



Preserving Health, Providing Hope,  
**Preventing Hunger.**



# RENTALS

Established in 1991, the Imperial Valley Food Bank is a nonprofit organization that aims to ensure all residents have access to nutritionally valuable food. We are excited to welcome the community to our new facility at 486 West Aten Road in Imperial, CA. Since opening the Imperial Valley Food Bank Rabobank Center in 2019, our three available spaces have become a premier rental venue for local residents, organizations and businesses. These spaces were designed to foster community, engage the public, and create a source of viable revenue for the food bank. We hope our facility and available spaces will accommodate any function you hope to have with us. Thank you for supporting the Imperial Valley Food Bank and the community with your rental. We hope you have a successful event!

# Individual or Nonprofit rates

## Community Room - \$100



Seats 35 people  
Includes projector & lavalier microphone  
Best for meetings, presentations, and seminars.

## Teaching Kitchen - \$350

Seats 40 people  
Includes projector, lavalier microphone, teaching camera, & TV/Camera display. Best for vendors or instructional cooking classes.



## Full Room for Party - \$250

Seats 70 people and includes projector, lavalier microphone, teaching camera, and TV/Camera display. Up to seven round tables and 70 chairs available with rental.

Refrigerator access only.



## Imperial Grove - \$750

Seats 120 people in amphitheater and 200 in reception area.  
Includes outdoor restrooms, lighting, bar and grill area.

**\*No tables and chairs.**

**All Three Spaces - \$1000**

# Rental Rules and Regulations

## Availability

- Rental Spaces are not available on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Passover, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Persons Day, Harvest Bowl (2nd Saturday in October), Palate, Palette and Pallet (4th Thursday in October), Veterans Day, Thanksgiving Thursday & Friday, Christmas Eve nor Christmas Day.
- The Imperial Valley Food Bank is open to assist the public from 8:00 a.m. to 4:00 p.m. during the weekdays and available by email at **Kandy@ivfoodbank.org**
- This facility and rental spaces is not available for political or religious activities.
- The Imperial Valley Food Bank reserves the right to deny an event or rental.

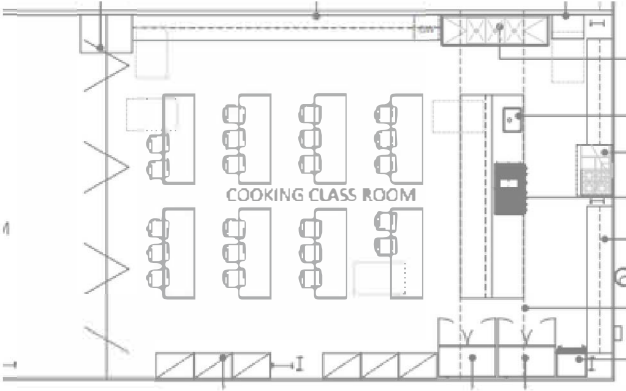
## Facility Attributes

- Approved indoor rentals must **NOT** extend past 10 p.m. and Imperial Grove rentals must NOT extend past midnight.
- There is parking for 35 cars and 2 handicapped spaces within the gated area of the facility. *\*Some parking spaces may be occupied during business hours*
- Only right turns are allowed when exiting our gated parking lot onto Aten Road.
- Cars within the parking lot must be parked in the appropriate designated spaces.
- Additional parking is available on the street near the entrance to the Imperial Grove, on the corner of Commerce Way and Business Parkway.
- We do not advise parking in neighboring business parking lots.
- The Imperial Valley Food Bank has a strict **no smoking policy** in the building and within all areas of the gated facility.

# Community Room - \$100



# Teaching Kitchen - \$350



# Imperial Grove - \$750



# Rental Rules and Regulations

## Required fees

- All events **MUST** be reserved by an adult at least 21-years-old.
- All rental fees **MUST** be paid one week after approval of your event is received.
- Checks should be made out to Imperial Valley Food Bank.

## Set up and Clean up

- No nails, staples, thumb tacks or scotch tape can be used to hang decorations in any of the rental spaces. *\*We suggest painter's tape or command hooks.*
- The kitchen wall decor is designated as off-limits. Not to alter, remove, or damage any items in this area during the rental.
- Time will be provided for setting up before your event start time. If needed to setup a day prior an additional day will be charged.
- When renting, all trash should be collected in bags and placed in the dumpster behind the outdoor restrooms.
- We are not responsible for lost or damaged items.
- All rental facilities **MUST** be returned to the same level of cleanliness as when they were rented. Failure to do so will result in cleaning fees being charged to clients.

## Music and Noise

- Live music with minimal amplification is allowed.
- All groups must comply with the noise ordinance of the City of Imperial, which states that noise levels should not be exceeded beyond 10p.m. to 7a.m.

# Rental Rules and Regulations

## Alcohol Use

- Rentals approved may serve and consume alcohol only in the rented space.
- It is assumed all individual renters will **NOT** be selling alcohol, unless stated so.
- Any business or community group interested in selling alcohol **MUST** obtain an Alcohol Beverage Control (ABC) permit and present it to the Imperial Valley Food Bank one week prior to the event.
- Events where alcohol is served may NOT be open to the public; only invited guests are allowed.
- Alcohol consumption must comply with local and state regulations and CANNOT be served to a person younger than 21 years of age.

## Rental Application

- Please fully read the Rental Rules and Regulations before completing the below application.
- Applications will be processed in order received.
- The Imperial Valley Food Bank may refuse or cancel applications for reasons such as unsatisfactory prior use, nonpayment of fees, facility unavailability, and/or application is submitted less than 30 days prior to proposed event.
- IVFB reserves the right to limit the number of daily, weekly, or monthly uses by any one group to ensure availability and equity to interested parties.
- Cancellation fees may be applied 2 weeks prior to event.
- Applications may be submitted in person, email or mailed to:

**Imperial Valley Food Bank  
P.O. Box 4406  
El Centro, CA 92244**

# Individual or Nonprofit Facility Rental Application

Today's Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Cell Phone(s) \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Form of ID Provided \_\_\_\_\_

Please circle the location requested:

Community Room | Full Room Party | Teaching Kitchen | Imperial Grove | All Spaces

1st Requested Date: \_\_\_\_\_ 2nd Requested Date \_\_\_\_\_

Name of Event \_\_\_\_\_

Type of Event \_\_\_\_\_

Set up Time \_\_\_\_\_ Event Begins \_\_\_\_\_

Event Ends \_\_\_\_\_ Teardown Time \_\_\_\_\_

Total Facility Use Time (# of hours) \_\_\_\_\_ Total Number of Attendees \_\_\_\_\_

## \*For office use only\*

Approved

Denied

Application

Alcohol Permit

Payment

Insurance

# Individual or Nonprofit Insurance Requirements

Individuals and organizations wishing to use the facility are required to provide proof of general liability insurance coverage. The applicant SHALL provide the Certificate of Insurance and an endorsement listing the Imperial Valley Food Bank (IVFB), its officers, board members, employees, volunteers and representatives as additional insured with liability coverage of \$1,000,000 per occurrence and subject to an aggregate of \$2,000,000 as a minimum. Insurance must be primary and noncontributory on an endorsement which shall also be provided to IVFB. The applicant agrees to provide insurance coverage as required certifies that they have the authority to represent the organization.

\_\_\_\_\_ (applicant initials)

I, \_\_\_\_\_, Applicant, certify that I have been given a copy of the facility use policy, rules, regulations, and guidelines, and I agree to comply with all of its provisions.

\_\_\_\_\_ (applicant initials)

I, the undersigned, hereby certify to abide by the regulations governing said facility and to abide by IVFB facility rules and policies. Further, I agree to be personally responsible for any damage/loss sustained by the grounds, building, furniture, appliances, equipment as a result of the event. If any damage/loss to any of the above is found after the event, the security/damage deposit will be kept in the amount of the estimated damages/losses. If the damage/loss exceeds the deposit amount, IVFB will bill the Applicant for any remaining balances due.

\_\_\_\_\_ (applicant initials)

The Applicant waives all claims against IVFB, its officers, board members, employees, volunteers, and representatives, for losses or damages caused by, arising out of, or in any way connected with the exercise of this permit and Applicant agrees to hold harmless, indemnify, and defend IVFB, its officers, board members, employees, volunteers, and representatives, from any and all loss, damage or liability which may be suffered or incurred by IVFB, its officers, board members, employees, volunteers, and representatives caused by, arising out of or in any way connected with exercise by Applicant of the rights hereby permitted, except those arising out of sole negligence of IVFB.

\_\_\_\_\_ (applicant initials)

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_