



City of Tustin  
Parks and Recreation Department  
**FACILITY FEES**



FACILITY	INTER-GOV AGENCY	TUSTIN NON-PROFIT	RESIDENT	NON-PROFIT	NON-RESIDENT	COMMERCIAL
<b>CLIFTON C. MILLER COMMUNITY CENTER*</b>						
<b>TUSTIN AREA SENIOR CENTER</b>						
Auditorium - up to 200 people	\$33 / Hour	\$63 / Hour	\$93 / Hour	\$93 / Hour	\$112 / Hour	\$148 / Hour
Kitchen	\$29 Flat Fee	\$29 Flat Fee	\$33 Flat Fee	\$33 Flat Fee	\$33 Flat Fee	\$33 Flat Fee
<b>TUSTIN AREA SENIOR CENTER</b>						
Boardroom - up to 20	\$33 / Hour	\$45 / Hour	\$59 / Hour	\$59 / Hour	\$70 / Hour	\$91 / Hour
Classroom - up to 24						
Multi-purpose Room - up to 70 theatre style	\$33 / Hour	\$58 / Hour	\$79 / Hour	\$79 / Hour	\$95 / Hour	\$125 / Hour
up to 40 classroom style						
<b>DEPOSIT</b> No Alcohol	\$150	\$150	\$150	\$250	\$250	\$250
<b>DEPOSIT</b> Alcohol		\$500	\$500	\$500	\$500	\$500

**ADD-ONS AVAILABLE**

\*Audio / Visual \$55 Flat Fee - available at the Clifton C. Miller Community Center only  
Podium / Mic & Stand \$27 Flat Fee

**ADDITIONAL REQUIREMENTS**

**Alcohol** \$49 flat fee - only for events with alcohol. ABC License required for alcohol sales.

**Liability Insurance** Applicant must provide a Certificate of Liability Insurance in the amount of one (1) million dollars naming the City of Tustin as Additional Insured. An Additional Insured Endorsement, a 30-Day Cancellation Endorsement, and a Primary and Non-Contributory Endorsement are also required. The "Certificate Holder" must precisely read: The City of Tustin, its elective & appointive boards, officers, agents, and employees, 300 Centennial Way, Tustin, CA 92780. All documents are required and must reference the policy number on each.

**Security** To provide for the safety of your guests as well as the security of the property, the City may require the presence of a pre-approved private security officer. Tustin Parks and Recreation Department staff will provide a list of pre-approved private security companies. It is the building user's responsibility to select, coordinate, and pay the preferred security company. Building user must provide proof of payment of security protection services a minimum of thirty (30) days before the event. In some cases, Tustin police officers may be required in place of private security. These officers will be under the direction and control of the Tustin Police Department. The expense for the police officers will be paid by the building user. Please refer to Event Security Document. Parks and Recreation Staff has the discretion to add police security to any event.

**RESERVATIONS**

- Must be a minimum of 4 hours with a maximum of 9 hours - including setup and cleanup time. The event itself cannot exceed 6 hours.
- Adult events may end no later than 12:00am and must be out by 1:00am.
- Youth events may end no later than 10:00pm and must be out by 11:00pm.
- 30-day minimum requirement for all reservations. All fees, insurance, security, and floor plan due 30 days before event.
- Catering allowed. No food trucks. No vendors cooking on-site.
- Tustin residents may book up to one (1) year in advance; non-residents may book up to nine (9) months in advance. No standing reservations. Only four (4) allowed per calendar year.
- To inquire about availability or complete a reservation, call or email the Tustin Parks and Recreation Department or visit City Hall at 300 Centennial Way, Tustin 92780.
- Facility walk through appointments are made ahead of time Monday thru Friday 8:00am to 4:00pm.
- City facilities are closed and unavailable to rent on Sundays and holidays. No Sunday rentals allowed.



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FACILITY	INTER-GOV AGENCY	TUSTIN NON-PROFIT	RESIDENT	NON-PROFIT	NON-RESIDENT	COMMERCIAL
<b>COLUMBUS TUSTIN RECREATION CENTER</b>						
One (1) Court / Half (1/2) Gymnasium • Deposit - \$200	\$25 / Hour	\$25 / Hour	\$73 / Hour	\$87 / Hour	\$100 / Hour	\$133 / Hour
Two (2) Courts / Full Gymnasium • Deposit - \$300	\$50 / Hour	\$50 / Hour	\$143 / Hour	\$158 / Hour	\$180 / Hour	\$265 / Hour
Classrooms A, B, C (Fees per classroom) • Deposit - \$200	\$26 / Hour	\$26 / Hour	\$70 / Hour	\$70 / Hour	\$100 / Hour	\$130 / Hour
<b>COLUMBUS TUSTIN PARK, TUSTIN SPORTS PARK, &amp; VETERANS SPORTS PARK</b>						
Ball Diamonds & Field	\$13 / Hour	\$13 / Hour	\$18 / Hour	\$18 / Hour	\$18 / Hour	By Arrangement TBD
Ball Diamonds with Lights	\$25 / Hour	\$25 / Hour	\$30 / Hour	\$30 / Hour	\$30 / Hour	
Tournaments	\$25 / Hour					
<b>COLUMBUS TUSTIN PARK, MAGNOLIA TREE PARK, TUSTIN SPORTS PARK, &amp; VETERANS SPORTS PARK</b>						
Tennis Courts	\$8 / Hour	\$8 / Hour	\$8 / Hour	\$11 / Hour	\$11 / Hour	\$13 / Hour
<b>VETERANS SPORTS PARK</b>						
Pickleball Courts	\$8 / Hour	\$8 / Hour	\$8 / Hour	\$11 / Hour	\$11 / Hour	\$13 / Hour
<b>CITRUS RANCH PARK</b>						
Hilltop Gazebo • Capacity - 30 people • 4 hours max per rental • Deposit - \$250	\$326 per 4 hours	\$326 per 4 hours	\$326 per 4 hours	\$434 per 4 hours	\$434 per 4 hours	\$434 per 4 hours

**ADDITIONAL REQUIREMENTS**

Liability Insurance\* Applicant must provide a Certificate of Liability Insurance in the amount of one (1) million dollars naming the City of Tustin as Additional Insured. An Additional Insured Endorsement, a 30-Day Cancellation Endorsement, & a Primary and Non-Contributory Endorsement are also required. The "Certificate Holder" must precisely read: The City of Tustin, its elective & appointive boards, officers, agents, and employees, 300 Centennial Way, Tustin, CA 92780. All documents are required and must reference the policy number on each.

\*Not required for recreational use of pickleball and tennis courts.

FACILITY	INTER-GOV AGENCY	TUSTIN NON-PROFIT	RESIDENT	NON-PROFIT	NON-RESIDENT	COMMERCIAL
<b>MULTI-PURPOSE ROOM</b>						
Capacity: 70 theatre style Capacity: 40 classroom style • Deposit \$500.00	\$33 / Hour	\$63 / Hour	\$93 / Hour	\$93 / Hour	\$112 / Hour	\$145 / Hour
Kitchen	\$29 / Hour	\$29 / Hour	\$33 / Hour	\$33 / Hour	\$33 / Hour	\$33 / Hour
<b>CONFERENCE ROOM</b>						
Capacity: 10 people • Deposit - \$250.00	\$33 / Hour	\$45 / Hour	\$59 / Hour	\$59 / Hour	\$70 / Hour	\$91 / Hour
<b>OUTDOOR PLAZA</b>						
Special event approval required by recreation supervisor • Deposit - \$250.00	\$103 / Hour	\$109 / Hour	\$114 / Hour	\$120 / Hour	\$125 / Hour	\$130 / Hour

**ADD-ONS AVAILABLE**

Mic & Stand / Podium	\$27 Flat Fee	Audio / Visual	\$27.00 per item:
Projector & Screen	\$55 Flat Fee		<ul style="list-style-type: none"> <li>▪ Flip Chart</li> <li>▪ HDMI Cable</li> <li>▪ White Board</li> </ul>
ADA Listening Devices	Available at no additional cost		

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Security	The City may require the presence of a pre-approved private security officer. Tustin Parks and Recreation Department staff will provide a list of pre-approved private security companies. It is the building user's responsibility to select, coordinate, and pay the preferred security company. Building user must provide proof of payment of security protection services a minimum of thirty (30) days before the event. In some cases, Tustin police officers may be required in place of private security. These officers will be under the direction and control of the Tustin Police Department. The expense for the police officers will be paid by the building user.

**RESERVATIONS**

- Must be a minimum of 2 hours with a maximum of 9 hours - including setup and cleanup time. The event itself cannot exceed 6 hours.
- 30-day minimum requirement for any reservations for staffing purposes. All fees, insurance, and floor plan due 30 days before event.
- Acceptable food - pastries, donuts, pre-made sandwiches or wraps and light desserts. Acceptable Beverages - coffee, tea, bottled water, and canned soft drinks.
- Tustin residents may book up to one (1) year in advance; Non-residents may book up to nine (9) months in advance.
- Patrons are limited to only four (4) reservations allowed per calendar year. No standing reservations.
- To inquire about availability or complete a reservation, call or email the Tustin Parks and Recreation Department or visit City Hall at 300 Centennial Way, Tustin 92780.
- Walk through appointments are made ahead of time Monday thru Friday 8:00am to 4:00pm.
- City facilities are closed and unavailable to rent on Sundays and holidays. No Sunday rentals allowed.
- All decorations are prohibited in the Library Rooms except table-top decorations. Open flame decorations such as candles or lanterns are not allowed. Please use masking tape to affix decorations.