



City of Visalia Parks & Recreation Department

Parks  
Make  
Life

# Facility Use Application

345 N Jacob Street, Visalia, CA 93291

Phone 559.713.4365 Fax 559.713.4819 [www.liveandplayvisalia.com](http://www.liveandplayvisalia.com)

All Facilities Owned and Operated by the City of Visalia

Contract Holder: <i>Linda A. Sutton</i>		Event Title: <i>GRADAROVITS Monthly Meeting</i>	
Business/Organization: <i>Visalia Senior Gradarovits</i>		Non Profit ID #: <i>0551519</i>	
Address: <i>30603 ROAD 220</i>		City: <i>Exeter</i>	Zip: <i>93221</i>
Main Phone: <i>559-676-0737</i>		Alternative Phone: <i>559-679-3069</i>	
Email: <i>eveterpas@aol.com</i>			
Alternate Contact (Person authorized to act as representative of contract holder, i.e. an event planner): <i>BARBARA DAVIS</i>			
Phone: <i>559 732 5066</i>		Email:	
Date(s) Requested: <i>Please see attached schedule</i>			
Event Hours: Time needed for setup and cleanup must be included in the event time frame when booking. Start time will be the time you are allowed into the building. End time is the time everyone is out of the facility. Start Time: <i>8:30 AM</i> to End Time: <i>12:30 pm</i>			
Estimated Amount In Attendance: <i>80</i>		Open to Public: <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N	
		Admission Charge: <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N	
Selling Food or Beverage: <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N		Alcohol Served: <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N	
Serving Food or Beverage: <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N <i>24% per yr</i>		Alcohol Sold: <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N ABC License Required for sales	
Food Provided By: <i>Members per yr</i>			
Entertainment: <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N			
Source: <input type="checkbox"/> Band <input type="checkbox"/> DJ/Recorded Music <input type="checkbox"/> Performance			

### Facility Requested:

#### ANTHONY COMMUNITY CENTER

345 N Jacob Street

Gym  Main Room  Room A

#### MANUEL F. HERNANDEZ COMMUNITY CENTER

247 W Ferguson Avenue

Gym

#### VISALIA SENIOR CENTER

310 N Locust Street

Main Room  Activity Room  Craft Room

#### WHITENDALE COMMUNITY CENTER

630 W Beech Street  Main Room

TRULLI HOUSE @ Memorial Park—1550 W Main St

must rent building in conjunction with building  Main Room

### Internal Office Use Only

Date Received

Time Received

Staff Name

## 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 through Friday 8 a.m. – 5 p.m. 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 may 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 of 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 \$25 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.



Virginia Senior Gardens  
2025 Monthly Meeting Schedule

January 04

February 01

March 01

April 05

May 03

June 07

July 12 \* Second Sat  $\Rightarrow$  Holiday

August 02

September 06

October 04

November 01

December 13 \* Second Sat

VISALIA SENIOR GADABOUTS  
30603 ROAD 220  
EXETER, CA 93221  
559.676.0737

CITY OF VISALIA

October 8, 2024

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, for the fiscal year of 2025 we humbly ask that the board consider reducing the rent amount paid for 2024. In 2024 we saw a significant increase in the rent fees from previous years. While we understand that costs are up, we as members of the senior community are not seeing significant increases in our income and many of us are struggling to simply make ends meet. Please help us keep this organization viable and able to support seniors in our community.

Thank you for your consideration.

Sincerely,



Linda Sutton, Treasurer  
Visalia Senior Gadabouts