staff. Equipment cannot be rented without a room rental. All equipment must remain on the property. Rental items lost or stolen are the responsibility of the renter.
- Rental equipment must be added to the permit and paid for no less than 3 days prior to the rental date, pending availability.
- Any unauthorized use of equipment belonging to the City will result in equipment rental fees automatically being charged to your rental.

RENTER'S CLEANING RESPONSIBILITIES

- All tables must be cleared of all items (i.e. table linens, dishes, decorations, debris, stains, etc.)
- The facility should be relatively free of debris/spills. If excess trash, food or spills are left on the floor, the security deposit may be withheld to cover the clean-up.
- All trash must be placed in receptacles provided. If trash will not fit in the receptacles, please notify the Facility Staff for assistance.
- Decorations must be taken down and removed from the facility within the rental time.
- All clean-up supplies must be furnished by the caterer or renting party.

(Maidu Community Center & Mahany Fitness Center)

- It is strongly suggested that renter also notify caterer of these kitchen-cleaning requirements. Renter is responsible for kitchen cleaning requirements. Failure to follow the guidelines listed below may result in forfeit of security deposit.
- Each piece of equipment used must be cleaned and shut down according to directions provided.
- Surface clean all appliances used. Clean any spills in ovens and on oven racks. All stainless-steel surfaces (prep tables and work counters) must be washed with dish soap and hot water, sprayed with disinfectant and dried with a clean, soft cloth.
- Remove all food particles from sinks and stovetops, wash with dish soap and hot water, spray with disinfectant and dry with a clean, soft cloth.
- Do not put large amounts of food down the garbage disposal. Repairs and maintenance as a result of this will be renter's responsibility.
- Empty, rinse and make sure all food particles are empty inside dishwasher and disposal.
- Empty refrigerator of all food and beverage, clean inside of refrigerator, wipe up any spills and wipe off all racks in the refrigerators with a damp cloth.
- Sweep all debris from floor and mop all floor surfaces with detergent and hot water.
- Empty all grease traps and spill pans and wash with dish soap and hot water.
- Empty warming bins of all food and wipe clean with a damp cloth.
- Clean all stainless-steel surfaces behind and above cooking areas.
- Events with seafood require an additional fee.

SIGNATURE PAGE

Failure to comply with all the City of Roseville's rental policies and procedures may result in loss of your security deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the rental policies and rules outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.

I also agree to pay the City of Roseville all costs the City may incur as a result of any failure to fully comply with all these conditions.

- I agree to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of a City facility, including the use or handling of outside equipment, and including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use, including the use or handling of outside equipment.
- I understand that the City of Roseville (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including, for example, such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the City's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the City and I acknowledge the City's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- The undersigned acknowledges the potential of exposure to COVID-19 and other illnesses while participating in or attending meetings, practices and/or competitions, and that this potential exposure carries a risk of infection, serious illness or death for the participants and household members. The undersigned is voluntarily participating in the class/activity, and agrees to assume any and all risks of infection, injury, or death, whether those risks are known or unknown.
- I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.
- Opt-In for Pre-authorized payment method: I authorize the City of Roseville to charge my Visa, MasterCard, Discover or American Express account according to the payment plan on my contract/permit. I understand that I have the right to stop these automatic charges. I also understand that the City of Roseville and/or the financial institution indicated reserve the right to end this payment plan and my participation herein.

Print Name

Signature

Date:

INSURANCE REQUIREMENTS

Proof of insurance must be provided on a **CERTIFICATE OF INSURANCE**. This document must be signed, a stamped signature will suffice. The ***Additional Insured Endorsement*** or section of the policy showing the City as an additional insured must accompany the ***Certificate of Insurance***.

GENERAL – REQUIRED COVERAGE/DOCUMENTATION

- General Liability: \$1,000,000 per occurrence
\$2,000,000 aggregate
- Liquor Liability (only when alcohol is provided) \$1,000,000 per occurrence
\$2,000,000 aggregate
- Additional Insured Endorsement (AIE) - General Liability policy: CG 20 38 04 13 or an equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of Roseville, its officers, agents, employees and volunteers as additional insured.
- Policies must be primary and non-contributory
- A 30-day notice of cancellation must be provided
- List certificate holder as: The City of Roseville -Insurance Compliance
PO Box 100085-R1, Duluth, GA 30096

INSURANCE SUBMISSION PROCESS

The City of Roseville Human Resources/Risk Management Department uses a service called EBIX to manage our insurance certificate tracking.

How It Works

- Risk Management does not upload renewal insurance documents into EBIX.
- The Vendor can forward the request to their Insurance Agent(s) if necessary.
- Vendor/Insurance Agent submits insurance to EBIX by email to roseville@ebix.com or by fax to (770) 325-5727. After faxing or emailing the certificate, please **DO NOT** send the certificate by mail to EBIX. Please do not mail, email or fax any certificates to the City of Roseville.
- Once submitted, EBIX reviews the insurance documentation. If there are deficiencies, EBIX will send a follow up letter or email requesting additional information.
- Facility staff may ask for a copy of the Certificate of Insurance prior to rental date to confirm insurance was obtained.

Questions Regarding Insurance Submission: Contact EBIX at (951) 652-4239

Questions Regarding Insurance Requirements Contact Risk Management at (916) 774-5202

FACILITY RENTAL FEES

MAIDU COMMUNITY CENTER (MCC)					
Room	Capacity Assembly/Dining	Resident & Non Profit	Non-resident & Commercial	Required Deposit	Minimum Booking Time
Meeting Room 1 (31' x 38')	85/72	\$70/hr	\$80/hr	\$200	2 hours
Meeting Room 2 (23' x 31')	50/40	\$65/hr	\$75/hr	\$200	2 hours
Meeting Room 1 & 2 (54' x 31' / 38')	135/112	\$125/hr	\$145/hr	\$300	2 hours
Meeting Room 3 (35' x 20')	50/40	\$55/hr	\$65/hr	\$200	2 hours
Meeting Room 5 (35' x 20')	50/40	\$55/hr	\$65/hr	\$200	2 hours
Meeting Room 6 (37' x 22')	70/48	\$70/hr	\$80/hr	\$200	2 hours
Dance Studio (43' x 24')	144 assembly only	\$70/hr	\$80/hr	\$200	2 hours
Reception Hall* (85' x 51') Monday - Friday up to 5pm	400 assembly 200 w/ dance space 250 w/o	\$150/hr	\$175/hr	\$500	3 hours
Reception Hall* (85' x 51') Friday at 5pm - Sunday	400 assembly 200 w/ dance space 250 w/o	\$195/hr	\$205/hr	\$500	3 hours (Fri) 6 hours (Sat/Sun)
*Reception Hall rental includes kitchen & patio at no additional charge.					

MAHANY FITNESS CENTER (MFC)					
Room	Capacity Assembly/Dining	Resident & Non Profit	Non-resident & Commercial	Required Deposit	Minimum Booking Time
Activity Room	50/35	\$55/hr	\$65/hr	\$200	2 hours
Gym - Full	920/430	\$240/hr	\$295/hr	\$500	2 hours
Gym - 1/2	460/215	\$170/hr	\$200/hr	\$500	2 hours
Gym - Full (Sports)	n/a	\$200/hr	\$220/hr	\$500	1 hour
Gym - 1/2 (Sports)	n/a	\$115/hr	\$125/hr	\$300	1 hour
Kitchen	n/a	\$65/hr	\$85/hr	\$200	1 hour
Riley Meeting Rooms 1 & 2	132/95	\$130/hr	\$150/hr	\$300	2 hours
Riley Meeting Rooms 1 or 2	MR1 68/50 MR2 64/45	\$70/hr	\$80/hr	\$200	2 hours
RSC Patio/Courtyard	400	\$150/hr	\$150/hr	\$300	2 hours

FACILITY RENTAL FEES

MIKE SHELLITO INDOOR POOL (MSIP)

Room	Capacity Assembly/Dining	Resident & Non Profit	Non-resident & Commercial	Required Deposit	Minimum Booking Time
Entire Complex	295	\$350/hr	\$350/hr	\$500	2 hours
Meeting Room 1	61/40	\$70/hr	\$80/hr	\$200	2 hours
Meeting Room 2	32/15	\$60/hr	\$70/hr	\$200	2 hours
Meeting Room 1 & 2	93/55	\$135/hr	\$155/hr	\$250	2 hours

ROSEVILLE AQUATICS COMPLEX (RAC)

Room	Capacity	Rental Fee	Required Deposit	Minimum Booking Time
Spray Ground (SG)	100	\$156/hr	\$300	2 hours
Recreation Pool	210	\$184/hr	\$300	2 hours
Recreation Pool & SG	310	\$325/hr	\$500	2 hours
Entire Facility	1000	\$500/hr	\$500	2 hours

DOWNTOWN LIBRARY

Room	Capacity Assembly/Dining	Resident & Non Profit	Non-resident & Commercial	Required Deposit	Minimum Booking Time
Community Room (20' x 39')	48/32	\$25/hr	\$35/hr	\$100	2 hours

Multi-rental Discount

- ✓ 10+ bookings per calendar year (Jan-Dec). Starting the 11th booking each subsequent booking in the calendar year will receive 10% off the hourly rate.
- ✓ A booking is a specific date or facility within an overall rental permit.
 - Booking examples:
 1. A rental permit with specific date and three facilities (rooms) rented is three bookings.
 2. A rental permit with one room booked, reoccurring once each month for a year is twelve bookings and the 11th and 12th bookings would receive the 10% discount.
- ✓ Maximum discount is 10%. Discount does not apply to additional amenities or deposit

FACILITY RENTAL FEES

ALL RENTALS:	Set-up/tear down of facility tables and chairs included in all rentals except the Downtown Library.
	We do not place “holds” on rooms. No exceptions.
	Deposit and application required to reserve a room.
	Events with alcohol require insurance and security.
	\$50 fee applies to all date/time changes. Maximum of 3 dates changes per permit.
MAIDU:	Reception Hall rental includes the use of the kitchen and patio.