



City of Tustin
Parks and Recreation Department
FACILITY FEES



FACILITY	INTER-GOV AGENCY	TUSTIN NON-PROFIT	RESIDENT	NON-PROFIT	NON-RESIDENT	COMMERCIAL
CLIFTON C. MILLER COMMUNITY CENTER* TUSTIN AREA SENIOR CENTER						
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
TUSTIN AREA SENIOR CENTER						
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 up to 40 classroom style	\$33 / Hour	\$58 / Hour	\$79 / Hour	\$79 / Hour	\$95 / Hour	\$125 / Hour
DEPOSIT No Alcohol	\$150	\$150	\$150	\$250	\$250	\$250
DEPOSIT 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.