

# LAS FLORES COMMUNITY CENTER

## RENTAL INFORMATION

Parks and Recreation Services  
4300 Linda Vista, Napa, CA 94559  
707-257-9529



### Las Flores Community Center

---

The Las Flores Community Center is located at 4300 Linda Vista Avenue and is adjacent to Las Flores Park. The facility is available year-round for reservations and is an ideal space for gatherings, meetings and sports-related activities. The gymnasium is approximately 75 x 75 feet and available to rent for sports related activities such as basketball, volleyball, badminton, pickleball or other indoor sports. The meeting room is approximately 25 x 30 feet can accommodate small groups is ideal for meetings, classes or informal gatherings. There is an adjacent kitchen which can be provided with the rental of the classroom or gym. No food or drinks is allowed in the gymnasium; therefore, all food must be consumed in the kitchen, lobby, classroom or outside picnic area.

### Reservation Process

---

1. Rental Form: Reservation requests can be made 12 months in advance, but no later than 14 calendar days before the requested date.
2. Liability Insurance: All applicants required to have a certificate of insurance and must be provided one month before the reservation. Per the supervisor approval, small business meetings may request to waive this insurance requirement. Sports rentals must provide their own insurance. The applicant may provide the required insurance from their own carrier or may purchase the insurance through the City's 3<sup>rd</sup> party insurance provider. The insurance certificate must have the following items:
  - The applicant's name or organization must be listed as the one "insured".
  - The policy must not expire before the event date.
  - The policy must be for \$1,000,000.
  - The "description" should list the rental location, date(s), and event planned.
  - If the rental includes alcohol, liquor liability coverage is required.
  - Name the City of Napa as the certificate holder and the "City of Napa, its Officers, Agents and Employees" must be listed as Additionally Insured on a separate addendum, endorsement or provisions.
  - Please send or provide the original certificate to City of Napa, Parks and Recreation Services Department, 1500 Jefferson Street, Napa, CA 94559.
3. Confirmation: No reservation is confirmed until the completed reservation form has been approved, all fees have been paid and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
4. Cancellations/Changes/Refunds: All cancellations or changes must be in writing and are subject to a cancellation/change processing fee. Any cancellations within 30 days will forfeit 50% of the rental fees paid. Any cancellations within two weeks will forfeit 100% of the rental fees paid. Refunds for cancellations will take three to four weeks to process.

### Las Flores Community Center Rental Policies

---

- The facility renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all the attendees conduct themselves in an orderly manner in and around the facility. If damages occur or behavior of the group is deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities. Any costs for damages or additional staff hours related to corrective action can be charged to the permit holder.

- A ratio of 1 adult to 25 minors (17 and under) must be maintained throughout the facility. A list of chaperones must be submitted to the facility supervisor at least 5 days prior to the event and must include each chaperone address and phone number.
- Permit holder should have a copy of their permit with them at all times. For any conflict related to your event, please contact the City of Napa Police non-emergency phone number at 707-257-9223.
- Permits are not transferable and the permit holder must be 18 years old (or 21 years old if applicant is serving or consuming alcohol).
- City reserves the right to close the facility for emergency repairs and will provide adequate notice for annual maintenance closures.
- Alcohol is not permitted at any time in the facility unless approved with permit and insurance was provided or purchased. If alcohol is permitted, food and non-alcoholic beverages must be available during the same time as alcohol is served or consumed. For renters serving alcohol, all ABC rules and regulations must be followed.
- Pets are not allowed in building with the exception of a service animal. Dogs should remain on leash in the outside areas.
- Smoking, glass containers, inflatables and portable barbecues are prohibited.
- Amplified music/sound is allowed in city building. However, all music must cease by 10:00 p.m.
- Decorations should be limited to tabletops or free standing. No tape, tacks, pins, nails or any other adhesives should be used on walls, floors or ceilings. Confetti, glitter, and sand are prohibited. String lights, candles or open flames are prohibited.
- Only one power strip or one extension cord per electrical outlet is allowed. Extension cords should not be across the floor or create a tripping hazard for the guests.
- Tables and chairs are provided. No outside tables, chairs are allowed by applicants, caterers or guests.
- Motor vehicles are restricted to designated parking areas only and not allowed on paved walkways, turf, park land or no parking zones.
- A facility attendant will be present during the entire duration of the rental. The renter will complete a pre-event and post-event checklist with the facility attendant. The renter must inform the facility attendant immediately if there are any issues, concerns or damages to the facility.
- The facility must be cleaned the same day of the rental. Permit holder is required to leave the facility and sidewalks free of litter and trash. Renter is responsible for removing all trash or debris, from the event location, including any city owned receptacles in the event area. If containers overflow, applicant must empty during event.
- Failure to comply with any of the facility policies or rules may result the denial of future reservation and/or immediate ejection from the facility. Parks and Recreation Services staff have the authority to disperse any group for failure to comply with these policies and park regulations.



## Fees

All fees are subject to change. The renter will pay 50% of the total fees with the application and the balance of the fees will be due 30 days prior to the event. This facility can be reserved from 8:00 a.m. to 11:00 p.m. Non-profits with 501c3 status and government agencies will receive a 50% discount.

Rates	Weekday Fees/Hour Monday-Friday (until 5pm)
Gym	\$40 / hr
Classroom	\$20 / hr
Non-Resident Fee	\$175.00
Purchase of 3 <sup>rd</sup> Party Insurance Certificate	\$131.71*
Cancellation/Change Fee	\$28.50

\* Fees varies based on group size

## Facility Layout

