



**Chaffey College**

**CHINO COMMUNITY CENTER  
OVERSIGHT COMMITTEE**

Virtual Meeting via Zoom and YouTube Live  
Monday, September 14, 2020  
1:00-2:30 p.m.

In Attendance:

**City of Chino**

Matt Ballantyne  
Linda Reich

**Chaffey College**

Lee McDougal  
Henry Shannon  
Teresa Hull

**Members Absent**

Paul Rodriguez

**Guests**

Rita Elias, Event Coordinator

Kim Erickson, Executive Director, Business  
Services, Chaffey College

**Recorder**

Eva Ramirez, Executive Assistant,  
Chaffey College

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**Summary Notes**

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- I. **Welcome and Introductions** – Chair Lee McDougal called the meeting to order at 1:00 p.m. Self-introductions took place.
- II. **Public Comments** – None
- III. **Update from Event Coordinator** – Rita Elias shared the documents, "Chaffey College Chino Community Center Event Schedule" for the months of September 2020 – December 2022, and "Revenue Projection Form" for the months of September 2020 – February 2021 (see attachments 1 and 2). There are a few events scheduled each month. The City of Chino has been holding movie nights in the Community Center parking lot, which have been very popular.  
  
Ms. Elias also shared the revised Facility Reservation Terms & Conditions form (see attachment 3), which includes a force majeure clause and COVID disclaimer; the language was approved at this committee's last meeting.
- IV. **Proposal to Update the Audio/Visual Fee in Rental Contracts** – Rita Elias reported on the new audio/visual equipment, which is working out very well and has been used for one event. The new equipment is more user-friendly and does not require a technician to be onsite; therefore, Ms. Elias proposed revisions to the audio/visual fees to reflect rentals where no technician is required (see attachment 4). A technician will only be required for requests involving microphones or for more complex setups. Ms. Elias explained that she conducted research on other venues' rates to determine the rates she is proposing. On a motion by Henry Shannon, second by Teresa Hull, the committee unanimously approved the audio/visual fees as presented.

- V. **Coronavirus COVID-19 Response** – Ms. Elias provided an update on the COVID-19 response (see attachment 5). She also reviewed some reopening requirements from the County of San Bernardino, which she has been monitoring closely. The Community Center has not yet officially reopened for events. Although this committee approved a reopening plan at the last meeting, and wedding ceremonies have been approved by the County, indoor parties or receptions are not permitted by the County at this time. The Community Center has been open for client tours, additionally a training event was held on September 1 for the Chino Police Department. The profit margin for wedding ceremonies is being evaluated to see if it makes sense to start holding outdoor wedding ceremonies. During the COVID-19 period, 34 events have been cancelled, 23 rescheduled, and 8 new events have been booked. Kim Erickson added that she estimates lost revenue due to COVID-19 at \$100,000 from March – June 2020.
- a) **Refund Petitions and Reservation Requests – Information Only** – Ms. Elias shared a form for clients to use to petition for a full refund in case of cancellation (see attachment 6). At this committee's last meeting, it was decided for the 2020 calendar year to refund clients that are cancelling due to COVID-19. Beginning in January 2021, clients that cancel will lose their reservation deposit; however, this form would make it possible for clients to petition for their deposit. The Committee discussed and agreed that this practice would be in place for the duration of the COVID-19 quarantine. A subcommittee comprised of Linda Reich, Teresa Hull, and Rita Elias will review and make decisions on the refund petitions. Matt Ballantyne suggested adding a minimum notice of 30 days prior to the event date for clients to submit the petition, thereby making it possible for someone else to book the venue.
- i. **Kelsi Insurance** – Ms. Elias mentioned that Kelsi Insurance, an organization that offers healthcare/medicare insurance, has booked a couple of small-group meetings with no more than 20 individuals. The meetings do not contain food or beverages. The Committee discussed the practices at Chaffey College and at the City of Chino. Dr. Shannon mentioned the College is holding some face-to-face classes, and protocols have been put in place for these types of gatherings. He recommended a review of protocols with Troy Ament, Executive Director of Facilities and Construction at Chaffey College. Matt Ballantyne added that the City of Chino has been permitting these types of gatherings at its facilities as well, so long as the group is ensuring safe practices and signing a waiver. Teresa Hull added that the rental group could be considered essential workers.
- VI. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement for the period ending June 30, 2020 (see attachment 7). Total capital is \$277,829, minus \$100,000 reserve, leaving \$177,829 in cash. Total Income was at 86% of projection, and Ms. Erickson feels confident that if COVID-19 had not occurred, revenue would have surpassed \$400,000. Although this year has been difficult, the Community Center still has some assets and cash on hand. Expenses were reduced to 71%, due to having been closed for part of the year. Supplies were over, but this was due to upgrades that were made to the building. The \$77,315 net loss for the year includes planned project expenses, which will be covered by the budgeted prior-year balance reallocation of \$110,000.
- VII. **Historical Financial Review** – Kim Erickson shared the Historical Financial Review as of June 30, 2020 (see attachment 8). She mentioned that if COVID-19 had not occurred, this would have been the Community Center's best year.
- VIII. **2020-2021 Adopted Budget** – Kim Erickson shared the 2020-2021 Adopted Budget (see attachment 9). A total of \$160,000 in income for audio/visual upgrades was rolled over to 2020/21, as they were paid in this year. Ms. Erickson explained that she tried to project sales and rental income based on the rentals that are on the books now for 2020/21, but it is challenging to project during COVID-19; she will continue monitoring rental income. Utilities did go down slightly

in the 4<sup>th</sup> quarter of last year, so she expects some reduction this year as well. Civic Center expenses will only occur if events are held in the Center. There are some expenses and fixed costs that need to be paid, so if no revenue comes in for this year, there will be only \$34,000 in cash remaining after paying expenses. Matt Ballantyne stated that the reserve is for difficult times like these, that is the purpose of a reserve.

Lee McDougal inquired about going solar for this building to reduce the cost of electricity. This building is owned by the City of Chino. Matt Ballantyne explained that the City conducted an assessment on the payback of solar and determined that it was not advantageous at this time. He recommended looking for grants to help with the implementation cost. Dr. Shannon offered to have the College conduct an investigation on solar options. Kim Erickson will reach out to the contractor that handled the solar installation for the College, and inquire about options for adding solar to this building.

- IX. **WiFi Service and Audio/Visual Equipment Update** – Ms. Elias reported that the installations of WiFi service and audio/visual equipment are nearing completion and are going very well.
- X. **Comments, Requests, Future Agenda Items** – None
- XI. **Adjourn** – The meeting was adjourned at 1:48 p.m. The next meeting is scheduled to be held virtually on December 10, 2020 at 1 p.m.

## Chaffey College Chino Community Center Event Schedule September 2020 - December 2022

2020 0914 CCCCCOC Meeting  
Attachment 1

Day	Date	Time	Event	Alcohol	AV	Status	New Date	Attendees
Friday	9/18/2020	12:00pm - 11:00pm	City of Chino Drive - In Movie Night	No	No			100
Friday	10/2/2020	3:00pm - 12:00am	<b>Ruth Mendez Wedding Reception</b>	Yes	No			120
Thursday	10/22/2020	1:00pm - 5:00pm	Kalsi Insurance Meeting	No	No			20
Friday	10/23/2020	12:00pm - 11:00pm	City of Chino Drive - In Movie Night	No	No			100
Monday	11/2/2020	6:00am - 9:30pm	San Bernardino County Polling place	No	No			1-300
Tuesday	11/3/2020	6:00am - 9:30pm	San Bernardino County Polling place	No	No			1-300
Thursday	11/12/2020	1:00pm - 5:00pm	Kalsi Insurance Meeting	No	No			20
Friday	11/20/2020	12:00pm - 11:00pm	City of Chino Drive - In Movie Night	No	No			100
Saturday	11/28/2020	2:00pm - 1:00am	<b>Gabriella Segoviano Quinceanera</b>	Yes	No			250
Friday	12/4/2020	12:00pm - 11:00pm	City of Chino Drive - In Movie Night	No	No			100
Saturday	12/5/2020	6:00am - 1:00pm	Chino YMCA 5K Street Closure	No	No			N/A
Thursday	12/10/2020	12:00pm - 11:00pm	City of Chino Drive - In Movie Night	No	No			100
Saturday	12/12/2020	2:00pm - 11:00pm	Elva Quintero Wedding Reception	Yes	No			200
Wednesday	12/16/2020	2:00pm - 8:00pm	City of Chino Employee Recognition Luncheon Set Up	No	Maybe			20
Thursday	12/17/2020	7:00am - 5:00pm	City of Chino Employee Recognition Luncheon	No	Maybe			250-300
Friday	12/18/2020	12:00pm - 11:00pm	City of Chino Movie - Drive - In	No	No			100
Saturday	12/19/2020	2:30pm - 12:30pm	<b>Monique Cruz Wedding Reception</b>	Yes	No			118
Saturday	1/9/2021	1:00pm - 12:00am	<b>Anice Aynes Wedding Ceremony &amp; Reception</b>	Yes	No			140
Saturday	1/23/2021	12:00pm - 10:00pm	<b>Stephanie Peura Wedding Ceremony &amp; Reception</b>	Yes	No			145
Saturday	1/30/2021	1:00pm - 12:00am	Riverside Poly H.S. Winter Formal	No	No			200
Saturday	2/13/2021	3:00pm - 12:00am	<b>Ernest Cobarrubias Wedding Reception</b>	Yes	No			160
Saturday	2/20/2021	3:00pm - 1:00am	<b>Angelica Samano Wedding Reception</b>	Yes	No			160
Friday	2/26/2021	2:00pm - 1:00am	Amabelle Lumbreras 18th Birthday Party	No	No			100
Saturday	2/27/2021	2:00pm - 1:00am	<b>Sandy Garcia Wedding Reception</b>	Yes	No			300
Saturday	3/6/2021	6:00am - 12:00pm	Chino YMCA 5K Street Closure	No	No			N/A
Saturday	3/6/2021	3:00pm - 1:00am	<b>Kristina Fernandez Quinceanera</b>	Yes	No			200
Saturday	3/19/2021	2:00pm - 12:00am	<b>Mayra Marban Quinceanera</b>	Yes	No			200
Saturday	3/20/2021	2:00pm - 1:00am	<b>Alexander Jauregui Wedding Ceremony &amp; Reception</b>	Yes	No			142
Saturday	4/17/2021	2:00pm - 1:00am	<b>Gilberto Calderon Wedding Reception</b>	Yes	No			250
Saturday	4/24/2021	2:00pm - 1:00am	<b>Mayra Murillo Quinceanera</b>	Yes	No			261
Saturday	5/1/2021	2:00pm - 11:00pm	<b>Claudia Barajas Quinceanera</b>	Yes	No			80
Friday	5/7/2021	12:00pm - 12:00am	City of Chino Corporate Challenge Ceremonies	Yes	No			N/A

Yellow=Rentals, Pink=Co-Sponsored events, White=City of Chino street closures, Orange= Blocked out date Bold=Package events  
Revised September 11, 2020 R.E.

Chaffey College Chino Community Center Event Schedule  
September 2020 - December 2022

Saturday	5/8/2021	3:00pm - 1:00am	<b>Ariana Govea Quinceanera</b>	Yes	No		160
Friday	5/14/2021	4:00pm - 1:00am	<b>Frank Camargo Birthday Party</b>	Yes	No		160
Saturday	5/15/2021	2:00pm - 1:00am	<b>Lea Fukutaki Wedding Ceremony &amp; Reception</b>	Yes	No		160
Saturday	5/22/2021	1:00pm - 12:00am	<b>Esmeralda Chavez Wedding Ceremony &amp; Reception</b>	Yes	No		150
Saturday	5/29/2021	2:00pm - 1:00am	<b>Claudia Ardon Wedding Ceremony &amp; Reception</b>	Yes	No		170
Friday	6/4/2021	3:00pm - 12:00am	<b>Silvia Vargas Quinceanera</b>	No	No		160
Saturday	6/5/2021	1:00pm - 11:00pm	Janahe Luman Wedding Ceremony & Reception	Yes	No		150
Saturday	6/12/2021	2:00pm - 11:00pm	Melissa Davila Graduation Party	Yes	No		80
Saturday	6/19/2021	2:00pm - 1:00am	<b>Darlene Yem Wedding Ceremony &amp; Reception</b>	Yes	No		160
Friday	6/25/2021	6:00am - 12:00am	City of Chino Fireworks Spectacular Parking	No	No		N/A
Saturday	6/26/2021	6:00am - 12:00am	City of Chino Fireworks Spectacular Parking	No	No		N/A
Saturday	7/3/2021	8:00am - 11:30pm	City of Chino Fireworks Spectacular Parking	No	No		N/A
Friday	7/16/2021	2:00pm - 12:00pm	<b>Eloise Dahrlene Somera Graduation/Debut</b>	Yes	No		
Saturday	7/17/2021	2:00pm - 1:00pm	Kyle Pennett Wedding Reception	Yes	No		140
Saturday	7/24/2021	3:00pm - 1:00am	<b>Martha Serrato 50th Birthday Party</b>	Yes	No		160
Saturday	7/31/2021	2:00pm - 11:00pm	<b>Josie &amp; David Rosas Wedding Reception</b>	Yes	No		140
Saturday	8/7/2021	3:00pm - 1:00am	<b>Elizabeth Garry Retirement Party</b>	Yes	No		160
Saturday	8/14/2021	1:00pm - 12:00am	<b>Sandra Martinez Quinceanera</b>	Yes	No		250
Saturday	8/21/2021	2:00pm - 1:00am	Yvonne Pinedo Quinceanera	Yes	No		200
Friday	8/27/2021	3:00pm - 1:00am	<b>Franzetta Dorsey Wedding Ceremony &amp; Reception</b>	No	No		150
Saturday	8/28/2021	1:00pm - 1:00am	<b>Nicole Bond Wedding Ceremony &amp; Reception</b>	Yes	No		182
Saturday	10/2/2021	2:00pm - 1:00am	<b>Andrew Garcia Wedding Ceremony &amp; Reception</b>	Yes	No		160
Saturday	10/9/2021	11:00am - 9:00pm	<b>David Slater Wedding Ceremony &amp; Reception</b>	Yes	No		150
Saturday	10/16/2021	4:00pm - 1:00am	<b>Mayra Gutierrez 50th Birthday Party</b>	Yes	No		160
Saturday	10/23/2021	2:00pm - 1:00am	Karla Ramos Wedding Reception	Yes	No		150
Saturday	11/6/2021	3:00pm - 12:00am	So Cal Gas Company Annual Gala	Yes	No		160
Friday	11/12/2021	2:00pm - 12:00am	Erica Elias Wedding Ceremony & Reception	Yes	No		100
Saturday	12/4/2021	6:00am - 12:00am	Chino YMCA 5K Street Closure	No	No		N/A
Friday	12/10/2021	4:00pm - 6:00pm	El & El Woods Holiday Party Set up	No	No		N/A
Saturday	12/11/2021	6:00am - 4:00pm	<b>El &amp; El Woods Holiday Party</b>	No	No		290
Saturday	2/5/2022	1:00pm - 1:00am	<b>Gina Camacho Quinceanera</b>	Yes	No		250
Saturday	3/5/2022	6:00am - 11:00am	Chino YMCA 5K Street Closure	No	No		N/A
Friday	5/6/2022	2:00pm - 11:00pm	City of Chino Corporate Challenge Ceremonies	Yes	Maybe		150
Friday	7/1/2022	6:00am - 11:00pm	City of Chino Fireworks Spectacular Parking	No	No		N/A

Yellow=Rentals, Pink=Co-Sponsored events, White=City of Chino street closures, Orange= Blocked out date Bold=Package events  
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Chaffey College Chino Community Center Event Schedule  
September 2020 - December 2022

Friday	7/2/2022	6:00am - 11:00pm	City of Chino Fireworks Spectacular Parking	No	No			N/A
Saturday	8/27/2022	3:00pm - 1:00am	<b>Juan Alvarado Sweet 16</b>	Yes	No			180
Saturday	12/3/2022	6:00am - 11:00am	Chino YMCA 5K Street Closure	No	No			N/A

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**CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM**  
Month of September 2020 Events (COVID-19)

EVENT REVENUE		
<b>September Room Rentals</b>		
A. Teresa Salahudding Quinceanera 9/5	Rescheduled	\$ -
<del>B. Sara Gabbedon Wedding Anniversary 9/6</del>	<del>Cancelled</del>	<del>\$ -</del>
<del>C. Gilberto Calderon Wedding Reception 9/12</del>	<del>Rescheduled</del>	<del>\$ -</del>
<del>D. Inland Gateway Association Conference 9/17</del>	<del>Rescheduled</del>	<del>\$ -</del>
<del>E. Cody Belcher Wedding Ceremony &amp; Reception 9/26</del>	<del>Cancelled</del>	<del>\$ -</del>
Gross Rental Sales		\$ -
EVENT EXPENSES - DEPOSITS RETURNED		
Security		\$ -
Clean Up Service		\$ -
Audio Visual Services		\$ -
Other (Package Vendors)		\$ -
Deposits Returned		\$ -
<b>TOTAL EVENT EXPENSES</b>		<b>\$ -</b>
<b>Net Rental Sales</b>		<b>\$ -</b>
DEPOSITS RECEIVED		
Damage Deposit:		\$ -
Alcohol Deposit:		\$ -



**CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM**  
Month of October 2020 Events (COVID-19)

EVENT REVENUE		
<b>October Room Rentals</b>		
<b>A. Ruth Mendez Wedding Reception 10/2</b>	<b>Pending</b>	\$ 5,508.86
<b>B. Cassandra Solorzano Wedding Ceremony &amp; Reception 10/3</b>	<b>Cancelled</b>	\$ -
<b>C. Frank Camargo Birthday Party 10/9</b>	<b>Rescheduled</b>	\$ -
<b>D. Diana Alvarado Wedding Ceremony &amp; Reception 10/10</b>	<b>Cancelled</b>	\$ -
<b>E. Brianna Ortega Wedding Reception 10/16</b>	<b>Cancelled</b>	\$ -
<b>F. Kalsi Insurance Meeting 10/22</b>	<b>Pending</b>	\$ 766.00
<b>F. Nicole Bond Wedding Ceremony &amp; Reception 10/24</b>	<b>Rescheduled</b>	\$ -
<b>G. Erik Ramirez Wedding Reception 10/30</b>	<b>Cancelled</b>	\$ -
<b>H. Ciera Muniz Wedding Ceremony &amp; Reception 10/31</b>	<b>Cancelled</b>	\$ -
Gross Rental Sales		\$ 6,274.86
EVENT EXPENSES - DEPOSITS RETURNED		
Security		\$ 220.00
Clean Up Service		\$ 323.00
Audio Visual Services		\$ -
Other (Package Vendors)		\$ 1,000.00
Deposits Returned		\$ 1,500.00
<b>TOTAL EVENT EXPENSES</b>		<b>\$ -</b>
<b>Net Rental Sales</b>		<b>\$ 3,231.86</b>
DEPOSITS RECEIVED		
Damage Deposit:		\$ 1,250.00
Alcohol Deposit:		\$ 250.00





**CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM**  
Month of November 2020 Events (COVID-19)

EVENT REVENUE	
<b>November Room Rentals</b>	
A. So Cal Gas Annual Gala 11/7	Rescheduled
B. Kalsi Insurance	Pending
C. <del>Damaris Ortega Wedding Reception 11/20</del>	<del>Cancelled</del>
D. <del>Mayra Murillo Quinceanera 11/21</del>	<del>Rescheduled</del>
E. Gabriella Segoviano 11/28	Pending
Gross Rental Sales	\$ 9,937.00
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 418.00
Clean Up Service	\$ 232.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ -
Deposits Returned	\$ 1,500.00
<b>TOTAL EVENT EXPENSES</b>	<b>\$ 2,150.00</b>

<b>Net Rental Sales</b>	<b>\$ 7,787.00</b>
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 1,250.00
Alcohol Deposit: E	\$ 250.00



**CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM**  
Month of December 2020 Events (COVID-19)

EVENT REVENUE	
<b>November Room Rentals</b>	
<b>A. Elva Quintero Wedding Reception 12/12 Pending</b>	\$ 9,095.48
<b>B. Monique Cruz Wedding Reception 12/19 Pending</b>	\$ 7,378.00
	\$ -
Gross Rental Sales	\$ 16,473.48
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 400.00
Clean Up Service	\$ 464.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 5,800.00
Deposits Returned	\$ 2,500.00
<b>TOTAL EVENT EXPENSES</b>	<b>\$ 9,164.00</b>
<b>Net Rental Sales</b>	<b>\$ 7,309.48</b>
DEPOSITS RECEIVED	
Damage Deposit:	\$ 2,000.00
Alcohol Deposit: A and B	\$ 500.00



**CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM**  
Month of January 2021 Events

EVENT REVENUE	
<b>January Room Rentals</b>	
<b>A. Anice Aynes Wedding Ceremony &amp; Reception 1/9</b>	\$ 7,314.12
<b>B. Stephanie Peura Wedding Ceremony &amp; Reception 1/23</b>	\$ 8,344.49
Gross Rental Sales	\$ 15,658.61
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 308.00
Clean Up Service	\$ 464.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 1,469.86
Deposits Returned	\$ 2,500.00
<b>TOTAL EVENT EXPENSES</b>	<b>\$ 4,741.86</b>
<b>Net Rental Sales</b>	<b>\$ 10,916.75</b>
DEPOSITS RECEIVED	
Damage Deposit:	\$ 2,000.00
Alcohol Deposit: A and B	\$ 500.00



**CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM**  
Month of February 2021 Events

EVENT REVENUE	
<b>February Room Rentals</b>	
<b>A. Ernest Cobarrubias Wedding Reception 2/13</b>	\$ 6,764.86
<b>B. Angelica Samanom Wedding Reception 2/20</b>	\$ 9,523.03
C. Amabelle Lumbreras 18th Birthday 2/26	\$ 3,114.00
<b>D. Sandy Garcia Wedding Reception 2/27</b>	\$ 8,868.03
Gross Rental Sales	\$ 28,269.92
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 960.00
Clean Up Service	\$ 952.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 8,005.00
Deposits Returned	\$ 4,250.00
<b>TOTAL EVENT EXPENSES</b>	<b>\$ 14,167.00</b>

<b>Net Rental Sales</b>	<b>\$ 14,102.92</b>
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 3,250.00
Alcohol Deposit: A and B	\$ 1,000.00



## FACILITY RESERVATION TERMS & CONDITIONS

(Attachment to Facility Rental Contract)

**CONDITIONS OF USE:** This form must be signed and returned with the *Facility Reservation Request Form* by the responsible party in charge of the event (referred to as the "Applicant" or "Licensee"). This form is incorporated by reference and made a part of the resulting *Facility Rental Contract* entered into with the Chaffey College Chino Community Center ("Chaffey College Chino Community Center" or "Community Center" or "Property").

**ATTENDANCE:** The Chaffey College Chino Community Center can accommodate up to 320 guests max banquet style with no dance floor, 250 guests banquet style with dance floor, and 345 theatre seating. Smaller sections are available. Round tables are 60" rounds and may seat up to ten guests per table. Number of guests needs to be confirmed with the event coordinator at least two weeks prior the event. Please reference the room capacities form for detailed information. Number of guests may not exceed number of seats provided for the event. Changes to the floor plan on event day may result in a fee of \$150.00.

**REQUIREMENTS AND PAYMENT INFORMATION:** A cleaning/damage deposit of two hundred and fifty dollars (\$250.00) is required (the "Event Deposit") to hold the reservation and is refunded upon satisfactory clean-up, if all policies and requirements are followed, and if there is no damage to the facility or equipment (refer to Event Deposit in the *Facility Rental Contract*). If additional staff or service costs are incurred due to extra Licensee needs, the costs will be billed to the Licensee's credit card. A credit card number must be on file. Additional fees for services such as audio/visual, security, equipment, etc. will be determined before the event. All fees must be paid in advance by stated due dates in the *Facility Rental Contract*. Any deposit refunds will be issued to the name and address on the original request by mail within twenty-one (21) days of the event. All audio/visual files must be submitted to the Event Coordinator at least 1 week prior to the event date. The Chaffey College Technical Services Department reserves the right to cancel audio visual support for files that are not submitted by the due date.

**APPLICANT/LICENSEE:** The person signing the application and contract (the "Licensee") must be: (i) at least twenty-five (25) years of age, (ii) present at the event, (iii) responsible for supervising all actions of event attendees, (iv) responsible for facility cleanup, and (v) responsible for leaving by the pre-approved closing time stated in the contract. Licensee will be required to show proof of residency, age, and liability insurance naming the City of Chino and Chaffey College as additionally insured in the amount of one million dollars (\$1,000,000). Residency is determined by proof of a physical address in the Chaffey College District. The Chaffey College District is comprised of the cities of Chino, Chino Hills, Fontana, Guasti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda), and Upland.

**CANCELLATION:** Cancellation of any approved reservation will result in the loss of the cleaning/damage deposit (Event Deposit) of two hundred and fifty dollars (\$250.00). Cancellations made 90 days or more

prior to the event will receive a refund of rental fees minus the event deposit of \$250.00. Cancellations received within (30) days of the event will be subject to full contract fees. Reservations with unpaid fees are subject to cancellation. Any fees paid prior to the cancellation may be forfeited.

The Chaffey College Chino Community Center reserves the right to cancel any function and reject future applications until payment is received. Also, if at any time the Licensee or Licensee's guests fail to follow the stated rules and regulations or fail to act in a lawful manner and/or damage property or equipment, the function will be promptly cancelled without refund.

**EVENT DATE CHANGE:** Reservations may be postponed if needed. Any reservation that is postponed must be made by email to the Event Coordinator written by the Licensee. If a new event date is not requested in writing within thirty (30) days of the email correspondence, the Licensee is subject to losing their approved reservation along with the "Event Deposit" of \$250.00. A new event date is not guaranteed until confirmed by the Event Coordinator.

**CATERING:** Caterers must be approved in advance and comply with City, College, County and State permit requirements. Please refer to the Community Center *Catering Application Form*. Only food provided by an approved Community Center caterer is permitted on the premises. Caterer must sign and comply with the caterer facility reservation terms and conditions prior to conducting any catering services. Caterers are required to leave credit card information on file. Credit card information will be on file for up to 30 days after the event. Cakes and desserts must be provided by a licensed baker. No red velvet desserts are permitted. No gumballs are permitted.

USE OF KITCHEN EQUIPMENT IS PROHIBITED. Entry into the kitchen is prohibited except for the Event Coordinator and approved catering staff. ONLY the following kitchen amenities are available: refrigerator space, table space, sinks, trash cans, carts, ice machine, restrooms, and stools. Caterer is responsible for providing all necessary equipment required for catering services. No cooking is allowed in the kitchen. Kitchen is used for preparation space only. Catering staff must be provided and are required to stay until the conclusion of the catering services. Kitchen space is restricted to rubber-bottomed closed heel and toe shoes only. Kitchen space must be left thoroughly clean by the conclusion of the event clean up time. Trash must be dumped into the dumpster, any trash left behind or dirty work area may result in a cleaning fee of \$500.00.

Outdoor Catering Areas: Caterer is responsible for leaving all outdoor catering areas clean including the loading dock and courtyard. Caterers using the outdoor areas for catering services must provide grease resistant floor mats, cardboard, or plastic to place underneath the catering equipment. Outdoor cooking can only be done in designated area (asphalt in loading dock). Any stains left behind or dirty work areas may result in a cleaning fee of \$500.00.

**ALCOHOLIC BEVERAGES:** Alcoholic beverages may only be brought onto the premises and served by a Community Center approved alcohol service vendor, subject to specific fees, permits, additional security, and Community Center rules and regulations. Licensee must pay a two hundred and fifty dollar (\$250.00) alcohol security/damage deposit and follow the requisite conditions in the Community Center's *Alcohol Use Requirements* form. Alcoholic toast beverages must be opened and served by the alcohol service vendor. Alcohol deposit is refundable upon cancellation of the event.

**EVENT SET - UP:** Hours requested should include all times needed for set-up, decorating, deliveries, caterer, band, clean-up, etc. Licensee will be charged for the hours specified in the *Facility Rental Contract*. Arrival of Licensee or their designated representative at the Community Center shall not occur prior to the "Start Time" in the *Facility Rental Contract*. Event hours must conform to the hours and timeframe booked. Licensee or designee is responsible to check in with the Event Coordinator or Event Assistant prior to event for a pre-event walk-through. Licensee or designee is also responsible for conducting a post walk at the conclusion of the event. A final walk through will be conducted by staff members on Monday morning for Saturday and Sunday events. Deposit confirmations will be confirmed by the end of the event, or on Tuesday morning.

**EVENT WRAP - UP:** All events must conclude prior to 12:00 midnight. Last song or activity must conclude at least half an hour prior to the event clean-up time. ALL GUESTS must be out of the building by the start of clean-up time. Move out and clean-up must be completed by the end of your clean-up time. Occupation of the facility outside of the contracted times will be charged at the contracted hourly fee, and payment must be made by credit card prior to departure. Facility must be left thoroughly clean. Recycling is prohibited throughout the entire facility. Event clean-up will be contracted through the Community Center. All rented and personal items are to be removed from the facility by the client. Storage of personal property or rented items may be permitted at the facility on the day of the event only, with prior approval by the Event Coordinator and Chaffey College staff. No items or equipment are allowed to stay overnight.

Facility Maintenance Assistant (FMA): One FMA is scheduled to be on site per event. FMA's are not responsible for the cleanup of the event. FMA's are to assist with spills, broken glass, tipped over trash bins, and tables and chairs. FMA's will monitor and empty out trash cans throughout the event. FMA's will monitor and clean restrooms throughout the event.

Security guards are required to be onsite for every event. (One security guard per 100 guests or as required by Event Coordinator). Security will monitor all areas serving alcohol, the parking lot, and the surrounding areas of the facility. Security is not responsible for children supervision.

**CHILDREN:** All children must be adequately supervised by one (1) or more adults in all areas of the facility. A minimum of two (2) chaperones are required for every fifteen (15) children. Chaperones must be at least eighteen (18) years of age. No children are permitted in the courtyard without an adult. Number of children attending the event will need to be confirmed with the Event Coordinator prior to the event. Name of each chaperone will need to be provided here: \_\_\_\_\_ and \_\_\_\_\_ . Contact phone number: \_\_\_\_\_

**BUILDING USAGE & MAINTANANCE:** All decorations and visual aids must be freestanding and may not be nailed, stapled, taped or tacked to the walls, ceiling or other fixtures. All lobby furniture and decorations are required to stay in place. Removal or change of existing location of any facility furniture and decorations is strictly prohibited. Use of flamed candles and any type of fire devices or pyrotechnics are not permitted. Use of electric candles is permitted. No confetti or fog machines are permitted. Stapling decorations or items to the tables is not permitted. A dance floor is required if dancing will take place during the event. No foreign substances (oil, powder, etc.) may be spread on the floor or any surface for dancing or any

other activity. Smoking is not permitted inside the facility or within twenty (20) feet of main entrances, exits and operable windows. Licensee may be subject to additional fees should any damages or incidents occur.

**ADVERTISING:** No advertisement or announcements shall be permitted until a signed *Facility Rental Contract* is received by the Event Coordinator. Advertisements including, but not limited to, press releases, ads, posters, fliers, programs, etc. must be approved by the Event Coordinator prior to printing and release. No event announcements can be printed, posted or distributed without prior approval. Please allow a minimum of ten (10) working days for the approval process. Once the material is approved, the Licensee will be notified. No advertising of any type may take place on Chaffey College property. Absolutely no distribution of fliers or handbills is to be left on cars. Any sign placed outside the facility must: (i) be freestanding, (ii) not be attached to any permanent object or structure, and (iii) not block any right-of-way (sidewalk, street, parking space, etc.), nor block any College/City sign. At no time may the Chaffey College or the City of Chino logos be used in any form for the purposes of advertising a non-City or College sponsored event. Applicant must state that the event is being held AT the Chaffey College Chino Community Center and not that the event is being PRESENTED BY or SPONSORED BY the Chaffey College Chino Community Center, Chaffey College, or the City of Chino.

**GUEST OF HONOR ROOM:** Entry into the guest of honor room is prohibited except for the guest of honor and designated guests. No alcohol is permitted in the bride room. Licensee will be responsible for all items left and stored in the bridal room (before, during, and after the event). A key to the bridal room may be checked out with the Event Coordinator. Lost key will result in a fee of \$150.00 which will be deducted from the reservation deposit.

**VENDOR REQUIREMENTS:** Licensee is responsible for all contracted vendors, including vendor licenses, contracts, insurance and permits. Vendors conducting business in the City of Chino must obtain a City of Chino Business License or City of Chino – Vendor Permit. This information may be obtained through the City of Chino Business Licensing Department. Neither the City of Chino or Chaffey Community College District (or their respective officers, employees, agents, and volunteers) are responsible for any costs, acts, or, liabilities arising from activities, negligence, or misconduct pertaining to vendors, vendors licenses, contracts, insurance, and permits. All vendors are responsible to set-up and clean-up during the designated set-up and clean-up hours. City of Chino Business License Department Phone: (909) 334-3263 E-mail: [buslic@cityofchino.org](mailto:buslic@cityofchino.org)

**FORCE MAJEURE:** Neither the City of Chino or Chaffey Community College District (or their respective officers, employees, agents, and volunteers) is responsible for any failure to perform its obligations hereunder if it is prevented or delayed in performing those obligations by an event of force majeure, which includes, but is not limited to fires, floods, earthquakes, civil disturbances, pandemics, government shutdowns, regulation or directive by any public authority, and other causes beyond the City of Chino or Chaffey Community College District's control. Licensee waives any right of recovery against the City of Chino and Chaffey Community College District, along with their officers, employees, agents, and volunteers for disruptions to service due to any force majeure event.



**LIMITATION OF LIABILITY AND INDEMNIFICATION:** The City of Chino and Chaffey Community College District (or their respective officers, employees, agents, and volunteers) are not responsible for any items, personal property, or belongings that are lost, stolen, or damaged at the Chaffey College Chino Community Center.

Licensee agrees to indemnify, defend, and hold the City of Chino and Chaffey Community College District (or their respective officers, employees, agents, and volunteers) harmless from and against any and all third-party damages, demands, losses, claims, suits, causes of actions, costs and expenses (including reasonable attorneys' fees and defense costs) arising out of, resulting from, or relating directly or indirectly to Licensee's, its guests, or its subcontractors/vendors' negligent acts or omissions, gross negligence, or willful misconduct .

**ADDITIONAL FEES FOR POLICE OR FIRE DISPATCH:** Licensee may be subject to additional fees should the Police Department or the Fire Department be dispatched during an event.

**COVID-19 Disclaimer:**

**For Reservations scheduled through December of 2020**

Event Date Change: Reservations may be postponed at any time with no penalty – regardless of when the reservation is.

Cancellation: The Chaffey College Chino Community Center will provide a full refund (including deposits and all prepaid amounts) to the licensee that has been affected by COVID-19.

**For Reservations scheduled January 2021 through December 2021**

**SUBJECT TO CHANGE**

Event Date Change: Reservations may be postponed at any time with no penalty – regardless of when the reservation is.

Cancellation: Reservations scheduled in 2021 will no longer be eligible for a full refund. Reservations may be postponed at any time with no penalty.

If the licensee cancels a reservation, a refund of all monies paid will be issued, minus the reservation deposit, regardless of when the cancellation was made. The Chaffey College Chino Community Center will only honor a refund of monies paid during the life of the COVID-19 pandemic. After the pandemic is completely over, the regular refund policy will apply.

Licensee can file a petition for a full refund if needed. Petitions will be reviewed and determined per case.

If COVID-19 is in place in 2021 and the state requires the Chaffey College Chino Community Center to close, the disclaimer is subject to change.

Licensee has read the above and agrees to abide by all rules and regulations of the Chaffey College Chino Community Center.

Licensee Represents:  Self  Organization or entity: \_\_\_\_\_ Date: \_\_\_\_\_

Licensee Printed Name: \_\_\_\_\_

Licensee Signature: \_\_\_\_\_

Proposal to Modify Audio-Visual Fees in Rental Contracts  
Submitted by: Rita Elias  
Submitted: September 14, 2020  
Chaffey College Chino Community Center (CCCCC)

**Request:** Approval to modify the audio-visual fees in rental contracts.

The new audio-visual installation is almost complete, and the equipment is ready to be used. The installation consists of new speakers in the banquet hall, a new T.V. monitor in the lobby, new projectors, wall screens, an updated sound system, and friendly user touch panels in the banquet hall and courtyard. The new equipment is user friendly and Chaffey College technicians will not be required to be onsite for most events. A technician will only be required to be onsite when there is a complex audio-visual set up or microphones are requested. Since a technician is no longer required to be onsite, the audio-visual fees can change to allow for more clients to use the audio-visual equipment. Please see below for detailed pricing information below:

**Current audio-visual rates/requirements are as follows:**

**Rentals**

\$75.00 per hour (4-hour minimum)

Audio-visual technician is required to be onsite for the duration of the event – including one hour before event to set up and one hour after the event to clean up. Costing approximately \$450.00 for a slideshow.

**Co-Sponsored Events**

\$72.60 per hour (no minimum)

Depending on event type, technician is required to be onsite for the duration of the event.

**Proposed audio-visual rates/requirements as follows:**

**Rentals**

\$150.00 flat rate

Audio-visual technician is not required to be onsite. Audio-visual technician will be required to be onsite if microphones are requested or the event requires a complex audio-visual set up.

\$75.00 per hour (4-hour minimum) if technician is required to be onsite.

**Co-Sponsored Events**

\$72.60 per hour (no minimum)

Audio-visual technician is not required to be onsite. Audio-visual technician will be required to be onsite if microphones are requested or the event requires a complex audio-visual set up.

**Rationale:** Modifying the rental rates will allow clients to rent the audio-visual equipment more often. The cost of \$150.00 will allow the client to show a slide show, videos, seating charts, PowerPoint presentations and much more. Instead of paying a minimum of \$450.00, the client will pay a flat rate of \$150.00. The new audio-visual rate will be optional if clients want to add audio-visual to their rental. The audio-visual rate will remain the same for co-sponsored events. Other venues have audio-visual fees that range from \$50.00 - \$250.00.

**Costs:** 0.00

**Benefits:**

1. The new audio-visual rate will help generate more revenue for the Community Center.
2. The new audio-visual rate will help offset the new equipment expenses.
3. The new audio-visual equipment will attract more clients and will help increase number of bookings.

**Recommendation:** Approval to modify the audio-visual rates in the Community Center Contracts. Attached is a sample rental contract for your reference.



**Facility Rental Contract**

The City of Chino and Chaffey Community College District hereby grant \_\_\_\_\_ (hereinafter called the "Licensee"), duly represented by \_\_\_\_\_, permission to use the Facilities, subject to the Terms and Conditions of this Facility Rental Contract and the attached *Facility Reservation Terms & Conditions*, all of which form part of this Agreement.

Event Type:	Referred By:	Group:	1	2	3	4
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**1. Event Schedule & Fees:**

Courtyard									
	Day	Start Date	Start Time	End Date	End Time	Rate	Qty.	Unit	Total
Set Up						\$		Hrs	\$
Event						\$		Hrs	\$
Clean Up						\$		Hrs	\$
Sub-Total:									\$ -

Halls <span style="background-color: red;">A B C</span>									
	Day	Start Date	Start Time	End Date	End Time	Rate	Qty.	Unit	Total
Set Up	Saturday					\$ 175.00	3	Hrs	\$ 525.00
Event	Saturday					\$ 350.00		Hrs	\$ -
Clean Up	Saturday					\$ 175.00	1	Hrs	\$ 175.00
Sub-Total:									\$ 700.00

Bride's Room									
	Day	Start Date	Start Time	End Date	End Time	Rate	Qty.	Unit	Total
Schedule/Rental	Saturday					\$		Hrs	\$ -

Additional Fees:	Rate	Qty.	Unit	Total
1. Event Deposit (Required to hold reservation – Refer to Section 2, Event Deposit below.)	\$ 250.00	1	each	\$ 250.00
2. Security Guard Service (1 guard per 100 guests) Fee is per hour.	\$ 24.00	2	6 hrs	\$ 288.00
3. Alcohol Usage Deposit (Additional deposit required when alcohol is served.)	\$ 250.00	1	each	\$ 250.00
4. Stage – Fee is per panel.	\$ 75.00	0		\$ -
5. Audio/Visual Fees (\$150.00 flat rate or \$75.00 per hour if technician is required)	\$ 150.00	1		\$ 150.00
6. Non-profit alcohol flat fee rate (\$500.00 3 sections, \$400.00 2 sections, \$200.00 1 section)	\$ 500.00	0		\$ -
7. Event Clean Up Services (\$32.00 per hour/per number of staff required) Based on event size	\$ 32.00	2	4 hrs	\$ 256.00
8. Dance Floor (12x12 \$150.00, 15x15 \$210.00, 18x18 \$300.00)			18x18	\$ 300.00
9. Rental Fees: Check if separate list is attached.				
Sub-Total:				\$ 1,494.00

<b>Total Rental Fee with Deposit(s):</b>	<b>\$ 2,194.00</b>
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Payment Type:	Reference: #	Date:	<b>Event Deposit:</b>	\$ 500.00
			<b>Event Balance:</b>	\$ 1,694.00

**Payment Terms:** Event Deposit: Due and payable upon presentation and execution of this contract. Event Balance: Due and payable **(30) days** prior to event start date shown in 1 above. Alcohol Damage Deposit: Due and payable **(30) days** prior to event start date shown in 1 above. 2. **Event Deposit:** The Event Deposit is required to hold the reservation and serves as a refundable cleaning/damage deposit per the terms and conditions of the attached *Facility Reservation Rules & Regulations*. A Walk-Through Sheet must be completed and signed before and at the conclusion of the event. All damage found will be documented on the Walk-Through Sheet. All costs to repair the damage will be deducted from the Event Deposit. Damage exceeding the Event Deposit will be charged to Licensee's credit card, listed on the credit card authorization form.

I, the undersigned, do hereby certify that I am the duly authorized representative of the Licensee and I have read and agree to abide by the policies governing the requested facilities as set forth in the attached *Facility Reservation Terms & Conditions*. I hereby accept the full responsibility for any damage to the facility as a result of the event and/or occupancy by all attending parties. I hereby agree to indemnify and hold harmless the City of Chino and Chaffey Community College District, along with their officers, employees, agents, and volunteers from any and all liability, damage, losses or injury either to persons or property which may be sustained while using said facility. I accept the prices stated above and understand that the prices will not be increased or decreased with any future pricing changes. A credit card must be on file with the Event Coordinator prior to event. **Please sign below and fax to (909) 652-8009.**

X: \_\_\_\_\_  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

X: *Rita Elias* \_\_\_\_\_  
Date: \_\_\_\_\_  
Rita Elias \_\_\_\_\_  
Event Cordinator \_\_\_\_\_  
Chaffey College Chino Community Center \_\_\_\_\_  
Phone: (909) 652-8200 \_\_\_\_\_



Chaffey College Chino Community Center

COVID – 19 Response

The Community Center was closed on March 18<sup>th</sup> due to COVID – 19. Since March 18<sup>th</sup> we have cancelled or rescheduled many events due to COVID – 19. The last event before COVID – 19 was on Saturday, March 14<sup>th</sup>. Below is detailed information regarding changes that have occurred March 14, 2020 – September 14, 2020.

**Updates:**

- \*The Community Center has not officially opened for events (subject to change at any time).
- \*The Community Center is currently open for client meetings and tours only.
- \*One event has taken place since March 14, 2020 (Co-sponsored event).
- \* Secular wedding ceremonies can take place outdoors (according to the San Bernardino County website). Wedding receptions/parties are still not allowed.
- \*Small meetings may begin to take place in October following the state and San Bernardino county guidelines.

**Number of events that have been cancelled: 34 Events**

Month	# of Events Cancelled
March 2020	2
April 2020	7
May 2020	7
June 2020	2
July 2020	3
August 2020	3
September 2020	3
October 2020	4
December 2020	2
September 2021	1



**Number of events that have rescheduled: 23 Events**

Month	# of Rescheduled Events
March 2020	1
April 2020	1
May 2020	2
June 2020	3
July 2020	2
August 2020	3
September 2020	3
October 2020	3
November 2020	3
December 2020	1
February 2021	1

**Number of new bookings: 8 new bookings**

Erica Elias Wedding Ceremony & Reception	November 12, 2021
Mellisa Cardenas Baby Shower	August 22, 2020
Erick Ramirez Wedding Reception	October 30, 2020
Josie & David Rosas Wedding Reception	July 31, 2021
Yvonne Pinedo Quinceanera	August 21, 2021
Karla Ramos Wedding Reception	October 23, 2021
Kalsi Insurance Agency	October 22, 2020
Kalsi Insurance Agency	November 12, 2020
Amabelle Lumbreras 18 <sup>th</sup> Birthday Party	February 26, 2021
Eloise Dahrlene Somera Graduation/Debut	July 16, 2021

**Number of inquiries:**

Emails	88
Phone Calls	52
Marketing Outlets (Wedding Wire & YELP)	113
Social Media	17





## REFUND PETITION DUE TO COVID-19

Petition to get a full refund after cancelling event reservation

Eligibility requirements (must have at least one of the following):

- Licensee has postponed event reservation from 2020 to 2021 due to COVID-19 and licensee is not able to change the date to a later time.
- Licensee completed the reservation/booking process during the COVID-19 pandemic.
- A Saturday is not available, and licensee is not able to consider a weekday event.
- Licensee is unable to adhere to the Community Center’s social distancing and safety guidelines.
- Licensee has been affected by COVID-19.

Supporting Documents:

Attach the following: A typewritten statement explaining your circumstances and the reason for your petition. Statement must be submitted by the licensee after cancellation. Petitions must be submitted no later than one week after the cancellation date. Submit completed petition to Event Coordinator - Rita Elias at [RITA.ELIAS@CHAFFEY.EDU](mailto:RITA.ELIAS@CHAFFEY.EDU).

### LICENSEE INFORMATION:

Event Date: \_\_\_\_\_ Event Type: \_\_\_\_\_

Licensee Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

I understand that approval of this petition allows me to obtain a full refund. I also understand that this is a one-time exception. There is no guarantee that this petition will be approved. If the refund is approved the refund will be issued to the licensee in form of a check. The check will be mailed to the address on file and will take at least two – three weeks for the check to be processed and mailed.

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>(Office use only)</i>	
Refund Amount:	\$ _____
Petition Approved:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Event Coordinator Signature:	_____ Date: _____

**CHAFFEY COLLEGE**  
**CHINO COMMUNITY CENTER BALANCE SHEET**  
June 30, 2020

**ASSETS:**

Cash - Citizens Business Bank	\$421,424
Accounts Receivable	<u>11,723</u>
TOTAL ASSETS:	<u><u>\$433,147</u></u>

**LIABILITIES:**

Accounts Payable	8,488
Deferred Revenue	73,830
Security Deposits	<u>73,000</u>
TOTAL LIABILITIES:	<u><u>\$155,318</u></u>

**CAPITAL:**

Fund Balance	355,144
YTD Retained Earnings	<u>(77,315)</u>
TOTAL CAPITAL:	<u><u>\$277,829</u></u>
TOTAL LIABILITY AND EQUITY:	<u><u>\$433,147</u></u>

CHAFFEY COLLEGE  
CHINO COMMUNITY CENTER INCOME STATEMENT  
FOR THE PERIOD ENDING JUNE 30, 2020

	Annual Adopted Budget	Quarterly Actuals	Quarterly % of Budget	YTD Actuals	YTD % of Budget
<b>CHINO COMMUNITY CENTER RENTAL OPERATIONS</b>					
<b>Income:</b>					
Sales	\$15,000	\$2,023	13.49%	\$15,010	100.07%
Rentals	335,000	0	0.00%	286,292	85.46%
<i>Total Income</i>	<u>350,000</u>	<u>2,023</u>	<u>0.58%</u>	<u>301,302</u>	<u>86.09%</u>
<b>Expenses:</b>					
Contract Salaries	28,000	(958)	-3.42%	20,042	71.58%
Benefits	2,674	(92)	-3.44%	1,914	71.58%
<i>Salary &amp; Benefit Subtotal</i>	<u>30,674</u>	<u>(1,050)</u>	<u>-3.42%</u>	<u>21,956</u>	<u>71.58%</u>
Supplies	1,500	0	0.00%	7,085	472.33%
Contracted Services	115,000	22,219	19.32%	94,801	82.44%
Advertising	7,000	4,200	60.00%	4,821	68.87%
Other Services	210,000	5,215	2.48%	175,479	83.56%
<i>Other Operating Expenses</i>	<u>333,500</u>	<u>31,634</u>	<u>9.49%</u>	<u>282,186</u>	<u>84.61%</u>
<b>Other Expenses:</b>					
Capital Outlay	80,000	0	0.00%	74,475	93.09%
Contingency	15,826	0	0.00%	0	0.00%
<i>Total Other Expenses</i>	<u>95,826</u>	<u>0</u>	<u>0.00%</u>	<u>74,475</u>	<u>77.72%</u>
<i>Total Rental Operations Expenses</i>	<u>460,000</u>	<u>30,584</u>	<u>6.65%</u>	<u>378,617</u>	<u>82.31%</u>
<b>CHINO COMMUNITY CENTER RENTAL OPERATING INCOME/LOSS</b>	<u>(\$110,000)</u>	<u>(\$28,561)</u>	<u>-</u>	<u>(\$77,315)</u>	<u>-</u>
<b>CHINO COMMUNITY CENTER GENERAL OPERATIONS</b>					
<b>Income:</b>					
District Support	44,012	8,214	18.66%	39,027	88.67%
Chino City Support	14,670	2,738	18.66%	13,009	88.68%
Chino Community Ed Support	5,753	1,073	18.65%	5,101	88.67%
<i>Total Income</i>	<u>64,435</u>	<u>12,025</u>	<u>18.66%</u>	<u>57,137</u>	<u>88.67%</u>
<b>Expenses:</b>					
Contract Salaries	6,856	1,691	24.66%	6,088	88.80%
Benefits	2,006	495	24.68%	1,782	88.83%
<i>Salary &amp; Benefit Subtotal</i>	<u>8,862</u>	<u>2,186</u>	<u>24.67%</u>	<u>7,870</u>	<u>88.81%</u>
Supplies	2,265	566	24.99%	2,264	99.96%
Insurance	208	52	25.00%	208	100.00%
Maint./Repair	1,000	0	0.00%	0	0.00%
Utilities	52,100	9,221	17.70%	46,795	89.82%
<i>Other Operating Expenses</i>	<u>55,573</u>	<u>9,839</u>	<u>17.70%</u>	<u>49,267</u>	<u>88.65%</u>
<i>Total General Operations Expenses</i>	<u>64,435</u>	<u>12,025</u>	<u>18.66%</u>	<u>57,137</u>	<u>88.67%</u>
<b>CHINO COMMUNITY CENTER GENERAL OPERATIONS INCOME/LOSS</b>	<u>\$0</u>	<u>\$0</u>	<u>-</u>	<u>\$0</u>	<u>-</u>
<b>TOTAL CCCC NET INCOME/LOSS</b>	<u>(\$110,000)</u>	<u>(\$28,561)</u>	<u>-</u>	<u>(\$77,315)</u>	<u>-</u>

Note:

The negative \$77,315 loss includes planned project expenses, which will be covered by the budgeted prior-year balance re-allocation of \$110,000.

CHAFFEY COLLEGE  
CHINO COMMUNITY CENTER MULTI-YEAR INCOME STATEMENT  
AS OF JUNE 30, 2020

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
<b>CIVIC CENTER OPERATIONS</b>										
<b>Income:</b>										
Sales	\$ 4,551	\$ 3,268	\$ 7,673	\$ 3,295	\$ 6,010	\$ 9,393	\$ 13,049	\$ 15,475	\$ 13,941	\$ 15,010
Rentals	87,731	107,560	99,217	95,407	169,889	241,748	231,252	307,619	334,053	286,292
<i>Total Income</i>	<u>92,282</u>	<u>110,827</u>	<u>106,891</u>	<u>98,702</u>	<u>175,899</u>	<u>251,141</u>	<u>244,301</u>	<u>323,094</u>	<u>347,994</u>	<u>301,302</u>
<b>Expenses:</b>										
Contract Salaries	11,737	15,502	21,327	15,988	20,496	14,514	14,125	22,717	26,129	20,042
Benefits	2,398	1,623	2,122	1,434	2,276	1,367	1,399	2,161	2,462	1,914
<i>Salary &amp; Benefit Subtotal</i>	<u>14,136</u>	<u>17,125</u>	<u>23,449</u>	<u>17,422</u>	<u>22,772</u>	<u>15,881</u>	<u>15,524</u>	<u>24,878</u>	<u>28,591</u>	<u>21,956</u>
Supplies	365	325	0	872	407	6,097	2,512	5,866	888	7,085
Contracted Services	54,711	52,342	46,643	53,832	65,209	65,666	76,978	95,603	101,553	94,801
Advertising	744	2,106	3,045	2,845	2,309	2,727	2,950	3,450	5,619	4,821
Other Services	11,126	1,110	11,884	12,248	27,639	96,009	101,248	119,076	126,151	175,479
<i>Other Operating Expenses</i>	<u>66,946</u>	<u>55,883</u>	<u>61,572</u>	<u>69,797</u>	<u>95,564</u>	<u>170,499</u>	<u>183,688</u>	<u>223,995</u>	<u>234,211</u>	<u>282,186</u>
<b>Other Expenses:</b>										
Capital Outlay	6,536	0	1,836	0	804	5,000	0	4,061	1,191	74,475
Contingency	0	0	0	0	0	0	0	0	0	0
<i>Total Other Expenses</i>	<u>6,536</u>	<u>0</u>	<u>1,836</u>	<u>0</u>	<u>804</u>	<u>5,000</u>	<u>0</u>	<u>4,061</u>	<u>1,191</u>	<u>74,475</u>
<i>Total Civic Center Expenses</i>	<u>87,618</u>	<u>73,008</u>	<u>86,857</u>	<u>87,219</u>	<u>119,140</u>	<u>191,380</u>	<u>199,212</u>	<u>252,934</u>	<u>263,993</u>	<u>378,617</u>
<b>CIVIC CENTER OPERATING INCOME/LOSS</b>	<u>\$ 4,664</u>	<u>\$ 37,819</u>	<u>\$ 20,033</u>	<u>\$ 11,483</u>	<u>\$ 56,759</u>	<u>\$ 59,761</u>	<u>\$ 45,089</u>	<u>\$ 70,160</u>	<u>\$ 84,001</u>	<u>\$ (77,315)</u>
<b>NON-CIVIC CENTER OPERATIONS</b>										
<b>Income:</b>										
District Support	42,178	28,990	9,119	41,296	45,831	44,871	42,428	37,602	38,610	39,027
Chino City Support	14,059	9,663	3,040	13,765	15,277	14,957	14,142	12,534	12,870	13,009
Chino Community Ed Support	11,027	10,139	10,326	10,311	5,991	5,865	5,546	4,916	5,047	5,101
<i>Total Income</i>	<u>67,265</u>	<u>48,793</u>	<u>22,485</u>	<u>65,373</u>	<u>67,099</u>	<u>65,693</u>	<u>62,116</u>	<u>55,052</u>	<u>56,527</u>	<u>57,137</u>
<b>Expenses:</b>										
Contract Salaries	6,274	6,221	6,223	6,285	5,783	5,783	5,782	5,797	5,830	6,088
Benefits	1,280	1,333	1,348	1,283	1,213	1,213	1,213	1,451	1,602	1,782
<i>Salary &amp; Benefit Subtotal</i>	<u>7,554</u>	<u>7,554</u>	<u>7,571</u>	<u>7,568</u>	<u>6,996</u>	<u>6,996</u>	<u>6,995</u>	<u>7,248</u>	<u>7,432</u>	<u>7,870</u>
Supplies	2,467	2,467	2,467	2,450	2,265	2,265	2,265	2,265	2,265	2,264
Insurance	227	227	228	225	208	208	208	208	208	208
Contracted Services	4,209	4,209	4,138	3,897	3,602	0	0	0	0	0
Maint./Repair	300	0	0	0	0	0	0	0	0	0
Utilities	52,808	47,390	48,588	51,233	54,029	56,224	52,648	45,331	46,622	46,795
<i>Other operating Expenses</i>	<u>60,011</u>	<u>54,292</u>	<u>55,421</u>	<u>57,805</u>	<u>60,104</u>	<u>58,697</u>	<u>55,121</u>	<u>47,804</u>	<u>49,095</u>	<u>49,267</u>
<i>Total Non-Civic Center Expenses</i>	<u>67,565</u>	<u>61,847</u>	<u>62,991</u>	<u>65,373</u>	<u>67,099</u>	<u>65,693</u>	<u>62,116</u>	<u>55,052</u>	<u>56,527</u>	<u>57,137</u>
<b>NON-CIVIC CENTER OPERATING INCOME/LOSS</b>	<u>\$ (300)</u>	<u>\$ (13,054)</u>	<u>\$ (40,506)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL CCCCC NET INCOME/LOSS</b>	<u>\$ 4,364</u>	<u>\$ 24,765</u>	<u>\$ (20,473)</u>	<u>\$ 11,483</u>	<u>\$ 56,759</u>	<u>\$ 59,761</u>	<u>\$ 45,089</u>	<u>\$ 70,160</u>	<u>\$ 84,001</u>	<u>\$ (77,315)</u>

Note: The negative balance \$77,315 loss includes planned projected expenses, which will be covered by the budgeted prior year balance re-allocation of \$110,000.

**Chaffey College Chino Community Center  
2020-2021 Budget Worksheet**

9/11/2020

Adopted Current Adopted  
Budget Budget Budget  
2019-2020 2019-2020 2020-2021

**INCOME**

Prior Year Saving for current year programs ***not in datatel		110,000	<b>270,000</b>	<b>160,000</b>
55-0000-6930-48500-000	Sales	\$15,000	\$15,000	\$7,500
55-0000-6930-48550-000	Rental Fees	335,000	335,000	161,000
55-0000-6930-48560-000	Interest	0	0	0
55-0000-6930-48570-000	District Support	44,012	44,012	42,606
55-0000-6930-48575-000	City Support	14,670	14,670	14,202
55-0000-6930-48580-000	Community Ed Support	5,753	5,753	5,570
<b>Total Income</b>		<b>\$524,435</b>	<b>\$684,435</b>	<b>\$390,878</b>

**Salaries & Benefits**

55-0000-6930-52110-250	Classified Contract	6,856	6,856	6856
55-0000-6930-53220-250	Pers	1,352	1,352	1419
55-0000-6930-53320-250	Fica	425	425	425
55-0000-6930-53346-250	Medi	99	99	99
55-0000-6930-53420-250	H & W	0	0	0
55-0000-6930-53520-250	Sui	3	3	3
55-0000-6930-53620-250	W/C	127	127	103
<b>Total Salaries &amp; Benefits</b>		<b>8,862</b>	<b>8,862</b>	<b>8,905</b>

**Operational Expenses**

55-0000-6930-54500-250	Supplies	2,265	2,265	2,265
55-0000-6930-54700-250	Food	0	0	0
55-0000-6930-55110-250	Personal Services	0	0	0
55-0000-6930-55120-250	Contractual Services	0	0	0
55-0000-6930-55410-250	Insurance	208	208	208
55-0000-6930-55510-250	Gas	8,500	8,500	8,000
55-0000-6930-55520-250	Electricity	34,000	33,161	31,000
55-0000-6930-55530-250	Water	9,600	10,439	11,000
55-0000-6930-55620-250	Maintenance Repair	1,000	1,000	1,000
55-0000-6930-55660-250	Fixed Cost	0	0	0
55-0000-6930-55820-250	Advertising	0	0	0
55-0000-6930-55840-250	Other Services	0	0	0
<b>Total Operational Expenses</b>		<b>55,573</b>	<b>55,573</b>	<b>53,473</b>

**Other Expenses**

55-0000-6930-55665-250	Commission	0	0	0
55-0000-6930-56410-250	New Equipment	0	0	0

**Chaffey College Chino Community Center  
2020-2021 Budget Worksheet**

9/11/2020

		Adopted Budget 2019-2020	Current Budget 2019-2020	Adopted Budget 2020-2021
55-0000-6930-56420-250	Equipment Replacement		0	0
55-0000-6930-57900-250	Contingency		0	0
<b>Total Other Expenses</b>			<b>0</b>	<b>0</b>

**Civic Ops. - Salaries & Benefits**

55-1300-6930-52110-250	Classified Contract	28,000	28,000	12,000
55-1300-6930-53220-250	Pers	0	0	0
55-1300-6930-53320-250	Fica	1,736	1,736	744
55-1300-6930-53346-250	Medi	406	406	174
55-1300-6930-53520-250	Sui	14	14	6
55-1300-6930-53620-250	W/C	518	518	180
<b>Total Civic Ops. - Salaries &amp; Benefits</b>		<b>30,674</b>	<b>30,674</b>	<b>13,104</b>

**Civic Ops. - Operational Expenses**

55-1300-6930-54500-250	Supplies	1,500	7,086	1,000
55-1300-6930-54455-250	Computer Supplies			500
55-1300-6930-55110-250	Personal Services	100,000	100,000	66,000
55-1300-6930-55120-250	Contractual Services	15,000	15,000	6,000
55-1300-6930-55620-250	Maintenance/Repairs	30,000	25,348	2,500
55-1300-6930-55625-250	Maintenance Agreements	0	12,500	16,750
55-1300-6930-55660-250	Fixed Cost	5,000	5,029	3,000
55-1300-6930-55820-250	Advertising	7,000	7,000	2,500
55-1300-6930-55840-250	Other Services	175,000	196,400	63,000
<b>Total Civic Ops. - Operational Expenses</b>		<b>333,500</b>	<b>368,363</b>	<b>161,250</b>

**Civic Ops. - Other Expenses**

55-1300-6930-55856-250	Interest	0	0	0
55-1300-6930-56120-250	Site Improvement	75,000	86,287	20,000
55-1300-6930-56410-250	New Equipment	5,000	0	0
55-1300-6930-56415-250	New Equipment - Capital	0	124,000	127,067
55-1300-6930-56450-250	Computer Equipment	0	0	2,223
55-1300-6930-57900-250	Contingency	15,826	10,676	4,856
<b>Total Civic Ops. - Other Expenses</b>		<b>95,826</b>	<b>220,963</b>	<b>154,146</b>

<b>TOTAL EXPENSES*</b>		<b>\$524,435</b>	<b>\$684,435</b>	<b>\$390,878</b>
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<b>Total Profits/(Loss)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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