



HOWE COMMUNITY CENTER

I. General Information

- a) Howe Auditorium is a 50'x57' room decorated in soft grey and sage green. The side walls consist entirely of floor-to-ceiling windows overlooking patio areas to the park on one side and Howe Pond on the other. There is a stage appropriate for theatrical productions. Banquet style tables can accommodate functions for up to 196 guests cafeteria style, 150 reception style, and 120 at rounds. A spacious kitchen area and separate room for dressing/quiet space complete the building.

II. Rental Process

- a) Reservations may be made beginning the first business day of the month one year in advance of the event (e.g. the first business day of July for July of the following year). The building is not available the Saturday before Easter Sunday, Fourth of July, the weekend before Halloween, or Christmas, Thanksgiving or New Year weekends. The Gazebo is also unavailable Memorial Day and Labor Day weekends.
- b) Final arrangements must be made at least two weeks in advance and are made by appointment only. Mark your calendar or put a note on your wedding check list! Please call 927-3802 extension 121 to book.
- c) Remember that the deposit you made at the time you reserved the facility is a refundable security/cleaning deposit. It is not applicable to your rental cost.
- d) Before you come to the office to make your final arrangements be sure to check with everybody who will be involved with your event -- caterer, baker, entertainment, florist, and anyone else who will need access to the building on that day -- to be certain that you have arranged for the hall to be available when they need to get in. We are usually unable to change hours at the last minute.
- e) If serving alcohol and providing your own liability coverage be certain liquor liability items are in writing on the certificate of insurance. It must be for at least \$1,000,000 (one million dollars) and that a CG 20 11 or similar form must accompany the certificate to meet District requirements. The District can help you arrange for liability coverage through Diversified Risk Insurance Brokers.

III. Event Information

- a) The maximum capacity of the building is 196 with tables and chairs. If you have over 150 at your function there is little floor plan flexibility (only one plan that allows room to dance).
- b) We have (15) round tables, 60 inch diameter, (24) 8-foot x 30-inch tables, and (2) 6-foot tables (10) 6 foot by 30 inches and (1) card table. We can seat 120 people at rounds.
- c) Howe Park facilities allow you to self-cater or hire the caterer of your choice. Our staff can offer suggestions to help you plan an extraordinary event while maintaining a reasonable budget. Please call 927-3802 ext. 121 for further information.
 - i) Your caterer and anyone else helping with the party should be advised that the District does not have storage space for furniture, china, decorating items, etc. We will not accept delivery of any items before your rental time and anything left after your function will be disposed of. Be sure that they are clear as to the time they can enter the building.

- ii) If you are having friends take care of your food, please remember that some small appliances require a great deal of wattage. Use of more than two such appliances (ex. roasting pans, large coffee makers, electric fry pans) will “flip” the multi-breakers in the kitchen. Plan to use the oven, or chafing dishes to keep food warm.
- iii) Shelves in the refrigerator and freezer are 21"x27". If you are ordering deli trays you should mention the dimensions when you order
- d) You will be asked to appoint one or more persons as your agent for that day and to provide that person’s name when you come in to arrange your final. You or your agent will need to sign a check-out sheet after the guests have vacated the building and all clean-up is completed. A designated driver is a good choice for that responsibility. Please be sure the agent plans to stay until the last guest and last employee (caterer, DJ, etc) are gone and any outside furniture or accessories have been removed from the building. We suggest that you not plan to have an unattended gift table near the door. Wedding presents look attractive arranged at the front of the stage.

IV. Open Flames

- a) The California Uniform Fire Code is very strict about the use of candles or “flame devices”. The following guidelines will help keep you and the District legal.
 - i) Candles should be self-extinguishing and not spill more than 1/4 teaspoon wax even if tipped upside down. Candle holders should automatically set themselves upright when tilted to a 45° angle. (If the candle extinguishes itself immediately and no wax is spilled if tipped you can get around the 45° ruling).
 - ii) The flame should be enclosed by some sort of chimney or bowl except that it may be open at the top and that opening has to be far enough from the candle that you can place a piece of paper over the top for at least 10 seconds without igniting it.
 - iii) You may use floating candles with water as they should extinguish when spilled.
 - iv) Restaurant candles (which are usually poured into round-bottom containers) are fine but taper candles in chimneys are not. You are welcome to use them for decoration as long as you tell your wedding guests not to light them. If you want lighted candles, we would suggest checking restaurant supply stores.
 - v) If you aren’t sure about the candles you want to use try this test (at home, please).
 1. Set one up just as you plan to use it and light the candle.
 2. Let the candle burn until some wax is built up.
 3. Tip the candle to a 45° angle and see if it rights itself. If it does, it passes this part.
 4. If it doesn’t, tip it and see if it puts itself out immediately. If it doesn’t it fails.
 5. Re-light the candle. Put a piece of paper over the top of the bowl or chimney. Count at least 10 seconds. If it starts to turn brown it fails the test.
 - vi) Other open-flame devices that may not be used for decorative purposes are oil lamps, gas lamps and similar devices.
 - vii) A copy of the code is available in the office. It also includes rules for serving flamed dishes (Cherries Jubilee, etc.) and flaming food warming devices such as chafing dishes or fondue pots.

V. Facility Deposit Refund Policy

- a) At the time you reserve Howe Community Center you will make a \$200 cleaning/security deposit. Checks not held until the event but are deposited in the bank immediately. This deposit ensures the District that you will leave the building in good condition and that the District will be compensated

for any minor damage that may occur. It also helps compensate the District for loss of rental income when a function is cancelled so late that a rebooking is unlikely.

- b) Deposits are fully refunded if the planned event occurs on the scheduled date and the conditions noted below are met. Partial refunds are made when bookings are cancelled at least three months before the scheduled date. It takes about 2-4 weeks for the paperwork to be processed and the refund to be mailed to you from the County of Sacramento.
- c) We will hold your date for a maximum of one business day without a deposit, for example if you ask us to hold it on Monday we will do so until the close of business on Tuesday. There will be no extensions.

d) In Case of Cancellation or Change of Date

- i) Cancellation or change at least six months before reservation date Forfeit \$50 (\$150 refund)
- ii) Cancellation 3-6 months before scheduled date Forfeit \$100 (\$100 refund)
- iii) Cancellation less than 3 months before date Forfeit entire deposit

e) Post-Function Refund

- i) Your deposit will be refunded in full if the following conditions are met:
 - (1) all rules are followed
 - (2) your function concludes at the planned time
 - (3) no damage occurs to the building or to District property
 - (4) you leave the building as you found it

f) Scheduled Time Out

- i) It means that you are completely out by the time scheduled when you made your final arrangements. Remember that the clock starts when you are scheduled to arrive. If you are expected at 9:30 a.m. our staff will have the room ready and be waiting for you by 9:30 a.m. If you are out of the building 30 minutes or less after the scheduled end of your event, your deposit will be reduced by the cost for one-half hour. There will be a one hour reduction if you are out 31 minutes to one hour late. **If you are out more than 60 minutes after the scheduled time your entire deposit will be forfeited.** If you are unsure of your ability to control the time it is a good idea to book an hour or two more than you think you will need.

g) Other Factors Causing People to Lose the Deposit

- i) Failure to follow or understand Rules Governing Use. Each of the rules is on the list because a state/county law or because of problems in the past. Example of violations were use of glitter or confetti (It can't be sprinkled on the table or be used in your decorations, candles, and guests who drink too much and behave inappropriately. Be certain that friends who will be helping with your decorations understand the rules. Staff is instructed to be non-confrontational if you fail to follow the rules. They will insist only if a serious safety risk is involved. Failure to follow rules/time will be noted on the check-out sheet and reflected in your refund amount. If you need some ideas for legal decorations, be sure to ask

Be sure to reread the attached material -- especially the rules governing use of the facilities (pg. 4) -- as you plan your function. Extra copies are available for your caterer, decorations committee or others involved in planning and preparing for your event. Most questions will be answered by reading the information. If any question remains please feel free to call me at 927-3802 x121.

Fulton-El Camino Recreation & Park District
Rules Governing Use of the Community Center & the Gazebo at Howe Pond

1. Open-to-the-public events require special approval. References will be requested.
2. The Community Center is available on Saturdays & Sundays from 9am and on Fridays after 6pm. All parties must be concluded and clean-up tasks completed by 1am Fridays and Saturdays and 6pm on Sundays or the entire deposit will be forfeited. The Gazebo is available from 6pm until dusk Friday, 11am to dusk Saturday, and 11am to 6pm Sunday.
3. The facility will be considered “clean” when it is returned to the same condition in which you found it, including: all trash and decorations placed in containers provided; all property not belonging to the District removed from the premises; bathrooms left in reasonable condition; kitchen counters, stove top and refrigerator interior wiped clean; major spills removed from floors; and tabletops wiped clean.
4. Renters using the Gazebo are expected to clear any flowers, ribbons, balloons or other decorating materials from the area immediately following the function.
5. All clothing, decorating items, kitchenware, etc. must be removed from the premises. **Fulton-El Camino Recreation and Park District is not responsible for any items left at the facility**
6. No furniture, decorating items, etc. may be delivered before the contracted hours of rental.
7. Decorating items **may not** be attached by push pins or taped to the walls, windows, or ceiling. Only candles conforming to the handout you received when you rented the building may be used. Helium-filled balloons will need strings at least 12 feet long. Balloons with short strings left at the ceiling at the end of the function will result in a reduction in the deposit refund.
8. **No rice, birdseed, glitter or confetti allowed inside or outside of the building or on walkways near the Gazebo.**
9. Furniture belonging to the District must remain inside the building
10. Rental time is charged for decorating, catering and cleaning time as well as the time of your function. **If you or a member of your party is inside the building you will be charged rent.**
11. No smoking is permitted anywhere indoors.
12. **No minors may be served alcoholic beverages of any kind. If this should occur your event will be closed down immediately.**
13. No function may exceed the scheduled ending time by more than one hour. The entire deposit will be forfeited if the event and cleanup run more than one hour overtime.
14. Final arrangements – including hours and final payment – will be made at least two weeks before the reserved date. **Arrangements will be made by appointment only.** Please call 916-927-3802 ext 121.
15. Unless required Park Police and insurance fees have been paid, no alcohol may be consumed during the function. District staff reserves the right to enter the room or observe the function at all times.
16. Attendance at functions at the Conzelmann Community Center may not exceed 200 persons.
17. **FEC Park Police** must be present at all times for functions where there will be **alcohol** or any sort of cash sales. FEC Park Police are also required for functions where a large number of guests can be expected to be high school or college age, such as graduation parties, fraternity or sorority parties, 15th, 16th, 18th or 21st birthday parties, etc. and **no alcohol** may be consumed at such events.
18. When the facility is used by juveniles (under 18) there must be at least one adult supervisor present for each 15 juveniles in the group.
19. The Board Room (next to the kitchen) may not be used as a playroom or child care room. Furnishings in this room were not designed to withstand children’s activities. It may be used as a dressing room.
20. The Park Police office is adjacent to the auditorium and Park Police are in and out frequently. **If at any time a situation arises that is beyond the control of the staff member present during your function he/she is instructed to call the necessary authorities, sign a formal complaint on behalf of the District and, if necessary, close the building. In such case all deposits and fees will be forfeited to the Park District.**
21. Failure to follow **any** rule will result in a reduction of the refunded security deposit and may result in complete forfeit of the deposit.

Please call the Fulton-El Camino District Office at 916-927-3802 during business hours with any questions.