



CITY OF NEWMAN

LOUIS J. NEWMAN MEMORIAL CENTER

RENTAL APPLICATION

Name of Applicant: _____ Address: _____

City: _____ Phone: _____

Date of Activity: _____ Time (include set-up & clean-up) From: _____ To: _____

Type of Activity: _____ Expected Attendance for each/all days (the facility has tables and chairs for 200): _____

Age Group: _____ Dance? Yes ☐ No ☐ (If yes, must complete form on page 5; \$25.00 fee.)

Alcohol Being Served? Yes ☐ No ☐ Exact hours alcohol will be served from _____ to _____

For sale? Yes ☐ No ☐ (If available for sale, a letter must be obtained from the Police Department for State ABC Permit)

Will food be prepared and/or served from the kitchen? Yes ☐ No ☐ (For beverages only, check no).

I hereby certify that the above is true and correct and that I have read and understand the attached set of rules and regulations governing the use of L.J. Newman Memorial Center 649 Orestimba Rd, Newman, CA 95360 and do hereby agree to be bound by such rules and regulations. THE TENANT MUST HAVE LIABILITY INSURANCE NAMING THE CITY AS AN ADDITIONAL INSURED FOR \$1,000,000.00 FOR ALL DATES THE BUILDING WILL BE IN USE. This includes Each Occurrence and Damage to Rented Premises. In case of suit brought for recovery of premises or any sum due hereunder, or because of any act which may arise out of the use of the premises, renter shall pay to the City of Newman all of the costs in connection including, but not limited to, attorney fees, whether or not the action proceeds the judgment. Full payment and all required clearances (including insurance certificate and endorsement) must be received no later than 2 weeks from date of event. _____ Initials

Signed _____ Date _____
Responsible Party

Indicate where refund check should be mailed if different from above.

Name: _____ Address: _____

City: _____ Zip: _____

Liability Insurance Premium _____ \$ _____

Cleaning/Damage Deposit _____ \$ _____

Rental Fee _____ \$ _____

Dance Permit Fee _____ \$ _____

Total Fees _____ \$ _____

Certificate of Insurance ☐

Dance Permit ☐

All fees must be paid by: _____

City Hall Office Use Only-Payment Record

	Beginning Total \$ _____
Date Received _____	Amount Received \$ _____
	Balance Due \$ _____
Date Received _____	Amount Received \$ _____
	Balance Due \$ _____
Date Received _____	Amount Received \$ _____
	Balance Due \$ _____

Refund Deposit of \$ _____

Date: _____

Key Pick-Up (The key is to be picked up on the last business day prior to the date of use)

Key Returned Date: _____

LOUIS J. NEWMAN MEMORIAL BUILDING RENTAL RATES

PRIVATE USE-RESIDENT OF NEWMAN/CROWS LANDING UNIFIED SCHOOL DISTRICT

Rental per day (Mon-Fri).....	\$350.00 (1 day)
9:00 am through Midnight	
Saturday and Sunday.....	\$750.00 (2 days)
7:00 am Saturday through Midnight on Sunday	
Weekend.....	\$900.00 (3 days)
3:00 pm Friday through Midnight on Sunday	
Cleaning, breakage, loss or damage deposit.....	\$300.00 (Deposit payable at time of reservation)

To qualify for the **residential rate**, the renter must be currently residing within the Newman Crows Landing Unified School District (must provide proof of residency) and must be current on all their outstanding bills with the City of Newman.

☐ **Verified Residency**

PRIVATE USE- NON-RESIDENT

Rental per day (Mon-Fri).....	\$500.00 (1 day)
9:00 am through Midnight	
Saturday & Sunday.....	\$1,000.00 (2 days)
7:00 am Saturday through Midnight on Sunday	
Weekend.....	\$1,150.00 (3 days)
3:00 pm Friday through Midnight on Sunday	
Cleaning, breakage, loss or damage deposit.....	\$500.00 (Deposit payable at time of reservation)

LOCAL COMMUNITY SERVICE ORGANIZATION/NONPROFIT

Rental per day (Mon-Fri).....	\$125.00 (1 day)
9:00 am through Midnight	
Saturday and Sunday.....	\$750.00 (2 days)
7:00 am Saturday through Midnight on Sunday	
Weekend.....	\$900.00 (3 days)
3:00 pm Friday through Midnight on Sunday	
Cleaning, breakage, loss or damage deposit.....	\$75.00 (Deposit payable at time of reservation)

To qualify for the **Local Community Service Organization rate**, the renter must qualify as a local public or private nonprofit organization according to NMC §11.09.100 and the event must be for conducting a function of the organization and not a private party for a portion of its members.

If it is discovered after the fact that the renter does not qualify for the **residential rate**, or the **local community service organization rate**; the **out of town rate** will be charged and will be due prior to the event; or if the event has already taken place, a retroactive bill for the **out of town rate** will be charged.

☐ **Tax exemption number provided and verified.**

PLEASE SEE THE ATTACHED APPLICATION FOR A DANCE PERMIT (PAGE 5). A DANCE PERMIT IS REQUIRED FOR ANY KIND OF MUSIC. SAID PERMIT NEEDS TO BE APPROVED AND SIGNED BY THE NEWMAN POLICE DEPARTMENT. THEY WILL DETERMINE IF AND HOW MANY SECURITY GUARDS ARE REQUIRED FOR YOUR EVENT. THERE IS A FEE OF \$25 PAYABLE AT CITY HALL WITH YOUR DEPOSIT AND RENTAL FEES.

Rules and Regulations for Use of City Owned Facilities

RENTER'S RESPONSIBILITIES: The renter shall be responsible for any and all damages and/or losses to the building and surrounding property. This includes actions by any individuals or guests associated with the event. The renter shall be financially liable for the full and actual costs. The extent of the amount shall be determined by the City. **If there is a problem with the facility, please call (209) 678-0352 and the public works on-call person can assist you.**

The renter is allowed to enter the building during the **designated rented** time only. The building must be cleaned and all items removed during the rental time period. **Additional Charges may be incurred if early entry or late departure occurs.** The City is not responsible for items left unattended in the Building. Responsibilities also include complete and thorough cleaning of the facility, including the disposal of all food and garbage; washing and storing of City-owned utensils, tables and chairs; mopping and cleaning of counters, floors and restrooms. City equipment shall be used with care and not removed from the building.

RESERVATIONS: To reserve a City of Newman Building: A completed application must be submitted to City Hall. A deposit is required to ensure the building's availability. The balance of the rental fees and the completed application, permits, approvals and insurance certificate is due **two (2) weeks prior to the reserved date**. Failure to comply may result in the building being rented to another party.

APPLICATION: An application can be obtained at City Hall. **The application constitutes a legal contract and shall be signed by an individual 21 years or older.** The individual affixing his signature assumes the responsibility and liability for the organization or group he is representing in the use of the City-owned facility. Signature of the applicant shall verify that the applicant has read and understands the Rules and Regulations and agrees to abide by such. A **Hold Harmless** agreement absolving the City from liability arising out of the use of the building shall be made part of the applications process. **A certificate of Insurance naming the City as an additional insured for \$1,000,000 is required.**

CANCELLATION BY RENTER: A person may cancel their reservation and receive a full refund of fees paid if notice is given **three (3) weeks prior to the date**. After that time, the City will retain 50% of the deposit.

CANCELLATION BY THE CITY: The City reserves the right to cancel any and all reservations for any reason without notice if:

1. The City has reason to believe that the use of the building for the intended purpose may be detrimental to the health, safety or welfare of the City or its residents, or
2. The City may also cancel any and all reservations if deemed necessary in case of emergency or building problems.

DEPOSITS: The deposit will be returned in full following the event and after the building has been inspected by City personnel. The funds will be available the day after Council's approval of warrants. (It could take up to two weeks.) The deposit or a portion thereof will be retained if:

1. The building is not left in a clean and undamaged condition.
2. The key is not returned the next business day following the event.
3. City staff is called out for unnecessary reason (such as failure to pick up key, etc.).
4. The floors are not swept and mopped.
5. The garbage in the kitchen, banquet and bathroom areas are not dumped.
6. The washing and storing of City-owned utensils is left undone or is unsatisfactory.
7. Chairs and tables are not returned to storage room.
8. The parking lot and perimeter is not clean.

Any pre-existing condition of damage or unclean areas within the building must be brought to the City's attention prior to the event or the renter will assume responsibility. **You may call (209) 678-0352 and the public works on call person can assist you.** Costs exceeding the deposit become the liability of the renter and will be billed the amount due accordingly.

ALCOHOLIC BEVERAGES: The City must be notified of any pending use of alcoholic beverage in any City building. The following regulations apply:

1. Security personnel shall be retained for the duration of the entire event.
2. Verification that the applicant has retained the required number of security personnel by an authorized company, from the Police Department, is needed at least ten (10) days prior to the rental date.
3. No alcoholic beverages shall be consumed in the street, parking lot or property surrounding the building. If alcoholic beverages are consumed in the park, an additional "Alcohol Permit" is required.
4. **No alcoholic beverages shall be sold or served to minors.**
5. Alcoholic beverages may be offered for **SALE** only by "local public or other private nonprofit organizations." Any such organization engaged in the sale of alcoholic beverages must secure either or both of the following:
 - A. A twenty four (24) hour sale of liquor permit issued by the Alcoholic Beverage Control Board for the day and place specified only.
 - B. A valid liquor catering license issued by the Alcoholic Beverage Control Board of the State.

SUBLEASE PROHIBITED: It shall be unlawful for any person or organization to sublease or to assign, wholly or in part, any rental rights granted by the City to any person or organization.

DANCES: Dances for which admission is charged may be held only by local public or private nonprofit organizations. A **DANCE PERMIT** shall be obtained for any dance to be held in any public buildings through the Police Department. Any dance to be held at the Louis J. Newman Memorial Center must have a permit filled out and signed by the Police Department. The form is available on this application.

FUND RAISING ON CITY PROPERTY: Fund raising on/within any City Property by any private person is prohibited. Fund raising by local civic/nonprofit organizations is allowed, provided all rules are adhered to. Fees are addressed by Resolution. **SEE NEWMAN MUNICIPAL CODE FOR COMPLETE RULES AND REGULATIONS.**

DANCE PERMIT APPLICATION

Date of Dance: _____ Location of Dance: **Louis J. Newman Memorial Center**

Name of Applicant: _____ Address: **649 Orestimba Road, Newman, CA**

Phone: _____ Estimated Attendance: _____ Hours: From _____ To _____

Check One: Band ☐ DJ ☐ Stereo ☐

Will Alcoholic Beverages be served? Yes ☐ No ☐

Exact hours alcohol will be served From: _____ To: _____

Will Alcoholic Beverages be sold? Yes ☐ No ☐ (If yes, must have letter from Police Department)

**YOU MUST PROVIDE A COPY OF YOUR SECURITY CONTRACT TO THE
POLICE DEPARTMENT.**

FOR CITY USE ONLY

Chief of Police: _____ Number of Security Guards/Officers Required: _____

**THE FOLLOWING SECURITY COMPANIES ARE LICENSED BY
THE CITY OF NEWMAN**

Avalos Security Service

342 Roselawn Ave.
Modesto Ca. 95351
(209) 422-1690

Aztlan Security Services

1342 MAIN ST. STE 2 i
Newman CA. 95360
(909) 263-9657

Grewal Security Services

2932 Campbell Lane
Tracy CA. 95377
(209) 879-2008

Guardco Security Services

1360 West 18th Street
Merced, CA 95340
(209) 723-4273

Ontel Security Services, Inc

708 "L" Street
Modesto, CA 95354
(209) 521-0200

Please note: Any other security company not listed above is not allowed to provide security services unless they obtain a City of Newman Business License.

Special Events Insurance

You can secure coverage through your own home owners insurer or HUB International:

<https://www.hubinternational.com/programs-associations/event-insurance/>

Phone (925) 609-6500; Fax: (925) 609-6550

400 Taylor Blvd., Suite 300, Pleasant Hill, CA 94523

Contact: Joy Cummings

Email: specialevent@hubinternational.com

Louis J. Newman Memorial Center Rental Inspection Checklist

The following (pages 8-11) is the Rental Inspection Checklist utilized by City staff to inspect the building after each use/rental. The City reserves the right to revise the checklist at any time without notice. Please be aware that any damages, cleaning costs and/or repairs shall be the responsibility of the user/renter.

In an effort to prevent damage to the facility and grounds, please review and observe the following regulations for the Louis J. Newman Memorial Center Building:

1. Tampering with light fixtures or other building equipment or furnishings is prohibited
2. No items may be attached to walls, ceilings, windows and /or lighting fixtures, etc. Nothing may be taped, stapled, thumb tacked, nailed or otherwise attached to the structure. Delicate surface painter's tape (i.e. 'Blue Tape') is permissible.
3. Tables and Chairs shall not be dragged across flooring; provided table racks and chair dollies shall be utilized.
4. No open flames (except small tabletop votive candles in glass, metal or ceramic holders or birthday cake candles or candles used during a religious or similar ceremony) without approval by the Fire Chief.
5. No cooking activities or equipment shall occur or be placed within the Multi-Use (Main) Room; all food preparation and cooking shall be limited to the Kitchen and outdoor BBQ Area only. Outdoor BBQ trailers/smokers are permissible with Fire Chief approval.
6. Confetti is prohibited with the exception of outdoor-only use of bird seed, Ecofetti™ and Designer Wedding Rice™.
7. Use of silly string is prohibited.
8. Fog machines are permitted on cement or ground areas only.
9. Smoking is prohibited.
10. City staff is not authorized to sign for any deliveries. Any scheduled deliveries must be made during the reservation time only and the renter must accept all deliveries.
11. Maximum capacity (200 dining) as established by the Fire Marshall's Office shall be observed. Events that exceed maximum limits may be shut down, and the group will forfeit their deposits and risk suspension of future reservations.
12. Report all damages, malfunctions, or any other issue to the City **immediately**:
Monday-Friday, 8:00am-5:00pm (excluding holidays): (209) 862-3725
After hours: (209) 678-0352

Rental Inspection Checklist L.J. Newman Memorial Center 649 Orestimba Road

Renter Name: _____

Date: _____

General

Lights Off?	Yes ☐	No ☐	Refrigerator/Freezer Empty?	Yes ☐	No ☐
AC/Heater Off?	Yes ☐	No ☐	All Doors Locked?	Yes ☐	No ☐
Stove/Oven Off?	Yes ☐	No ☐	Dumpster Locked?	Yes ☐	No ☐

Multi-Use (Main) Room

Item	Condition Check-Out
Main Doors (2)	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents, stains, missing weather stripping, etc.
Paint/Walls	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains. Check walls and trim around entire room.
Ceiling	No tape, nails, staples, pins, streamers, fishing lines, glue, etc. No damaged tiles (incl. misplaced or stained). Check for unauthorized ceiling mounts, clips, etc.
Floors	Swept, Mopped, No damage such as scratches, gouges, broken tiles, etc.
Windows	No tape, streamers, glue, etc. No damage such as broken/cracked blocks, etc.
Light Fixtures	All intact, clean and operational.
Outlets	All intact, clean and operational.
Cameras	Intact, clean, no obstructions or damage.
Is Room Clear?	All tables and chairs properly stored in Storage Rooms, excluding 2 chair dollies which are stored by Storage Room 1 doors.
Miscellaneous	Are Picture Frames on southern wall intact, mounted securely and without damage?

Storage Room 1

Item	Condition Check-Out
Closet Doors (2)	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains.
Paint/Walls	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains
Ceiling	No tape, nails, staples, pins, streamers, fishing lines, glue, etc. No damaged tiles (incl. misplaced or stained)
Floors	Swept, Mopped, No damage such as scratches, gouges, broken tiles, etc.
Windows	No tape, streamers, glue, etc. No damage such as broken/cracked blocks, etc.
Light Fixtures	All intact, clean and operational. Does light turn on/off?
Outlets	All intact, clean and operational.
Tables & Chairs	Clean, Damage Free & Properly Stacked On Their Respective Racks/Dollies*. Are they all accounted for? (36 Tables and 68 Chairs)
Table/Chair Racks	Clean, Damage Free, Wheels Operational. Tables and Chairs properly stacked*.
Fire Code	No items stored in the designated clearance area.
Miscellaneous	Is the wall mount broom/mop rack attached to the northern wall by the sink?

**Refer to Layout Charts*

Storage Room 2

Item	Condition Check-Out
Closet Door (1)	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains.
Paint/Walls	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains
Ceiling	No tape, nails, staples, pins, streamers, fishing lines, glue, etc. No damaged tiles (incl. misplaced or stained)
Floors	Swept, Mopped, No damage such as scratches, gouges, broken tiles, etc.
Windows	No tape, streamers, glue, etc. No damage such as broken/cracked blocks, etc.
Light Fixtures	All intact, clean and operational. Does light turn on/off?
Outlets	All intact, clean and operational.
Chairs	Clean, Damage Free & Properly Stacked On Their Respective Racks/Dollies*. Are they all accounted for? (68 Chairs)
Chair Racks	Clean, Damage Free, Wheels Operational. Tables and Chairs properly stacked*.
Fire Code	No items stored in the designated clearance area.
Miscellaneous	Are the 2 wall mount broom/mop clips attached to the northern wall by the sink?

**Refer to Layout Charts*

Kitchen

Item	Condition Check-Out
Main Door (1)	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents, stains, missing weather stripping, etc.
Kitchen Doors (2)	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains
Roll-Up Door	Clean, operational, no damage (i.e. dents, off the track, etc.)
Refrigerator	Empty, Clean & Free of spills. Doors and shelves are intact and operational
Microwave & Oven	Empty, Clean & Free of spills. Doors, surfaces and knobs are intact and operational.
Burners/ Griddle	Clean, free of debris and operational.
Cabinets	Clean & all personal belongings removed. No damage (incl. broken locks/handles/hinges &/or stains)
Paint/Walls	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains.
Ceiling	No tape, nails, staples, pins, streamers, fishing lines, glue, etc. No damaged tiles (incl. misplaced or stained)
Floors	Swept, Mopped, No damage such as scratches, gouges, broken tiles, etc.
Light Fixtures	All intact, clean and operational.
Outlets	All intact, clean and operational.
Sink/Drain	Clean, free of debris. Sink trap clean, no standing water.
Faucets	Clean, no leaks.
Garbage Disposal	Clean, free of debris, no trapped food.
Counter Surfaces	Clean, free of water spots, debris. No damage (such as dents, scratches, burn marks, etc.)
Fan/Hood	Clean and operational
Windows	No tape, streamers, glue, etc. No damage such as broken/cracked blocks, etc.
Trash	All garbage removed and placed in outside dumpster, fresh liners in all cans.
Accessories	Are 3 kitchen towels accounted for?

Men's Bathroom

Item	Condition Check-Out
Main Door (1)	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents, stains, missing weather stripping, etc.
Partitions	Clean, No damage (including broken locks/handles/hinges and/or stains)
Paint/Walls	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains.
Ceiling	No tape, nails, staples, pins, streamers, fishing lines, glue, etc. No damaged tiles (incl. misplaced or stained)
Floors	Swept, Mopped, No damage such as scratches, gouges, broken tiles, etc.
Light Fixtures	All intact, clean and operational.
Outlets	All intact, clean and operational.
Faucets	Clean, no leaks.
Toilet/Urinals	Clean, free of debris, no plugs or overflows.
Sinks/Drain	Clean, free of debris, no plugs or overflows.
Counter Surfaces	Clean, free of water spots, debris. No damage (such as dents, scratches, etc.)
Fan	Clean and operational
Windows	No tape, streamers, glue, etc. No damage such as broken/cracked blocks, etc.
Trash	All garbage removed and placed in outside dumpster, fresh liners in all cans.
Accessories	Is garbage can and lid/flipper present? Is soap dispenser operational?

Women's Bathroom

Item	Condition Check-Out
Main Door (1)	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents, stains, missing weather stripping, etc.
Partitions	Clean, No damage (including broken locks/handles/hinges and/or stains)
Paint/Walls	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains.
Ceiling	No tape, nails, staples, pins, streamers, fishing lines, glue, etc. No damaged tiles (incl. misplaced or stained)
Floors	Swept, Mopped, No damage such as scratches, gouges, broken tiles, etc.
Light Fixtures	All intact, clean and operational.
Outlets	All intact, clean and operational.
Faucets	Clean, no leaks.
Toilet	Clean, free of debris, no plugs or overflows.
Sinks/Drain	Clean, free of debris, no plugs or overflows.
Counter Surfaces	Clean, free of water spots, debris. No damage (such as dents, scratches, etc.)
Fan	Clean and operational
Windows	No tape, streamers, glue, etc. No damage such as broken/cracked blocks, etc.
Trash	All garbage removed and placed in outside dumpster, fresh liners in all cans.
Accessories	Are garbage cans and lids/flippers present? Is soap dispenser operational?

Bathroom Alcove

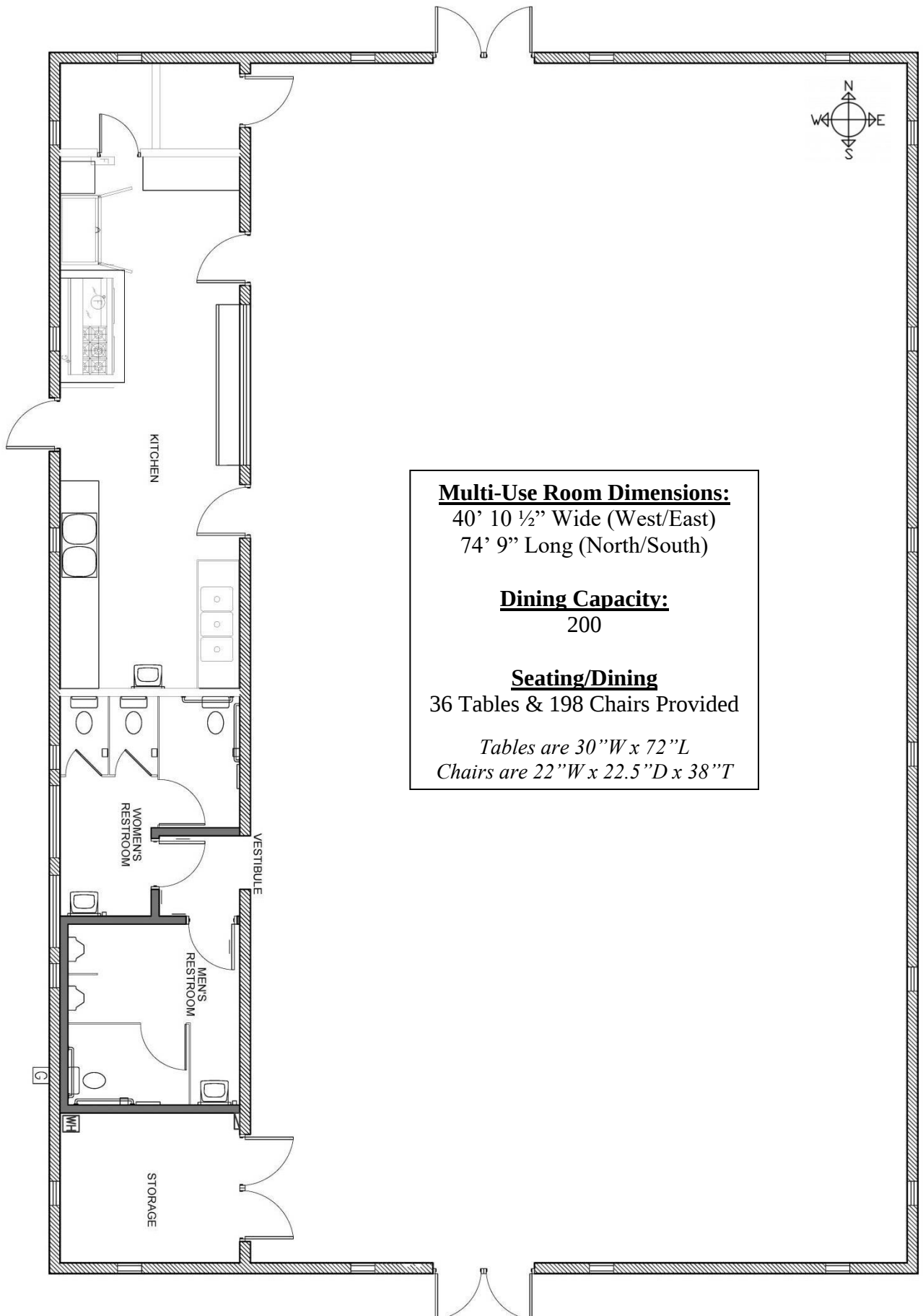
Item	Condition Check-Out
Paint/Walls	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains.
Ceiling	No tape, nails, staples, pins, streamers, fishing lines, glue, etc. No damaged tiles (incl. misplaced or stained)
Floors	Swept, Mopped, No damage such as scratches, gouges, broken tiles, etc.
Light Fixtures	All intact, clean and operational.

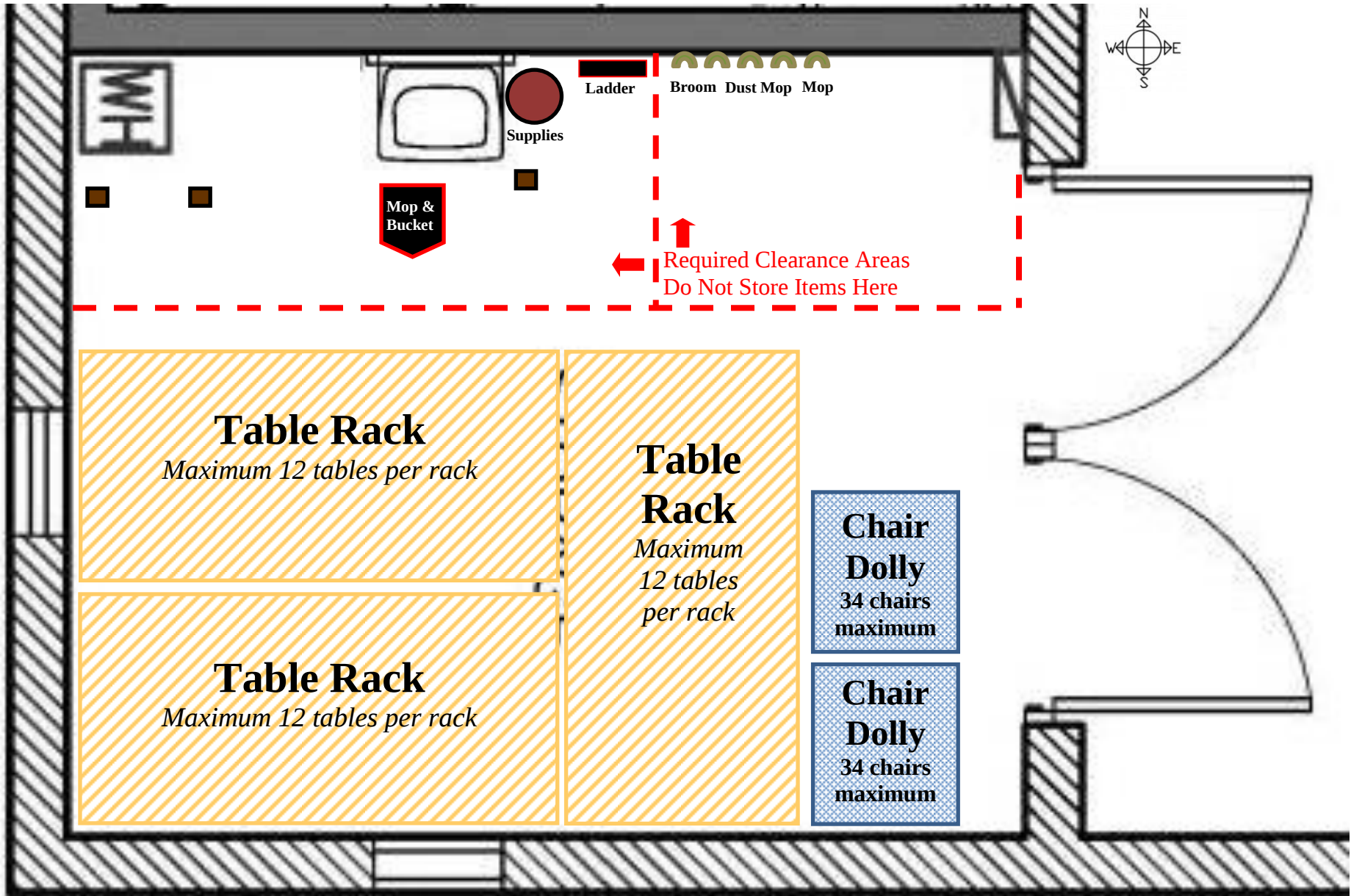
Outside Area

Item	Condition Check-Out
Walls	No tape, nails, staples, pins, streamers, glue, etc. No damage such as scratches dents or stains.
Doors	No damage such as scratches dents, stains, missing weather stripping, etc. Door Mat is inside.
Light Fixtures	All intact, clean and operational.
Outlets	All intact, clean and operational.
Cameras	Intact, clean, no obstructions or damage.
Parking Areas	Western & Southern lots are free of debris
Landscaping	No damage to plants, grass, trees. etc. (i.e. burn spots, pulled plants, broken sprinklers, etc.)
BBQ Pit	Clean, free of debris (including ash, soot, charcoal, matches, etc.)
Picnic Tables	Clean and free of debris
Dumpster Area	All garbage bagged and placed within dumpster. If full, bags neatly placed beside dumpster.



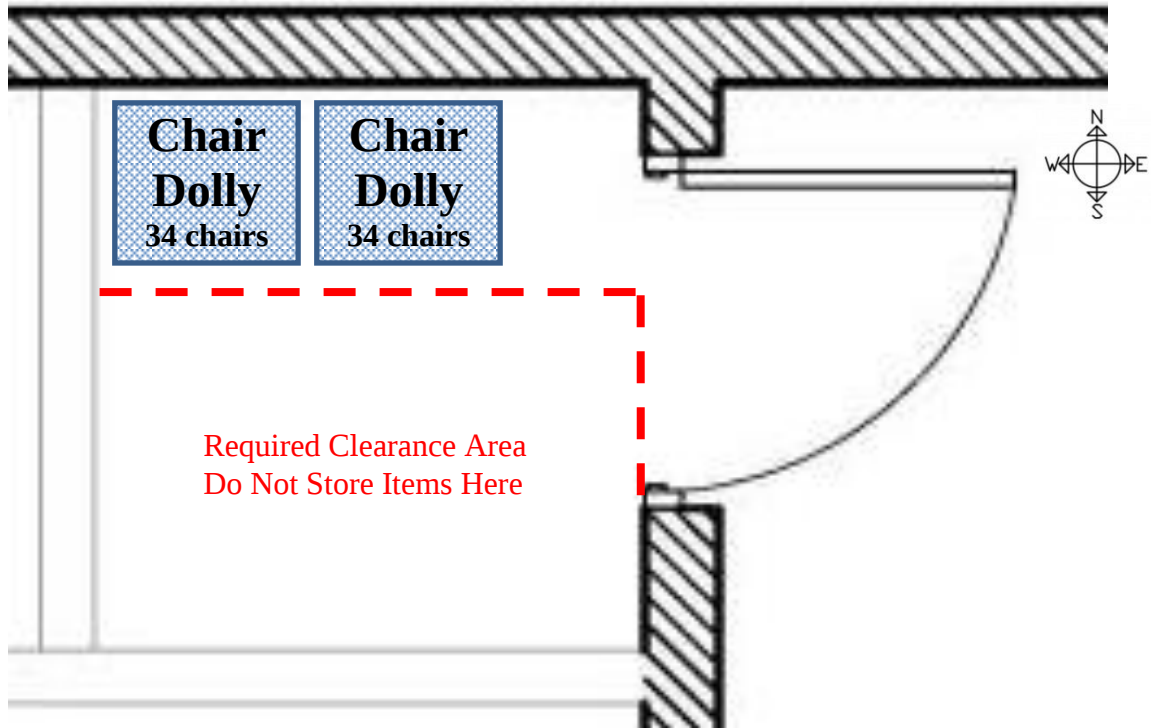
FLOOR PLAN
L.J. NEWMAN MEMORIAL BUILDING





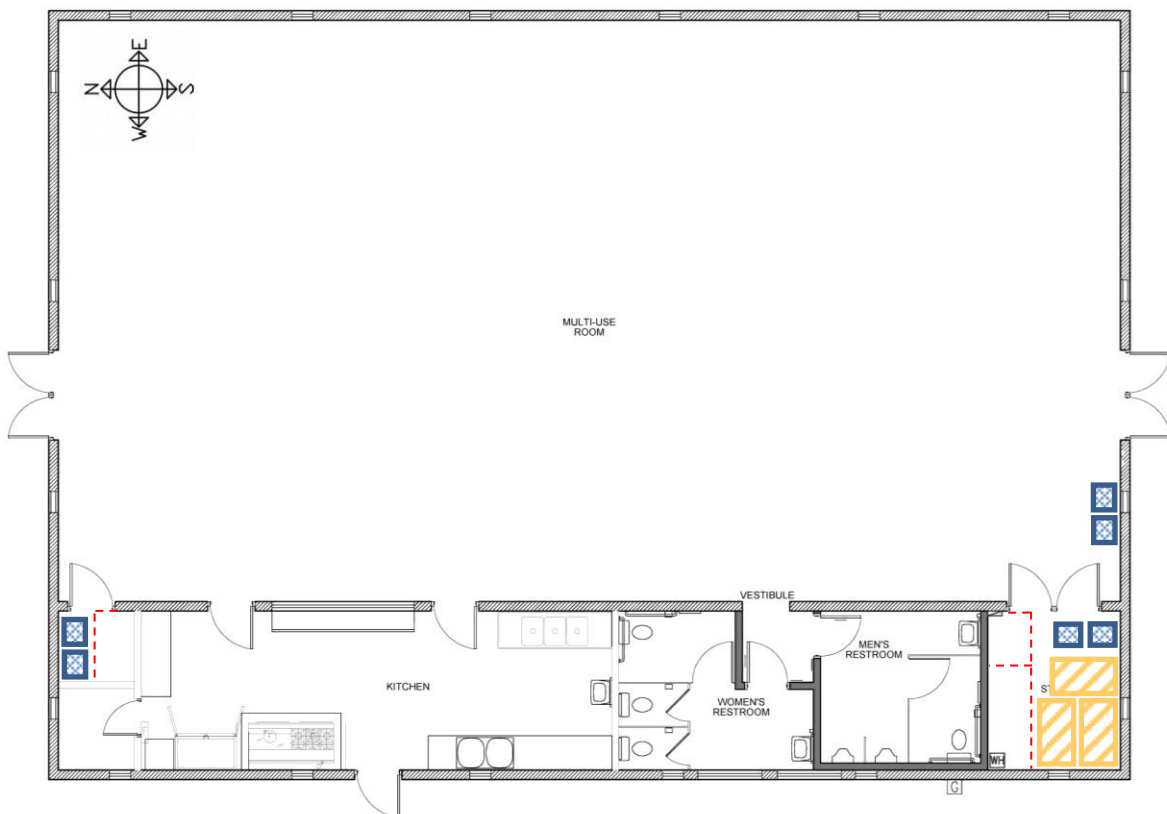
Louis J. Newman Memorial Center – Storage Room 1 Layout **36 Tables & 68 Chairs**

Louis J. Newman Memorial Center



Storage Room 2 Layout

68 Chairs



Multi-Use Room Chair Storage

64 Chairs on Two (2) Dollies by Storage Room 1