

# Banquet Room



The Community Center's Banquet Room is our finest for formal affairs and multiple use groups. The room is an excellent choice for Weddings, Birthdays, Quinceaneras, and Graduation Parties. It is also suitable for company meetings and training sessions.

**Capacity:** Total of 150-170 (Banquet), 260-280 (Auditorium). Approximately 2134 square feet. Capacity may vary due to room usage and setup.

**Suitable Uses:**

- Small to medium wedding receptions,
- Private birthday or holiday parties,
- Small conferences, workshops, or seminars,
- Vendor fairs with booths,
- Special Interest Shows.

**Amenities:**

- Tables and Chairs,
- Adjacent 40' x 80' patio,
- Small breakout room suitable for buffet table, wedding/birthday cake, or band and is included with kitchen rental,
- Convenient parking and loading areas,
- Event Assistant.

**Available at Additional Cost:**

- Additional Event Assistant,
- Warming kitchen with bussing cart,
- 27" TV with built in VCR and DVD players,
- Outdoor patio gas heaters,
- Microphone and podium.

# Community Meeting Room



The Community Meeting Room is a very comfortable room for small board meetings or any group of approximately 15-20 people.

**Capacity:** 15-20 people. Measures 513 square feet.

**Suitable Uses:**

- Board Meetings,
- Informal Business Meetings,
- Extension of Banquet Room.

**Amenities:**

- Room set up,
- Podium w/ microphone,
- Tables and chairs,
- Overhead projector,
- White board,
- Convenient parking and loading areas.

**Available at Additional Cost:**

- 27" TV with built in VCR and DVD players.

# Facility Deposit and Fee Schedule

	Deposit	Hourly Fees					
		Group I	Group II	Group III	Group IV	Group V	Group VI
<b>Community Center</b>							
<sup>1</sup> Banquet Room (includes Event Assistant) Occupancy: 170 Banquet, 280 Auditorium	\$ 250	N/A	---	\$ 50	\$ 70	\$ 80	\$ 110
<sup>2</sup> Community Meeting Room Occupancy: 20	\$ 50	N/A	---	\$ 10	\$ 15	\$ 20	\$ 25
Kitchen	\$ 100	N/A	---	\$ 20	\$ 20	\$ 20	\$ 20
<b>Additional \$200 deposit required with alcohol use</b>							
Dance/Fitness Room	\$ 100	N/A	---	\$ 20	\$ 25	\$ 30	\$ 35
Kids' Club/Activity Club	\$ 100	N/A	---	\$ 15	\$ 20	\$ 25	\$ 30
<sup>3</sup> Gymnasium (Includes Event Assistant)	\$ 300	N/A	N/A	\$ 175	\$ 200	\$ 225	\$ 250
Racquetball Court	\$ 50	N/A	---	\$ 20	\$ 25	\$ 30	\$ 35
<b>Community Park</b>							
Softball Field	\$50/Field	N/A	---	\$ 10	\$ 15	\$ 20	\$ 25
Field Lights	N/A	\$ 6	\$ 6	\$ 6	\$ 6	\$ 6	\$ 6
Amphitheater (includes electricity)	\$ 200	N/A	---	\$ 25	\$ 35	\$ 45	\$ 55
<b>Picnic Shelters</b>							
Large (includes electricity) (#2)	\$ 100	---	---	\$ 15	\$ 20	\$ 25	\$ 30
Double (#3,4; #5,6)	\$ 75	---	---	\$ 10	\$ 15	\$ 20	\$ 25
Single	\$ 50	---	---	\$ 5	\$ 10	\$ 15	\$ 20
Event Assistant (Per Assistant)	---	---	\$ 11.25	\$ 11.25	\$ 11.25	\$ 11.25	\$ 11.25
Room Set up/Take Down (Per Assistant)	---	---	\$ 11.25	\$ 11.25	\$ 11.25	\$ 11.25	\$ 11.25
<sup>1</sup> Four (4) hour minimum <sup>2</sup> If the Banquet Room and Kitchen are rented together the fee for the Community Meeting room is waived. <sup>3</sup> For Gym sports <b>ONLY</b>							
<b>Group I:</b> City of Yucaipa sponsored and co-sponsored events and agencies with a joint use agreement with the City. <b>Group II:</b> Resident not-for-profit recreational youth sports organizations with at least 51% or more Yucaipa residents and resident youth club sports with at least 51% or more Yucaipa residents. <b>Group III:</b> Resident not-for-profit civic, social, with at least 51% or more Yucaipa residents, and governmental agencies serving Yucaipa residents. Proof of 501(C) 3 Non-Profit status required. Proof of residency status required. <b>Group IV:</b> Resident private party activity, religious organizations, political candidate or party use and not-for-profit organizations conducting fundraisers, work parties and social events. Proof of 501(C) 3 Non-Profit status required. Proof of residency status required. <b>Group V:</b> Resident commercial, business, and profit-making organizations (proof of residency status required), non-resident not-for-profit, civic, social and religious organizations, non-resident schools, their organizations and committees, non-resident club and private party activity. Proof of 501(C) 3 Non-Profit status required. <b>Group VI:</b> Non-resident commercial business and profit-making organizations/company, non-resident political candidate or party use.							

## Reservation Guidelines

**Liability Insurance:** The City of Yucaipa requires all non-City sponsored events to carry comprehensive general liability insurance. A staff member will assist with more specific information.

**Requesting & Reserving Use of Facilities:** Reservations for use of facilities shall be made in writing on the Facility Use Agreement provided by the City of Yucaipa and must be accompanied by a security deposit. Telephone inquiries are not binding and do not constitute a reservation.

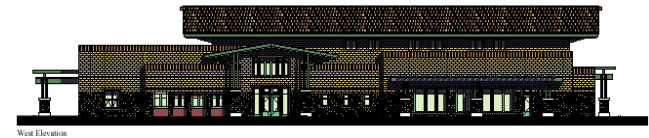
**Cancellations:** Cancellation of a rental or changing a confirmed date will result in the loss of the deposit. If the facility can be re-booked with a comparable rental (one equal or greater in size), then 75% of the applicants deposit will be returned. Cancellation 14 days or less prior to an event will result in the loss of any rental fees paid in addition to the deposit.

**Facility Reservation Guidelines:**

- City equipment shall not be removed from the facility,
- Use of tobacco products are prohibited inside all City facilities,
- Propane or open flame are **not** allowed inside the facilities,
- Decorations require prior approval. No signs or decorations will be nailed or permanently affixed to the facilities,
- No smoke or bubble machines are allowed.



# Community Park & Center Facility Information



City of Yucaipa  
 Community Center/Community Park  
 34900 Oak Glen Road  
 Yucaipa, CA 92399  
 (909) 790-7460  
 (909) 790-2589-Fax  
 www.yucaipa.org

## Dance and Fitness Room



The Dance and Fitness is a state of the art area designed to accommodate a wide variety of dance and exercise activities. The foam-backed Taraflex™ floor is designed for joint health and prevention of shin splints. Windows adjacent to the hall allow

for visitor viewing without interrupting class.

**Capacity:** Approximately 85 people. Measures 1,836 square feet.

### Suitable Uses:

- All forms of dance with soft shoes,
- All forms of fitness classes,
- Medium sized meetings,
- Medium sized exhibits.

### Amenities:

- State of the art dance floor,
- Mirrored wall,
- Dance floors with balance bar.

## Kitchen



The state of the art warming kitchen is equipped with a commercial size refrigerator, freezer, and oven that will keep your food the proper temperature until you are ready to serve.

**Capacity:** 242 square feet

### Suitable Uses:

- Refrigerated food storage and warming oven for special events,
- Refreshment set up for business meetings and training sessions,
- Food storage and setup for catered events.

### Amenities:

- Commercial freezer,
- Commercial refrigerator,
- Commercial warming oven,
- Commercial microwave,
- Rinsing sinks,
- Large stainless steel food prep counter,
- Loading and unloading area adjacent to kitchen,
- Serving cart,
- Pass through window for outdoor serving,
- 100 cup coffee pot.

## Gymnasium



The Community Gymnasium is our grand staging facility for large groups or multiple user groups and is a great location for moderate sized indoor business expos, trade shows, art and hobby shows. The foam-backed Taraflex™ floor is designed for joint health and

prevention of shin splints. Windows adjacent to the hall allow for visitor viewing without interrupting events.

**Capacity:** 300-500 people. Measures 10,699 square feet. Approved capacity may vary depending on particular room usage and setup.

### Suitable Uses:

- Sporting events and tournaments,
- Business Expos,
- Arts and Crafts Fairs,
- Hobby Shows,
- Indoor Festivals,
- Art Exhibits,

### Amenities:

- Taraflex™ flooring
- Tables and chairs,
- Podium,
- Large rollup access door for loading,
- Convenient parking,
- Event Assistant.

### Available at Additional Cost:

- Additional Event Assistant,
- Microphone and 6 input sound system,
- 27" TV with built in VCR and DVD players.

## Softball Fields



The softball fields are suitable for large outdoor and sporting events.

### Suitable Uses:

- Sports tournaments,
- Family picnics,
- Company picnics.

### Amenities:

- Lights, bases, field prep.

**To register for all facilities please stop by the Community Services Office, Monday-Friday, 8:30 a.m.-5:30 p.m.**

## Amphitheater



This open-air stage is large enough for bands, youth events, or theatrical productions. Large terraced grass area is an inviting spot for picnics, lawn chairs, and blankets for spectators.

Stage area is approximately 40' x 80'. The Amphitheater is home to the City of Yucaipa Summer Concerts in the Park.

### Suitable Uses:

- Company picnics with live entertainment,
- Large children's birthday parties with live entertainment,
- Church and youth picnics,
- Dances or concerts with live bands.

### Amenities:

- Equipped with electrical outlets,
- Tie downs for shade shelters.

### Available at Additional Cost:

- Portable lights,
- Six input sound system.

## Picnic Shelters



These beautiful picnic areas are located in the heart of the Community Park at the base of the Yucaipa Foothills.

**Capacity:** Approximately 50/24 to 100/54 seated (1 Large, 2 Double, and 8 single).

### Suitable Uses:

- Family parties,
- Small school events,
- Small company picnics.

### Amenities:

- Electrical outlets (Large only),
- B-B-Qs,
- Picnic tables and benches,
- Permanent shade shelters,
- Near volleyball, basketball, tennis courts and playground areas,
- Convenient parking and loading areas,
- Convenient restroom facilities,
- Bounce houses allowed with special permit only.

