



Chaffey College

**CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE**

Chaffey College Chino Community Center
Thursday, March 19, 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

Summary Notes

- 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 distributed documents titled “Chaffey College Chino Community Center Event Schedule, March 2020 – December 2021” (see attachment 1). She explained that due to the situation with the Coronavirus COVID-19, she has added three columns to this document: status, new date, and attendees. Several events have been cancelled by the client, with no events now scheduled until April 11. Rita also distributed the document “Chaffey College Chino Community Center Revenue Projection Form” for the period March 2020 – August 2020 (see attachment 2). So far, the loss of revenue due to cancelled events is \$9,407.65 for April and \$8,755 for May.
- IV. **Coronavirus COVID-19 Response** – The committee reviewed the list of upcoming events. Many clients have cancelled or postponed their events, but some have not. A discussion was held about what to do with events that are still booked for April and May.

Matt Ballantyne moved to 1) cancel or reschedule all events for the month of April, 2) issue a full refund (including all deposits and prepaid amounts) for event cancellations due to the Coronavirus pandemic, and 3) cancel or reschedule events for the month of May, and for each month thereafter, as long as social distancing measures are imposed or recommended by state or local public health officials as of the 15th day of the prior month. The motion was seconded by Henry Shannon and unanimously approved.

Ms. Elias stated she would contact all of the April lessees to notify them of the need to cancel or reschedule. She will also contact the lessees for May to put them on notice. Kim Erickson

mentioned she would work with legal counsel to improve language in the rental agreement pertaining to catastrophes.

- V. **Financial Statement Update** – Kim Erickson distributed the Balance Sheet and Income Statement for the period ending December 31, 2019 (see attachment 3). She explained that financially, the Community Center did very well for the first 6 months of the fiscal year. The Center was on target to have a great year; however, due to the pandemic and resulting cancellations of events, the year will not be as great, but should still be decent. Ms. Erickson explained that the \$85,717 loss showing on the Income Statement includes planned expenses, which will be covered by the budgeted prior-year balance reallocation of \$110,000.
- VI. **Historical Financial Review** – Ms. Erickson distributed the Multi-Year Income Statement as of December 31, 2019 (see attachment 4). She explained that annual expenses for 2019/2020 are only for half the year. Furthermore, 2019/2020 shows a loss due to planned capital expenses. She stated that with the great performance of Rita Elias, the Community Center is doing very well.
- VII. **Event Assistant Introduction** – Rita Elias introduced Melissa Villalba, the new event assistant. Ms. Villalba provided some information about her background.
- VIII. **WiFi Service and Audio/Visual Equipment Update** – Ms. Elias distributed a revised quote from Spectrum for installation of dedicated WiFi at the Community Center (see attachment 5); the installation is scheduled to take place June 22 – July 4. Spectrum conducted another assessment and provided a revised quote, which is an increase of \$5,345. Kim Erickson will review the original contract to see if there are any clauses for unforeseen circumstances. All of the audio/visual equipment that was approved for purchase at the June 20, 2019 meeting of this committee is moving forward.
- IX. **Personalized Community Center Parking Signs** – Ms. Elias shared a sample parking sign that will be ordered (see attachment 6). She mentioned there are issues with the public coming to take photos at the building, for example prom pictures, and interfering with scheduled events. There are also issues with parking being taken for events at the adjacent Ayala Park.
- X. **Comments, Requests, Future Agenda Items** – Dr. Teresa Hull shared a sample of signs that are being placed throughout the College stating that the College is closed to the public due to the Coronavirus pandemic. Since Rita and Melissa are meeting with potential clients, the sign will be modified before posting at the Community Center.
- XI. **Adjourn** – The meeting was adjourned at 1:40 p.m. The next meeting is scheduled to be held on June 18, 2020 at 1:00 p.m. and will be held via conference call.

Chaffey College Chino Community Center Event Schedule March 2020 - December 2021

Day	Date	Time	Event	Alcohol	AV	Status	New Date	Attendees
Thursday	3/19/2020	8:00am - 11:45am	Chaffey College Board Meeting	No	No	Scheduled	N/A	25
Thursday	3/19/2020	1:00pm - 2:30pm	CCCCC Oversight Committee Meeting	No	No	Scheduled	N/A	12
Saturday	3/21/2020	2:00pm - 1:00am	Alexander Jauregui Wedding Ceremony & Reception	Yes	No	Postponed	3/20/2021	142
Sunday	3/22/2020	10:00am - 7:00pm	Denise Metters Wedding Ceremony & Reception	No	No	Cancelled	N/A	100
Monday	3/23/2020	2:00pm - 10:00pm	Chaffey College American Culinary Federation	No	Maybe	Cancelled	N/A	100
Wednesday	3/25/2020	7:00am - 7:00pm	CA Parks & Recreation Awards & Installation	No	Maybe	Cancelled	N/A	120
Thursday	3/26/2020	7:30am - 4:30pm	Instructional Bistro Class	No	No	Cancelled	N/A	80
Saturday	3/28/2020	1:00pm - 11:00pm	Cassandra Solorzano Wedding Ceremony & Reception	Yes	No	Postponed	6/12/2020	150
Thursday	4/2/2020	9:00am - 4:00pm	MADD Awards Dinner 2020	No	Yes	Postponed	6/11/2020	300
Friday	4/3/2020	4:00pm - 1:00am	Damaris Ortega Wedding Reception	Yes	No	Postponed	5/15/2020	150
Saturday	4/4/2020	12:00pm - 10:00pm	Claire Garcia Wedding Ceremony & Reception	Yes	No	Postponed	9/4/2020	80
Tuesday	4/7/2020	9:30am - 2:00pm	City of Chino Meeting	No	No	Cancelled	N/A	35
Thursday	4/9/2020	7:30am - 4:30pm	Instructional Bistro Class	No	No	Cancelled	N/A	80
Thursday	4/9/2020	5:00pm - 9:00pm	Daniel Kern Faculty Lecture	No	Maybe	Cancelled	N/A	N/A
Saturday	4/11/2020	3:00am - 1:00am	Barbara Mazariegos Quinceanera	No	No			205
Monday	4/13/2020	12:00pm - 10:00pm	City of Chino Taste of Chino	No	Maybe	Cancelled	N/A	400
Thursday	4/16/2020	7:30am - 4:30pm	Instructional Bistro Class	No	No	Cancelled	N/A	80
Saturday	4/18/2020	2:00pm - 12:00am	Carolina Henao Quinceanera	Yes	No			165
Sunday	4/19/2020	12:00pm - 8:00pm	Aavon Heard 90th Birthday Party	Yes	No			100
Thursday	4/23/2020	7:30am - 4:30pm	Instructional Bistro Class	No	No	Cancelled	N/A	80
Thursday	4/23/2020	5:00pm - 10:00pm	CVCC Competition	No	Maybe	Cancelled	N/A	300
Friday	4/24/2020	3:00pm - 12:00am	Ruth Mendez Wedding Reception	Yes	No			120
Saturday	4/25/2020	2:00pm - 1:00am	Armida Campos Quinceanera	Yes	Yes			292
Wednesday	4/29/2020	10:00am - 5:00pm	UC Board of Regents Meeting	No	Maybe			
Thursday	4/30/2020	7:30am - 4:30pm	Instructional Bistro Class	No	No	Cancelled	N/A	80
Friday	5/1/2020	4:00pm - 1:00am	Frank Camargo Birthday Party	Yes	No			160
Saturday	5/2/2020	2:00pm - 1:00am	Cynthia Perez Wedding Ceremony & Reception	Yes	No			202
Sunday	5/3/2020	3:00pm - 12:00am	Western Christian PSP Prom	No	No			85
Thursday	5/7/2020	7:30pm - 4:30pm	Instructional Bistro Class	No	No	Cancelled	N/A	80
Friday	5/8/2020	2:00pm - 11:00pm	City of Chino Corporate Challenge Ceremonies	Yes	No	Cancelled	N/A	150
Saturday	5/9/2020	4:00pm - 11:00pm	Sage Oak Charter Prom Dance	No	No			150
Tuesday	5/12/2020	7:30am - 4:30pm	City of Chino - State of the City Set-up	No	Maybe	Postponed	9/23/2020	30
Wednesday	5/13/2020	7:30am - 4:30pm	City of Chino - State of the City	No	Maybe	Postponed	9/23/2020	320

Yellow=Rentals, Pink=Co-Sponsored events, White=City of Chino street closures, Bold=Package events
Revised March 17, 2020 R.E.

Chaffey College Chino Community Center Event Schedule March 2020 - December 2021

Thursday	5/14/2020	7:30am - 4:30pm	Instructional Bistro Class	No	No	Cancelled	N/A	80
Saturday	5/16/2020	2:00pm - 1:00am	Rosangel Regalado Quinceanera	Yes	No			150
Tuesday	5/19/2020	3:00pm - 5:00pm	VN Pining Rehearsal & Set Up	No	Maybe			45
Wednesday	5/20/2020	10:00am - 12:00pm	VN Pining Ceremony Spring 2020	No	Maybe			250
Thursday	5/21/2020	7:30am - 4:30pm	Instructional Bistro Class	No	No	Cancelled	N/A	80
Friday	5/22/2020	2:30pm - 11:30pm	Elizabeth Tarin Wedding Reception	Yes	No			162
Saturday	5/23/2020	3:00pm - 12:00am	Diana Escobar Wedding Anniversary	Yes	No			252
Sunday	5/24/2020	2:00pm - 11:00pm	Anna Cruz Wedding Reception	Yes	No			90
Saturday	5/30/2020	2:00pm - 1:00am	Lea Fukutaki Wedding Ceremony & Reception	Yes	No			160
Friday	6/5/2020	3:00pm - 1:00am	Franzetta Dorsey Wedding Ceremony & Reception	No	No			150
Saturday	6/6/2020	3:00pm - 1:00am	Amber Cervantes Wedding Ceremony & Reception	Yes	No			170
Saturday	6/13/2020	3:00pm - 1:00am	Ariana Govea Quinceanera	Yes	No			160
Friday	6/19/2020	1:00pm - 11:00pm	Vanessa Franco Wedding Ceremony & Reception	No	No			220
Saturday	6/20/2020	2:00pm - 1:00am	Darlene Yem Wedding Ceremony & Reception	Yes	No			160
Friday	6/26/2020	6:00am - 12:00am	City of Chino Fireworks Spectacular Parking	No	No			N/A
Saturday	6/27/2020	6:00am - 12:00am	City of Chino Fireworks Spectacular Parking	No	No			N/A
Friday	7/10/2020	3:00pm - 12:00am	Silvia Vargas Quinceanera	No	No			160
Saturday	7/11/2020	2:00pm - 1:00am	Lisette Flores Quinceanera	Yes	No			250
Saturday	7/18/2020	2:00pm - 11:00pm	Jackie Ayala Wedding Reception	Yes	No			250
Saturday	7/25/2020	2:00pm - 12:00am	Cindy Gonzalez Quinceanera/Sweet 16	Yes	No			160
Saturday	8/1/2020	1:00pm - 12:00am	Sandra Martinez Quinceanera	Yes	No			250
Wednesday	8/5/2020	8:00am - 6:00pm	City of Chino Staff Training	No	Maybe			300
Thursday	8/6/2020	8:00am - 6:00pm	City of Chino Staff Training	No	Maybe			300
Friday	8/7/2020	7:00am - 6:00pm	Chaffey College Management Retreat	No	Maybe			75
Saturday	8/8/2020	3:00pm - 12:00am	Nelson Peralta Wedding Anniversary	No	No			150
Saturday	8/22/2020	3:00pm - 1:00am	Juan Alvarado Sweet 16	Yes	No			180
Saturday	8/29/2020	2:30pm - 12:30pm	Monique Cruz Wedding Reception	Yes	No			118
Saturday	9/5/2020	3:00pm - 1:00am	Teresa Salahuddin Quinceanera	Yes	No			150
Friday	9/6/2020	3:00pm - 1:00am	Sara Gabbedon Wedding Anniversary	Yes	No			160
Saturday	9/12/2020	2:00pm - 1:00am	Gilberto Calderon Wedding Reception	Yes	No			250
Wednesday	9/16/2020	2:00pm - 6:00pm	Inland Gateway Elevate Conference Set Up	No	No			N/A
Thursday	9/17/2020	7:00am - 5:00pm	Inland Gateway Elevate Conference	No	No			300
Saturday	9/19/2020	3:00pm - 1:00am	Martha Serrato 50th Birthday Party	Yes	No			160
Saturday	9/26/2020	1:00pm - 11:00pm	Cody Belcher Wedding Ceremony & Reception	No	No			106

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Chaffey College Chino Community Center Event Schedule March 2020 - December 2021

Saturday	10/3/2020	2:00pm - 1:00am	Andrew Garcia Wedding Ceremony & Reception	Yes	No			160
Saturday	10/10/2020	3:00pm - 1:00am	Diana Alvarado Wedding Ceremony & Reception	Yes	No			122
Saturday	10/16/2020	3:00pm - 12:00am	Brianna Ortega Wedding Reception	Yes	No			300
Saturday	10/17/2020	11:00am - 9:00pm	David Slater Wedding Ceremony & Reception	Yes	No			150
Saturday	10/24/2020	1:00pm - 1:00am	Nicole Bond Wedding Ceremony & Reception	Yes	No			182
Saturday	10/31/2020	2:00pm - 1:00am	Ciera Muniz Wedding Ceremony & Reception	Yes	No			230
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
Saturday	11/7/2020	3:00pm - 12:00am	So Cal Gas Company Annual Gala	Yes	No			160
Saturday	11/14/2020	2:00pm - 1:00am	Sandy Garcia Wedding Reception	Yes	No			300
Saturday	11/21/2020	2:00pm - 1:00am	Mayra Murillo Quinceanera	Yes	No			261
Saturday	11/28/2020	2:00pm - 1:00am	Gabriella Segoviano Quinceanera	Yes	No			250
Saturday	12/5/2020	6:00am - 1:00pm	Chino YMCA 5K Street Closure	No	No			N/A
Saturday	12/5/2020	12:00pm - 10:00pm	Lisbeth Diaz Wedding Ceremony & Reception	Yes	No			90
Friday	12/11/2020	2:00pm - 12:00am	Janette Aragon Wedding Ceremony & Reception	Yes	No			124
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	4:00pm - 6:00pm	El & El Woods Holiday Party Set up	No	No			N/A
Saturday	12/19/2020	6:00am - 4:00pm	El & El Woods Holiday Party	No	No			290
Saturday	1/9/2021	1:00pm - 12:00am	Anice Aynes Wedding Ceremony & Reception	Yes	No			140
Saturday	1/23/2021	12:00pm - 10:00pm	Stephanie Peura Wedding Ceremony & Reception	Yes	No			145
Saturday	2/6/2021	1:00pm - 1:00am	Gina Camacho Quinceanera	Yes	No			250
Saturday	2/13/2021	3:00pm - 12:00am	Ernest Cobarrubias Wedding Reception	Yes	No			160
Saturday	2/20/2021	3:00pm - 1:00am	Angelica Samano Wedding Reception	Yes	No			160
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	Kristina Fernandez Quinceanera	Yes	No			200
Saturday	3/13/2021	2:00pm - 12:00am	Mayra Marban Quinceanera	Yes	No			200
Saturday	4/24/2021	2:00pm - 11:00pm	Claudia Barajas Quinceanera	Yes	No			80
Friday	5/7/2021	12:00pm - 12:00am	City of Chino Corporate Challenge Ceremonies	Yes	No			N/A
Saturday	5/22/2021	1:00pm - 12:00am	Esmeralda Chavez Wedding Ceremony & Reception	Yes	No			150
Saturday	5/29/2021	2:00pm - 1:00am	Claudia Ardon Wedding Ceremony & Reception	Yes	No			170
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

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Chaffey College Chino Community Center Event Schedule
March 2020 - December 2021

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	7/17/2021	2:00pm - 1:00pm	Kyle Pennett Wedding Reception	Yes	No			140
Saturday	8/7/2021	3:00pm - 1:00am	Elizabeth Garry Retirement Party	Yes	No			160
Saturday	9/4/2021	1:00pm - 1:00am	Brenda Arteaga Wedding Ceremony & Reception	Yes	No			250
Saturday	10/16/2021	4:00pm - 1:00am	Mayra Gutierrez 50th Birthday Party	Yes	No			160
Saturday	12/4/2021	6:00am - 12:00am	Chino YMCA 5K Street Closure	No	No			N/A

Yellow=Rentals, Pink=Co-Sponsored events, White=City of Chino street closures, Bold=Package events
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CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of March 2020 Events

****After COVID-19 Cancellations**

EVENT REVENUE	
March Room Rentals	
A. Gabrielle Shultz Wedding Ceremony & Reception 3/1	\$ 7,693.25
B. Sonia Becerril Quinceanera 3/7	\$ 10,902.54
C. Christian Olivares Wedding Reception 3/14	\$ 8,503.86
D. Alexander Jauregui Wedding Ceremony & Reception 3/21	\$ -
E. Cassandra Solorzeno Wedding Ceremony/Reception 3/28	\$ -
Gross Rental Sales	\$ 27,099.65
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 816.00
Clean Up Service	\$ 870.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 10,571.78
Deposits Returned	\$ 3,750.00
TOTAL EVENT EXPENSES	\$ 16,007.78

Net Rental Sales	\$ 11,091.87
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 3,000.00
Alcohol Deposit: A, B, C, D and E	\$ 750.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of March 2020 Events

****Before COVID-19 Cancellations**

EVENT REVENUE	
March Room Rentals	
A. Gabrielle Shultz Wedding Ceremony & Reception 3/1	\$ 7,693.25
B. Sonia Becerril Quinceanera 3/7	\$ 10,902.54
C. Christian Olivares Wedding Reception 3/14	\$ 8,503.86
D. Alexander Jauregui Wedding Ceremony & Reception 3/21	\$ 6,903.86
E. Cassandra Solorzeno Wedding Ceremony/Reception 3/28	\$ 8,287.79
Gross Rental Sales	\$ 42,291.30
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 1,346.00
Clean Up Service	\$ 1,624.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 12,571.78
Deposits Returned	\$ 6,250.00
TOTAL EVENT EXPENSES	\$ 21,791.78

Net Rental Sales	\$ 20,499.52
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 5,000.00
Alcohol Deposit: A, B, C, D and E	\$ 1,250.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of April 2020 Events

***After COVID-19 Cancellations**

EVENT REVENUE	
April Room Rentals	
A. MADD Law Enforcement Recognition 4/2	\$ -
B. Damaris Ortega Wedding Reception 4/3	\$ -
C. Claire Garcia Wedding Ceremony 4/4	\$ -
D. Barbara Mazariegos Quinceanera 4/11	\$ 7,712.00
E. Carolina Henao Quinceanera 4/18	\$ 5,832.00
F. Aavon Heard 90th Birthday Party 4/19	\$ 5,332.12
G. Ruth Mendez Wedding Reception 4/24	\$ 5,508.00
H. Armida Campos Quinceanera 4/25	\$ 13,440.00
Gross Rental Sales	\$ 37,824.12
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 990.00
Clean Up Service	\$ 1,566.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 13,900.00
Deposits Returned	\$ 6,250.00
TOTAL EVENT EXPENSES	\$ 22,706.00

Net Rental Sales	\$ 15,118.12
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 5,000.00
Alcohol Deposit: B, E F, G and H	\$ 1,250.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of April 2020 Events

****Before COVID-19 Cancellations**

EVENT REVENUE	
April Room Rentals	
A. MADD Law Enforcement Recognition 4/2	\$ 1,890.00
B. Damaris Ortega Wedding Reception 4/3	\$ 6,895.00
C. Claire Garcia Wedding Ceremony 4/4	\$ 3,019.00
D. Barbara Mazariegos Quinceanera 4/11	\$ 7,712.00
E. Carolina Henao Quinceanera 4/18	\$ 5,832.00
F. Aavon Heard 90th Birthday Party 4/19	\$ 5,332.12
G. Ruth Mendez Wedding Reception 4/24	\$ 5,508.00
H. Armida Campos Quinceanera 4/25	\$ 13,440.00
Gross Rental Sales	\$ 49,628.12
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 1,254.00
Clean Up Service	\$ 2,176.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 15,075.00
Deposits Returned	\$ 7,250.00
TOTAL EVENT EXPENSES	\$ 25,755.00

Net Rental Sales	\$ 23,873.12
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 6,000.00
Alcohol Deposit: A, C, D, E and F	\$ 1,250.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of May 2020 Events

EVENT REVENUE	
May Room Rentals	
A. Frank Camargo Birthday Party 5/1	\$ 4,677.00
B. Cynthia Perez Wedding Reception 5/2	\$ 9,424.00
C. Sage Oak Charter Prom 5/9	\$ 1,694.00
D. Rose Angel Regalado Quincenaera 5/16	\$ 9,045.00
E. Denis Metters Wedding Ceremony & Reception 5/17	\$ 6,094.00
F. Elizabeth Tarin Wedding Reception 5/22	\$ 5,993.00
G. Diana Escobar Wedding Anniversary 5/23	\$ 8,286.00
H. Anna Cruz Wedding Reception 5/24	\$ 6,023.00
I. Lea Fukutaki Wedding Ceremony & Reception 5/30	\$ 8,407.00
Gross Rental Sales	\$ 59,643.00
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 1,860.00
Clean Up Service	\$ 2,088.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 19,000.00
Deposits Returned	\$ 10,000.00
TOTAL EVENT EXPENSES	\$ 32,948.00

Net Rental Sales	\$ 26,695.00
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 8,250.00
Alcohol Deposit: A, B, D, F, G, H and I	\$ 1,750.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of June 2020 Events

EVENT REVENUE	
June Room Rentals	
A. Franzetta Dorsey Wedding Ceremony & Reception 6/5	\$ 6,828.00
B. Amber Cervantes Wedding Ceremony & Reception 6/6	\$ 11,241.14
C. Andrea Govea Quinceanera 6/13	\$ 5,763.86
D. Vanessa Franco Wedding Ceremony & Reception 6/19	\$ 3,314.00
E. Darlene Yem Wedding Ceremony & Reception 6/20	\$ 8,701.01
Gross Rental Sales	\$ 35,848.01
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 1,164.00
Clean Up Service	\$ 1,334.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 12,131.00
Deposits Returned	\$ 5,000.00
TOTAL EVENT EXPENSES	\$ 19,629.00

Net Rental Sales	\$ 16,219.01
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 4,250.00
Alcohol Deposit: B,C and E	\$ 750.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of July 2020 Events

EVENT REVENUE	
July Room Rentals	
A. Silvia Vargas Quinceanera 7/10	\$ 5,566.00
B. Lisette Flores Quinceanera 7/11	\$ 9,432.03
C. Jackie Ayala Wedding Reception 7/18	\$ 10,325.15
D. Cindy Gonzalez Sweet 16 7/25	\$ 2,916.00
Gross Rental Sales	\$ 28,239.18
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 1,118.00
Clean Up Service	\$ 1,160.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 8,625.08
Deposits Returned	\$ 4,250.00
TOTAL EVENT EXPENSES	\$ 15,153.08

Net Rental Sales	\$ 13,086.10
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 3,250.00
Alcohol Deposit: A,B,C and D	\$ 1,000.00



CHAFFEY COLLEGE CHINO COMMUNITY CENTER REVENUE PROJECTION FORM
Month of August 2020 Events

EVENT REVENUE	
August Room Rentals	
A. Sandra Martinez Quinceanera 8/1	\$ 8,788.56
B. Nelson Peralta Wedding Anniversary 8/8	\$ 2,644.00
C. Juan Alvarado Sweet 16 8/22	\$ 7,714.03
D. Monique Cruz Wedding Reception 8/29	\$ 7,378.14
Gross Rental Sales	\$ 26,524.73
EVENT EXPENSES - DEPOSITS RETURNED	
Security	\$ 982.00
Clean Up Service	\$ 1,073.00
Audio Visual Services	\$ -
Other (Package Vendors)	\$ 8,151.73
Deposits Returned	\$ 4,000.00
TOTAL EVENT EXPENSES	\$ 14,206.73

Net Rental Sales	\$ 12,318.00
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DEPOSITS RECEIVED	
Damage Deposit:	\$ 3,250.00
Alcohol Deposit: A, C and D	\$ 750.00

CHAFFEY COLLEGE
CHINO COMMUNITY CENTER BALANCE SHEET
December 31, 2019

ASSETS:

Cash - Citizens Business Bank	\$364,570
Cash Reerve - Citizen's Business Bank	100,000
Accounts Receivable	<u>8,722</u>

TOTAL ASSETS: \$473,292

LIABILITIES:

Accounts Payable	27,747
Deferred Revenue	94,618
Security Deposits	<u>81,500</u>

TOTAL LIABILITIES: \$203,865

CAPITAL:

Fund Balance	355,144
YTD Retained Earnings	<u>(85,717)</u>

TOTAL CAPITAL: \$269,427

TOTAL LIABILITY AND EQUITY: \$473,292

CHAFFEY COLLEGE
CHINO COMMUNITY CENTER INCOME STATEMENT
FOR THE PERIOD ENDING DECEMBER 31, 2019

	Annual Adopted Budget	Quarterly Actuals	Quarterly % of Budget	YTD Actuals	YTD % of Budget
CHINO COMMUNITY CENTER RENTAL OPERATIONS					
Income:					
Sales	\$15,000	\$3,489	23.26%	\$5,846	38.97%
Rentals	335,000	94,891	28.33%	179,611	53.62%
<i>Total Income</i>	350,000	98,380	28.11%	185,457	52.99%
Expenses:					
Contract Salaries	28,000	6,405	22.88%	13,085	46.73%
Benefits	2,674	612	22.89%	1,249	46.71%
<i>Salary & Benefit Subtotal</i>	30,674	7,017	22.88%	14,334	46.73%
Supplies	1,500	7,085	472.33%	7,085	472.33%
Contracted Services	115,000	21,840	18.99%	46,507	40.44%
Advertising	7,000	0	0.00%	621	8.87%
Other Services	210,000	77,035	36.68%	128,152	61.02%
<i>Other Operating Expenses</i>	333,500	105,960	31.77%	182,365	54.68%
Other Expenses:					
Capital Outlay	80,000	0	0.00%	74,475	0.00%
Contingency	15,826	0	0.00%	0	0.00%
<i>Total Other Expenses</i>	95,826	0	0.00%	74,475	77.72%
<i>Total Rental Operations Expenses</i>	460,000	112,977	24.56%	271,174	58.95%
CHINO COMMUNITY CENTER RENTAL OPERATING INCOME/LOSS	(\$110,000)	(\$14,597)	-	(\$85,717)	-
CHINO COMMUNITY CENTER GENERAL OPERATIONS					
Income:					
District Support	44,012	9,197	20.90%	22,293	50.65%
Chino City Support	14,670	3,065	20.89%	7,431	50.65%
Chino Community Ed Support	5,753	1,202	20.89%	2,914	50.65%
<i>Total Income</i>	64,435	13,464	20.90%	32,638	50.65%
Expenses:					
Contract Salaries	6,856	1,353	19.73%	3,044	44.40%
Benefits	2,006	396	19.74%	891	44.42%
<i>Salary & Benefit Subtotal</i>	8,862	1,749	19.74%	3,935	44.40%
Supplies	2,265	566	24.99%	1,132	49.98%
Insurance	208	52	25.00%	104	50.00%
Maint./Repair	1,000	0	0.00%	0	0.00%
Utilities	52,100	11,097	21.30%	27,467	52.72%
<i>Other Operating Expenses</i>	55,573	11,715	21.08%	28,703	51.65%
<i>Total General Operations Expenses</i>	64,435	13,464	20.90%	32,638	50.65%
CHINO COMMUNITY CENTER GENERAL OPERATIONS INCOME/LOSS	\$0	\$0	-	\$0	-
TOTAL CCCCC NET INCOME/LOSS	(\$110,000)	(\$14,597)	-	(\$85,717)	-

Note:

The negative \$85,717 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 DECEMBER 31, 2019

	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
CIVIC CENTER OPERATIONS										
Income:										
Sales	\$ 4,551	\$ 3,268	\$ 7,673	\$ 3,295	\$ 6,010	\$ 9,393	\$ 13,049	\$ 15,475	\$ 13,941	\$ 5,846
Rentals	87,731	107,560	99,217	95,407	169,889	241,748	231,252	307,619	334,053	179,611
<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>185,457</u>
Expenses:										
Contract Salaries	11,737	15,502	21,327	15,988	20,496	14,514	14,125	22,717	26,129	13,085
Benefits	2,398	1,623	2,122	1,434	2,276	1,367	1,399	2,161	2,462	1,249
<i>Salary & 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>14,334</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	46,507
Advertising	744	2,106	3,045	2,845	2,309	2,727	2,950	3,450	5,619	621
Other Services	11,126	1,110	11,884	12,248	27,639	96,009	101,248	119,076	126,151	128,152
<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>182,365</u>
Other Expenses:										
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>271,174</u>
CIVIC CENTER OPERATING INCOME/LOSS	<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>\$ (85,717)</u>
NON-CIVIC CENTER OPERATIONS										
Income:										
District Support	42,178	28,990	9,119	41,296	45,831	44,871	42,428	37,602	38,610	22,293
Chino City Support	14,059	9,663	3,040	13,765	15,277	14,957	14,142	12,534	12,870	7,431
Chino Community Ed Support	11,027	10,139	10,326	10,311	5,991	5,865	5,546	4,916	5,047	2,914
<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>32,638</u>
Expenses:										
Contract Salaries	6,274	6,221	6,223	6,285	5,783	5,783	5,782	5,797	5,830	3,044
Benefits	1,280	1,333	1,348	1,283	1,213	1,213	1,213	1,451	1,602	891
<i>Salary & 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>3,935</u>
Supplies	2,467	2,467	2,467	2,450	2,265	2,265	2,265	2,265	2,265	1,132
Insurance	227	227	228	225	208	208	208	208	208	104
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	27,467
<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>28,703</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>32,638</u>
NON-CIVIC CENTER OPERATING INCOME/LOSS	<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>
TOTAL CCCCC NET INCOME/LOSS	<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>\$ (85,717)</u>

Note: The negative balance \$85,717 loss includes planned projected expenses, which will be covered by the budgeted prior year balance re-allocation of \$110,000.



original quote

Internet Services Order Information For 5890 College Park Ave, Chino, Ca 91710

Service Type

High Speed Internet (HSD)

New and Revised Services and Monthly Charges At 5890 College Park Ave, Chino, Ca 91710

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
5 Static IP	1	\$24.99	\$24.99	Month to Month
Internet 1G High Speed Internet (HSD)	1	\$299.99	\$299.99	Month to Month
*Total			\$324.98	

*Prices do not include taxes and fees.

One Time fees At 5890 College Park Ave, Chino, Ca 91710

Description	Quantity	Sales Price	Total
Standard Installation	1	\$11,812.00	\$11,812.00
Total			\$11,812.00

*Prices do not include taxes and fees.



revised quote

Internet and TV Services Order Information For 5890 College Park Ave Chino CA 91710

Service Type

High Speed Internet (HSD)
IPs (Internet Addresses)

New and Revised Services and Monthly Charges At 5890 College Park Ave , Chino CA 91710

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
5 Static IP	1	\$24.99	\$24.99	Month to Month
Business Wifi	1	\$0.00	\$0.00	Month to Month
Spectrum Business Internet 1G	1	\$299.99	\$299.99	Month to Month
*Total			\$324.98	

*Prices do not include taxes and fees.

One Time fees At 5890 College Park Ave , Chino CA 91710

Description	Quantity	Sales Price	Total
Construction Fee	1	\$17,156.55	\$17,156.55
Standard Installation	1	\$99.00	\$99.00
Total			\$17,255.55

*Prices do not include taxes and fees.

Personalized Community Center Parking Signs

Language: PRIVATE EVENT – GUEST ONLY BEYOND THIS POINT with Chaffey logo

Purpose: A.) To help prevent other parties from taking photos onsite during an event.
B.) To help maintain the parking lots available during an event.

