



## City of Coronado Recreation Services

Thank you for considering one of the *Coronado Community Center's* meeting and activity rooms for your event. Included with this letter is the facility rental information and the **facility rental application**.

To apply for a date, complete the rental application and submit it to the Coronado Community Center. There are no initial fees required to apply for a rental date.

**Submitting an application does not guarantee a room rental.** Applications are accepted on a first come, first serve basis.

You may submit the application by fax to (619) 522-7870, scan to the email listed below, or by mailing it to the Coronado Community Center, 1845 Strand way, Coronado, CA 92118.

There is no alcohol permitted in any meeting or activity room.

Whether your application is approved or unapproved, you will be contacted by a Recreation Staff member. If your application is approved, you will be mailed a facility rental contract approximately 7-10 working days after application submittal. The contract will list rental fees and the dates that they are due along with additional rental information.

If you have additional questions, please email them to [rentals@coronado.ca.us](mailto:rentals@coronado.ca.us).

# Meeting and Activity Room Equipment Rental

Please note that this form presents an estimation for Facility Renter's needs and does not constitute a confirmed price or reservation.

## FEES:

Room Name	Standard	Cleaning/Damage Deposit	Occupancy
	Hourly Rate		
Abalone Room	\$25	\$100	45
Sand Dollar Room	\$25	\$100	39
Dance Room	\$25	\$100	25
Gymnasium	\$100 (Full Gym)	\$100	100 (Full Gym)

- Minimum two (2) hour rental time.
- One half hour of setup time provided before event start time at no extra charge.
- No clean-up/breakdown time provided.
- Abalone Room kitchen available for \$10 flat fee.
- \$1,000,000 Liability Insurance is required for all rentals (available for additional fee of \$30).
- The rate shown is the Standard Room Rental Rate. Coronado residents, businesses, schools and certain Coronado-based nonprofit groups receive discounted room rental rates. Please email for quote.

## Equipment Available

60" Round Tables (5)

6' x 30" Rectangular Tables (5)

Half Round Tables (2)

Quarter Round Tables (4)

6' x 18" Seminar Tables

Chairs (up to 45)

Display Easel (4)

Podium

American/California Flags

Projection Screen (1)

Audio/Visual Package (\$100)



# Coronado Community Center Meeting and Activity Room Rental Application

### Applicant Information:

Name  Home Phone

Address  Cell Phone

City  State  Zip  E-mail

### Additional Contact Person:

Name  Home Phone

Cell Phone  E-mail

### Organization Name (if applicable):

Name  Non-profit (501-C) Yes  No

Address  Federal/State Documentation Required

City  State  Zip

### Rental Information:

Requested Room (check applicable): Abalone  Sand Dollar  Dance Room  Gymnasium

Event Date  2nd Date Choice

Event Type  Multiple Dates

Estimated Attendance

Estimated Start Time

Estimated End Time

Check All Items  
Applicable

- Food Served
- Catered Event
- Use of Video Projector

### Application can be submitted by:

**Mail:**  
Coronado Community Center  
Reservations  
1845 Strand Way  
Coronado, CA 92118

**E-mail:**  
rentals@coronado.ca.us

**Fax:**  
619) 522-7870

**\*\*Only one application may be submitted per group, organization, or couple\*\***