



Facility Rental Application

Mosqueda Community Center - 4670 E. Butler Ave. Fresno, CA 93702

Contact Information *(please print clearly)*

Event name: _____ Contact person: _____

Organization name *(if applicable)*: _____ Phone: _____ Alt Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Event Information *(please print clearly)*

Event date: _____ Event time: _____ AM/PM to _____ AM/PM Total hours: _____
(must include setup and cleanup time)

Rooms requested for rental: (check all that apply)

Auditorium (\$100/hour) Kitchen (\$70/flat fee) Conference room (\$50/hour) Computer Lab (\$150/4 hours or \$300 for 8 hours)

Number of persons: _____ Approximate ages: _____ Repeating event? Yes No

Will there be food? Yes No If yes, start date: _____ end date: _____

Will there be dancing? Yes No

Will there be carnival rides? Yes No

Will there be fireworks? Yes No

Will there be a live band? Yes No. If yes, what is the band name and type of music? _____

Will there be an entrance fee? Yes No. If yes, please explain: _____

Brief event description: _____

Insurance & Rooms *(please print clearly)*

Do you have \$1 million liability insurance coverage? Yes No
If yes, insurance carrier: _____

Will you have paid staff working the event? Yes No
If yes, workers compensation carrier: _____

How many tables will you need? _____

How many chairs will you need? _____

Will you need a podium? Yes No

Please note: Audio equipment is not included with the rental and facility must be returned to the same condition as existed prior to the rental.

To reserve any rooms at the Mosqueda Community Center, the security/cleaning deposit of \$200.00 must be submitted in full, after approval to use facility. The balance of the rental fee and required insurance documents (if applicable) must be submitted two (2) full weeks in advance prior to the use of the facility. Up to 80% of the security/cleaning deposit will be returned if no damages result from the use of the facility, hours were not exceeded, and additional cleaning was not required. This assumes that the Auditorium, Kitchen and other rooms were left in the same exact condition as they were in prior to the rental, hours of use was not exceeded, etc.

Deposit Refund:

Deposit refund should be made payable to: _____

Deposit refund should be mailed to:

Address: _____ City _____ State: _____ Zip: _____

Agreement:

I have read and understand and agree to abide by the attached Facility Use Guidelines. I understand that no alcohol or smoking is allowed on the premises. Additionally I agree to all the terms, conditions, and fees, charges, rules and regulations as stated.

Date: _____

“Renter(s)”: _____ (Name) _____ (Signature)

Reading and Beyond Representative:

Date: _____

Name: _____ Title: _____
 _____ Phone: _____
 (Signature)

**** FOR OFFICE USE ****

Date application was received: _____ By (RAB rep): _____

Workers Comp required? Yes No (If yes, attach certificate of insurance)

RAB special event ins. required? Yes No (attach certificate of insurance)

Total Amount Owed:

- Auditorium (\$100/hour x _____ hours) = \$ _____
- Kitchen (\$70/flat fee) = \$ _____
- Conference Room (\$50/hour x _____ hours) = \$ _____
- Computer Lab (\$150 half day x _____) = \$ _____
- Staffing fee (\$22/hour x _____ hours)= \$ _____
- Insurance \$ _____

Total: \$ _____

Deposit: \$ _____

Balance Due: \$ _____

Payments:

Date: _____ **Amount:** _____

Date: _____ **Amount:** _____

Date: _____ **Amount:** _____

Date: _____ **Amount:** _____

Date: _____ **Amount:** _____

Date: _____ **Amount:** _____

Date: _____ **Amount:** _____

Date: _____ **Amount:** _____

Date: _____ **Amount:** _____

Date: _____ **Amount:** _____

Balance Due Date: _____

I. FACILITY USE GUIDELINES

Renter(s) assumes responsibility for the care and oversight of the facility during the event. The following guidelines apply to all the users of the facility.

1. To reserve the Auditorium or any rooms, the security/cleaning deposit of \$200.00 must be submitted in full, after approval to use facility. The balance of the rental fee and required insurance documents (if applicable) must be submitted two (2) full weeks in advance prior to the use of the facility. Up to 80% of the security/cleaning deposit will be returned if no damages result from the use of the facility, hours were not exceeded, and additional cleaning was not required. This assumes that the Auditorium, Kitchen and other rooms were left in the same exact condition as they were in prior to the rental, hours of use was not exceeded, etc. Any repair costs not covered by the security/cleaning deposit will be charged to the responsible renter.
2. We accept the following forms of payment: Business Checks, Cashier's Checks, and Money Orders made payable to Reading and Beyond. Credit Card payments are also accepted through our website at www.readingandbeyond.org/rental. We do not accept cash payments or personal checks.
3. Basic rental fees include cost of normal staffing, utilities, and maintenance and custodial. Rental agreements are considered an estimate of costs. If the facility manager determines additional personnel are needed to operate or clean after an event, the renter is responsible for these additional costs.
4. Reading and Beyond will only provide tables, chairs and a podium. Renters are responsible for providing sound systems, microphones, projectors, and projector screens and table cloths.
5. Rescheduling an event less than two (2) weeks prior to the first day of use will result in a maximum refundable deposit amount of 50%. Cancellation of an event less than two (2) weeks prior to the first day of use will result in refundable deposit amount of \$0.
6. Any group or individual requesting the use of any portion of Mosqueda Center must have general liability insurance in the amount of \$1,000,000 for each occurrence. A certificate of insurance naming the **Reading and Beyond** and **The City of Fresno** as additional insured must be submitted with final payment two (2) weeks in advance, prior to the use of the facility. Groups who do not carry their own insurance must secure Special Events' Coverage and pay fees as required by Reading and Beyond.
7. All users of the facility shall be required to sign a rental agreement prior to use of the facilities.
8. The person signing the rental agreement must be at least 18 years of age and an authorized representative of the organization.
9. Alcoholic beverages are not permitted anywhere on the Mosqueda Community Center grounds. Any user/guests caught using alcoholic beverages on facility and grounds will be asked to leave. Event may end earlier if renter does not cooperate with the request.
10. All buildings are "non-smoking" facilities. Smoking is prohibited within 20 feet of main entrances and exits. All users must comply with current smoking laws.
11. Reading and Beyond reserves the right to require renters/users of the facility to provide professional security agents as deemed necessary. Renter will be responsible for this cost.

12. Decorations must not be attached to the buildings by using nails, tacks or cellophane tape. Masking tape is permitted. Decorations must not be attached to the ceiling sprinklers.
13. Everything brought into the building or onto the grounds by user (food, beverages, decorations and trash) must be removed at the conclusion of the event. Renters are responsible to setup and cleanup.
14. Youth groups must have adult chaperones present at all times.

II. FACILITY DESCRIPTIONS:

Auditorium:

This is the largest room at the Mosqueda Community Center. The room is 3600 sq. ft. Maximum dining occupancy is 234 people. The hall has 30 8-foot tables and 300 chairs.

The room can be broken into two (2) smaller rooms 31' x 49' without stage and 31' x 68' with stage.

Conference Room:

Conference room is located in the North Building, seats up to 25 people, and is approximately 540 sq. ft.

Computer Lab:

Computer Lab has 10 computer stations and seats 10 people in addition to the 10 seats at the computer stations. The room size is 19' x 37' or approximately 700 sq. ft. Microphones are not available in this room.

Kitchen:

The Kitchen is an industrial kitchen, which includes two sinks, two island work stations, gas stovetop and oven, a roll-up serving window and ice machine. Refrigerator space is not available for food storage.

III. ROOM SETUP AND CLEANUP:

Reading and Beyond do not set up rooms for renter. It is the renter's responsibility to setup and clean up. Setup time and cleanup time must be included in the reservation.

IV. CONTACT INFORMATION:

Jenny Brietigam

Phone: 559.600.6189

Fax: 559.600.7639

Email: jbrietigam@readingandbeyond.org