

# FREQUENTLY ASKED QUESTIONS FOR FACILITY RENTALS COMMUNITY CENTER & SENIOR CENTER

## **Where are the facilities & how many people will each hold?**

Each facility will accommodate a maximum of 200 people.

Clifton C. Miller Community Center: 300 Centennial Way, Tustin, CA 92780

Tustin Area Senior Center: 200 South "C" Street, Tustin, CA 92780

## **When can we see the room?**

Generally, Monday through Friday from 8am to 12pm and from 1pm to 4pm, however, please call 714-573-3326 prior to ensure no classes/programs are in session.

## **How many tables and chairs do you have?**

CCMCC - 24 round tables (60" diameter) and 200 chairs plus 8 rectangular tables (8')

TASC - 24 round tables (60" diameter) and 200 chairs plus 8 rectangular tables (6')

Round tables seat 8 people.

## **Can we have a band/DJ and do you have AV equipment?**

Yes, you may have a band or DJ, however, no AV equipment is supplied by the City.

## **Can we have alcohol?**

**ALCOHOL IS ALLOWED AT ADULT FUNCTIONS ONLY.** No alcohol is permitted at youth functions including birthdays and student activities. No alcohol can be consumed during set up time.

## **How many hours can you have the party?**

Set up from & to time can be up to 2 hours.

Party from & to time can be 6 hours.

Clean up from & to time can be up to 2 hours.

All time must be continuous. Facility must be cleaned up and vacated by 1am with the exception of youth functions which must be cleaned up and facility vacated by 11pm.

## **Do we have to pay for set up/clean up?**

A renter pays for any time the hall is being used from decorating through completion of the clean up duties. One hour is usually sufficient for clean up. All time must be continuous.

## **What does clean up entail?**

Taking out anything that you bring in and leaving the hall & kitchen in the same condition in which it was found. Take trash out to trash bins and wipe up floors. Our staff will set up and take down the tables and chairs for you.

## **How many police officers are required and what is the charge?**

The average is one officer per 75 people, however, it is their discretion; they may require additional officers. Fees are as follows: \$61/hour for the 1<sup>st</sup> officer, \$61/hour for the 2<sup>nd</sup> officer and \$81/hour for the 3<sup>rd</sup> officer (3<sup>rd</sup> officer is higher ranking).

## **Is the security a necessity and why do we need it?**

Yes, security is mandatory. Police Officers are present to protect city property against damage and to protect attendees by providing crowd control. Officers arrive ½ hour prior to the stated event start time and leave ½ hour after the stated event end time.

## **What is the cost and what does that include?**

Please refer to our Facility Fee document.

## **What is the minimum amount required to book a date?**

The deposit, payable by cash or check (no credit cards are accepted for deposits), is required to reserve a date.

## **When is the balance due?**

Thirty days prior to the event; balance can be paid by cash, check or credit card (Visa, MasterCard or Discover).