CITY OF UPLAND

RECREATION & COMMUNITY SERVICES

FACILITY RESERVATION PACKET







WHAT'S INSIDE

Rental Information

Facility Policies

Facility Fees

Reservation Application

COMMUNITY BUILDINGS • MEETING ROOMS • SPECIAL EVENT VENUES

Upland Recreation & Community Services Division
651 W. 15th Street, Upland, CA 91786
(909) 931-4280
www.uplandca.gov

WELCOME!

Whether you are a first-time visitor or regular guest, we hope that the Upland Recreation & Community Services facilities will meet the needs for your upcoming event(s).

Included in this packet are important documents and information that you will need for the completing the reservation process, including a breakdown of rental fees, and rental application for the use of the facility. We suggest that you read all enclosures thoroughly.

When you decide on the date for your event, please complete the "Facility Reservation Request Form", returning in person to the Magnolia Recreation Center located at 651 W. 15th Street, Upland, or via email to uplandrecreation@uplandca.gov. The "Facility Reservation Request Form" will be reviewed to determine date availability and to confirm reservation details and fees.

Upland residents may submit up to twelve (12) months in advance to the date requested. Non-Upland residents may submit up to six (6) months in advance to the date requested.

Upon approval of the "Facility Reservation Request Form", a "Facility Reservation Use Agreement" will be issued authorizing the requested use of the facility. In person, the applicant must sign the "Facility Reservation Use Agreement" and agree to all terms and conditions therein. The Facility Coordinator may attach conditions to the contract, as they deem necessary, for the protection of public health, safety, and welfare of the patrons and the facility. All applicable fees must be paid according to terms provided. By signing your "Facility Reservation Use Agreement", you declare that you understand and agree to adhere to the regulations and policies of the facilities and to indemnify and hold harmless the City of Upland.

Upland Recreation & Community Services Staff looks forward to assisting you and your rental facility needs. If you would like to schedule a tour of our facilities, please contact Upland Recreation and Community Services by phone at (909) 931-4280 or via email at uplandrecreation@uplandca.gov. Please note that you will need to schedule an appointment to view the facilities.

Thank you for choosing the City of Upland for your upcoming event!

Sincerely,
Upland Recreation & Community Services

CITY OF UPLAND FACILITY RESERVATIONS

RESERVATION POLICIES & PROCEDURES

- A City of Upland "Facility Reservation Request Form" must be completed at least thirty (30) days prior to requested date of use. Reservations made less than thirty (30) days in advance of the date requested will be accepted only if the facility and required staffing elements are readily available.
- A facility reservation request must be made in person or via email with the correct form by the applicant on a "first-come, first-served basis" at the Magnolia Recreation Center located at 651 W. 15th Street, Upland. Reservations will NOT be taken over the telephone, by text, or social media.
- Upon approval of the "Facility Reservation Request Form", a "Facility Reservation Use Agreement" will be issued authorizing the requested use of the facility. In person, the applicant must sign the "Facility Reservation Use Agreement" and agree to all terms and conditions therein.
- Facility users are responsible for vacating the reserved space by the end of their approved reservation period, which includes all event activities, setup, cleanup, and removal of all equipment, materials, and attendees.
- The City reserves the right to deny any application, as deemed necessary.
- The City reserves the right to require security whenever it deems it appropriate.
- Supervision by facility staff is necessary for the public's safety and well-being.
- Gambling is not allowed on City property.
- All fundraising efforts (including raffles or donations) must have prior approval from the City, and abide by all state and federal laws, including providing the necessary permits. Additional fees may be required. No monies may be exchanged at the facility without written authorization from the Upland Recreation and Community Services Manager or designee. The Applicant must submit a written request at the time of their reservation.

KITCHEN USE

- Food and Beverage regulations apply to all reservations. Food service must be provided by a licensed and insured caterer, restaurant, or deli.
- For all on-site catered services and cooking, including food trucks, taco carts, barbecue companies, etc., a valid San Bernardino County Public Health Permit may be requested by the reserving party and submitted at least thirty (30) days prior to the reservation date.
- An Entertainment Equipment Permit Fee is required for all on-site catered services rendered at the event.

ALCOHOL

- Alcohol is permitted at City facilities with advanced approval by the Recreation & Community Services Manager or designee. An additional deposit, professional bartender, security guard(s), and Certificate Of Liability Insurance will be required. A permit from the California Department of Alcohol Beverage Control may also be required, depending on the type of event.
- Serving and/or selling of alcoholic beverages may be allowed for a MAXIMUM OF FIVE (5) CONSECUTIVE HOURS. Serving of any alcoholic beverages MUST END ONE (1) HOUR BEFORE the scheduled reservation's conclusion.
- City-approved Security Guard(s) are required to be present at all events where alcohol is served. Cost of the security is the responsibility of the Applicant and is payable to the City of Upland. Applicant must arrange for security to be available a minimum of sixty (60) days prior to event and pay all fees associated with security. Number of security guards is determined by the number of guests:
  - 100 guests-1 security guard; 101-200 guests-2 security guards

CITY OF UPLAND FACILITY RESERVATIONS

INSURANCE REQUIREMENTS

- Insurance certificate and endorsement is required for any group using City facilities and must be received at least thirty (30) business days prior to rental use.
- Applicant shall procure and maintain, at its own cost, comprehensive general liability insurance from an acceptable insurance provider in an amount not less than One Million Dollars ($1,000,000) per occurrence which shall be determined to be acceptable by the Human Resources/Risk Manager covering Applicant against all claims for injuries against persons or damage to property resulting from Applicant's actions in the performance of Applicant's obligations under this Agreement.
- All on-site vendors including, but not limited to caterers, food trucks, bartender, and DJ will be required to submit an an additional insurance certificate and must be received at least thirty (30) business days prior to rental use.

DEPOSITS & PAYMENTS

- To reserve a date, 100% of the total reservation fees must be made at the time of the reservation for all reservations $1000 and under. A minimum payment of 50% of the total reservation fees must be made at the time of the reservation for all reservations over $1000. The remaining balance, cleaning deposit, and alcohol deposit (if applicable) must be paid:
  - Thirty (30) days prior to the reservation date for weekday rentals.
  - Sixty (60) days prior to the reservation date for weekend rentals.
- Credit cards (VISA and MasterCard only), cash, personal check, Cashier's Check, or Money Orders are acceptable methods of payment sixty (60) days or more prior to reservation. Rental fees paid fifty-nine (59) days or less, may not be made by personal check.
- The credit card used for payment must be issued in the reserving party's name.
- Non-profit organization's must provide payment in the form of check or credit card with the non-profit name imprinted on the form of payment.
- Out-of-state checks and temporary checks will not be accepted.
- Reservation payment will only be accepted after the "Facility Reservation Request Form" has been approved by the Recreation Coordinator or designee.

CANCELATIONS/CHANGES/REFUND POLICY

- Cancelations and changes must be made in person, during office hours: Monday through Thursday, 8:00 a.m. -6:00 p.m. Closed on major holidays. Phone messages will not be accepted.
- The City will not be liable to applicant for any outside costs incurred due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, City emergencies that cause facilities to open as emergency shelters, governmental acts or omissions, changes in laws or regulations, national strikes, fires, or explosion. If a facility rental is cancelled for any of the above reasons, applicant will receive a full refund on any facility rental fees paid.
- A fee of $100 will be assessed for cancelations made in person, at least four (4) weeks prior to the event.
- No refunds other than the deposit will be provided for cancellations made less than four (4) weeks prior to the event.

CITY OF UPLAND FACILITY RESERVATIONS

FACILITIES

Carnegie Library: 123 East "D" Street, Upland

- Maximum capacity: 80/table seating 90/audience seating
- Equipment included with rental fee :
  - Tables, chairs, and kitchenette. Audio/visual, if available.

George M. Gibson Senior Center: 250 N. Third Avenue, Upland

- Dining Room maximum capacity: 125
- Arts & Crafts Room maximum capacity: 30
- Equipment Included with rental fee:
  - Tables, chairs, kitchen (Dining Room rental only), dual-entry refrigerator, and ice maker. Audio/visual, if available.

Landecena Family Community Center: 1325 San Bernardino Road, Upland

- Maximum capacity: 125
- Equipment included with rental fee:
  - Tables, chairs, and kitchenette. Audio/visual, if available.

Magnolia Recreation Center: 651 W. 15th Street, Upland

- North Hall maximum capacity: 150
- South Hall maximum capacity: 125
- Equipment included with rental fee:
  - Tables, chairs, and kitchen (North Hall only). Audio/visual, if available.

Historic Downtown Upland Gazebo: 9th Street & 2nd Avenue, Upland

- Maximum capacity: Based on event request
- Equipment included with rental fee:
  - No equipment included with rental fee

San Antonio Park Waiting Station: 24th Street & Mountain Avenue, Upland

- Maximum capacity: 50
- Equipment included with rental fee:
  - No equipment included with rental fee

Veterans' Monument: 460 N. Euclid Avenue, Upland

- For use for memorial services of fallen soldiers, Veterans, and federally recognized military holidays.
- Maximum Capacity: 500
  - No equipment included with rental fee

CITY OF UPLAND FACILITY RESERVATIONS

GROUP DEFINITIONS

Group 1A-Internal:
City of Upland sponsored and co-sponsored classes, events, and programs, and governmental agencies serving Upland residents.

Group 1B-Upland Community Based Organizations (CBOs):
Upland Community Based Organizations (Approved) and Upland Unified School District.

Group 2-Non-Profit Organizations:
A 501c3 organization with Articled of Incorporation listing them as a non-profit.

Group 3-Upland Residents & Businesses

Group 4-Non-Resident/For-Profit Organizations

CARNEGIE LIBRARY

Carnegie Library: Great Room

	1st 4 Hours	Each Add. Hr.
Internal	Free	
UCBO's & UUSD	Free	
Non-Profit Organizations	$100	$60
Upland Residents & Businesses	$300	$120
Non-Resident & For-Profit	$500	$150

GIBSON SENIOR CENTER

GIBSON SENIOR CENTER: Dining Room

	1st 4 Hours	Each Add. Hr.
Internal	Free	
UCBO's & UUSD	Free	
Non-Profit Organizations	$125	$20
Upland Residents & Businesses	$350	$60
Non-Resident & For-Profit	$400	$60

GIBSON SENIOR CENTER: Arts & Crafts Room

	1st 4 Hours	Each Add. Hr.
Internal	Free	
UCBO's & UUSD	Free	
Non-Profit Organizations	$60	$11
Upland Residents & Businesses	$150	$40
Non-Resident & For-Profit	$200	$40

LANDECENA COMMUNITY BUILDING

LANDECENA COMMUNITY BUILDING: Great Room

	1st 4 Hours	Each Add. Hr.
Internal	Free	
UCBO's & UUSD	Free	
Non-Profit Organizations	$75	$15
Upland Residents & Businesses	$300	$60
Non-Resident & For-Profit	$350	$60

CITY OF UPLAND FACILITY RESERVATIONS

MAGNOLIA RECREATION CENTER

NORTH HALL

	1st 4 Hours	Each Add. Hr.
Internal	Free	
UCBO's & UUSD	Free	
Non-Profit Organizations	$125	$20
Upland Residents & Businesses	$350	$60
Non-Resident & For-Profit	$400	$60

SOUTH HALL

	1st 4 Hours	Each Add. Hr.
Internal	Free	
UCBO's & UUSD	Free	
Non-Profit Organizations	$50	$15
Upland Residents & Businesses	$225	$40
Non-Resident & For-Profit	$275	$40

OUTDOOR RESERVABLE SPACES

MAGNOLIA COURTYARD

	1st 4 Hours	Each Add. Hr.
Internal	Free	
UCBO's & UUSD	Free	
Non-Profit Organizations	$125	$20
Upland Residents & Businesses	$350	$60
Non-Resident & For-Profit	$400	$60

VETERANS' MONUMENT

	1st 4 Hours	Each Add. Hr.
Memorial Services/Fallen Soldier	Free	
Veterans/Federal Military Holidays	Free	
Private Groups	$60	$15
Non-Resident & For-Profit	$120	$30
Refundable Deposit	$400	

SAN ANTONIO PARK WAITING STATION

	1st 4 Hours	Each Add. Hr.
All Reserving Parties	$180	$45
Refundable Deposit	$50	

HISTORIC DOWNTOWN UPLAND GAZEBO

	1st 4 Hours	Each Add. Hr.
All Reserving Parties	$75	$25
Refundable Deposit	$50	

ADDITIONAL FEES:

Application Fee: ..... **$10 Per Agreement**
Facility Attendant: ..... **$45 Per Hour**
Entertainment Equipment Fee: ..... **$30/One-Time Permit Fee**
Special Services Fee (Tables & Chairs Set Up & Tear Down): ..... **$100/One-Time Permit Fee**
Non-Residency Fee: ..... **$30/One-Time Permit Fee**
Administrative Fee (If Alcohol Is Served): ..... **$50/One-Time Permit Fee**
Damage Deposit: **$500**
Security Deposit (If Alcohol Is Served): **$500**
Change Fee: ..... **$10/Per Change**
Cancelation Fee: **$100**

CITY OF UPLAND FACILITY RESERVATIONS

Applicant: _____ Date: _____

Organization: _____ Tax I.D.#: _____

Street Address: _____ City: _____ Zip: _____

Day Telephone: _____ Email: _____

EVENT INFORMATION

Requested Date:	Type of Event:	Set-Up Time: To	Event Time: To	Clean-Up-Time: To

Estimated Attendance: _____ 17 Yrs. & Under: _____ Adult: _____	Will Food Be Served? Y ☐ N ☐ Will The Event Be Catered? Y ☐ N ☐	Name/Phone Of Caterer?
On-Site DJ? Y ☐ N ☐	Will Alcohol Be Served? Y ☐ N ☐	Will Alcohol Be Sold? Y ☐ N ☐

FACILITY INFORMATION

Magnolia Recreation Center
651 W. 15th Street, Upland
☐ North Hall: 150 Maximum (Kitchen Area Included)
☐ South Hall: 125 Maximum (Rectangle Tables Only)

☐ **Landecena Community Building**
1325 San Bernardino Road, Upland
Great Room: 125 Maximum

☐ **Carnegie Library**
123 E. D Street, Upland
Great Room: 80 Maximum

Gibson Senior Center
250 N. Third Avenue, Upland
☐ Dining Room: 125 Maximum (Kitchen Area Included)
☐ Arts & Crafts Room: 30 Maximum

☐ **San Antonio Park Waiting Station**
2393 San Bernardino Road, Upland

☐ **Veteran's Monument**
460 N. Euclid Avenue, Upland

☐ **Historic Downtown Upland Gazebo**
9th Street & 2nd Avenue, Upland

I hereby state the information provided is correct and to the best of my knowledge. I understand the requested reservation is subject to review and availability. Submission of this form is not a guarantee of a facility rental.

Signature: _____ **Date:** _____

Facility Rental Fee:	$
Facility Attendant Fee:	$
Non-Residency Fee:	$
Entertainment Fee:	$
Special Services Fee:	$
Alcohol Admin. Fee:	$
Permit Fee:	$ 10.00
Deposit:	$ 500.00
Alcohol Deposit:	$
Total Amount Due:	**$**
Revised Fee:	$
Revised Fee:	$
Revised Fee:	$

FOR OFFICE USE ONLY

Updated: 10.01.26