

CITY OF CORONADO RECREATION SERVICES



Recreation & Golf Services
1845 Strand Way, Coronado, CA 92118

Coronado Community Center

Nautilus Room

FACILITY RESERVATION & FEE POLICY

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SECTION ONE: DEFINITIONS

FACILITY RENTAL FEES

All facility rental fees are charged on a per hour basis. Groups or individuals will be assessed facility rental fees in accordance with the established Coronado Community Center Fee Schedule as described in Attachment A.

RESERVATION LEAD TIMES

Reservation lead times are 24 months for Group A, Group B, Group C, and Group D, and Group E. 14 months for Group F (Nonresident Organizations and Individuals) and Group G (Commercial Use).

RESIDENT INDIVIDUAL

An individual owning property in Coronado and/or lives in Coronado a minimum of six months of the year.

RESIDENT ORGANIZATION OR TEAM

Organization/club name must state the "City of Coronado" as the principal place of business. The Organization/club's current roster must have 75% of its membership living in Coronado as of January 1, April 1, July 1, and October 1, of the current calendar year. Youth teams must have 95% of their current members within the age group of 1-18 years of age. **Nonprofit** groups must provide evidence of current 501(c) (3) tax status with the California Secretary of State.

NONRESIDENT INDIVIDUAL, BUSINESS, OR ORGANIZATION

Individual not living or owning property in Coronado. Business not located in Coronado. Organization with less than 75% City of Coronado resident membership.

PROOF OF RESIDENCY

Coronado residents must show proof of residency by providing a government-issue photo I.D. plus one of the following documents showing the name of applicant and Coronado address:

- Current property tax papers (original or photocopy with applicant's name)
- Current utility or telephone bill
- Current rental receipt/lease
- Imprinted address on check (handwritten or P.O. Box not accepted)
- Military orders/housing assignment in applicant's name

*NOTE: a copy of the document used for proof of residency must accompany rental application. Once residency has been established, verification is required only once per year.

FUNDRAISING/SALES ACTIVITIES

Fundraising and Sales on City Properties

- a. When using City facilities, the collection of funds (admission fees, dues, membership fees) is normally limited to covering minimal essential expenses of the organization. If merchandise sales, concession sales, auctions, ticket sales, donation collections occur, the event is defined as a fundraising event or a commercial activity.
- b. A fundraising event is categorized by youth or adult groups using the facility to raise funds for recreation, education, and welfare programs by community groups whose activities and programs are of a character building nature, recreational nature, or whose primary purpose is service to the community as a whole.
- c. **All other events involving merchandise sales or collection of funds are defined as commercial events.**
- d. An "event", for the purposes of fund raising fee assessment, is not to exceed 5 consecutive days or 2 consecutive weekends consisting of no more than 5 days (example, Sat, Sun, Fri, Sat, Sun).

Nonprofit Fundraising

- e. All groups applying for permission to conduct a fundraising activity must provide proof of exempt status from the Internal Revenue Service and the Franchise Tax Board (501 (c) (3) Tax Status).

Commercial Sales

- f. Any event that guests pay to attend or where any items are sold on City property are considered commercial use. An event may also be considered commercial use if it does not fit in to any other classification (listed below)

CLASSIFICATIONS OF USERS

Any group utilizing City of Coronado facilities will be classified in one of the following categories for the purpose of determining fees. With the exception of City uses, which have first priority, all other applications are considered on a first-come, first-served basis for available space. Coronado residents and resident groups may book facilities 24 months in advance; all other users may book facilities 14 months in advance. All uses must be compatible with the intended use of the facility.

Classification A – City of Coronado:

Events organized and conducted by the City of Coronado or events co-sponsored by the City of Coronado. No fee is associated with Group A events regardless of facility locations.

Examples: City meetings, recreation classes and City sponsored special events such as Breakfast with Santa, Commissioner's Dinner.

Classification B – Coronado Public Schools:

Official academic and athletic activities of the students, as part of the school curriculum or sanctioned interscholastic athletic events and practices (Exclusive of activities generating funds). A fund raising component within an activity would change the classification to a C or D user.

Examples: High School Water Polo or Swim team, physical education instruction, High School Lacrosse and Soccer teams. (As clarification, this would not include ASB activities, dances, booster club meetings, PTO or staff meetings).

Classification C – Resident Nonprofit Youth Organizations:

These are locally organized not-for-profit youth groups whose membership is comprised of at least 75% City residents under age 18 years.

Examples: Coronado-based youth sports groups, Boy Scouts and Girl Scouts in Coronado, Coronado Aquatics Club, Coronado Little League.

Classification D – Resident Nonprofit Recreational, Educational, Service or Civic Community Groups and Public Agencies:

These are Coronado-based not-for-profit civic, social or service organizations (identified with a 501 (c) 3 tax status), social welfare agencies or organizations, as well as other governmental agencies. Group membership must be comprised of at least 75% City of Coronado residents.

Examples: Coronado Rotary Club, Coronado Unified School District (other than actual athletic or academic events), board of directors of Coronado-based youth sport organizations, Port District, SANDAG, Coronado Chamber of Commerce, Historical Association, community forums, Coronado Hospital, County agencies, Coronado Islander Sports Foundation, Coronado Tennis Association, public school districts.

Classification E – Resident Individual, Resident Business Organizations, and Resident Non-Profit Special Interest Groups:

These are resident religious or political groups, private educational organizations, resident private parties, special interest clubs, homeowners associations, etc.

Examples: Coronado resident private parties, family gatherings and weddings; Coronado Churches; Coronado Cays Homeowners Association; League of Women Voters; private school functions; club meetings (Crown Club, Square Dance Club, Stamp Collectors, etc.)

Classification F – Nonresident Organizations, Nonresident Individuals:

These are youth organizations and nonprofit civic, service, and social organizations that are not Coronado-based; nonresident private groups.

Examples: Imperial Beach Boys and Girls Club, National City Kiwanis Club, nonresident private parties and weddings.

Classification G – Commercial Use:

Businesses, commercial organizations or users who do not fit into other classifications.

Examples: Profit-making organizations, seminars, trade shows, film companies, company training

SECTION TWO: APPLICATION PROCEDURES

APPLICATION PROCESS

Applicant must turn in the signed agreement with rental deposit and 50% of facility rental fee by the date specified on the rental agreement. Proof of liability insurance is required at this time or may be purchased through the City of Coronado. The facility renter is required to have signed the Hold Harmless Agreement at this time.

If you wish to view your rental space, tours are available by appointment only and can be made by contacting the rentals team at rentals@coronado.ca.us.

No less than 30 days before rental the following must be received and approved:

- Balance of Facility Rental Fee
- Proof of Liability Insurance (unless purchased through City of Coronado)
- Copy of Alcohol Permit (if applicable)
- A final checklist confirming the details for the day of your event will be provided to you for your review. You will have until seven (7) days out from your event date to make any adjustments to your rental.
 - **No rental/contract adjustments will be made within seven (7) days of your event date.**

CLEANING/DAMAGE DEPOSIT PROCEDURE

A refundable cleaning and damage deposit shall be required to reserve facilities for events, to ensure proper clean up, and to cover repair/replacement costs from breakage, loss, or damage. The deposit will be returned within four weeks after the facility rental if the facility is left in satisfactory condition. When the facility is not left in satisfactory condition the facility renter will be liable for the full cost of materials, labor, replacement, repairs, or damages (over and above the deposited funds), regardless of the amount. Staff will determine the appropriate level of payment required based on the nature of the cleaning or damage. Staff will conduct a pre-event and post-event site inspection. Staff's decision will be final.

INSURANCE REQUIREMENTS

The City of Coronado is not liable for accidents, injuries, or loss of individual property in connection with any facility rental at any of its facilities. All persons requesting use of a City facility are required to provide the City of Coronado with a Certificate of Insurance naming the City of Coronado as additionally insured for bodily injury and property damage, or purchase Special Event Liability Coverage through the City of Coronado. The coverage amount required is \$1,000,000 for any event. The Certificate of Insurance will not be accepted unless it states all the correct information. The cost of coverage is determined by type of event and number of participants.

ALCOHOL INSURANCE – When alcohol is to be served, sold, or is present in open containers at any event, additional Alcohol Insurance is required. The “Certificate of Insurance” must specifically state “Alcohol Included”. Alcohol Insurance may be provided via your own broker or may be purchased through the City of Coronado, but only in conjunction with the purchase of the City’s issued \$1,000,000 “Special Event Liability Insurance Coverage”.

ALCOHOL LICENSE – A County of San Diego Alcohol and Beverage Control (ABC) Permit is required for any event under any of the following conditions:

- Alcohol is sold to guests attending event (i.e., no-host bar)
- Event is open to the public (i.e., not a closed guest list)
- There is any admission cost for the event (i.e., cover charge, ticket sales, donations)

CATERING SERVICE

Please see Attachment #1

SECURITY SERVICE

If alcohol will be served at your event the services of security guards are required. You must contract for security through the City of Coronado. The City of Coronado currently contracts with Elite Security for guard service. Security guard is \$35.00 per hour with a four-hour minimum. The City of Coronado requires security guards to stay onsite an additional ½

hour after event end time to ensure alcohol is removed from the facility safely and legally. This fee is included in the rental fee total. The facility renter is responsible for any increases in this fee. Security guards are charged as follows:

- Events 110 guests or less: 1 guard required
- Events 111 guests or more, or events less than 111 utilizing the full room: 2 guards required

PROVIDED EQUIPMENT

Please see Attachment A.

REFUSAL OR CANCELLATION OF USE:

The Facility Supervisor and the City of Coronado have the right to refuse or cancel any application/permit. The Facility Supervisor will give written or verbal notices of refusal and cancellations with an appropriate explanation. Applications for use may be denied or permits cancelled for the following reasons but not limited to:

1. Unsatisfactory prior use
2. Hazardous conditions exist
3. Application submitted less than 30 days in advance
4. Non-payment of fees/deposit before due date
5. Groups that do not give proper cancellation notice
6. Facility or staff not available
7. Insurance or Security requirements not met

If the City makes a cancellation because the facility is unusable or unsafe a full refund shall be made.

LIMITATIONS/CONDITIONS OF USE

Regular, recurrent, or long term use will be limited; (example: resident nonprofit organizations and clubs scheduling weekly or monthly meetings); long term use will be evaluated annually. Continuation of extended regular use will be evaluated against the request for facility use by other community organizations. Commercial Use is not intended to be long term or recurrent.

All organized use of City Park facilities, or use specific to a particular time or location in a park, requires a use permit. Facility uses that require extra services, equipment set up, or staff supervision may be charged fees for extra staff services at \$50.00 per hour or portion thereof.

EVENTS FOR YOUTH HONOREES

Events for honorees under the age of 21 (example, birthday, graduation, Quinceañera, Bar Mitzvah) may have additional requirements, and will be permitted for Coronado residents only. Honoree must be a child, grandchild or great grandchild of a Coronado resident. Events must conclude by 10:00 p.m. **No alcohol is permitted at Youth Honoree events.**

SECTION THREE: GENERAL RULES AND CONDITION OF USE

The Recreation Services Director or designee has the authority to implement rules and conditions of use that provide consistent use of facilities, but are not limited to the rules and conditions listed in this packet. Groups using the Coronado Community Center will observe, obey, and comply with all applicable City, County, State, and Federal laws, rules, and regulations.

FACILITY RENTAL HOURS

Rental of the Nautilus Room will be available Monday-Sunday, 6 a.m.-11:00 p.m. Facility must be cleaned and vacant by 12:00 a.m.

Hours of operation are subject to change by authorization of the Recreation Services Director. A late fee of \$100 per hour, plus the cost of staff time, will be applied to all events that exceed the approved rental group's ending time.

CLOSURE DATES

The Coronado Community Center will be closed for observed City holidays.

DAY OF RENTAL CONTACT PERSON REQUIREMENT

One person must be designated as the contact person during the facility rental so facility staff may refer to them with questions and concerns. This person must be responsible, not under the influence of alcohol, and speak English fluently.

ROOM CAPACITIES

The Nautilus Room has a maximum occupancy of 250 guests. The Nautilus Room can be divided in half, each half accommodating up to 125 guests.

PROFESSIONAL CATERING KITCHEN

The Coronado Community Center offers a state-of-the-art catering kitchen for use by City of Coronado approved catering companies and limited use by facility renters. The kitchen includes convection ovens, professional range, commercial refrigerator/freezer, 500-pound ice machine, trash/recycle receptacles onsite, and cleaning/washing stations. City of Coronado approved catering companies have full access to all available kitchen equipment (see Attachment #1).

Facility renters **do not** have full access to all available kitchen equipment. Facility Renters are welcome to use counter space, refrigerator/freezer, ice machine, and trash/recycle receptacles only.

The cost of the kitchen is \$50.00 for the duration of any rental. Access to the catering kitchen will follow the same time contracted for any room rental, unless additional time is purchased.

REQUIREMENTS TO SERVE ALCOHOL

Please see attachment #2.

NOISE CONTROL

All rental groups are responsible for controlling noise that is disturbing to other activities in the building or the surrounding neighborhood. The City's Noise Ordinance must be followed at all times.

Center staff has the right to require groups to reduce their sound/noise level of music or P.A. systems. Doors are to remain closed in the Nautilus Room when loud music is being played. Groups that do not comply with this request will have activity shut down and may forfeit any future use of facility. **Bands and loud musical instruments such as drums, trumpets, etc. are only permitted in the Nautilus Room unless otherwise approved by Rentals Specialist.**

NAUTILUS ROOM WINDOWS

The glass doors must be closed when amplified music is being played, and after 7:30pm.

DECORATING GUIDELINES

1. All decorating is to be done by patron or hired service
2. Decorations may consist of balloon bouquets, floral arrangements, freestanding arches, or table top displays. No free-floating balloons are permitted because of lights and air vents. Customer will be charged extra staff fee for time needed for staff to bring balloons down from ceilings after user's rental.
3. Decorations are not permitted to be hung, taped, tacked, screwed, stapled or nailed to walls, windows, ceilings, or fixtures.
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, rice, and silly string will not be permitted inside or outside the building. Limited amounts of decorative confetti will be permitted on table linens. No smoke or fog machines are permitted.
6. Clean-up of decorations must be done by customer following the event during allotted time. Any time that exceeds the regularly scheduled contract time will be charged to the customer, including staff overtime charges and hourly room fee.
7. At no time shall Fire Exits be covered or obstructed.

CANDLE/FLAME POLICY

Flameless (i.e., battery-operated) candles are permitted in all City of Coronado event facilities. **Candles/open flames are no longer permitted to be used inside any City of Coronado event venue.** The Coronado Fire Marshall will no longer be administering permits for live/open flames for private events. **The use of sparklers, confetti, smoke or fog machines, silly string, confetti poppers and gender reveal cannons are strictly prohibited on City property.**

RESTROOMS

During operational hours, the facility's restrooms will remain available to the public. Private restrooms are only available in the Community Center's Abalone and/or Sand Dollar Rooms.

SMOKING IS PROHIBITED IN THE CITY OF CORONADO

It is illegal to smoke in the City of Coronado. Smoking in any area will result in the loss of cleaning/damage deposit and may result in citations issued by City of Coronado law enforcement.

ANIMALS

Animals are not permitted in the Club Room unless they are service animals used in aiding an individual or when approved by the Facility Supervisor for a supervised event presentation/demonstration under the care of a professional animal handler/trainer.

MINORS

Groups composed of minors shall be supervised by one adult (21 years of age or older) per each 25 minors at all times while using the center. The adult who will be responsible for the activity must make the application for use of the facility. Minors are defined as those under the age of 18, except where alcohol is served, when minors are defined as those under the age of 21.

ADVERTISING OF EVENT/FACILITY USE

Applicant shall not promote their event with the Coronado Community Center location without a signed, approved Facility Rental Permit. Advertising materials at the Community Center (flyers, posters, etc.) will be left with the rentals specialist for approval and posting and will be displayed when deemed appropriate by the Recreation Services Director and as space permits. Any items posted or distributed which have not been approved, will be removed and discarded.

Solicitation of donations, sales and distribution of pamphlets using City facilities will not be permitted without the approval of the facility supervisor.

TYPES OF USE ALLOWED

The Coronado Community Center is a high-quality facility with a variety of rooms for different usages to meet the needs of our community. In order to keep these facilities in excellent condition type of usage may be limited.

The purpose of the Nautilus Room and attached Patio is to host banquet and meeting-style gatherings. Active events such as athletics and carnival games are not permitted in this room.

The purpose of the Coral Dance Room is for dance and fitness classes. Because of the wood dance floor, shoe types will be limited and food and beverage will not be permitted.

The purpose of the Sand Dollar and Abalone Rooms is for meetings, art activities, and instructional classes. The Abalone Room has a demonstration kitchen that can be used for trainings and instructional classes.

The purpose of the gymnasium is for athletic activities and leagues. Food and drinks are not permitted in the gym.

An event hosting game(s) of chance will not be permitted without prior approval from the City of Coronado. Hosting game(s) of chance without prior City of Coronado approval will result in the closure of an event.

Wedding Ceremonies require a park permit for Glorietta Bay Promenade Park. No ceremonies are permitted in the Nautilus Room, or on the Nautilus Room patio. No Nautilus Room furniture may be used for ceremonies.

CEREMONY REHEARSALS

Due to the high volume of events hosted at the Coronado Community Center, ceremony rehearsal time and space will not be offered. All ceremony rehearsals must be conducted off-site.

DAMAGE RESPONSIBILITY

The City of Coronado is not responsible for damage or theft to any equipment or property of caterers, DJ's, vendors, or other facility user groups. All facility user groups are solely responsible for the care, safety, and security of their own, leased, or contracted equipment and supplies.

BLOOD AND BODY FLUIDS PRECAUTIONS

In the event of severe exposures or incidents relating to blood or bodily fluids, a professional company may need to be hired to clean-up such instances. Payment will be determined by facility Supervisor and may be charged to facility renter.

STORAGE

There shall be no storage of equipment and supplies for facilities user groups. All facility user's equipment and supplies must be removed from facility at the end of the user's rental.

CITY RIGHT TO ENTER

Designated Community and Senior Center Staff and Officials shall have the right to enter all portions of the Community Center at all times and occupancies.

EQUIPMENT UNLOADING AND LOADING

No driving on the walkway or patio is permitted. Equipment may be brought in through the catering kitchen or you may park in the permitted areas in front of the Community Center to unload/load equipment. **You will be held responsible for anyone driving onto the walkway/patio that are involved with your facility use.**

FINANCE FEE – There will be a \$25 fee charged for returned checks or any insufficient funds payment. The Facility Rental will be cancelled if fees are owed.

LATE FEE – When a facility user leaves a facility later than their listed permitted ending time, a late fee will be charged based on the hourly rate per room, plus the additional staffing fee. Late Fees will be deducted from any refundable deposits and the facility user will be invoiced for any remaining fees. Failure to pay this fee or repetitive late usage will result in discontinuation of future facility uses.

CANCELLATION POLICY AND FEES - Requests to cancel a use of facilities must be submitted in writing to the rentals specialist. A refund of remaining fees, if applicable based on the procedures listed below, will be mailed to the applicant in approximately four weeks. If you have not received a check after four weeks, please call the Community Center and we will gladly follow up on the matter.

Facility renters are responsible for cancellation of catering service, and all fees charged for their services. The City of Coronado will notify security guard company of cancellation, but the facility renter is responsible for all fees charged by security guard company.

Nautilus Room

All groups except A will be charged a \$25 application fee with submission of facility rental application. Cancellations

submitted more than 30 days after the rental was initially booked will be refunded all fees, minus \$200.

Meeting Rooms, Dance Room, and Gymnasium:

All groups except A will be charged a \$25 administrative fee for cancellations of rentals in the meeting rooms, dance room, or gymnasium. Cancellations submitted less than 30 days before rental date may forfeit their deposits. Cancellations submitted less than 14 days before rental date may forfeit rentals fees.

No refunds are given for facility renters that do not show up for their rental, if the rental ends earlier than time defined in rental agreement, or if less than required notice is given as previously stated in the policies above.

NAUTILUS BANQUET ROOM AND EQUIPMENT RENTAL (Attachment A)

Please note that this form presents an estimation for Facility Renter's needs and does not constitute a confirmed price or reservation.

FEES:

Room Name	Standard	Cleaning/Damage Deposit		Maximum Occupancy	
	Hourly Rate	Without Alcohol	With Alcohol	Banquet	Theater
Nautilus Banquet Room	\$463	\$200	\$500	250	275
Patio Half of Nautilus Banquet Room	\$299	\$200	\$500	125	165
Triton Half of Nautilus Banquet Room	\$200	\$219	\$500	125	165

- A minimum two (2) hour rental reservation time.
- A minimum five (5) hour rental required Fridays, Saturdays and Sundays.
- Saturday Nautilus Room rentals are Full Room rentals only and have a \$50 per hour premium not shown on the above chart.
- When available, five (5) hour rentals include 2 hours of setup and 1 hour of cleanup time at no additional fee. Additional setup time: \$100 per hour. Additional drop off time: \$25 per hour.
- Kitchen Use is an additional \$50 (flat fee).
- \$1,000,000 Liability Insurance is required for all rentals (available for an additional fee)
- Security guard service is required with all events serving alcohol.
- The rate shown is the Standard Room Rental Rate. Coronado residents, businesses, schools and certain Coronado based non-profit groups receive discounted room rental rates. E-mail for quote.
- Cancellation Fee: \$200 until 30 days prior to the event. Cancellations within 30 days of the event will result in forfeiture of all fees.

Equipment Available

60" Round Tables (30)	Display Easel (4)
6" x 30" Rectangular Tables (15)	Podium
Half Round Tables (2)	American/California Flags
Quarter Round Tables (4)	Belly Bar Tables (10) (\$10 each)
6' x 18" Seminar Tables (6)	Portable Bar (2)
Chairs (up to 250)	Projection Screen (1)
Dance Floor (20 x 20)	Stage Riser 6' x 8' (8)
	Audio/Visual Package (\$100)

ATTACHMENT #1
Coronado Community Center Caterer Requirements

1. City of Coronado Staff will provide and set up tables and chairs. Caterers must provide all other equipment required for any event. The Caterer is responsible to set up and tear down all their equipment and accessories for the facility rental.
2. Caterers must be pre-approved in order to provide services in any City of Coronado owned or operated facility. Caterers are charged an operating (catering) fee based upon event attendance.
3. Dependent upon the Renter's facility rental duration, the Caterer will be permitted to begin set-up and/or cooking either one (1) or two (2) hours prior to the event. Provided clean-up time is one (1) hour after event end time. The Renter will be charged for any additional time.
4. The Caterer must provide adequate bussing throughout the event and ensure that all trash is properly disposed of by the end of the event. No garbage or grease disposal will be permitted in the sinks, toilets, or bathroom facilities.
5. The Caterer is responsible for all kitchen equipment and work surfaces. The Caterer must leave the kitchen the way it was presented to them upon arrival. Cleaning supplies are provided by the City of Coronado. All appliances must be turned off and the dishwasher drained.
6. The Caterer will be provided a Caterer's Cleaning Checklist to be reviewed by City staff before and after any event. If the items on the Checklist are not completed to the satisfaction of City Staff, the Caterer will be charged for City staff time to clean. Repeated misuse can lead to termination of the Caterer's agreement with City.
7. The City is not responsible for lost, damaged, or stolen items, or other items left on site by the caterer after the facility rental.
8. Kitchens are designated for use by City of Coronado-approved caterers for service at the following City of Coronado facilities:
 - a. Coronado Community Center
 - b. Coronado Club Room & Boathouse
 - c. John D. Spreckels Center and Bowling Green
 - d. Coronado Tennis Center
9. Caterers not approved by the City of Coronado more than 90 days in advance of an event date will not be permitted to provide catering services at any and all facilities listed.
10. Caterer and Caterer's staff will be required to complete an orientation with the City Supervisor prior to initiating service, per this Agreement. Only Caterer's staff trained through the City's orientation may operate City's kitchen equipment.
11. The Caterer must protect Coronado Recreation Services property.

ATTACHMENT #2

Regulations Concerning Service of Alcohol

1. Alcohol refers to any beverage that contains any amount of alcohol. All alcohol is required to be served by a City of Coronado-approved Caterer possessing current and valid Liquor Liability coverage. No self-serve alcohol is permitted in or on any City of Coronado facility site.
2. Caterers providing food and alcohol service, or alcohol service only, are required to become approved by the City of Coronado more than 90 days in advance of an event date. Prior to entering this Agreement, alcohol Caterer is to provide the City:
 - a. Proof of insurance coverage, including Liquor Liability coverage, as listed in Section 5.01 of City of Coronado Catering Agreement
 - b. A current and valid Coronado Business Certificate.
3. Caterer will not serve alcohol until the start of the facility rental.
4. Caterer will stop serving alcohol and remove all alcohol from facility rooms no later than ½ hour before end of facility rental.
5. Caterer will serve alcohol only to guests attending the hosted event.
6. Caterer is responsible to ensure that alcohol is only served to adults of legal drinking age (21 years or older).
7. Caterer is to work with separately hired security guards to ensure that alcohol is not taken outside the rented room or front patio.
8. Due to safety and breakage concerns, all corked bottles must be uncorked outside prior to serving. Unopened bottles must be stored in the kitchen. Do not open bottles in the rented room.
9. Renter is required to obtain a County of San Diego Alcohol and Beverage Control (ABC) Permit when any of the conditions listed below are present:
 - a. Alcohol is sold to guests attending event (i.e., no-host bar)
 - b. Event is open to the general public (i.e., not a closed guest list)
 - c. There is any admission cost for the event (i.e., cover charge, ticket sales, donations)