



Facility Use Application Facilities, Gym, & Theater

City of Davis
 Community Services Department
 600 A Street, Suite C, Davis, CA 95616
 (530) 757-5626
 TDD (530) 757-5666 fax (530) 750-2742
www.cityofdavis.org
csw@cityofdavis.org

Resv. #	H.H.#
---------	-------

Primary Contact _____
 Organization _____ Phone (h) _____
 Address _____ Phone (w/c) _____
 Email _____ City/Zip _____
 Additional Contact _____ Phone _____

Deposit Refund: Credit Card Check, payable to _____

Please circle applicable classification: Resident / Non-Resident/ Commercial/ Community Group (fill out Form)**

Description of Planned Activities: _____

Location(s) Requested: _____ Room(s): _____

Event Set up type: (circle one) Banquet / Meeting / Assembly Setup Diagram number: _____

Date(s): _____ Expected Attendance: _____ Time(s): Set Up: _____

Event Start Time: _____ Event End Time: _____

Clean Up end time: _____ Paid Custodial Clean Up: Yes No (Must be arranged at least 30 days before the event)

Open to Public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Public dances are prohibited – all dances require guest list and city wrist bands (\$.10ea)
Admission Charged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Exclusive Use Of Kitchen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Veterans Memorial Center only, must be booked with MPR or Club Room.
Food or Refreshments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note: some facilities do not allow food. Please see rules.
Alcoholic Beverages Served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Senior Center and Veterans' Memorial Center only.
Alcoholic Beverages Sold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Requires Alcoholic beverages License (Contact Davis P.D.).
Band, DJ, or Amplified Sound?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MPR's only. Guest list may be required.
Indoor Stage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MPR's only. Additional fees apply.
Security Guards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	As determined by City.
Video Equipment Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Chambers only, fee applies. Video Technician must approve.
A/V or PA Equipment Needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Additional fees apply. List here:
Bleachers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Community Gym only, fees apply on non-school days.

Office use only: Staffed Non-Staffed Key issued Extra Equipment

Applicant/Renter/Lessee hereby voluntarily releases and forever discharges the City of Davis, its agents, officials, employees and volunteers from any and all liability, claims, demands, losses and expenses, actions or rights of action which arise out of, or are in any way related to, or connected with, my participation in this activity, or my use and/or rental of city equipment and/or facilities described herein including specifically, but not limited to, any and all injury, death, illness or disease, and damage to myself or to my property, or to property which is under my control. I further agree, promise and covenant to hold harmless, defend and indemnify the City of Davis, its agents, officials, employees and volunteers from all defense costs, including attorney's fees, or from any other costs incurred in connection with claims for bodily injury or property damage caused in whole or in part by any negligent act or omission of the applicant/renter/lessee, anyone directly or indirectly representing and/or employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the city.

I agree that the Community Services Director may add conditions to a reservation. I further agree to the rules on both sides of this application as well as the House Rules and the Reservation Packet.

I further agree, covenant and promise not to sue, assert or otherwise maintain or assert any claim against the City of Davis, its agents, officials, employees and volunteers for any injury, death, illness or disease or damage to myself or to my property, or to property, including city property which is under my control, arising from or connected with my use and/or rental of city equipment facilities or from any claim asserted against me by any other person.

My signature below verifies I have read, I understand, and I will comply with all associated fees, the information on this application, information contained on the reverse side and in the supplemental rules and regulations handout. I also understand that if I change my reservation, fees may change and I am responsible for those fees.

Signature of Group Representative: _____ **Date:** _____

Deposit Paid: _____	Rental Fees Paid: _____	Receipt #: _____	Initial: _____
Copies: White _____	Yellow _____	Pink _____	Key? _____

Deposit Refund: \$ _____ Date of Refund: _____ Receipt #: _____ Initial: _____

Circle One: Demand Credit Card Cash

This material can be made available upon request in and alternative format as required by the American with Disabilities Act of 1990. Direct your request to The Community Services Department (530) 757-5626, (530) 757-5666 (TDD) or csweb@cityofdavis.org.

General Information

1. Groups should carry their own liability insurance. The City is not responsible for damage or claims for personal injury or death, or claims for damage or loss of property incurred in any City facility.
2. Individuals or organizations granted use of a facility will be held responsible for any loss or damage caused by such use.
3. The applicant is certifying, on behalf of the organization applying to rent the facility described on the reverse side, that the organization will not discriminate on the basis of race, national origin, religion, sex, age, handicap, or sexual orientation with respect to attendance at the function to be held in City facilities in accordance with Resolution No. 5259 and Ordinance No. 1359.
4. For Non-Staffed Facilities, renters must pick up a key from the Parks & Community Services Department office during regular business hours before the event date and return the key the next business day. If the key is not returned, the deposit will be forfeited. If the applicant forgets to pick up a key for a non-staffed facility and staff is called to open the facility, the applicant will be charged a \$65 fee to open the facility. (Chestnut Roundhouse, Hattie Weber Museum, Community Pool building, and the Redwood Park Community Building).
5. In the rare case that a staffed facility is not unlocked during the agreed upon reservation hours, the person whose name is on the application form may contact the Davis Police Department at 747-5400, who will contact City Staff to provide access to the facility. A facility reservation will not be granted under the following conditions:
 - Insufficient notice: When staff cannot be scheduled, when facilities cannot be prepared, or other conditions cannot be completed in the time between the date of request and the date of proposed event.
 - Hazardous Activities: When activities of a hazardous nature endanger persons or property.
 - Prior Circumstances: When applicant has mistreated a facility or violated facility use policies during a prior event.
 - Incompatibility with another facility reservation.
6. The deposit paid by your group is a Cleaning, Damage, and Overtime Deposit and is refunded in full if all conditions are met. Each group is REQUIRED to do the following:
 - All tables and chairs used by a group must be left clean. This includes removing all decorations, tape, and table coverings.
 - All decorations must be removed and properly discarded. The use of thumbtacks, staples, nails, glue, or similar hardware or materials to hang decorations is prohibited.
 - A note for WEDDING RECEPTIONS--rice or bird seed cannot be thrown inside the building or in the Courtyard area.
 - If a kitchen is used, the refrigerators, ovens, stove, grill, sinks, dishwasher, and counters must be left clean.
 - Recycling bins for aluminum, glass, plastic, and paper are available at all City facilities. We strongly encourage recycling. Please alert the event cleanup crew and/or caterer about our recycling effort.
 - You are responsible for throwing your trash into the dumpsters provided. If you overflow the facility dumpster, you will be responsible for paying the \$35 pick up charge. Please do not stack garbage above the top of dumpster.

Cancellation Policy

If the reservation is canceled less than 90 days in advance, the rental fee up to the amount of the deposit is forfeited. Cancellations made less than 30 days will forfeit the whole rental fee. Field cancellations must be made 14 days prior to the first day of the reservation for a full refund.

Cancellation of your reservation by City will occur if.

1. The application is found to contain false or misleading information.
2. The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the City facility.
3. Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance.
4. Failure to make rental payment within minimum times provided.
5. If applicant defaults on or has not completed all conditions and requirements for use of the facility.
6. If the facility is needed for public or emergency use.
7. Circumstances arising from natural disasters, power outage, or other unusual situation.
8. Failure to obtain required permits.

Fees

1. Rental fees must be paid no later than 30 days before your event. Furniture set-up diagrams, alcohol permit and business license applications, and requests to have amplified sound must be submitted by this time. If rental fees, requests, and applications are not received at least 30 days before your event, staff reserves the right to cancel reservations. Changes to this reservation may incur additional fees.
2. Facility reservation fees are subject to change July 1st.
3. Overtime is the unscheduled use of facilities (outside of contract hours), which is subject to approval by City staff, will be charged the overtime rate. Time extending over midnight on Friday and Saturday and 10 pm Sundays-Thursdays will be charges 2 times the overtime rate.
4. Using the Daily Rate does not guarantee 10 hours of use. Your reservation will be charged the lowest rate possible according to policy. Unscheduled time used will be charged the overtime rate even if your reservation is less than 10 hrs.
 - a. Time reserved beyond 10 hours will be charged the hourly user group rate.
 - b. **Rental Fees after midnight are charged at 2 x's the User Group classification hourly rate.**
5. Changes in reservation times, event Set-Up diagrams, or equipment requested must be submitted at least 30 days before event date.
6. Unused time is not refundable