



Reservation Information Packet 2009- 2010

Please read through the following material

General Information

1. Facilities may be booked up to 24 months in advance. The Theatre may be reserved 1 ½ years in advance during the open booking period. For more information regarding reserving facilities and the theatre, please call the Community Services Department (530 757-5626)
2. Applications for use of City facilities are available at City Hall, 23 Russell Boulevard in the Community Services Department.
3. On December 17, 1985, the City Council, by consensus, agreed to discontinue the City practice requiring persons using City facilities to purchase liability insurance and name the City as an additional insured. This policy is subject to change at any time. In the event of a lawsuit, the City's insurance will only defend the City; however, the facility user can still face involvement in the lawsuit process. Therefore, we advise all facility users to make every effort to obtain their own individual liability policy in order to defend their organization and officers in case of a lawsuit. Insurance may be purchased through your homeowners' insurance or at the City of Davis Community Services Department at least 30 days before your event. However, insurance for Bounce House use is required.
4. 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.
5. Individuals or organizations granted use of a facility will be held responsible for any loss or damage caused by such use.
6. City staff may photograph or videotape all attendees, including minor children and the City may use such photographs or videotapes to promote City programs and classes. All photos and videotapes will remain the property of the City of Davis.
7. The applicant should arrange to preview the facilities to be rented so that they know the capabilities and limitations. Please make an appointment to inspect the requested facility by calling 757-5664. No equipment or structures may be brought into the building unless approved 30 days in advance by the Facilities Coordinator (757-5662).
8. Public dances/concerts are not allowed in City facilities. Public dances/concerts are defined as follows: A dance/concert that is open to the public; a dance/concert is advertised with dancing or music as the primary focus of the event. The City may require a complete guest list to demonstrate that an event is private and not public. A private event is defined as an event attended by guests who have each received an invitation.

9. In addition to the information summarized here, all applicants will receive additional information concerning the facility rented. Applicants are responsible for reading all information and for complying with all rules and regulations.
10. The applicant is certifying, on behalf of the organization applying to rent the facility 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.
11. No animals, except service dogs, are allowed in any City facility.
12. No smoking or open flames in or around City facilities. State Law prohibits smoking within 20 ft of public entrances.
13. Driving vehicles onto City property is prohibited. Except with a Drive on Permit.

Facility Information

1. In response to California's energy crisis, and an effort of sustainability, thermostats at City buildings will be set at 75 degrees during warm weather; facility attendants may not adjust the thermostat to a temperature lower than 75 degrees. However, there are fans available for your use to make your event more comfortable.
2. There is a possibility of power outages during rental events. Staff will make every effort to make your rental comfortable during this time and have taken the necessary precautions, such as purchasing battery-powered flashlights and emergency lighting.
3. For Non-Staffed Facilities, renters must pick up a key the day of the reservation or the Friday prior to a weekend rental, from the Community Services Department office during regular business hours. If staff is called to open the facility a non refundable \$62 fee will be charged. The Key is due back by the end of the next business day. The rental deposit will not be refunded if the key is not returned.
4. The rental includes the facility and available equipment, but does not include the grounds or park areas outside the facility.(Some equipment requires a fee)
5. 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.

Classifications

Community Groups - Groups and Organizations may rent at a preferred rate if they fall under one of these categories:

- Davis non-profit 501c **or** Local affiliate of a national/regional non-profit **or**
- Registered Student organization with the University of California Davis **and**
 - 50% membership lives in Davis **and**
 - The membership and event are open to the public.

On-going Users - Individuals or groups who reserve a facility for more than three consecutive months.

Scheduling your Event

1. The normal rental hours for most facilities are 8:00am – 10:00pm every day.
2. Senior Center and the Veterans Memorial Center may be booked until midnight on Fridays and Saturdays.
3. The Senior Center is not available for reservations before 6:00pm: Monday - Friday.
4. There is a three-hour minimum room rental for staffed facilities on Friday, Saturday, and Sunday.” However, if multiple rooms are rented on the same date, the three-hour minimum does not apply to the additional rooms, if the additional rooms are rented within the timeframe as the room that meets the three hour requirement.
5. Events that last beyond the normal rental hours will be charged overtime rate (Listed on Fee Schedule). All amplified music must end by 11pm on Friday and Saturday and 10:00pm Sunday through Thursday.
6. The Veterans Memorial Center Kitchen must be rented with either the Multipurpose Room and/or Club Room for the same hours. The rental rate for the Kitchen at the Veterans Memorial Center was established with the assumption that both groups using the Multipurpose Room and the Club Room could have use. Groups who wish EXCLUSIVE use of the Kitchen must have rented the Multipurpose Room for the same hours and will pay a higher fee. Exclusive use is not available with rental of the Club Room only.
7. The Senior Center Catering Kitchen must be rented with the Multipurpose Room for the same hours. Food/drinks prepared in the Catering Kitchen may be taken into the MPR only.
8. The Veterans Memorial Center Courtyard must be rented with the Theatre, Multipurpose Room, and/or Club Room (the Courtyard is not available for reservation by itself). The Multipurpose Room and/or Club Room must be reserved for at least the same hours as the Courtyard. Tables are not provided for use in the Courtyard; 150 folding chairs are available. Rental tables may be brought in for Courtyard use if approved at least 30 days before your event.
9. Courtyard renters should be aware that people using the Theatre and the Club Room will be allowed access to these areas and the bathrooms via the Courtyard walkway. Courtyard activities may not interfere with shows in the Theatre.
10. Reservation time period must include all set-up, decoration, and clean-up time. The facility must be promptly vacated and left clean at the time specified on the application.

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.

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.
9. Unapproved publicity may be cause for cancellation.

Fees

1. Rental fees must be paid no later than 30 days before your event. Furniture set-up diagrams, a copy of the 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 without refund of fees or deposits paid.
2. Arrangements for additional equipment must be made 30 days prior to the rental date. Additional equipment fees must be paid prior to the reservation date.
3. The City Fiscal Year runs July 1 through June 30; Fees are subject to change July 1st.
4. Unscheduled use of facilities (outside of contract hours), which is subject to approval by City staff, will be charged 1.5 times the rental rate. Overtime is unscheduled time extending past midnight on Friday and Saturday and 10 pm Sundays-Thursdays will be charges 2 times the rental rate.
5. The Daily Rate is a discounted facility rate of ten (10) hours of use for the price of six (6) hours. Your reservation will be charged the lowest rate possible according to policy; however, using the Daily Rate does not guarantee ten (10) hours of use if any of the following apply:
 - a. Reservation request goes past midnight.
 - b. All ten (10) hours are not requested on the application during your initial reservation.
6. When using the Daily rate, unscheduled facility use (outside of contracted hours) will be charged the overtime rate even if your reservation is less than ten (10) hrs. Time reserved beyond ten (10) hours will be charged the hourly user group rate.

7. Changes in reservation times, event Set-Up diagrams, or equipment needs must be submitted at least 30 days before event date. Upon a request for change to your reservation, you will be provided a quote for any additional fees. Once you accept these additional fees, any subsequent cancellation will be subject to our cancellation policy.
8. Unused time is not refundable.

Permits

1. All necessary permits must be obtained a minimum of 30 days prior to date of event.
2. Alcohol beverages are only allowed at the Senior Center and Veterans Memorial Center. Alcohol is not allowed at any other rental building.
 - a. An ABC Permit is required if alcoholic beverages are being sold. Please contact the Davis Police Department at least 30 days prior to event. They are located at 2600 5th Street. The phone number is 747-5400.
3. When alcoholic beverages are being served, the City reserves the right to require the user to have security guards present.
4. Any group charging a fee must obtain a permit or license from the Finance Department located in City Hall, at least 30 days prior to the activity. The phone number is 757-5651.
5. Selling of food items require a permit by the Environmental Health Department, 757-5540.

Set-Up of Your Event

1. Set up diagrams must be submitted at least 30 days before the event date.
2. The hours indicated on the reservation form are your group's arrival and departure time. The applicant must include their setup/decoration/cleanup time on the application. At the Senior Center and the Veterans Memorial Center, applicants can expect the room to be set up with tables and chairs per the written diagram submitted in advance by the applicant. At other facilities, the applicant is responsible for furniture set-up and take-down.
 - Catering/Event companies will not be allowed in prior to the start of the reservation.
3. Plans for all Set-Ups and decorations must be submitted and approved 30 days prior to the event. Decorations must be removed when the group leaves the facility. Please ask attendants before you hang any decorations.
 - Duct tape, nails, screws, tacks, staples, etc. on walls, woodwork, or windows are prohibited. Clear packaging tape may be used. Decoration tape is available if requested in advance. Confetti, glitter, and similar materials are not allowed.
4. Room dividers in the Multipurpose Rooms have been installed. Should your group wish to use the divider, please make arrangements at least 30 days in before the event date. There will be no reduction of rental fees for using only one-half of a room.
5. Dance wax, cornstarch, birdseed, confetti, glitter, rice, straw, sand, bubbles, fog, smoke, and similar materials are not allowed; damage fees will be charged if used.

6. Decorations in the lobby of any facility are prohibited unless approved by the Facilities Supervisor, 757-7312.
7. Nothing may be stored or left in the facilities prior to or following an event.
8. City equipment may not be removed or altered under any circumstance
9. At no time shall fire exits be covered or obstructed. Open flame devices are prohibited.
10. Decoration may not cover or be attached too safety/fire equipment and signs. This includes but is not limited too, doors, pipes, and sprinkler heads.
11. Posters or any other publicity must be approved by the City in advance. Do not give out the Veterans' Memorial Center office phone number on any publicity.

Day of Event

1. At staffed facilities, applicant checks in and signs cleaning form prior to entering the room. Facility staff will show the applicant around the facility.
2. 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.
3. If the applicant forgets to pick up a key for a non-staffed facility, the applicant will be charged the \$62 fee for City staff to open the building for you (Chestnut Roundhouse, Hattie Weber Museum, Community Pool building, and the Redwood Park Community Building).
4. Children associated with a rental group must be supervised at all times by adults of the group. Unsupervised children associated with your event may result in cancellation of your event.
5. At the end of your event, sign out with the Facility Attendant to note the time of departure.

Cleaning

1. At the discretion of facilities staff, facility users may be required to secure extra trash dumpsters for larger events. An extra trash dumpster is required for crab feeds, for instance. Dumpsters may be rented from Davis Waste Removal with 30 days notice (756-4646). If the trash collected by your event overflows the dumpster, you will be charged the extra pick up charge.
2. Because people tend to "get out for air" during large gatherings and may leave debris behind, it is suggested that all applicants assign someone to check cleanup outside of the facility you have used. A cleaning fee may be charged if outside cleanup is necessary.
3. The Cleaning/Damage Deposit is refundable if the facility is left in order and no Unscheduled/Overtime charges, as determined by the Facilities Coordinator. Damages may be

assessed after the group has left and the facility is being cleaned. Signing out of the facility does not guarantee a full refund.

4. No refunds will be made of unused rental time.
5. The deposit paid by your group is a Cleaning, Damage, Unscheduled time and Overtime refundable deposit 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 pick up charge. Please do not stack garbage above the top of dumpster.

Fire Safety Rules

1. All decorative materials shall be made from a nonflammable material or be treated and maintained in a flame retardant condition by means for a flame retardant solution or process. Fire Department approval may be required. Decorations are not allowed in a lobby or otherwise outside of the rented area. Table use in a lobby must be approved.
2. All exit doors shall be unlocked and shall not be obstructed by any means.
3. Smoking is not allowed in or around any City facility.
4. The number of persons in any assembly area shall not exceed that number which is posted designating occupant load. Room occupant levels are listed on the fee schedule attached.
14. No open flame devices, including candles, are to be used in any assembly area. State Law prohibits smoking within 20 ft of public entrances. (sterno is OK when used for catering)
5. Banquet or conference tables must be placed at least 5 feet apart, and 5 feet from the walls.

Amplified Sound

(SENIOR CENTER AND VETERANS MEMORIAL CENTER ONLY)

1. With approval of the Facilities Coordinator (757-5664), City sound systems at the Senior Center and Veterans Memorial Center may be used. Use of any sound system must be approved at least 30 days before the event date.
2. Musical instruments must be approved at least 30 days before your event. Amplification of sound from drums and brass instruments is not allowed.
3. Noise levels within public buildings must be consistent with applicable City ordinances (not to exceed 45 decibels). Speakers and sound amplifiers may not be brought into the facilities. Sound levels must not exceed 45 decibels (as measured from across the street.) All music must go no later than midnight on Friday and Saturday, and 10 p.m. Sunday through Thursday. Amplified sound is only allowed in the Multipurpose Rooms.