



The SBCC is a non-profit, 501(c)3, public benefit entity. A volunteer Board of Directors oversees the operation of the center. The funds to operate it come entirely from rentals, fundraisers, and private donations.

Dear Prospective Renter:

Thank you for your interest in renting the South Bay Community Center in Los Osos, CA. In this packet you will find an application and information about rental. Please take the time to read through the information provided.

We require ½ of the rental fee up front to secure the date and the time you request. This fee is refundable if you cancel within 30 days before the actual rental date. After this the full amount will be retained by the SBCC.

We require an additional cleaning/security deposit of \$1000 that will be refunded, minus cleaning and setup charges and any damage fees, the week after the event. Within this packet is a list of renter responsibilities. **If you follow these guidelines you will have a better chance of getting most of your deposit back.**

Complete payment including the security deposit is due 30 days prior to your rental date. If full payment is not received 30 days prior to the event SBCC reserves the right to cancel your reservation.

Thank you,

South Bay Community Center

2180 Palisades Avenue

Los Osos CA 93402

805-528-4169

[sbcc@sbcommunitycenter.net](mailto:sbcc@sbcommunitycenter.net)



### **RENTAL PROCEEDURE**

1. Complete the SBCC Rental Application form.
2. Submit your application with a deposit of half the rental fee and a copy of your driver's license or other identification. Balance is due at least 30 days prior to your event. In the event a check is not received by that time, the rental balance and any other fees must be paid in cash or with credit card in order for the event to proceed as planned. It is the renter's responsibility to make sure the fees are paid on time.
3. A cleaning/security deposit check is due 30 days prior to your event. If you honor the written terms of your agreement with the Community Center this fee will be refunded the week after your event. If not, a portion of your deposit may be retained.
4. A copy of the Renters Rules and Responsibilities (also posted in the kitchen) will be given to you along with your Application for Use contract. It must be signed and returned to the SBCC prior to your event.
5. You will need to provide liability insurance for the day of the event. It may be secured through your homeowner's policy or at [www.wedsafe.com](http://www.wedsafe.com).

The certificate must be in the name of the renter and be delivered to the office prior to your event. The South Bay Community Center must be listed "additional Insured" on the day of the event. We will need proof of insurance 30 days prior to the event. Failure to provide insurance will result in the cancellation of your rental.

6. If you are selling alcohol, or asking for donations, you will need a permit. It can be obtained from the State of California Department of Alcoholic Beverage Control (805) 543-7183, ext. 4. You are required by law to follow all the rules, regulations and laws established and set forth by the State of California Department of Alcoholic Beverage Control.
7. Written cancellation must be received 30 days prior to your event or your deposit may be forfeited.
8. For use of the park lawn contact County Parks at 805- 781-5930 to secure a written agreement. You must provide the SBCC with a copy of this agreement.

For further information, please contact booking manager directly.

email: [sbcc@sbcommunitycenter.net](mailto:sbcc@sbcommunitycenter.net)

phone: (805) 528-4169 -Thank You!

## **AGREEMENT: RENTER RULES AND RESPONSIBILITIES**

### **SOUTH BAY COMMUNITY CENTER** *(revised August, 2020)*

Welcome to the South Bay Community Center. The Center is for the use of our residents and the Central Coast community at large. Please follow our guidelines and return the Center to the Manager in the same condition as it was prepared for you. Please understand that you may forfeit up to your entire security deposit if you fail to abide by the following guidelines.

#### **ASSEMBLY ROOM:**

1. **DECORATIONS:** You may use the wires (running above the windows and assembly areas) and gold hooks to hang decorations. No nails, tacks or staples are to be driven into any part of the building. Utilize blue painter's tape only for attaching decorations and on floor. Please remove all tape at the end of your event. **No tinsel or glitter.**  
Note: Damage due to use of nails, tacks or staples and failure to remove all tape and decorations will result in deposit forfeiture of \$250 minimum, up to all of the deposit.
2. **CANDLES:** Use electric candles only, no open flames.
3. **ROOM PARTITION:** To be moved **ONLY** by the SBCC staff. Do not lean on or lean anything against these partitions. Repair costs may be up to \$2,000 and will be charged to renter at cost.
4. **TABLES:** Please clean off tables at the end of your event and pick them up (do not drag along floor) if you have to move them.
5. **TABLECLOTHS:** If they belong to the Center please leave them on the tables at the end of the event.
6. **CHAIRS:** Please put away after event.
7. **FLOOR:** Sweep the entire floor (kitchen, also, if it is part of your rental.) Wipe up any spills. Please **DO NOT WET MOP** the whole floor.
8. **CONFERENCE ROOM:** is not part of your rental unless previously arranged.
9. **STAGE:** Please protect the stage floor surface, do not drag furniture, use metal dance taps, or wear dark hard soled shoes on the stage floor. Children are not allowed on the stage or to play with the pianos unless supervised at all times.
10. **CHILDREN** must also be supervised when playing outside.

#### **KITCHEN:**

1. If the kitchen is part of your rental, it must be thoroughly clean at the end of your event, as others may be using the Center for serving food the following day.
2. Instructions for operating the kitchen equipment, and for clean up after, will be posted in the kitchen.
3. Please, **NO GREASE DUMPED IN THE SINK.**
4. Provide your own cooking, serving and **CLEANING SUPPLIES**, i.e. pots, pans, utensils, trash bags, paper towels, dishwashing soap, dish towels, etc.
5. Dumpster for garbage is located in gated area outside. Blue bin is for recycle. Please be careful to separate garbage from recycle items.

**BATHROOMS:** Please keep the bathrooms clean, tidy, and ready for the next renter in order to secure your deposit.

1. Flush ONLY toilet paper. Anything else will cause the toilets and ALL the sinks to overflow. In that event call a plumber immediately. Though not an endorsement, current local plumbers include:  
Drain Busters Plumbing – 805-528-2564  
RC Plumbing, Inc. - 805-459-5468  
Total Plumbing - 805-544-4141  
ROTO ROOTER - 805-772-3044

**ALCOHOL:** Please do not allow your guests to become INTOXICATED. Prevent any altercations. Supervision of alcohol use and guest conduct is the responsibility of the renter.

If alcohol is to be sold at the event, renter must obtain and post a permit from Alcoholic Beverage Control. Note it typically may take two weeks to obtain a permit, please plan ahead.

Remember it is a crime to serve alcohol to minors. **Security staff may be required when alcohol is provided.**

**NOISE:** Lower music volume after 10:00 PM. Please be considerate of our neighbors.

**LIGHTS:** Outside lights come on automatically.

When your event is over **make sure you have all your belongings BEFORE** leaving the Center. Do not leave anything behind. We are not responsible for lost items.

**The Center will be inspected when your event is over. We reserve the right to keep a portion or all of the deposit if you are not ready to vacate the premises at the agreed upon time or if the Center is not clean. It is possible another client will use the center right after your event, they will expect to find the Center clean and ready for their use. Pictures may be taken before and after your event to document the Center condition.**

Please understand that these rules have evolved from experience over time and are intended to ensure the facility remains in excellent condition for the continued benefit of each subsequent user. **Thank you** for having your event at the Center. We hope you and your guests have an enjoyable event and that you find the Center to your satisfaction. In case we have overlooked anything please bring it to the attention of the Manager as soon as possible. We would appreciate your taking time to send us your comments about your experience with the South Bay Community Center.

**THANK YOU FOR TAKING CARE OF OUR CENTER!**

**Signature Page**

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SBCC Property Manager

I accept the terms of this agreement:

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Renter

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Print Name of Renter

Alarm to be set at: \_\_\_\_\_

**EMERGENCY Phone:** \_\_\_\_\_

Date of Event \_\_\_\_\_



2180 Palisades Avenue. P.O. Box 6387, Los Osos CA. 93412 (805) 528-4169

The South Bay Community Center is maintained solely through rental fees, fund raising events, and private donations. Documented 501(c) (3) charitable organizations may receive a discount.

**APPLICATION FOR USE:**

Name of applicant/contact person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of event: \_\_\_\_\_ Expected attendance \_\_\_\_\_

Description of the event: \_\_\_\_\_

**Whole Room - With Kitchen - Yes**  
**½ Room, Stage Side - Yes**

**Whole Room Without Kitchen - Yes**  
**½ Room With Kitchen - Yes**

Circle Yes or No:

DJ or live music Yes / No

Will alcohol be served? Yes / No

Will alcohol be sold? Yes / No ( If yes, call – ABC 805 - 543-7183 - for required license)

Insurance Policy Needed: Yes / No

Stage Handicap Access: Yes / No

Time of entry (includes preparation time needed) \_\_\_\_\_

Time the building is to be locked up after cleanup: \_\_\_\_\_

Equipment Needed: Microphone and/or Sound System \_\_\_\_\_ BBQ \_\_\_\_\_

Coffee Pot \_\_\_\_\_ Other \_\_\_\_\_

Signed: \_\_\_\_\_

Applicant or representative

Date: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Rates apply from the first entry to the time the building is vacant after use.

Saturdays are rented for a flat fee **from 8:30 am to 10:00 pm.**

A cash deposit of ½ rental fee is due at reservation time- the remainder is due 30 days prior to the event. We only accept cash for rentals less than two weeks out. A copy of applicant's driver's license should accompany this form.

**No key will be given out to renter's, they must have someone to stay and protect their property, or arrange for the SBCC staff to lock & unlock doors at current rate (\$35/hour, 2 hour minimum, as of 12/22). SBCC is not responsible for renter's property**

**Acoustic Paneling Agreement**



A nonprofit public benefit corporation

The South Bay Community Center is proud of our new acoustic paneling. A lot of time and work was put into this project to make our community center a better venue for events.

PLEASE READ AND SIGN as acknowledgement of this addendum to your rental agreement.

**Nothing is to be attached to the acoustic paneling. No nails, tacks, tape, etc.**

**Your entire \$1000 deposit will be kept if you violate this!**

**I UNDERSTAND THAT MY DEPOSIT WILL BE FORFEITED IF THIS RULE IS NOT FOLLOWED.**

Renter Sign and Date

\_\_\_\_\_ Date: \_\_\_\_\_

Staff Sign and Date

\_\_\_\_\_ Date: \_\_\_\_\_

## 2024-25 Rental Fees as of 9-01-24

### **2024-25 Rental Fees**

Member Groups (i.e. Kiwanis, Rotary, etc.) shall pay the nonprofit rate for rentals except when the SBCC will benefit monetarily or with the prior approval of the Board in which case a lesser rate may apply.

**Cleaning, Setup Fees and Damages will be deducted from any deposit after the rental. Cleaning and setup charged at \$35/hour as of 12/22.**

**SATURDAY AND HOLIDAY RATE-** available 8:30 A.M to 10 P.M. **Entire building only.**

#### **ENTIRE BUILDING**

\$1000, plus a \$1000 cleaning/security deposit refundable minus the above fees. \$100 extra for conference room.

\$700 for non-profits showing proof of 501(c)(3) status plus a \$700 cleaning/security deposit refundable minus the above fees. \$70 extra for conference room.

**SUNDAY THROUGH FRIDAY RATE-** available 8:30 A.M to 10 p.m.

All Rental Rates below require a \$1000 deposit.

#### **ENTIRE ASSEMBLY AREA with KITCHEN- 2 hour minimum**

\$90/hour

\$70/hour for non-profits showing proof of 501(c)(3) status

#### **ENTIRE ASSEMBLY AREA without KITCHEN- 2 hour minimum**

\$75/hour

\$55/hour for non-profits showing proof of 501(c)(3) status

#### **1/2 ASSEMBLY AREA with KITCHEN- 2 hour minimum**

\$70/hour

\$55/hour for non-profits showing proof of 501(c)(3) status

#### **1/2 ASSEMBLY AREA without KITCHEN- 2 hour minimum**

\$60/hour

\$45/hour for non-profits showing proof of 501(c)(3) status

#### **KITCHEN ONLY- 2 hour minimum**

\$60/hour

\$45/hour for non-profits showing proof of 501(c)(3) status

#### **CONFERENCE ROOM ONLY- 2 hour minimum**

\$30/ hour

\$25/hour for non-profits showing proof of 501(c)(3) status

#### **TABLES, TABLECLOTHS, CHAIRS**

10 (60") round tables-no charge

35 (8' by 30") long tables- no charge 350 folding chairs-no charge

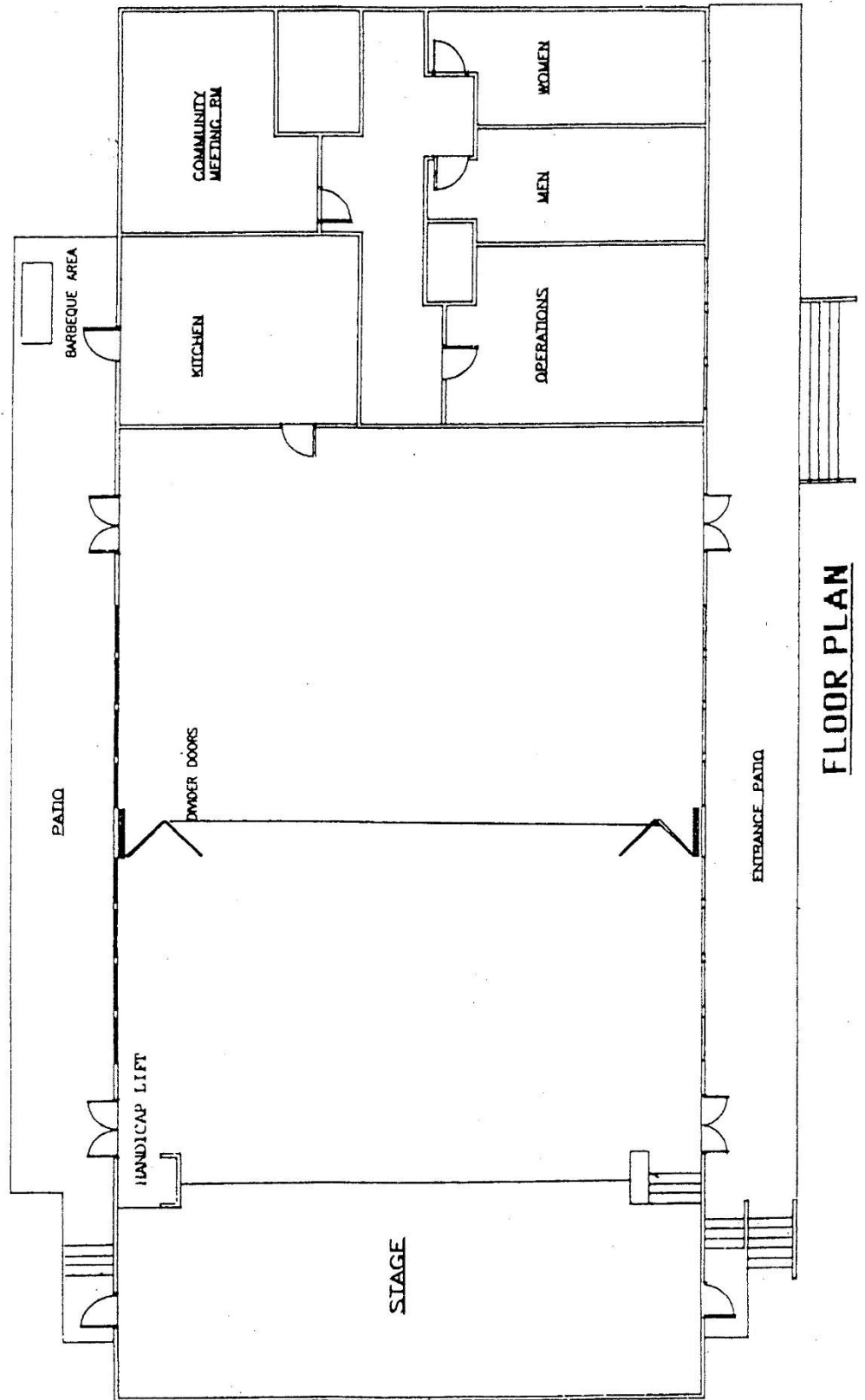
White or black tablecloths for round tables- \$10/each

White or black tablecloths for long tables- \$10/each

Black tablecloths, 54" square, 28 available- \$6/each



Park Area



FLOOR PLAN

## **Building Specifications**

- 6000 square foot facility- 472 person capacity (comfortable concert seating for 350, dining for 300).
- 3300 square foot assembly area which can be divided in two section by a movable divider wall.
- 900 square foot stage, with lighting and sound system.
- Haines 5 foot grand piano.
- Large commercial kitchen.
- Convection oven.
- 8 burner range with oven.
- Commercial refrigeration.
- Thirty five 8 foot rectangular tables.
- Ten round 5 foot tables.
- 350 folding chairs.
- 65 parking spaces plus additional on-street parking
- Wifi accessible.

## Example Certificate of Liability

CERTIFICATE OF LIABILITY INSURANCE					ISSUE DATE (MM/DD/YYYY)												
<b>PRODUCER</b> Market Insurance Services P O BOX 906 PEWAUKEE, WI 53072-0906		800-236-4252	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.														
<b>INSURED</b>  <div style="font-size: 2em; font-weight: bold; text-align: center; margin-top: 10px;">                         YOUR NAME HERE                     </div>		Event Date: 07/31/2021	<b>INSURERS AFFORDING COVERAGE</b>														
		<b>INSURER A:</b> Market American Insurance Company															
		<b>HONOREE(S)</b> EMILY DIAZ															
<b>COVERAGES</b>																	
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE ABOVE NAMED INSURED FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																	
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS												
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> HOST LIQUOR INCL. <input checked="" type="checkbox"/> TPPD GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	MEL00000595881	07/31/2021	07/31/2021	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr> <tr><td>FIRE DAMAGE (Any one fire)</td><td>\$1,000,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>Excluded</td></tr> <tr><td>PERSONAL INJURY</td><td>\$1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$1,000,000</td></tr> <tr><td>DAMAGE TO RNTD PROP</td><td>\$1,000,000</td></tr> </table>	EACH OCCURRENCE	\$1,000,000	FIRE DAMAGE (Any one fire)	\$1,000,000	MED EXP (Any one person)	Excluded	PERSONAL INJURY	\$1,000,000	GENERAL AGGREGATE	\$1,000,000	DAMAGE TO RNTD PROP	\$1,000,000
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<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b>																	
The Certificate Holder is included as an insured under the Hosting Facility Liability Coverage, but only in respects to claims arising out of the negligence of the Named Insured. If the event continues past 12:00 a.m., at the location named on Declarations Page, such continuation shall be considered as the event date. Event includes set up and break down and the scheduled rehearsal or rehearsal dinner scheduled within 48 hours of the event if the event is a wedding. Set up and break down means decoration and removal of decoration at the event location that occurs no more than 24 hours prior to the event and 24 hours after the event.																	
<b>CERTIFICATE HOLDER</b>  SOUTH BAY COMMUNITY CENTER 2180 PALISADES AVE  Los Osos CA 93402				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>  <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;">                         John K. Clarke                     </div>													

EV500-0810