



City of
PATTERSON
California

RECREATION & COMMUNITY SERVICES DEPARTMENT

HAMMON SENIOR CENTER POLICIES & PROCEDURES



**HAMMON SENIOR CENTER
1033 W. LAS PALMAS AVE.
PATTERSON, CA 95363
(209) 895-8180**

REVISED: AUGUST 4, 2022

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I. DESCRIPTION OF FACILITY

The Hammon Senior Center is a one-story facility centrally located in Patterson. The 8,465 square foot modern space was designed to accommodate the needs of Patterson's Senior Citizens. Additionally, it will be available for community events with an exercise room, arts and crafts room, kitchen and dining room.

All rooms listed are for multi-purpose use:

A. Dining Room – 1585 sq ft

1. Dining Capacity:
Seating: 63, max 96
2. Tables:
Round Tables: up to 12
Rectangle Tables: up to 12
3. Amenities: (Piano cannot be moved)
DVD: 1
Flat Screen TV's: 2
PA system w/ one microphone

B. Kitchen – 313 sq ft

1. Amenities: Refrigerator, 4 burner stove and oven, warming trays, warming ovens, ice machine, and sink.

C. Crafts Room – 728 sq ft

No Food Allowed

1. Seating Capacity: 24, max 48
2. Amenities:
Flat Screen TV: 1
Sound Bar
Whiteboard & Sinks
Rectangle Tables: 6

D. Exercise Room – 1042 sq ft

No Food Allowed

1. Seating Capacity: 50
2. Amenities:
DVD: 1
VHS/Flat Screen TV's: 2
PA system
Whiteboard & Sink

E. Courtyard - Side courtyard, accessible from the Center and Tilton Park.

F. Restrooms – Multi-stalled men's and women's located in the mid-section of the building and one unisex restroom near the dining room.

G. Lounge Room (Entire Facility Rental)

No Food Allowed

1. Seating Capacity: 20
2. Amenities: (Piano cannot be moved)
TV/DVD: 1
Large Cushioned Couch: 3
Large Cushioned Chairs: 5
Square Table: 3
Microwave
Sink

H. Lounge Area next to Unisex Restroom

No Food Allowed

1. Seating Capacity: 3
2. Amenities:
Large Cushioned Couch: 1

I. Parking Lot

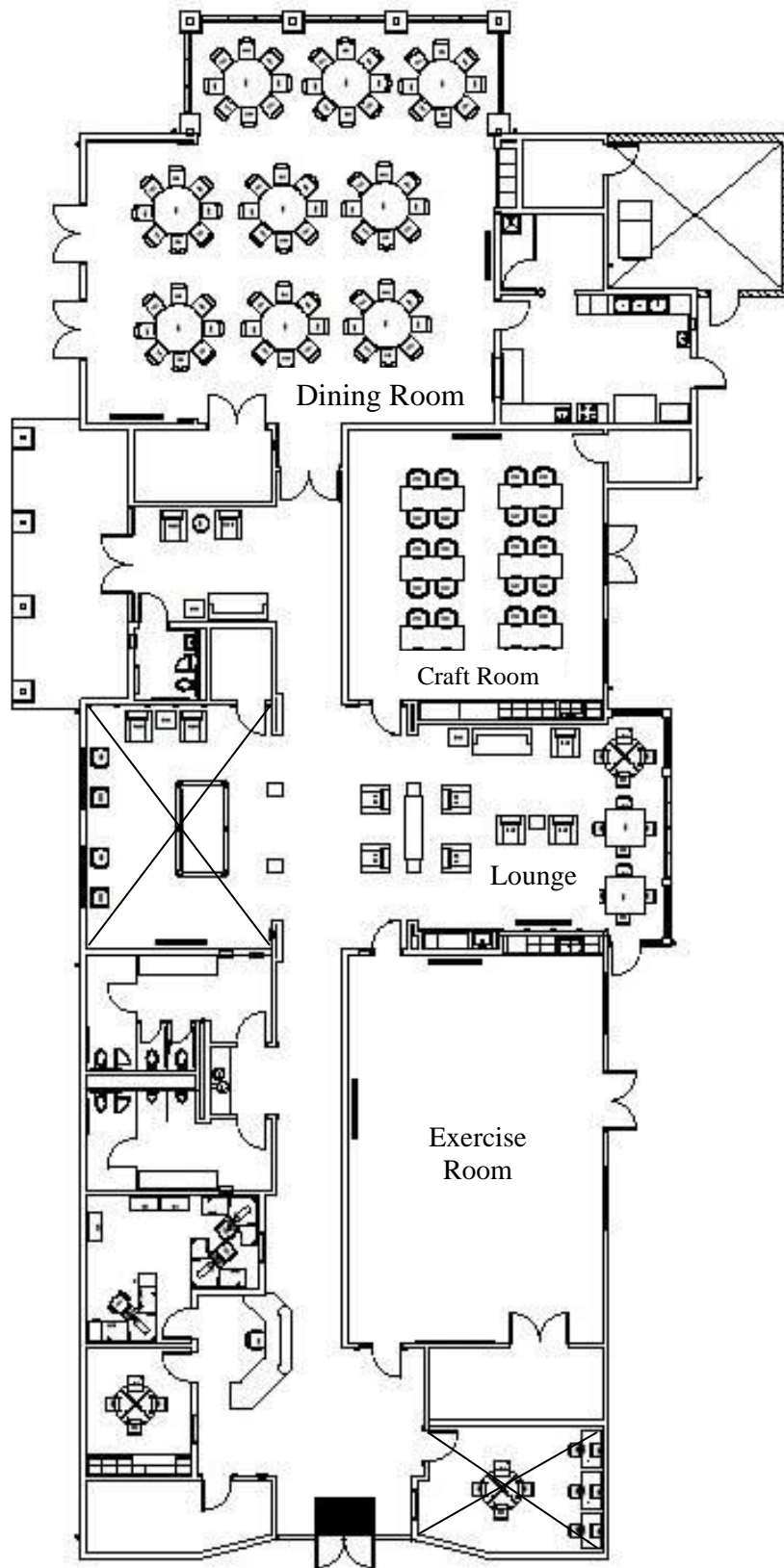
1. 204 spaces
2. 16 handicap stalls
3. 2 electric car charging stations

✓ Prior approval is needed for additional outside equipment being used during the reservation.

✓ The pool room and computer lab are unavailable for private rentals.

✓ Prior approval is needed for additional outside equipment being brought into the Center.

Hammon Senior Center Floor Layout



II. THE USE POLICY PURPOSE

The purpose of this Use Policy is to ensure that the Hammon Senior Center is operated in a manner that best serves the residents of the City of Patterson, granting fair and equitable use for meetings, activities and social events. Fees charged for the use of the facility will be used for ongoing maintenance and operational costs of the facility. The Recreation & Community Services Director has the discretion to make operational policy changes while policy changes pertaining to the fees will be reviewed and recommended by the Recreation & Community Services Department and then submitted to the City Council.

III. Hours of Operation for Rentals

- A. Center hours available for rentals:
 - 1. Monday - Friday _____ 5:00pm - 9:00pm
 - 2. Saturday _____ 8:00am - 9:00pm
 - 3. Sunday _____ 8:00am - 9:00pm

- B. Facilities **WILL NOT** be available for reservations on these major Holidays: Martin Luther King Jr. Day, President's Day, Memorial Day, Apricot Fiesta Weekend, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the Day After, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day. This is not meant to be an all-inclusive list and is subject to change with other dates being added as needed.

- C. After Hours maintenance number: (209) 216-6368, City of Patterson Recreation and Community Services.

- D. **Reservations for events will only be made based on hourly increments.**

IV. APPLICATION PROCEDURES

- A. **Making a Reservation**
 - 1. The applicant must submit a completed Hammon Senior Center Event Application. **The applicant must be present throughout the entire rental process and event. The applicant shall be the main contact for city staff and will be held responsible for any damages incurred or missing equipment/supplies.**

 - 2. The application must be accompanied by the refundable damage deposit and fees per the attached Fee Schedule. Payment of damage deposit and all applicable fees must be paid in full to reserve the requested date, time, and room(s). Proof of liability insurance consistent with the provisions of this use policy are required at the time of the walk-thru, or (15) days prior to event date. Failure to provide the required proof of liability insurance documents will nullify or void the contract.

 - 3. An individual or representative 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 City of Patterson Recreation & Community Services Department during regular business hours. An available date cannot be held for possible use by making an inquiry. A formal walk-thru will be scheduled no later than (15) days prior to the event date, depending on facility availability.

 - 4. An individual or representative of a group can request a date for possible use by making an appointment with staff to submit a completed application and full payment to reserve the requested date, time and room(s).

 - 5. Upon approval of an application, a facility rental permit will be issued authorizing the requested use of the facility. Applicants shall not transfer, assign or sublet use of the approved application or apply for use on behalf of another person or organization.

B. Denial of Reservations

1. Use may be denied for the following reasons:
 - a. The Center is unable to accommodate the proposed activity due to the nature of the activity or the number of people estimated to be in attendance.
 - b. The user failed to provide adequate security to ensure that the event is conducted in a safe manner.
 - c. The applicant has failed to agree to comply with the conditions of this Use Policy and Procedures or those set forth in the facility use permit.
 - d. The activity is likely to cause physical damage to the facility or equipment.
 - e. Conditions for the issuance of a facility use permit have not been fulfilled.
 - f. Any law or regulation is violated by an intended use.
 - g. Another event is scheduled on the requested date.
 - h. The applicant previously used the facility and failed to comply with applicable rules or conditions.
 - i. The applicant has cancelled a scheduled event in the facility without prior notice.
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 Use Policy 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 & Community Services Director or his/her designee, may cancel the reservation or terminate the event. If deemed necessary, local law enforcement will be contact to terminate the event. Under these circumstances, no deposits and/or fee(s) previously paid by the applicant shall be returned.
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.

V. LIABILITY AND INSURANCE

A. Insurance

1. All users of the facility shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage 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) per occurrence & two million dollars (\$2,000,000) aggregate. If alcohol use is permitted the minimum is two million (\$2,000,000) per occurrence & four million (\$4,000,000) aggregate.

B. Insurance Requirements

1. All of user's insurance shall:
 - a. Name the City of Patterson, its employees, officials, agents, (collectively herein after "City and City personnel") as additional or co-insured on an endorsement.
 - b. Contain no special limitations on the scope of protection afforded to City and City Personnel
 - c. 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.
 - d. Shall be "date of occurrence" rather than "claims made" insurance
 - e. Shall apply separately to each insured against the limits of the insurer's liability
 - f. 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.
 - g. The applicant's policy must include a 30-day written cancellation notice.

C. Certificate of Insurance

1. The City of Patterson requires the following information on all certificates and/or additional insured endorsements:
 - a. Wording must read exactly, with no exceptions accepted: “**Additional Insured: City of Patterson, officials, employees and agents.**” The primary user **MUST** be the one named on the insurance certificate. If for any reason this is not the case, the insurance will not be accepted.
 - b. Additional insured endorsements must accompany the Certificate of Insurance and indicate policy number, date, name of insurance company and name of “insured”.
 - c. **Certificate must be an original. No copies will be accepted.**
 - d. The Certificate of Insurance must be filed with the Recreation & Community Services Department no later than the date of final payment or fifteen (15) days prior to the event, whichever is earlier. If a certificate is not on file by this date the reservation will be subject to cancellation.

D. Indemnification Clause

1. To the full extent permitted by law, user shall defend, indemnify and hold harmless the City, its officials, employees and agents, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by the City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever without restriction or limitation incurred in relation to, as a consequence of or arising out of or in any way attributable actually, allegedly or impliedly, in whole or in part to the use of facility by user. All obligations under this provision are to be paid by the user as they are incurred by the City.

VI. GENERAL OPERATING REGULATIONS

A. Renter Responsibilities

1. **Supervision**- Supervision by Center staff is necessary for the public’s safety and well-being. Center staff shall be responsible for and have complete authority over the facility being used, all equipment, participants, and activities. The staff shall have authority to request changes in activities or the conclusion of activities. Users must comply with these requests and instructions. Staff shall be responsible for enforcement of all policies, rules and regulations. The Center staff shall have the authority to deny or terminate the use of the facility if it’s determined that the use does not conform to the Center policies and regulations and/or may cause damage to the facility. Additionally, the City reserves the right to require security if deemed appropriate.
2. **Damage** - In the event of damage, destruction or defacement, the user shall be liable for all expenses required to repair, restore, or replace the facility, its furnishing or equipment to its original condition.
3. **Mandatory Cleanup** - Cleanup is the user’s responsibility. This includes the wiping of tabletops, ensuring chairs are clean, removing and disposing of all trash into proper receptacles, wiping of counter tops and kitchen equipment, mopping of floors, cleaning up all spillage in refrigerators/freezers, ovens, and removal of all user-owned or leased (non-City owned) items. At this time, all personal/rental items must be removed from the facility. Storage is NOT provided at the Hammon Senior Center. Requests for alternate hours require special written approval and may be subject to additional fees.
4. **Event Closing Time** – The facility will be clean and ready for a closing walk thru no later than thirty (30) minutes prior to the contractual end time, unless special permission is given by the Recreation & Community Services Director or assigned staff. **If the event exceeds the reservation end time, a usage fee of \$50 for every fifteen (15) minutes will be deducted from the Damage Deposit.**
5. **Supervision of Minors** - Youth events shall be supervised by the attending adults. Events specifically for minors are **NOT** permitted to have alcohol. Any room dedicated to youth or minors must always have at least one (1) adult chaperone present in the room.

6. **Decorations** - Decorations require prior approval by Center staff. No signs or decorations are to be nailed to walls, windows, ceilings, or drapes. Decorations must be fireproof. Patio decorations must have prior approval. No rice, bird seed, confetti or other similar items shall be thrown in or around the facility. Balloons must be secured and not released. A fee of \$50 every fifteen (15) minutes will be deducted from the Damage Deposit if facility staff must retrieve released balloons. **No decorations can be adhered to the wall and ceiling without prior approval. Only 3M Command brand quick release tape will be allowed.**
7. **Room Setup**- Rooms are set-up as-is. The user will have access to tables and chairs and may arrange them as needed. The user must return the room to its original arrangement. Contact staff to return room to original arrangement.

B. Refunds and Cancellation

1. Cancellation Policy for the Assembly Rooms

- a. A group may cancel their reservation thirty (30) calendar days prior to the reservation, with a refund less a \$5.00 administration fee.
- b. A cancellation fee based upon 50% of all fees will be assessed if cancellation is made within 30 days of the event date.
- c. If the permittee fails to appear for the rental use or cancels with less than 5 business days' notice, no refunds of fees will be issued.
- d. A full refund or new reservation will be given (based on availability) due to cancellation caused by the City of Patterson.

2. Refund of Damage Deposits

- a. Damage deposits shall be refunded if proper cleanup is completed, and no breakage or damage has occurred. This determination will be made at the conclusion of the event during the closing walk-through.
- b. The user shall be required to pay the full cost of breakage or 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. Renter will be notified of any cost when determined.
- c. Refunds will be mailed within three (3) to four (4) weeks from the conclusion of the event.
- d. Revocation for Violation - Reservations may be cancelled OR DEPOSIT MAY BE HELD at any time by the Recreation & Community Services Department if there has been a violation of applicable rules or conditions of the facility use permit.

C. Security

1. A California State Licensed/Certified Security Company or Guard shall provide security for the event. The company shall be licensed to do business in the City of Patterson. However, renters will pay all fees associated with obtaining security.
2. All security guards shall be licensed, as provisioned by California State Statute.
3. All Security guard applicants shall meet the application requirements by the Department of Consumer Affairs for a guard card/license.
4. Upon receipt of guard card, a copy of the guard card shall be furnished to the Patterson Sheriff's Department.
5. All security guards currently employed and new hires shall have 60 days to come into compliance with the guard card requirements through the State.
6. **There shall be at least one (1) security officer stationed at the entrance of the facility during hours of the event.**

7. **There shall be at least (1) uniformed security guard on duty to patrol the outside of the premises including, but not limited to, the vacant lot to the south and surrounding parking areas during hours of the event.** The guard is not to be counted as a bouncer or doormen.
8. All private security guards and security staff/bouncers shall be dressed in professional attire, security company specifications which allow the public to readily identify as security.
9. Additional security may be required for the event per the Chief of Police.
10. It is security's responsibility to ensure no alcohol is served outside the agreed upon times noted in the contract.
11. The occupancy shall not exceed the rated number posted for building capacity. If this occurs, the Patterson Sheriff Department and/or city staff shall have the authority to restrict further entrance of patrons until the facility has abated their occupancy issue.
12. Entertainment provided by the renter shall not be audible beyond the entertainment venue under the control of the renter.
13. The renter is responsible for the orderly disbursement of all patrons, which is to take place before clean-up time initiates.
14. Security staff will remain on the premises until all patrons, including the rental party, have left the premises once the event ends. They shall discourage any loitering in the parking areas around the facility during and at the conclusion of the event.

D. Catering/Kitchen Policies

1. Kitchen Facilities Use

- a. Use of the kitchen is open to all caterers, organizations, and private parties. Use of the kitchen must be requested at time of application. Available equipment includes refrigerator, microwave oven, tabletop, banquet catering cart, warming trays, ice machine and sinks. Center staff will dispose of any perishables not removed after the event cleanup. No food to be put in drains.

2. Catering Policies

- a. The kitchen can only be rented in conjunction with an assembly dining room rental. Any party or caterer that intends to use the kitchen must go through a training process so no damage will be incurred to either the facility or the user.
- b. No on-site cooking is permitted.

E. Alcohol & Tobacco

1. Use and Service of Alcohol - The use of alcohol in the Center is granted by written permission in advance and must comply with applicable law and the provisions of this Use Policy. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event. Additional regulations and specifications may be required in the facility use permit for any event.
 - a. "Alcohol use" refers to any beverage that contains any amount of alcohol.
 - b. Security is required to be present at all events when alcohol is served.
 - c. Alcohol shall not be served to anyone under 21 years old. **Alcohol will NOT be permitted at youth orientated events, which include but are not limited to birthday parties, graduations, baptisms, and christenings. The user's failure to comply, monitor and enforce this provision is grounds for terminating the activity immediately and forfeiture of the refundable deposits and all of the room fees.**
 - d. No guest may bring in alcohol. Host only to provide approved alcohol.
 - e. Serve drinks in plastic cups only. No glass allowed without prior approval from city staff.

- f. Wine or champagne glasses may be used for catered events.
 - g. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed on City premises, including but not limited to the Hammon Senior Center, shall be the sole responsibility of the organization, its sponsor or the adult representative, who, has agreed to indemnify the City for any such injuries.
 - h. Alcohol may neither be served or sold prior to the scheduled start of the event and approved security officers arrive at the Center unless the requirement for security has been waived altogether.
 - i. Alcohol may not be served nor consumed outside of the dining room.
 - j. Alcohol may not be served nor consumed outside the building or in the parking lot.
 - k. No gang colors insignia.
 - l. 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.) fourteen (14) days in advance.
 - ii. A copy of your Hammon Senior Center contract must be furnished to A.B.C. when applying for the license.
 - iii. Copy of the A.B.C. license and Police Alcohol permit must be furnished to the Hammon Senior Center a minimum of fourteen working days prior to the event.
 - iv. A copy of the A.B.C. license and Police Alcohol Permit must be posted in plain public view near the bar, or other location, where the alcohol is being served.
 - v. Non-Profit Organizations: A one-day alcoholic beverage permit can only be issued to Non-Profit Organizations.
 - vi. 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 to sell alcohol on their own.
 - m. The service of alcohol at any event must cease as stated on the Police Alcohol permit.
 - n. All alcohol must be distributed from behind a table or a bar by an adult, over the age of 21, who is to be responsible for ensuring that no minors are served.
 - o. When serving champagne, all bottles must be opened in the kitchen prior to serving. Champagne bottles ARE NOT ALLOWED to be opened in the banquet rooms. All unopened bottles must be stored in the kitchen.
 - p. Maintenance staff and Security service must be present throughout the rental time noted on the permit.
2. Tobacco use of any kind or smoking is not permitted in the Center. Forfeiture of damage deposit may occur if you violate this policy. In accordance with the Government Code Section 7596-7597, smoking is prohibited within twenty (20) feet from the main exits, entrance, or operable windows

F. Miscellaneous Regulations/Prohibited Activities

1. **Open Flame** - Incense, fog machine, haze or smoke use is not permitted in the Center at any time. Fire and open flame are strictly prohibited without written approval from the Patterson 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.) Regular style birthday candles no more than 3 1/2 inches in height that are placed in a cake (pastry or ice cream) and lit for a short duration and then extinguished after the singing of a celebratory song (relight candles are not allowed). Request for permits, must be submitted to the Center staff a minimum of 14 days prior to the event. Heaters for food warming are allowed without a permit by licensed caterers if heater is 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 always prohibited inside the Center.

2. **Animals** – Animals are not permitted inside the Center except those that serve as service animals. This includes, but is not limited to, guide dogs for the blind and dogs for the hearing or physically impaired.
3. **Illegal activities** – Illegal activities shall not be permitted. All groups and individuals using the Center shall comply with City, County, State, and Federal laws. Fighting, gambling and lewd conduct are prohibited. No firearms or other weapons are allowed in the center.
4. **Equipment Removal** - Moving, rearranging, or altering equipment for purposes other than its intended use is also prohibited. Center equipment shall not be removed from the facility.
5. **Facility User’s Property** – Personal property (equipment, supplies, etc.) must be removed from Center immediately following activity. The Center reserves the right to remove any remaining items from the premises and have them stored at the owner’s expense. If such equipment or supplies are not claimed within (24) hour notice to the applicant/user, the Center reserves the right to dispose of such material in any manner it deems appropriate and retain any proceeds received from such disposal. Any cost to the City, including, but not limited to, administrative costs incurred to dispose of the unclaimed property in excess of the revenue received from such disposal shall be billed to the user with payment due and payable in thirty (30) days.
6. **Advertising Materials** – Advertisements for events to be held at the center may be left with the Recreation & Community Services Director for approval and will be displayed when deemed appropriate and as space permits. Any unapproved posted item will be removed and discarded.
7. **Sleeping or Lodging** – Users must vacate Center premises following events. No attempt to sleep at the facility or in its parking lot will be permitted.
8. **System Controls** - The Center staff shall have the right to control and operate the Center, including the heating and air conditioning systems and common use areas, in a manner deemed appropriate by the City. Renters are not authorized to adjust temperature settings. Contact staff to make changes.
9. **Discrimination By User Groups** - The City of Patterson shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference, or handicap condition.
10. **Events Not Covered** - Special events or requests not covered in this Use Policy must be submitted in writing and shall be reviewed by the Recreation & Community Services Director 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 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. Staff are not allowed to accept donations, gratitude, or any incentives which could lead to termination of event.

VIII. PARTNERSHIPS & CO-SPONSORSHIPS

A. Partnerships

1. Organizations wishing to donate goods or services in exchange for rental usage during the hours of 8:00am – 3:00pm may submit a request to the Recreation & community Services Director.
Organizations wishing to donate goods or services in exchange for rental usage after 3:00pm may

submit a request to be reviewed by the Recreation & Community Services Director. For example, the Garden Club wants to maintain the lobby’s flower garden in exchange for free facility usage for their monthly organization meetings. In such cases, the Recreation & Community Services Director will submit a written contract proposal outlining the details of the arrangement.

B. Co-Sponsorship Criteria – Occasionally, non-profit organizations will desire to co-sponsor a special event with the City of Patterson and have the rental fee waived. To be considered the event shall meet the following criteria:

1. Must be a non-profit organization.
2. The event is open to the general public.
3. The program benefits citizens of Patterson.
4. The dining, activity & exercise rooms shall not be available Monday through Friday from 8:00am - 3:00pm.
5. Non-profit organizations must list the City of Patterson as “Additionally Insured”
6. Non-profit organizations must provide security guards when required.
7. The City of Patterson will be listed as cosponsor in all advertising.

Patterson Recreation			
HAMMON SENIOR CENTER FEES			
FACILITY ROOMS	PRIVATE	NON-PROFIT	DEPOSIT
Dining Room with Kitchen	\$63/hour	\$58/hour	\$500
Exercise Room	\$48/hour	\$43/hour	\$250
Craft Room	\$43/hour	\$38/hour	\$250
Entire Facility	\$103/hour	\$88/hour	\$1000
PERMITS			
Alcohol	\$69		
Security Service	Provides Contract		
OTHER FEES			
Change Fee (after being booked)	\$5		