

Facility Rental Guidelines: Community Centers

1. **Reservation and Insurance**
 - Submit the Community Center Rental Request form; availability will be confirmed by staff.
 - Provide required insurance as per the Community Center Insurance Requirement document.
 - Notification of approval and payment details will be sent via email.
2. **Admittance and Capacity**
 - Access is allowed only for the reserved date and time.
 - Exceeding capacity will terminate the rental due to safety concerns.
3. **Rental Hours**
 - Rentals cannot extend past 9:00 PM, including cleanup, unless authorized.
4. **Cancellations/Changes**
 - Notify the Center at least three days in advance for cancellations or changes.
 - Paid center rental funds cannot be transferred to another center.
 - Refunds take 4-6 weeks and are subject to fees. No refunds for same-day cancellations.
 - All cancellations and change requests must be made in writing.
5. **Law Enforcement**
 - Law enforcement presence may be required at the renter's expense.
 - All persons must adhere to Orange County Community Action Division policies.
 - Facility staff can enforce policies with assistance from County Sheriff Police officers if needed.
 - Center Supervisor or designee can ban or remove anyone for inappropriate or threatening behavior.
 - Renters must ensure guests comply with policies; failure to comply may lead to rental agreement termination without refund.
6. **Parking**
 - Parking is not guaranteed. Unauthorized or abandoned vehicles may be towed at the owner's expense.
7. **Decorations**
 - No stapling, tacking, or taping decorations without approval. No confetti.
 - Remove decorations and clean up debris before leaving.
8. **Smoking and Flames**
 - Smoking is prohibited within 10 feet of any structure; no open flames allowed.
9. **Supervision**
 - Supervise all attendees, especially those under 18, to ensure safety and protect property.
10. **Noise**
 - Excessive noise or amplified sound is prohibited per the Orange County Noise Ordinance.

11. Clean Up/Damages

- Renter is responsible for cleanup and completion of checklist at the end of event.
- The **deposit will not be returned**, and additional charges will apply for any damage or additional time used.

12. Communication

- Direct communication through an authorized representative with the Center Supervisor.

13. Subletting

- Subletting or brokerage of the facility is prohibited and may result in revocation of the agreement, future restrictions, and legal action.
- Participants/teams may be required to present proof of their association with the named rental organization and verify coverage under the renter's liability insurance.

14. Tents/Amusements

- No water-based structures or games allowed. Large tents require an additional permit.

15. Safety

- Renters must conduct safety checks and report issues to staff before the rental begins. Starting the rental implies agreement on facility safety.
- Vacate the area at the end of rental time; entry only during permitted times.
- Report any unsafe conditions before the rental; no loitering afterward.
- Orange County is not responsible for lost or stolen items.
- No signs left on property; no pre/post-activity storage provided.

Designated Locations:

1. East Orange Community Center
2. Holden Heights Community Center
3. John H. Bridges Community Center – Basketball Court
4. Maxey Community Center
5. Multicultural Center
6. Pine Hills Community Center
7. Taft Community Center
8. Willow Street