

## Mission

The District's mission in providing facilities for special event rentals is to offer affordable, high quality and well maintained facilities in which events may be offered that promote social harmony, further social opportunity and involvement within the community at-large, and increase the quality of life of our constituents.

## General Rental Information

- Special events are defined as use deemed non-programmatic with estimated attendance of less than 500 persons and no more than posted capacities at indoor facilities; for which off-road parking and facility parking space is adequate; for which street closures are not required; and for which cancellation of approved vendor programs are not required.
- Reservations are taken no more than one year prior to the date being requested and on an as available, first-come, first-served basis. To reserve a facility, a completed special event reservation application and a facility usage deposit must be received at the Parks & Recreation Office.
- All corresponding fees and required paperwork must be received no later than fourteen (14) working days prior to the event date; however payment by check will not be accepted less than 30 days prior to event date.
- Event insurance coverage and an event host are mandatory for events over 200 people in attendance and/or anytime alcohol is consumed.
- Some events may require fully executed permits from agencies other than the District.
- Some events may require additional fees for required staffing or services. See Rules & Regulations.
- All users must comply with the enclosed facility use guidelines and Rules & Regulations regarding use of any District facility.

## Pierson Park

This park is an ideal location for a family picnic, birthday party or a company BBQ. The Park features restrooms, horseshoe pits, BBQ pits, picnic tables, Bocce Ball courts as well as a large playground equipped with modern equipment. The Gazebo and Pavilion are available to rent, on a first come, first serve basis and rental is required for power.

## Hiller Park

Located on the West end of Hiller Road, this park is in a beautiful open space setting just off the Hammond Trail and features restrooms, BBQ pits, picnic tables, and a playground. The Park is an ideal place for a family picnic and hiking.

## Rental Fees

|                                   |               |
|-----------------------------------|---------------|
| Pierson Gazebo/Hiller Picnic Area | \$58.25/4hrs  |
| Pierson Pavilion                  | \$114.00/4hrs |
| Lg. Comm. Events                  | \$174.00/day  |
| Commercial Events*                | \$281.00/day  |

*\*District Staff required at \$37.25/hour plus overtime if necessary.*



# Facility & Park Rentals



## Parks & Recreation Department

1656 Sutter Road

PO Box 2037

McKinleyville, CA 95519

Phone: 707-839-9003

Fax: 707-839-5964

[mckinleyvillecsd.com](http://mckinleyvillecsd.com)

## Azalea Hall

Azalea Hall, located at 1620 Pickett Road, is the ideal location for a special event. Located within this beautiful building is the Hewitt Room and a small meeting room.

Overlooking Pierson Park, the 2,000 square foot Hewitt Room features natural wood-beamed ceilings, adjustable lighting, a stage and sound system, projector screen, and a fully equipped commercial kitchen. It seats up to 200 persons for banquets and 300 in assembly.

The Meeting Room is an ideal place for small quiet group meetings. It has a seating capacity of 50 persons for banquets and 75 in assembly. It serves as the location for the McKinleyville Senior Center Monday-Friday 9:00am-4:00pm, and is generally available to rent after 4:00 p.m. each day and on the weekends.

### Rental Fees

|                                |              |
|--------------------------------|--------------|
| Special Event Facility Deposit | \$100        |
| Entire Building                |              |
| Public                         | \$90.00/hour |
| Non-Profits/Vendors            | \$67.75/hour |
| Hewitt Room (includes Kitchen) |              |
| Public                         | \$65.75/hour |
| Non-Profits/Vendors            | \$53.00/hour |
| All Day Rate (12 hrs)          | \$550.00     |
| Half Day Rate (6 hrs)          | \$332.00     |
| Kitchen                        |              |
| Public/Vendor/Non-Profit       | \$19.50/hour |



## Teen & Community Center

The Teen & Community Center is located next to the Activity Center at 1705 Gwin Road. Completed in 2016 this facility is a 6,600 square-foot center that includes a quiet study room, a divisible multi-purpose room, a music room, a central game lobby that can be used for multiple activities, a covered outdoor performance area, and a commercial kitchen to augment an existing area (the Activity Center) that will seat 450 for banquets and where cooking classes can be held.

The Teen & Community Center is not available for rent during the Boys & Girls Club of the Redwoods operational hours.

### Rental Fees

|                                     |              |
|-------------------------------------|--------------|
| Special Event Facility Deposit      | \$100        |
| Entire Building                     |              |
| Public                              | \$91.00/hour |
| Non-Profits/Vendors                 | \$73.50/hour |
| All Day Rate (12 hrs)               | \$950.00     |
| Half Day Rate (6 hrs)               | \$495.00     |
| Multi Purpose Room                  |              |
| Public                              | \$51.00/hour |
| Non-Profits/Vendors                 | \$42.50/hour |
| Music Room                          |              |
| Public                              | \$34.25/hour |
| Non-Profits/Vendors                 | \$27.00/hour |
| All Day Rate (8 hrs, weekends only) | \$222        |
| Kitchen                             |              |
| Public                              | \$38.00/hour |
| Non-Profits/Vendors                 | \$28.75/hour |



## McKinleyville Activity Center

The Activity Center, located at 1705 Gwin Road, is a 10,000 square foot facility featuring a full size gymnasium, bleachers, benches and a spacious lobby. Use of the roller skates and other indoor sporting equipment require an Event Host or Birthday Party Package. Rentals of this facility do not include tables or chairs. This facility is ideal for sporting events and larger special events.

### Rental Fees

|                                |              |
|--------------------------------|--------------|
| Special Event Facility Deposit | \$100        |
| Gymnasium                      |              |
| Public                         | \$55.00/hour |
| Non-Profits/Vendors            | \$38.75/hour |

## Library Conference Room

Located on the west side of the McKinleyville Library. This new addition to the Library is available to rent during hours that the Library is closed. It is perfect for holding small meetings or classes.

### Rental Fees

|                                |              |
|--------------------------------|--------------|
| Special Event Facility Deposit | \$100        |
| Conference Room                |              |
| Public                         | \$31.75/hour |
| Non-Profit/Vendors             | \$28.75/hour |

## Special Event Services

|                                     |                |
|-------------------------------------|----------------|
| Insurance (if provided by District) | Call for Quote |
| Event Host (minimum 2 hours)        | \$19.50/hour   |
| Event Set Up                        |                |
| Events with less than 100 persons   | \$91.25        |
| Events with 101-200 persons         | \$127.50       |
| Events with more than 200 persons   | \$159.50       |
| Event Clean Up                      |                |
| Events with less than 100 persons   | \$159.50       |
| Events with 101-200 persons         | \$191.00       |
| Events with more than 200 persons   | \$234.00       |
| Projector Rental                    | \$50.00        |

The District advises all potential users to reserve their facility of choice as far in advance as possible so as to increase the likelihood of availability. Please call (707) 839-9003 for more information. The Reservation Form is available on our website at [www.mckinleyvillecsd.com](http://www.mckinleyvillecsd.com).