



INDOOR FACILITY RENTAL POLICIES & GUIDELINES

APPLICATION SUBMISSIONS

- The person filling out this form must be 21 years of age or older. If the facility will be used by patrons under the age of 21 years old, there must be one adult present per 10 minors (17 or younger) during the event.
- Applicant must abide by all federal and state laws as well as the Corona Municipal Code.
- Application forms along with the \$5.00 application fee and deposit should be filled in completely and submitted to the Library & Recreation Services Department.
- Applications must be submitted a minimum of thirty (30) days in advance of proposed reservation date.
- Applications will be accepted no more than six (6) months in advance for Auburndale, Civic Center Gym rooms, Victoria and the Senior Center.
- Applications will be accepted no more than one (1) year in advance for the Civic Center Auditorium, Circle City Center, Library and City Hall South Lawn.
- Recurrent reservations are made by special arrangement and may only be made for three (3) consecutive months at a time. Applications for recurrent reservations may be submitted no more than six (6) months in advance of the first reservation date.

FEES/DEPOSITS

- No person or group may use a City facility unless all fees and deposits are paid in advance.
- Fees:
 - A non-refundable \$5.00 application fee and deposit is due upon application submission.
 - Please review the attached fee schedule for information on hourly rates.
 - Minimum 1-hour reservation during Library and Circle City Center regular operating hours.
 - Minimum 3-hour reservation for all other facilities and after hours for Library and Circle City Center.
 - All reservations must be paid in full a minimum of fifteen (15) days before the reservation date.
- Security Deposits:
 - Security deposit must be paid in full upon submission of application
 - The facility user will be billed for any damages or cleanup exceeding the amount of the damage/cleaning deposit. The facility must be returned in the same condition as loaned.

CANCELLATIONS

- The amount of your deposit refund is determined by when you contact the City of Corona of your decision to cancel:
 - 31 days or more from your reservation: 100% of your deposit
 - 30-15 days from your reservation: 50% of your deposit
 - 14 or fewer days: 0% of your deposit

TENTS/BOUNCERS

- No structures may be erected or assembled on premises, nor any electrical, mechanical, vehicles, or other equipment be allowed on premises unless special approval has been obtained from the Library & Recreation Services Department.



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NON-PROFIT STATUS

- A reduced rate is available for 501 (c)3 non-profit organizations who have a physical address within Corona city limits. Proof of State of California non-profit status and/or IRS Certificate is required and must accompany this application.

CONCESSIONS

- Nothing shall be sold, offered or advertised for sale on or in City facilities unless correct licensing procedures are followed according to the Corona Municipal Code.

SPECIAL EVENTS OPEN TO THE PUBLIC

- A Special Event Permit issued by the Corona Police Department is required for all events open to the public. Any application requiring a Special Event Permit must be submitted a minimum of thirty (30) days prior to the reservation date. An approved copy of the Special Event Permit must be received by the Library & Recreation Services Department at least fifteen (15) days prior to the event. Additional insurance and security may be required of the user group for special events.

AMPLIFIED SOUND

- If amplified sound is desired, a request addressed to the Library & Recreation Services Director for amplified sound must be submitted at least fifteen (15) days in advance of the reserved date.

ALCOHOL

- Alcohol is only permitted inside the Circle City Center, Library Grand Blvd. Room and on the South Lawn. Alcohol is not permitted in parks, picnic shelters, or other facilities available for reservation, per Corona Municipal Code Chapter 9.22. If you plan to host a reservation with alcohol, you will need to sign and abide by all rules included in the City of Corona's Alcohol Use Policy. A security guard is required for all reservations involving alcohol.

INSURANCE

- Upon the Department's request, the applicant and/or all organizations, businesses, and vendors associated with the reservation will be required to obtain a Certificate of Liability Insurance in the minimum amount of \$1,000,000 naming the City of Corona as an additional insured, and must be submitted at least fifteen (15) days before the reservation date.
- The applicant/organization completing the form is responsible for providing the insurance certificate before rental fees can be paid. Insurance may be purchased at City Hall in the Administrative Services Department- Human Resources Division.

AGREEMENT

I hereby certify that I am the authorized representative of the applicant organization, that application statements are true to the best of my knowledge and that I agree to be bound by the regulations and policies listed above or attached to this application. I, through the signing of this agreement, indemnify, hold harmless and defend the City of Corona and its agents and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgement of every name and description against the City as a result of loss, damage or injury to any person or property by reason of any action or omission by the application organization.

Applicant's Signature

Date



City of Corona Facility Rental Price Summary

Facility	Address	Capacity	Group II Resident Non Profit	Group IIV Resident Youth Sports	Group III Resident Special Groups	Group IV Resident Private	Group V All Non Resident	Deposit
Circle City Center	365 Main St	--	--	--	--	--	--	
Banquet Room Full (3hr min)		250	\$125 per hr	\$125 per hr	\$190 per hr	\$250 per hr	\$375 per hr	\$ 500
Banquet Room Half (3hr min)		140	\$60 per hr	\$60 per hr	\$90 per hr	\$125 per hr	\$190 per hr	\$ 250
Classroom		45	\$25 per hr	\$25 per hr	\$30 per hr	\$35 per hr	\$55 per hr	\$ 100
Conference Room		20	\$40 per hr	\$40 per hr	\$45 per hr	\$50 per hr	\$75 per hr	\$ 100
Fitness Studio Full		90	\$50 per hr	\$50 per hr	\$60 per hr	\$75 per hr	\$115 per hr	\$ 200
Fitness Studio Half		45	\$25 per hr	\$25 per hr	\$30 per hr	\$35 per hr	\$55 per hr	\$ 100
Game Room		45	\$40 per hr	\$40 per hr	\$45 per hr	\$50 per hr	\$75 per hr	\$ 200
Gym Full Court BB		--	\$50 per hr	\$50 per hr	\$60 per hr	\$70 per hr	\$105 per hr	\$ 100
Gym Gathering Space (3hr min)		600	\$150 per hr	\$150 per hr	\$225 per hr	\$275 per hr	\$415 per hr	\$ 500
Stage/Lawn fewer than 200 people		--	\$120 per hr	\$120 per hr	\$130 per hr	\$140 per hr	\$210 per hr	\$ 200
Stage/Lawn with 200+ people		--	\$120/hr + actual cost	\$120/hr + actual cost	\$130/hr + actual cost	\$140/hr + actual cost	\$210/hr + actual cost	
Audio / Visual		--	\$20 flat fee					
Kitchen		--	\$100 flat fee					
Lobby		100	\$40 per hr	\$40 per hr	\$50 per hr	\$60 per hr	\$90 per hr	\$ 100
Portable Stage Rental		--	\$50 flat fee					
Auburndale Rec Center	1045 Auburndale St							
North Room		40	\$35 per hr	\$35 per hr	\$45 per hr	\$65 per hr	\$100 per hr	\$ 200
South Room		75	\$35 per hr	\$35 per hr	\$45 per hr	\$65 per hr	\$100 per hr	\$ 200
City Gym	502 S Vicentia	--	--	--	--	--	--	
Basketball Court		400	\$40 per hr	\$40 per hr	\$50 per hr	\$60 per hr	\$90 per hr	\$ 200
Fitness Room		60	\$25 per hr	\$25 per hr	\$30 per hr	\$45 per hr	\$70 per hr	\$ 200
Meeting Room		20	\$25 per hr	\$25 per hr	\$30 per hr	\$45 per hr	\$70 per hr	\$ 200
Teen Room		40	\$25 per hr	\$25 per hr	\$30 per hr	\$45 per hr	\$70 per hr	\$ 200
El Cerrito Picnic BBQ	7500 El Cerrito	N/A	\$60/day	\$60/day	\$72/day	\$90/day	135 per hr.	\$ 100
El Cerrito Picnic Rental	7500 El Cerrito	N/A	\$20 per hr	\$20 per hr	\$24 per hr	\$30 per hr	\$45 per hr	
Fiesta Bandshell	930 E 6th St	N/A	\$20 per hr	\$20 per hr	\$25 per hr	\$40 per hr	\$60 per hr	\$ 200
Historic Civic Center Theatre	815 W 6th St	380	\$35 per hr	\$50 per hr	\$60 per hr	\$85 per hr	\$130 per hr	\$ 200
Theater Technician			\$20 per hour					
Historic Community Room	815 W 6th St	99	\$35 per hr	\$35 per hr	\$45 per hr	\$65 per hr	\$100 per hr	\$ 200
Library	650 S Main St	--	--	--	--	--	--	--
Grand Blvd Room (Main Room+Belle Room)		160	\$70 per hr	\$105 per hr	\$105 per hr	\$140 per hr	\$210 per hr	\$ 200
Main Street Room		55	\$35 per hr	\$55 per hr	\$55 per hr	\$70 per hr	\$105 per hr	\$ 100
Belle Street Room		55	\$35 per hr	\$55 per hr	\$55 per hr	\$70 per hr	\$105 per hr	\$ 100
High Desert Room		24	\$35 per hr	\$55 per hr	\$55 per hr	\$70 per hr	\$105 per hr	\$ 100
Taber Room		12	\$25 per hr	\$40 per hr	\$40 per hr	\$50 per hr	\$75 per hr	\$ 100
Portable Stage			\$20 flat fee					\$ 100
Audio Visual			\$20 flat fee					\$ 100
Piano			\$20 Flat fee					\$ 100
Kitchen			\$20 Flat fee					\$ 100
Picnic Shelters	Various	N/A	\$10 per hr	\$10 per hr	\$12 per hr	\$15 per hr	\$25 per hr	
Pool** (Auburndale OR City Park)	Multiple		\$60 per hr	\$60 per hr	\$70 per hr	\$90 per hr	\$135 per hr	\$ 200
Senior Center	921 S. Belle St	--	--	--	--	--	--	--
Billiard Room		48	\$25 per hr	\$25 per hr	\$30 per hr	\$45 per hr	\$70 per hr	\$ 200
Main Room		122	\$35 per hr	\$35 per hr	\$45 per hr	\$65 per hr	\$100 per hr	\$ 200
Sunshine Room & Library		28	\$25 per hr	\$25 per hr	\$30 per hr	\$45 per hr	\$70 per hr	\$ 200
Victoria Community Center	312 9th St	--	--	--	--	--	--	
Main Room		70	\$25 per hr	\$25 per hr	\$30 per hr	\$45 per hr	\$70 per hr	\$ 200
North Room		30	\$25 per hr	\$25 per hr	\$30 per hr	\$45 per hr	\$70 per hr	\$ 200
South Room		50	\$25 per hr	\$25 per hr	\$30 per hr	\$45 per hr	\$70 per hr	\$ 200

**Pool rental price increases \$20/hr for every 25 people over 75 in attendance.

Sports Fields (non-tournament)					
Services Available	Group II Non Profit	Group IY Youth Sports	Group III Resident Special Groups	Group IV Resident	Group V Non Resident
Day Use	\$10/hr each field	No Charge	\$18/hr each field	\$30/hr each field	\$40/hr each field
Light Fee	Actual Costs				
Dragging and Lining (ballfield)	\$38 flat fee each field				
Peg Bases	\$25 rental per set plus \$200 refundable deposit per set				

Sports Fields (tournament)					
Services Available	Group II Non Profit	Group IY Youth Sports	Group III Resident Special Groups	Group IV Resident	Group V Non Resident
In addition to these costs, all light fees, dragging and lining, and peg bases must be paid for according to prices in the table above.	\$120 per day, per amenity	\$120 per day, per amenity	\$120 per day, per amenity	\$140 per day, per amenity	\$200 per day, per amenity

Special Events in Open Grass/Park Locations					
Options	Group II Non Profit	Group IY Youth Sports	Group III Resident Special Groups	Group IV Resident	Group V Non Resident
Fewer than 200 people and open to the public	\$120 per day, per amenity	\$120 per day, per amenity	\$120 per day, per amenity	\$140 per day, per amenity	\$200 per day, per amenity
200+ people and open to the public	Full Costs				

Applications may be submitted at:

City Hall
 400 S. Vicentia Ave. #225
 Corona, CA 92882
 (951) 736-2241

Circle City Center
 365 N. Main Street
 Corona, CA 92882
 (951) 817-5755

Corona Public Library
 650 S. Main Street
 Corona, CA 92882
 (951) 736-2381