



Facility Reservation FAQ's

When can I reserve a facility? Facility reservations are accepted on a first-come, first-served basis. City of San Marcos residents/groups may reserve up to nine (9) months in advance to the day of the rental date. Non-residents and non-resident groups may reserve up to six (6) months in advance. Reservations must be booked 60 days in advance.

How do I check facility availability and reserve a room? You can view facility availability and request a facility date and time at www.san-marcos.net/register. You can also call the Parks and Recreation Department at 760-744-9000 x 3511 to check date availability.

How can I secure a facility and date? You will need to complete Facility Rental Request online at our website www.san-marcos.net, or you may bring a completed Facility Rental Request to the Community Center. Please note: Reservations under \$200 must be made and paid in full at least sixty (60) days in advance of the rental date. Facility reservations are not secured or placed on the calendar until the non-refundable reservation fee has been collected. The non-refundable reservation fee will be applied to your facility rental fees. Reservation fees are 20% of the total rental cost for bookings over \$200.

Can I have alcohol at my event? Alcohol is allowed to be served at many types of events including weddings, anniversaries, banquets, etc. Alcohol must be served by a certified bartender. Alcohol is NOT permitted at events where the guest of honor is less than 21 years old including quinceaneras, sweet 16, birthdays, baptisms etc.

Are tables and chairs provided? Yes, tables and chairs are included with your facility rental. Please note: the number of tables and chairs included depends on the facility/room you are renting. If you need tables and chairs beyond what is provided by the City, it is up to the reserving group to provide. The tables and chairs cannot exceed the limit based on building fire code.

What is the minimum or maximum amount of hours I can rent a facility? The minimum and maximum hours you can rent a facility varies depending on the facility, room and day of the week. Please see the Indoor Facility Rental Policy for specifics

<https://www.san-marcos.net/home/showpublisheddocument/23625/638200182613249912>

How late can my event be? Senior Activity Center and San Marcos Community Center facilities can be rented until 9pm upon which you will receive an additional hour (until 10pm) to complete your clean-up. The San Elijo Recreation Center and Williams Barn facility can be rented until 10pm upon which you will receive an additional hour (until 11pm) to complete your clean-up.

Who will unlock the facility the day of my event? A staff attendant will be onsite to unlock the facility for you according to the rental times on your permit.

Is there a kitchen available? Yes, many City facilities have a kitchen available. Our rate schedule has detailed information on the locations.



Are linens or decorations provided? No, linens and decorations are not provided.

Can I have a band or DJ at my event? Yes, you can have a band or DJ at your event. City staff will help you determine the best location within the venue to ensure you meet all the noise ordinance standards outlined in Chapter 10.24 of the City ordinance.

How many people can your facility accommodate? The City has facilities which accommodate 10-280 people. Our largest facility will accommodate 170 people dining room style and 280 people theater style.

Who is responsible for the set-up and take-down of the facility/room? The set-up and take-down of tables, chairs, and other equipment is the responsibility of the reserving group. The reserving group is responsible for returning the facility/room to the original configuration.

Can I make changes to my event date? No, event dates cannot be changed. The non-refundable reservation fee will be forfeited if your original date is not kept.

Can I make changes to my event times? Yes, you can make changes to the times of your event, and/or add additional set-up hours, but no changes can be made within 60 days of the event date.

Do I need security at my event? Yes, the City requires security to be present at most events, and at all events where alcohol is present. Reserving group will need to arrange security service for the event. Security Company must meet all City criteria and be on the list of approved security companies that will be provided at the time of booking.

Do I need insurance? Yes, the City requires insurance coverage. You can purchase liability insurance through the City of San Marcos, or you can provide your own liability insurance through your homeowners or renter's policy (listing the City of San Marcos as additionally insured).

How much does it cost to reserve a City facility? Rates depend on which size facility is being reserved. Please refer to the rate schedule in the Indoor Facility Rental Policy on the City website www.san-marcos.net for a list of all rental fees.

Who can cater my event? You may self-cater or choose your own catering company for your event.

Can I hire my own vendors? Yes, you hire your own vendors.

Heating and air conditioning? City facilities will be heated/cooled to an acceptable temperature based on the time of year. Most facilities are kept between 72-76 degrees. Please note: Williams Barn does not have air conditioning.

When will my refundable cleaning deposit be returned? Your cleaning deposit will be refunded and mailed to you approximately 4-6 weeks after your event as long as proper use and clean-up of the facility was performed.