

# Parks & Recreation Department Recreation Division

September 23, 2025

TO:

Senior Center Facility Users

FROM:

Holly Ellis, Recreation Supervisor

SUBJECT:

2026 Facility Use Contract Application Process

The time has arrived to reapply for use of the Visalia Senior Center Facility. A Facility Use application has been enclosed for your convenience. Completed forms are to be returned as soon as possible and no later than 5:00 p.m. Monday, October 6<sup>th</sup>. Please return applications with a list of ALL requested dates (regular meeting dates and special events ex. - holiday party or volunteer appreciation), times, and rooms to Recreation Coordinator, Karee Virrey or Recreation Supervisor, Holly Ellis.

If you intend to request a reduced or waived facility fee, please include a statement with your application. Your statement should include the history, mission, goals, and objectives of your organization. Requests for reduced or waived facility fee must also include proof of non-profit status with the IRS and financial records for the past two calendar years.

In an effort to have all fee waivers in place as soon as possible, requests for facility use and modified fees will be taken before the Visalia Parks and Recreation Commission on Tuesday, October 14th, 2025. A representative from your group must attend the meeting should there be any questions. A recommendation from the Commission will then be submitted to the Visalia City Council.

Please return applications and other required documents to:

Mail: Anthony Community Center

Attention: Karee Virrey/Holly Ellis

345 N Jacob St. Visalia, CA 93291

Email: Holly, Ellis a visalia.gov; Karee, Virrey a visalia.gov

If you have any questions, please call me at (559) 713-4461.

Sincerely,

Holly Ellis

Recreation Supervisor

Visalia Parks & Recreation



## City of Visalia Parks & Recreation Department

# **Facility Use Application**



345 N. Jacob Street, Visalia, CA 93291

Phone: 559.713.4365 Fax: 559.713.4819 www.liveandplayvisalia.com

All Facilities Own	ed and Operated by	the City of Visalia			
Contract Holder: LINDA A. BUTTON		Event Title: GADABOUTS MONITHLY MEETING			
Business/Organization: 4/15alia Senior Gadaburts		Non Profit ID #: 0551519			
Address: 30603 ROAD ZZU		city: Exeler	Zip: 9	3221	
Main Phone: 559-676-0737		Alternative Phone: 559 -679 - 306 9			
Email: Exeterlas@ AOL.COM	1				
Alternate Contact (Person authorized to act as re	presentative of con	ntract holder, i.e. an ev	ent planner):		
Tom Runyon					
Phone: 559- 289- 192Z	E	Email:			
Date(s) Requested: Please fee a Ha	iched sch	eddle			
Event Hours: Time needed for setup and cleanup	must be included i	in the event time frame	e when booking.		
Start time will be the time you are allowed into the		is the time everyone is	s out of the facility.		
Start Time: 8 <sup>30</sup> Am to End Time:	1230 PM	- <del></del> -			
Estimated Amount In Attendance:	Y/ N				
90 Admission Charg		e: Y 1⁄N)			
Selling Food or Beverage: Y (N)	Alcohol Served:	ol Served: Y			
Serving Food or Beverage: (2) / N	Alcohol Sold: Y	Sold: Y / (N) ABC License Required for sales			
Food Provided By: Members 2x/yr					
Entertainment: Y (N)	-L				
Source: Band DJ/Recorded Music Perform	ance				
	Facility Reques	sted:			
ANTHONY COMMUNITY CENTER 345 N Jacob Street		VISALIA SENIOR CENTER 310 N Locust Street			
☐ Gym ☐ Main Room ☐ Room A		⊠Main Room	☐ Activity Room	☐ Craft Room	
MANUEL F. HERNANDEZ COMMUNITY CENTER 247 W Ferguson Avenue		WHITENDALE COMM 630 W Beech Street	MUNITY CENTER  Main Room		
□ Gym		TRULLI HOUSE @ M must rent building in cor			
	Internal Office U	se Only			
Date Received:	Time Received:	Staff	Name <sup>.</sup>		













### **Facility Reservation Application Terms and Conditions**

**Facility Application**: Applications are accepted at the Anthony Community Center Business Office, located at 345 N. Jacob Street, Visalia, CA 93291. Office hours are Monday—Thursday 7:30am – 5pm and Fridays 7:30am—12pm. Applications are accepted on a first-come, first-served basis up to one year in advance, with preference given to City sponsored programs.

**General Information:** Approval of facility applications for groups of persons under the age of 18 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract.

**Liability Insurance:** A Certificate of Liability Insurance <u>may</u> be required for facility reservations. If required, contract holders are to provide proof of liability insurance with a minimum coverage of \$1,000,000, naming the City of Visalia as additionally insured. You may contact your local insurance agent in regards to obtaining insurance, or you may purchase insurance through the City of Visalia Risk Management Department (559,713,4306). Failure to provide appropriate documentation will result in cancellation of the contract.

Alcohol/Smoking: Alcohol is not permitted to be served and/or sold at events where the guest of honor is less than 21 years or age, or when individuals under the age of 21 will be present. Facility applications must state whether alcohol will or will not be served and/or sold during the rental. ONLY beer, wine and champagne can be served during rentals, no hard liquors are allowed. If alcohol is served and/or sold, the contract holder is required to hire one licensed security guard per 50 guests. A \$27 fee will apply. Falsification of estimates could result in the limitation of guests allowed in the facility. Parks & Recreation will schedule event security and will pass the fee to the contract holder. The contract holder accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol must be consumed only in the areas of the facility included in the contract. Contract holder is responsible for any guest who brings alcohol to their event without the proper requirements. The City holds the right to cancel any event if alcohol is consumed in violation of the contract. No smoking is allowed on premises, including exterior patio and entry areas.

**Guests:** Contract holder is responsible for all guests' behavior, any and all accidents or injuries to persons or property resulting from use of the facilities. Violence, excessive drinking, loud behavior and unsupervised youth are not permitted. Guests must adhere to all policies and procedures as outlined in the contract. The City reserves the right to cancel any event for violations of the contract or of disturbing the peace laws, and parties may be denied further use of the facility. If at any time it becomes necessary to call the police, part or all of the security deposit may be withheld. Contract holder assumes full responsibility for communication between them and attendees for events held. No City facility should be listed as a contact for events.

**Facility Staff:** Contract holder is required to check-in before the event, be available to City staff throughout the duration of the event, and check-out with staff before leaving. A City building attendant will open the building when the contract time begins, answer questions, assist in facility set-up and in the protection of City property. Building attendant has complete authority over facility used, please report any facilities problems to the building attendant immediately.

**Facility Rules & Conditions:** Only the contract holder is authorized to submit contract changes. Changes must be approved by the City and additional fees may apply. A facility set-up is required no later than two weeks prior to the contract date. If no facility set-up is received, the facility will be set-up once the contract time begins, as the contract holder directs. Contract holders will not be allowed into the facility until the contracted time begins. Fees are not refunded for contracted time not used.



**Set-Up and Decoration:** Contract holders requiring time to decorate, or make other preparations, must note time on permit application. Rice, birdseed, confetti, hay, straw, sand and glitter is not permitted and decorations must be flame retardant. The use of nails, tacks, scotch/duct tape or staples are not permitted. Only masking or painters tape can be used. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside or outside the facility. All equipment and decorations must be removed at the end of the reservation, and nothing may be stored. Delivery/pick up of supplies or equipment is required during the contracted time.

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Clean Up: Contract holder is responsible for clean-up. Decorations must be taken down and removed, with all trash being placed in the receptacles provided. If trash will not fit in the receptacles, it must be taken out and placed in the dumpsters located behind the facility. City staff will provide additional trash liners if needed. Boxes must be broken down before being placed in dumpster. City staff is not responsible for any items left in the facility after the contract has ended. If additional hours of facility usage are required for cleaning, the cost of this time will be deducted from the security deposit.



**Damages:** Any damage incurred to the property is the responsibility of the contract holder and will be deducted from the security deposit. This includes the parking lot, patio area, restrooms and lobby. Contract holders will be billed for damages, cleaning expenses, and staff overtime that is in excess of the security deposit.

**REFUND POLICY:** Refunds on security deposits are based on compliance with the facility contact, as well as the security and clean-up requirements. To receive a full refund on the security deposit, the building must be cleaned, and cleared of all guests, equipment, decorations, etc. by the contracted time. The contract holder is responsible for any and all extended contract time and may have all or part of their security deposit withheld. The contract holder will be billed for any damages or extra staff time not covered by deposit. Deposit will be refunded in full if facility is left clean, undamaged and all rules and policies are followed. Allow two to four weeks for processing.



#### **CANCELLATIONS:**

For all cancellations received three weeks prior to the event, a \$15 service and handling fee will be charged in accordance with the City schedule. For events cancelled by the contract holder after the three week window, or with no notice, renter will lose full security deposit amount.

I hereby certify that I have read and agree to abide by the policies and regulations set forth by the City of Visalia Municipal Code, and I understand that failure to comply may result in the cancellation of use of my contract. I agree as a representative of the group or organization to hold the City of Visalia harmless, indemnify and defend the City and all its officers, employees, volunteers and independent agents from any claim, damage, demand, liability, loss, cost or expense, for any damage whatsoever, including but not limited to death or injury to any person or injury to any property, resulting from misconduct, negligent acts, or of any of its officers, employees or agents in the performance of this agreement, except such damage as is caused by the sole negligence of the City or any of its officers, employees, volunteers or agents.

THE CITY OF VISALIA HAS THE AUTHORITY TO APPROVE APPLICATIONS. FACILITY CONTRACTS ARE NOT CONFIRMED UNTIL THE APPLICATION HAS BEEN APPROVED BY AN AUTHORIZED AGENT OF THE CITY OF VISALIA. PERMITS ARE IMMEDIATELY REVOCABLE IF FALSE STATEMENTS WERE MADE WHEN RESERVING AND FEES WILL BE RETAINED IN THE EVENT THAT THE CONTRACT IS TERMINATED DUE TO VIOLATION OF ANY CITY ORDINANCE, RULE OR REGULATION, OR THE FALSIFICATION OF THE APPLICATION.

Signature:

Date: Sold Market

VISALIA SENIOR GADABOUTS 30603 ROAD 220 EXETER, CA 93221 559.676.0737

CITY OF VISALIA

September 28, 2025

Dear Board Members,

The Visalia Senior Gadabouts organization is a non-profit organization working to provide seniors an avenue to travel. We encourage seniors to stay active and socially involved, interacting with friends and family.

We are again requesting that the rent in the Visalia Senior Center be reduced or waived. We meet the requirements:

- We are a non-profit organization.
- We provide significant service for seniors.
- Services are affordable with no fees being charged.
- City of Visalia incurs little to no cost for the use of their facilities.

In addition, we wish to thank the staff and management of the Visalia Senior Center and the Parks and Recreation Department for their help and assistance over the last several years. Their dedicated service is greatly appreciated.

Sincerely,

Linda Sutton, Treasurer

**Visalia Senior Gadabouts** 

# **VISALIA SENIOR GADABOUTS**

EIN: 94-1677584 | United States

### **Other Names**

SENIOR GADABOUTS

# Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

## 

#### **Tax Period:**

2024 (01/01/2024-12/31/2024)

#### EIN:

94-1677584

#### Organization Name (Doing Business as):

**SENIOR GADABOUTS** 

#### **Mailing Address:**

30603 ROAD 220 EXETER, CA 932219751 United States

#### **Principal Officer's Name and Address:**

**LINDA A SUTTON** 

30603 ROAD 220 EXETER, CA 93221 United States

#### Gross receipts not greater than:

\$50,000

#### Organization has terminated:

No

#### **Website URL:**

### ↑ Tax Year 2023 Form 990-N (e-Postcard)

Tax Period:

2023 (01/01/2023-12/31/2023)

EIN:

94-1677584

### Organization Name (Doing Business as):

SENIOR GADABOUTS

#### **Mailing Address:**

30603 ROAD 220 EXETER, CA 932219751 United States

#### Principal Officer's Name and Address:

LINDA SUTTON

30603 ROAD 220 Exeter, CA 93221 United States

#### Gross receipts not greater than:

\$50,000

### Organization has terminated:

No

#### **Website URL:**

 ✓ Tax Year 2022 Form 990-N (e-Postcard)

# **VISALIA SENIOR GADABOUTS**

EIN: 94-1677584 | United States

### **Other Names**

**SENIOR GADABOUTS** 

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- ▼ Tax Year 2024 Form 990-N (e-Postcard)
- ➤ Tax Year 2023 Form 990-N (e-Postcard)
- ▼ Tax Year 2022 Form 990-N (e-Postcard)

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Visalia Senior Gadabouts 2026 Monthly Meeting School January 3 February 7 March 7 april 4 May 2 June 6 July 11 \* Changed due to holicay august 1 September 5 October 3 Movember 7 December 12 + Changed doe to Christmas