

FACILITY AMENITIES

The Town of Apple Valley Park and Recreation Department is pleased to provide numerous facilities for your use. Individuals and community groups are encouraged to rent these facilities for recreational, educational and community-enriching purposes. These facilities are available only when not in conflict with Town-sponsored programs. Special rates may apply to non-profit groups and commercial/profit making uses.

The Town of Apple Valley has several rooms available for rent for special events, weddings, banquets, meetings, etc. Included in the rental are appropriate number of tables and chairs to accommodate each room.

James A. Woody Community Center

Arts & Crafts Room

1,000 sq. feet (31' x 32 ½')

Assembly: 50 Dining: 40

Included in the rental fee are 6-6 ft. tables and 40 chairs.

Rental Fee: Monday-Thursday \$16.50/hr

Rental Fee: Friday-Sunday \$20.50/hr

Auditorium

3,266 sq. feet (71' x 46')

Assembly: 300 people Dining: 200 people

Included in the rental fee are 40-8 ft. tables and 200 folding chairs.

Rental Fee: Monday-Thursday \$28.50/hr

Rental Fee: Friday-Sunday \$40.00/hr

Rental Fee: Fri & Sat after 2pm \$54.00hr

Kitchen available for \$27.50 per day or \$14.00 per hour if not accompanying an Auditorium rental.

Proof of insurance is required for all rentals. Insurance may be purchased through the Town. Security services may be required as well as other applicable fees.

Town Hall Recreation Center

Rooms 1 & 2

Assembly: 70

Rental Fee: Monday-Thursday \$23.00/hr

Rental Fee: Friday-Sunday \$30.50/hr

Rooms 3 & 4

Assembly: 35

Rental Fee: Monday-Thursday \$18.50/hr

Rental Fee: Friday-Sunday \$23.00/hr

Room 5

Assembly: 150 Dining: 100-120

Included in the rental fee are 20-5ft round tables, 12-8ft tables and 190 chairs.

Rental Fee: Monday-Thursday \$40.00/hr

Rental Fee: Friday-Sunday \$49.50/hr

Apple Valley Conference Center

North/South

2,193 sq. feet (51' x 43')

Assembly: 125 Dining: 100

Please call for fees.

Conference Center Full

4,386 sq. feet (102' x 43')

Assembly: 300 Dining: 200-225

Please call for fees.

Conference Room

Assembly: 25

Please call for fees.

Please contact the Recreation Department to discuss any additional fees associated with our facility rentals.



Town of Apple Valley

*Town of Apple Valley
Park and Recreation
Department*

*Facility Rental
Application Procedures*

Town Hall Recreation Center



James A. Woody Community Center



*14955 Dale Evans Parkway
Apple Valley, CA 92307
(760) 240-7880*

Facility reservations are taken at Town Hall

14955 Dale Evans Parkway

Apple Valley, CA 92307

(760) 240-7880

Monday—Thursday 7:30 – 5:30 PM

Alternate Fridays 7:30 – 4:30 PM

1. A Facility Use Agreement (FUA) must be completed for all rentals.
2. Table and chair set-ups are not provided with rentals. However, set-ups may be requested at time of rental for an additional fee.
3. Facilities are available for rent from 8 a.m. to midnight only. Reservations may be made no more than six (6) months in advance. Wedding receptions/anniversary parties may be made up to twelve (12) months in advance.
4. Reserved time must be continuous rental time only and includes your set-up and clean-up time.
5. Facility use fees may include rental fees, a security/cleaning deposit fee, a liability insurance fee, and security guard fees.
6. Security guards (subject to the recommendation of the Apple Valley Sheriff's Department) may be required. Renters must secure their own security services. All security companies must be licensed and bonded and guards must be uniformed, and are subject to the approval of the Park and Recreation Manager.
7. Reservations are first-come, first-served. All applicable use fees excluding security and insurance fees) are due at the time the FUA is completed. All remaining fees are due no later than 30 days prior to the rental date. Failure to pay fees on time will result in loss of reservation date. Refund of fees subject to charges.
8. Any person or agency holding a reservation for a town facility, desiring to cancel such reservation is subject to forfeiture of a portion or the entire reservation fee. Please refer to our Parks & Recreation refund policy for more detail.
9. If an FUA reserves more than one rental date, total use fees are payable at time reservation is made.

10. Any preparation and/or costs incurred for an event prior to approval of an FUA are solely at the applicant's risk.
11. FUAs are subject to the approval of the Park and Recreation Manager. The Manager may require additional fees (for clean-up, staff, portable restrooms, etc.), if deemed necessary.
12. The number of advance reservations by any individual, group or organization may be limited at the discretion of the Park and Recreation Manager, if it is felt that such reservations may monopolize the use of any facility or when not in the public's best interest.
13. General liability insurance naming the Town of Apple Valley as additional insured is required and is available for purchase through the Town. Additionally, Liquor Liability insurance is required for all events where alcohol is present. \$1,000,000 General Liability insurance is required for group functions and/or all functions where alcohol is present. In some instances, a certificate from a homeowner's insurance policy, listing the Town as additional insured with the specific site address may be sufficient. The policyholder must be the same person who has signed the FUA.
14. Dunk tanks, Bounce houses, etc. are subject to approval and allowed at no extra charge. However, a Certificate of Insurance for \$1,000,000 listing the Town of Apple Valley as additional insured must be supplied from the vendor along with the specific site address. Location sites for such events may be pre-designated by the Park and Recreation Department.
15. Publicity of any type, relating to an event, may not be released or used until approval is granted for the application. All publicity may be subject to approval by the Park and Recreation Manager prior to its release.
16. No advertising shall be exhibited, no petition shall be circulated, and no solicitation or sales shall be made in the facility or grounds without prior approval from the Park and Recreation Manager. No advertising or promotional materials are to be posted on telephone, power or street lighting poles within the Town of Apple Valley. Violation of this condition will result in cancellation of the rental, without refund.

17. Requests from promoters or contractors involving performance by organizations or individuals with whom separate contracts are made will require that copies of such contracts be made available to Town officials for inspection. If the event involves any type of performance, such as music, poetry reading, etc., the Lessee warrants and represents to the Town of Apple Valley that the use of the facility will not result in an infringement of any right protected under Item 17 of the U.S. Code (copyrights) and that Lessee will be solely responsible for the content of any performance at the facility. Lessee further agrees to assume the defense and indemnify and hold harmless the Town of Apple Valley, its officers and employees from every expense, liability, or payment, including attorney fees, by reason of any claimed infringement of any rights protected under Title 17 of the United States Code.
18. The Park and Recreation Department may refuse rental privileges to any group/individual if their previous use history reflects negligence and irresponsibility.
19. Rules for grass use: Non-permeable fabric tarps and tents (e.g. plastic, heavy canvas) may not be used on the grass. Only permeable fabric such as burlap or cotton is acceptable. Only stakes less than 8" in length may be used to secure items to the grass. The transfer of any type of chemical (e.g. fuel) over grass areas is not permitted.

In order to provide you with a safe and enjoyable rental, we request:

- a. Your group's cooperation in working with the Town of Apple Valley's staff and Security Guards is appreciated.
- b. All alcohol shall be confined to **inside** the facility only.
- c. All persons consuming alcohol must be at least 21 years of age. Identification may be requested by Security Officers or by Town staff. Failure to cooperate will result in closure of your event.
- d. Presence of weapons or illegal drugs will result in immediate closure by law enforcement.
- e. Smoking is not permitted in any Town facility, by State law. Failure to comply will result in closure.
- f. Renters are discouraged from allowing crowds to assemble outside of facilities, especially in parking lots.
- g. All youth oriented rentals must have one chaperone to every 20 minors in attendance.