

**CITY OF EL CAJON  
RONALD REAGAN COMMUNITY CENTER  
RULES & REGULATIONS**

**DEPOSIT AND REFUND POLICIES**

1. All deposits are paid to ensure proper clean-up and to cover any replacement, repairs, damages, or loss. The applicant shall be required to pay full cost of materials, labor, replacement, repairs, or damages (over and above the deposited funds) regardless of the amount. If damage occurs and it is less than the deposited amount, the difference shall be refunded.
2. All deposits shall be refunded if proper clean-up is completed and no breakage or damage has occurred. Center staff shall determine proper clean-up. The City shall retain all deposits and fees paid for reasons of security, safety, or staff recommendation if an event must be terminated prior to its scheduled conclusion.
3. Deposits will be returned by mail in approximately four (4) weeks. If you have not received a check after four (4) weeks, please call and we will gladly follow up on the matter.

**CANCELLATION POLICIES**

All groups will be charged an Administration Fee of 50% for cancellation of any Center reservation 60 or more days in advance. This fee will be deducted from the deposit collected by the City at the time of application. When a reservation is canceled with less than 60 days' notice, all groups forfeit the entirety of their deposits. In the event of cancellation by the City, notice will be given as far in advance as possible under the circumstances, and a full refund of all monies collected by the City will be made.

**RULES REGARDING USE OF CANDLES / OPEN FLAMES**

Due to the City of El Cajon Fire Code, **NO OPEN FLAMED CANDLES** are allowed at Ronald Reagan Community Center. **ONLY** battery operated candles are permitted.

**GUIDELINES FOR USE OF BBQ's**

1. Use of electric / propane grills or BBQ's are allowed in the outside patios or loading dock only, **NOT** inside the building.
2. The ground will need to be covered with tarp to protect the surface.
3. Coal BBQ's are not allowed.

**REGULATIONS CONCERNING THE USE OF ALCOHOL**

The use of alcohol in the Ronald Reagan Community Center is by advance written permission, and must comply with all State laws, City policies, and ABC regulations. Failure to comply will result in immediate revocation of permission to use alcohol, possible termination of the event, and forfeiture of deposits and/or room fees.

1. Alcohol refers to any beverage that contains any amount of alcohol.
2. Alcohol may not be served to minors under the age of 21. The client's failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all of the room fees which have been paid.
3. All alcohol must be distributed from behind a table or bar by an adult (21 years or older) who is responsible for ensuring that **NO** minors are served.
4. Alcohol may neither be served nor sold prior to or following the scheduled event time, nor until the security guards arrive.
5. Service of alcohol is limited to a maximum of 6 hours. All service of alcohol must end 30 minutes prior to the contracted ending time.
6. Wine, punch, beer, champagne, and all bottles must be uncorked outside on the loading dock prior to serving. Unopened bottles must be stored in the kitchen. Do not open bottles in the banquet room.

**GUIDELINES FOR REQUIRING SECURITY**

1. The service of alcoholic beverages requires the presence of security.
2. The size of the group may determine the need for security. One officer per 100 people and one additional officer per every additional 80 people. Number of officers may vary depending on type of event and what is deemed adequate to provide safety of City property, staff, and the event-holders' welfare.
3. All fees for security services will be paid for by the event-holder and will be included in the permit fees. Center staff will make arrangements for security with a licensed security agency.

4. Other requests for security may include, but are not limited to, events which include the following: bands (live music, special equipment use, events held indoors and outdoors, displays, large groups, requested security, night events, and valuable property.
5. Responsibilities of security personnel are to ensure the safety of city property, staff and event-holders' welfare. Keeping low profile, the officers will enter the event occasionally or when necessary, generally patrolling other areas of the building, perimeter and park. Officers will work with Center Staff on any problems that may arise. All officers will be uniformed for easy identification. Officers may be posted in specific areas requiring extra supervision, such as the patio or bar.

**DECORATING GUIDELINES**

1. All decorating is to be done by patron or hired service.
2. Decorations may consist of secured balloon bouquets, floral arrangements, freestanding arches, or tabletop displays.
3. No decorations shall be permitted to be hung, taped, tacked, stapled, or nailed to any walls, windows, blinds, drapes, ceiling or fixtures. No free-floating balloons are permitted because of lights and air vents.
4. Some decorations may require advance approval, and staff reserves the right to request the removal of any decoration which may be considered a fire or safety hazard or which may be damaging to the equipment or facility.
5. Birdseed, confetti, glitter, and rice will not be permitted outside the building. Limited amounts of decorative confetti will be permitted on table linens.
6. Clean-up of decorations must be done by patron following the event during break down.

**REQUIREMENTS FOR KITCHEN AND ROOM CLEAN-UP**

**KITCHEN USE**

1. Kitchen is to be used only under supervision of Center staff.
2. Do not attempt to operate disposals, dishwashers, ovens or coffee urns without first seeking instruction from Center staff.
3. If hiring a caterer, discuss facility check- in/check-out times, the room layout and if plans will work with catering needs.

**CLEAN-UP AND CHECK-OUT**

The event holder will be responsible for the clean-up of the kitchen and the hall as specified below. A check-out report will be done at the end of the event by Center staff and will require the signature of the permit-holder or designee. This gives the permit-holder the opportunity to correct any overlooked areas and to be made aware of any concerns or damages. Fees will be deducted from the deposit if the facility is left in an unsatisfactory condition or for damages. Cleaning rags, mops, brooms, etc., are available if needed, through Center staff.

**KITCHEN CLEAN-UP**

1. Floors swept and spills mopped.
2. Trash emptied.
3. Counter tops clean and wiped off.
4. Sinks cleaned and free of soap and food.
5. Refrigerator and freezer emptied and cleaned.
6. Microwave clean and wiped out.
7. Stoves and ovens emptied and clean.
8. Borrowed equipment cleaned and returned in working order.
9. Dressing room emptied and clean.

**ROOM AND PATIO CLEAN-UP**

1. All tables wiped off with a wet sponge.
2. Everything picked up off the floor that cannot be vacuumed up.
3. All trash bags including those on the patio need to be placed in the dumpster outside the kitchen door.
4. Bars cleaned and dried, ice removed, and water emptied from sink section and drain bucket.
5. All cups, trash and decorations need to be removed from patio areas.

**REQUIREMENTS FOR A FUND RAISING EVENT**

If this is a fund raising event, submit a letter to request approval from Director of Recreation. Letter should include the following: 1) Name of group requesting facility. 2) Reason for fund raiser and how funds will be used. 3) The date and times of event.