



FAQ'S: CENTRAL PARK FACILITY RENTALS

Thank you for your interest in our venue. The following is a list of Frequently Asked Questions, while this is not an exhaustive list of our policies and procedures, these are the most asked. Procedures are subject to change based on the needs of the department. If there are further questions beyond what is listed, please call, or email us (information at the bottom of the page) and we'll be more than happy to help. We look forward to hosting your next event, see you soon!

How do I reserve a facility rental or meeting space at Central Park?

1. Facility Rental Requests are accepted on a first come, first serve basis.
2. *Applicants requesting to serve alcohol at their facility rental, must submit reservation request at least 60 days prior to the facility rental date.*
3. Applicants must be twenty-five years or older.
4. Applicants must submit a facility rental reservation request packet along with a payment of a deposit (varies; refundable) and \$35 application fee (non-refundable).
5. A permit will be issued for applicants review and signature.
6. Request will be submitted for review. Allow 2 – 3 weeks for approval or denial via email.
7. All fees must be paid thirty (30) days in advance of a reservation, sixty (60) for facility rental halls & Mesa Courtyard. Personal checks will not be accepted within sixty (60) days of the reservation.

! *Acceptance of facility rental packet, deposit, and application fee does not guarantee the room(s) to the applicant. Final Permit is not valid until signed by the Applicant and Central Park's Facility Rental Coordinator.*

❖ [See Facility Rental Packet Application](#)

What are the hours of operation for Central Park Facility Rentals?

Reservations can begin as early as 6:00 a.m.; must be cleaned up and vacated by 1:00 a.m. at the latest.

- **Operating Hours Use:** Monday – Friday | 8:00 a.m. – 8:00 p.m.
- **Extended Hours Use:** Beginning at 8:00 p.m. on Friday, all day Saturday, all day Sunday, and times prior to and after weekday Operational Hours. Requires a four (4) hour minimum charge. This excludes Central Park Facility Rental Halls on Saturday.
- **Premium Hours Use:** Facility rental usage of Central Park all day Saturday. A six (6) hour minimum rental charge is required. *(Event Halls and Mesa Courtyard Only)*

May I schedule a tour of the facility?

Central Park Operating Hours: Monday – Friday from 8:00 a.m. – 8:00 p.m. Saturdays from 8:00 a.m. – 5:00 p.m.

What is included with my reservation?

The facility rental provides standard tables and chairs for all indoor spaces. On the day of facility rental, your room will be set up prior to your arrival and be torn down at the conclusion of the facility rental by Central Park staff. Applicant is responsible for cleanup of the reserved space(s)/kitchens. We kindly ask that you leave the room as you found it; light sweeping and gather trash. Supplies will be provided.

- Additional amenities are available upon request based on availability; additional fees apply (65" TV monitor, uplighting, Bluetooth speaker, PA system, etc.)

Remaining (Final) Payment

All fees must be paid thirty (30) days in advance of a reservation, sixty (60) for facility rental halls & Mesa Courtyard. Payment can be made online at www.rcpark.com. Personal checks will not be accepted within sixty (60) days of the reservation.

❖ [See PDF Online Payment Instructions](#)



FAQ'S CONT'D.....

Group Classification and Fees		
Base rental fees are calculated according to User Group Classification, day(s) and time(s) of use, and rental space size/type. Based on the type of rental, additional fees may include equipment, additional staffing, and insurance.		
Group	Organizations	Event Types
*2	City Resident non-profits; City resident civic and athletic organizations; resident churches; resident public and private schools. Proof of residency required.	Events that are open to the public with no admission charge providing a direct benefit to City of Rancho Cucamonga residents.
	Other governmental agencies (County, State, School District, Water District)	Employee meetings and trainings.
*3	City Resident private party; employee organizations; political organizations, candidate campaigns; City of Rancho Cucamonga employees. Proof of residency required.	Private party and all other approved functions.
	User 1 Group 2	Private and social events, meetings, trainings, conferences, etc. Not open to the public
	Non-resident non-profits; non-resident civic and athletic organizations; non-resident churches; non-resident public and private schools. Proof of residency required.	Events that are open to the public with no admission charge providing a direct benefit to City of Rancho Cucamonga residents.
*4	Resident commercial / business. Proof of residency required.	All approved functions.
	Non-resident non-profits; non-resident civic and athletic organizations; non-resident churches; non-resident public and private schools.	Private and social events, meetings, trainings, conferences, etc. Not open to the public.
5	Non-resident commercial / business	All approved functions.
<p>*Non-profit Eligibility By submitting a Non-profit Eligibility application, Determination Letter from the State of California, AND a Justification Letter specific to each event may be eligible to receive a reduced hourly rate depending on the nature of the event and the location of your organizations office (Resident or Non-Resident of RC). This application must be renewed every 2 years.</p> <p>The actual non-profit application is used to document the eligibility of an organization for discounted rates and establish official organization representative(s) that may reserve City facilities on behalf of the organization, a reduced rate is not automatically applied. A Justification Letter is required with each rental application to determine if the event is eligible for discounted rates. The letter should describe how the event will support the organization's mission and serves the residents of Rancho Cucamonga.</p>		

❖ [See PDF Nonprofit Application](#)

Group 3 (Resident Rate)

Must show proof of residency of physical address via valid driver license and or identification card and current utility bill (government official)

What is the Certificate of Insurance charge on my permit?

A certificate of insurance is required for all reservations. Applicant may provide their own certificate of insurance (see insurance requirements for more information).

❖ [See Vendor Requirements and Insurance Example PDF.](#)



FAQ'S CONT'D.....

May I decorate & are there any prohibited items?

- Decorations and visual aids must be freestanding and may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
- Tape, nails, tacks or any other adhesives on the walls, ceiling, painted surfaces, columns, or windows are prohibited.
- Barbeques, deep fryers, gas, propane, butane grills or any other portable cooking device is prohibited. Chaffing dishes are permitted for keeping food warm.
- Adhesive-backed decals or stickers are prohibited and may not be distributed anywhere on the premises.
- Candles, open flame of any kind, fog and/or smoke machines, external grills propane/butane, hard liquor are prohibited and are not allowed in or outside of the facility.
- Music - You can bring in a DJ or Live Band. Sound should be at an appropriate level, as to not disturb other programs and/or other rentals occurring in the surrounding area.

❖ *See Vendor Requirements Supplemental*

What is my permitted time frame onsite?

- **Entry:** Access to reserved space(s) will be granted at the time indicated on approved permit. Please consider any additional set-up time required to decorate, additional kitchen time, etc.
- **Exit:** You must be cleaned up and vacate by the time indicated on approved permit.
- **Early Entry & Overtime** – Is not permitted day of event. Any time outside of permitted time, will incur at the rate of time and a half (1.5) for the room rate and per staff.
- **Deliveries** - Any deliveries must occur during contracted time. All rental equipment must be removed immediately following facility rental. Staff will not accept any deliveries. No items may be left/stored overnight.
- **Clean up** – Applicant is responsible for all clean-up of the reserved space at the conclusion of event. All trash must be placed in trash receptacles. All decorations and personal property must be removed. The kitchen must be left in the condition it was provided. All large pieces of debris must be swept up (including Confetti and Rose Petals). Failure to comply with the clean-up procedures may result in additional charges.

Vendor/Caterer Requirements

For your convenience, you are welcome to choose your own caterer or provide your own food and beverage. Grills, Barbeques, Gas or Butane grills are prohibited.

All vendors (Caterer, DJ, Band, Special Equipment, etc.) that are working on and/or providing a service on a city property are required to have a current RC Business License, Certificate of Insurance with Endorsement, Health Permit and Food Handlers Permit (if applicable). It is the responsibility of a rental client to inform their vendors of the requirements and collect and provide required documents to Central Park Facility Rental staff at least fourteen (14) days in advance of the facility rental date. Exception - Vendor documents are not required for drop offs/deliveries.

❖ *See Vendor Requirements and Insurance Example PDF*



FAQ'S CONT'D.....

Can I serve alcohol at my facility rental event?

- Applicants requesting to serve alcohol at the facility rental, must submit reservation request at least (60) days prior to facility rental date. Requests for Alcohol Services must be approved by the CP Facility Rental Division.
- Additional fees, Insurance and Security are required if the use of Alcohol is approved.
- Alcohol service will only be permitted for facility rentals when the Guest of Honor is over the age of 21.
- Beer, wine, and champagne ONLY. Hard alcohol is prohibited.
- Service of alcohol must not extend a maximum of four (4) consecutive hours and must end at least one (1) hour prior to facility rental end time and at least 2 hours prior to exit (vacate) time.
- Applicants must contract a caterer or bartender service that is registered with Alcoholic Beverage Control (ABC) and obtains a Responsible Beverage Service (RBS) certification.
- Estimated additional fees range from \$1,200 - \$2,000. Subject to change.

❖ *See Alcohol Requirements Supplemental*

When will I receive a refund of my rental deposit?

The Rental Deposit is refunded within approximately 2 to 4 weeks after the date of facility rental if paid with cash or check. *(Card payments refunded within 7-10 business days)* If all conditions of the contract are met, no additional charges are incurred and there is no damage to the Central Park facility.

What is your cancellation/rescheduling policy?

All request to cancel must be submitted via cancellation form in person or via email at event.services@cityofrc.us. Fees will be applied and withheld as outlined below. **Please note that all or a portion of the rental deposit may be retained to cover any unpaid fees.**

Room Size	Fee	30 or more calendar days prior to event date	15 to 29 calendar days prior event date	Less than 15 calendar days prior to event date
Small Rooms	\$25	Full refund of deposit and rental fees, excluding application, and service fees.	50% refund of deposit and rental fees, excluding application, and service fees.	Full forfeiture of all fees. Full refund of deposit.
Medium Rooms	\$50			
Large Rooms & Courtyard	\$75			

Room Size	Fee	60 or more calendar days prior to event date	30 to 59 calendar days prior event date	Less than 30 calendar days prior to event date
Event Halls	\$75	Full refund of deposit and rental fees, excluding application, and service fees.	50% refund of deposit and rental fees, excluding application, and service fees.	Full forfeiture of all fees. Full refund of deposit.