City of Moorpark

Facility Rental Guide

MOORPARK COMMUNITY CENTER







ROOMS FOR PARTIES * EVENTS * MEETINGS

The Moorpark Community Center can be reserved for your next special event! The Community Center is located in the Civic Center complex at 799 Moorpark Avenue.
The facility features a multipurpose room, an activity room, and a kitchen. The facility also has a lobby, restrooms, and a patio area.

The Apricot Room is located adjacent to the lobby. This room features a tile floor, projector screen, and large built-in stage. The maximum capacity for this room is 150 dining, 205 assembly.

The Citrus Room is located to the south of the lobby. The room features a tile floor and counter space. The maximum capacity for this room is 80 dining, 100 assembly.

The kitchen can be accessed from either room. The kitchen features a sink, refrigerator, and counter space. The kitchen may only be rented in conjunction with a room.

Making a Reservation

Reservations are taken at the Arroyo Vista Recreation Center office, on a first-come, first-served basis, and may be made up to 9 months (Group 1 and 2 renters) or 6 months (Group 3 and 4) in advance. Reservation applications must be submitted at least thirty (30) days in advance.
All rentals must be made by an adult 21 or older.
Rentals are not confirmed until the application has been approved in writing by authorized City staff. The City reserves the right to deny or revoke a rental application or permit.

When making a reservation, please have the following ready:
- Photo identification
- Proof of current address
- Credit card, check, or cash for payment
- Proof of nonprofit status (organizations)

Moorpark Community Center

799 Moorpark Avenue
Moorpark, CA 93021

For rental information, contact the Arroyo Vista Recreation Center
4550 Tierra Rejada Road, Moorpark, CA 93021

Office Hours:
8:30 a.m. to 6:00 p.m., Monday - Friday
closed major holidays

Phone: (805) 517-6300

avrc@moorparkca.gov
www.moorparkca.gov

Fees and Payment:

For reservation applications submitted more than thirty (30) days in advance with rental fees exceeding $500, a $200 payment is due at time of application. All fees are due in full thirty (30) days prior to the first rental date on the permit.

For rentals with fees totaling less than $500, full payment is due at the time of application.

Costs resulting from damage, additional staff time, or noncompliance with rules, will be deducted from the security deposit.

Additional fees may be levied for rental requests containing unusual activities or accommodations, as determined by the Director.

Cancellations

Cancellations are subject to the following:

45+ days notice: Fees refunded, less non-refundable fees and a $25 processing fee. The rental may also be rescheduled or a credit applied less non-refundable fees.

15-44 days notice: Fees refunded less any non-refundable fees, a cancellation fee, and a $25 processing fee (security deposits refunded in full). The rental may also be rescheduled or a credit applied, less non-refundable fees.

Less than 15 days notice: Refund of security deposit only, less City costs and a $25 processing fee.

Facility Rules Summary

For complete regulations, please see the City's Rules and Regulations Governing the Use of City Facilities resolution.

Facility Hours

The Moorpark Community Center may be reserved between the hours of 7:00 a.m. and 11:00 p.m. There is a 2 hour minimum rental time. Time thereafter may be rounded to the half-hour. Set up/decorating time and clean-up time must be included in the rental hours. Facilities are not available for rental on City holidays.

Activities Requiring Approval

The following must be included on the reservation application and approved in advance:

- Service or sale of alcoholic beverages
- Amplified sound
- Special attractions, performers, caterers, and other contracted services
- Vendors (sales to the public)

Prohibited Activities

- Smoking of any kind, including vaping
- Open flame devices except Sterno
- Fog machines
- Gambling, except as permitted by State or Federal law for non-profit organizations
- Bird seed, rice, confetti, hay, and glitter
- Use of nails, tacks, staples, duct tape, or any other adhesive that may damage City property
- Giving tips or gratuities to City staff

Insurance Requirements

Insurance must be purchased through the City for an additional fee. This insurance will cover any property damage in excess of the security deposit. Businesses and organizations may provide their own liability insurance coverage. Limits of bodily injury and property damage must not be less than $1,000,000. An insurance certificate and endorsement form naming the City of Moorpark as additional insured are required.

RENTAL FEES

Room rental rates are hourly and are based on the renter's group classification. *For a complete listing of group classification qualifications and rental fees, please see the City's rental fee resolution.*

Group 1: Moorpark nonprofits for free public events and public agencies serving Moorpark residents.

Group 2: City of Moorpark residents and businesses for noncommercial purposes, Moorpark nonprofits, and government agencies not directly serving Moorpark residents.

Group 3: Nonresidents in MUSD boundaries, other nonprofits, and Moorpark businesses for commercial purposes.

Group 4: All other renters.

Community Center Hourly Fees

	Group 1	Group 2	Group 3	Group 4
Apricot Room	$49	$69	$80	$90
Citrus Room	$44	$58	$64	$71
Kitchen*	$14	$21	$25	$28

Equipment Use Fees

Table	Chair	Stage
$5/each	$0.50/each	$30/section

Permit Application Fees

Rentals Less than 200 Attendance	
Meeting:	$15 + $1 per facility per date
All Other:	$50 + $1 per facility per date
Rentals 200-1,000 Attendance	
Private Use:	$100 + $1 per facility per date
Event:	$250 + $1 per facility per date
Late Application Fee	$15
Change Fee	$5 per facility per date

Other Flat Rate Fees

Preapproved Attraction/Performer/Vendor	$10
Other Attraction/Performer/Vendor	$50
Alcohol Permit	$50

*Must be rented in conjunction with a room.

