



Senior/Multi-Use Center Rental Application Packet

201 S. Fifth Street Dixon, CA 95620

Contact Us: (707)-678-7441

dixonrecreation@cityofdixonca.gov

PROCEDURES FOR RENTING THE SMUC

1. **Applications must be completed in person at the Senior/Multi-Use Center. We recommend picking up your application as soon as possible.**
2. **Secure your rental date** by paying the required deposit fees.
3. Pick-up the rental contract and a Special Event Permit application.
4. **Obtain Liability Insurance:**
 - a. Coverage of **\$1,000,000** is required for all rentals of the Senior/Multi-Use Center.
 - b. Many renters are able to obtain a one-day rider through existing homeowner's or renters insurance policy.
 - i. Alternatively, special event insurance can be purchased online.
 - c. The **City of Dixon must be listed as an additional insured** on your insurance certificate.
5. **Once you receive your Certificate of Insurance, submit it and the following to the Senior/Multi-Use Center:**
 - a. A signed copy of your rental contract
 - b. Your Certificate of Insurance
 - c. Your completed Special Event Permit application
6. Special Event Permits **must be submitted at least four (4) weeks prior** to your scheduled rental date. Earlier submission is strongly encouraged.
7. **All remaining rental fees must be paid at least two (2) weeks prior to your rental date.**
8. **Failing to submit documents at least two (2) weeks prior could lead to event cancellation.**



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FACILITY USE FEES AND INFORMATION

- **Save the Date: Refundable deposit is required to reserve a rental date.**
 - **Deposits are based on event type:**
 - No Food No Alcohol served: **\$111**
 - Food and/or (Non-Alcoholic) Beverage served: **\$275**
 - Food and Alcohol served: **\$552**
- **Liability Insurance and a Special Event permit is required for all rentals of the Senior/Multi-Use Center**
 - **All renters must obtain liability insurance coverage in the amount of at least \$1,000,000 and a special event permit before any room can be rented.**
- Cancellation Fee: Advance notice of 31+ days: the City retains 10% or \$10, whichever is greater; 15-30 days notice: the City retains 50%; 0-14 days notice: the City retains 100% Deposit excluded.
- **Renters are required to do all set up, take down and clean up. Cleaning supplies provided.**
- Rentals may be reserved up to six (6) months in advance.
- Maximum attendance is 120 people.
- A building monitor will be in attendance for all rentals, this is included in fee.

	Per Hour Rate	2-Hour Rate	4-Hour Rate	6-Hour Rate	8-Hour Rate
Set Up/Clean Up Time • only if rental is over 4 hours	\$28	\$56	\$112	\$168	-
Assembly Hall • Minimum of 2 hours	\$111	\$222	\$444	\$666	\$888
Arts and Craft Room • Minimum of 2 hours	\$54	\$108	\$216	\$324	\$432
Kitchen • Minimum of 2 hours	\$54 total				
Other Discounts/Fees					
Non-Profit Use	Subtract 10% of rental fee only (excludes kitchen and deposit fees)				
Deposit Required: Damage/cleaning/OT	No Food No Alcohol served: \$111 Food and/or (Non-Alcoholic) Beverage served: \$275 Food and Alcohol served: \$552				
Non-resident Use Fee	Add 25% to total (excludes deposit fees)				
Commercial Use Fee	Add 10% to total (excludes deposit fees)				