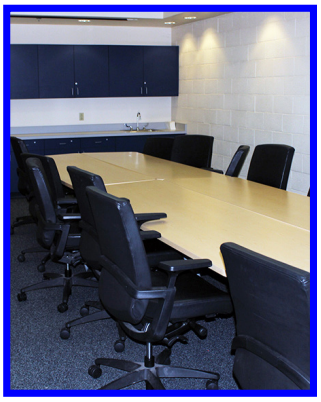
City of Moorpark

Facility Rental Guide

ARROYO VISTA RECREATION CENTER







ROOMS FOR PARTIES * EVENTS * MEETINGS

The Arroyo Vista Recreation Center can be reserved for your next special event! The Center is located within the beautiful Arroyo Vista Community Park at 4550 Tierra Rejada Road in Moorpark. The facility features a multipurpose room, an activity room, kitchen, conference room, and gymnasium. The facility also has a lobby, restrooms, and a patio area.

The Sycamore Room is located on the west end of the lobby. This room features a carpeted floor, sound system, and projector screen. The maximum capacity for this room is 158 dining, 339 assembly.

The Jacaranda Room is located on the east end of the lobby. The room features a tile floor, wall mirror, and counter space. The maximum capacity for this room is 98 dining, 212 assembly.

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

The Magnolia Conference Room is located at the east end of the building. This room features a projector screen, floor outlets, conference tables and chairs, a sink, and counter space. The maximum capacity is 25.

The gymnasium is detached from the rest of the building. The gymnasium is available for activities which are appropriate to a gym, such as basketball and other indoor sports. The gym features bleachers and six basketball hoops (for one full court or two half-courts).

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)

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

Mailing address:
4550 Tierra Rejada Road
Moorpark, CA 93021

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 Arroyo Vista Recreation Center may be reserved between the hours of 7:00 a.m. and 10:00 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, 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 non-profits, Moorpark businesses for commercial purposes.

Group 4: All other renters.

Arroyo Vista Rec Center Hourly Fees

	Group 1	Group 2	Group 3	Group 4
Sycamore Room	$49	$69	$80	$90
Jacaranda Room	$44	$58	$64	$71
Kitchen*	$14	$21	$25	$28
Gymnasium	$88	$166	$205	$244
Magnolia Room	$38	$42	$44	$46
Magnolia Room**	$12	$16	$18	$20

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

Other Flat Rate Fees

Preapproved Attraction/Performer/Vendor	$10
Other Attraction/Performer/Vendor	$50
Alcohol Permit	$50
Change Fee (per facility per date)	$5

*Must be rented in conjunction with a room.
**M-F 9:00 a.m. to 9:00 p.m.

