



FACILITY RENTAL INFORMATION

- All facility reservations must be completed in person at the Upland Recreation and Community Services Division Office currently located at the Upland City Yard, 1370 N. Benson Avenue, Upland. (Located directly across the street from Cable Airport.)
- A valid Driver's License or Identification Card is required to reserve a City facility.
- All meeting rooms and banquet rooms require a four-hour (4) minimum reservation.
- All rental times must include at least a one-hour (1) set-up time, event time, and a one-hour (1) clean-up time.
- Depending on the type of event, additional set-up and clean-up time may be required.
- All rented hours must be consecutive in time.
- Payment is due in full at the time of reservation. Cash, check, Visa, Mastercard, and American Express are accepted forms of payment. Payment will be accepted by cash, Visa, Mastercard, or American Express for those reservations completed less than four (4) weeks in advance.
- All facility rentals include the use of tables and chairs. City staff will set up the facility per a facility diagram provided to the contract holder at the time of reservation. It is the responsibility of the contract holder to submit the facility diagram no later than seven (7) days prior to the reservation date.
- The contract holder is liable for the event, guests, and damage to the facility, and must be present for the duration of the event.
- Be advised that all reservations are reviewed by the Upland Police Department and at their discretion, reserving parties may be required to obtain the services of Upland Police Officers for security. A fee will be charged, which will be quoted by the Police Department. The fee must be paid three (3) weeks prior to the event or the event will be cancelled and reservation fees refunded.

CANCELATION POLICY

- Cancellations must be made during office hours with a staff member.
- Phone messages will not be accepted.
- A fee of \$100 will be assessed for cancellations made at least two weeks prior to the event.
- No refunds other than the deposit will be given within the last two weeks prior to the event.

MUSIC & AMPLIFICATION

- Amplification of live music is not allowed unless pre-approved by the Upland Recreation and Community Services Division.
- A DJ and amplified voice are okay inside the facility as long as it does not disturb surrounding residents.
- An Entertainment equipment permit is required for a DJ any other entertainment services rendered at your event.
- Doors to the facility must remain closed when using amplification.

ALCOHOL POLICIES & PROCEDURES

- Any reserving party may only serve alcohol if all fees & deposits are prepaid at the time of making the reservation and a special event permit is approved.
- If you are required to obtain an ABC license you must present the approved license to office staff no less than ten (10) days prior to your event. Current information regarding serving alcohol and licensing can be viewed at www.abc.ca.gov.
- No alcohol shall be sold, served, or consumed by persons under 21 years of age. No exceptions.
- An additional \$50 Services Fee is payable to the City of Upland. An additional \$500 refundable deposit is payable to the City of Upland.
- No refunds will be given for failure to obtain a permit or license.
- Open containers are not allowed outside of any facility.

UPLAND RECREATION AND COMMUNITY SERVICES DIVISION

1370 N. Benson Avenue, Upland
(909) 931-4280