



**UC DAVIS ONLY**

**Facility, Theatre, or Community Gym Use Application**

*This application can only be processed if signed by a UC Davis Business Office representative per agreement between UC Davis & the City of Davis.*

Primary Contact \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Organization \_\_\_\_\_ Phone (h) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone (w/c) \_\_\_\_\_  
 Email \_\_\_\_\_ City/Zip \_\_\_\_\_  
 Additional Contact \_\_\_\_\_ Phone \_\_\_\_\_

Payment via:  UCD Purchase Order (deposit refunded via check to UCD)  Credit Card (deposit refunded to same card)  
 Check (deposit refund payable to \_\_\_\_\_)

**Description of Planned Activities**

Date(s) \_\_\_\_\_ Location(s) Requested \_\_\_\_\_ Room(s) \_\_\_\_\_  
 Expected Attendance \_\_\_\_\_ Event type: (circle one) Banquet / Meeting / Assembly Setup Diagram # \_\_\_\_\_  
 Time(s): Set Up \_\_\_\_\_ Event Start \_\_\_\_\_ Event End \_\_\_\_\_ Clean up \_\_\_\_\_ End Time \_\_\_\_\_  
 Paid Custodial Clean Up:  NO  YES (Must be arranged at least 15 days before the event)

Open to Public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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
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.
Use of Stage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MPR's only.
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.
Extra 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.
Key Issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Tenant (University) shall indemnify and save harmless the City of Davis from and against any and all loss, cost (including attorney fees), damages, expense and liability in connection with claims for damages as a result of injury or death of any person or property damages which arise from or in any manner grow out of the tenant's use or occupancy of the premises/stage that are not caused by the negligence of the City of Davis, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the Tenant (University), its officers, employees, agents, invitees and guests.

I agree that the Parks and 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 for facility rented and the Facility Rental Information Packet.

I have read, I understand, and I will comply with all the information on this application, information contained on the reverse side and in the House Rules for facility rented and Facility Rental Information Packet.

**Signature of UCD Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. 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. Events/rentals that include the consumption of alcohol may require security guards (at the renter's expense) for the control and safety of the guests and City employees and City property. Events expecting 400 guests or more may be required to provide security guards at the renter's expense.
3. Tenant (University) granted use of a facility will be held responsible for any loss or damage caused by such use.
4. 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.
5. For Non-Staffed Facilities, renters must pick up a key from the Parks and Community Services 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).
6. In the rare case that a staffed facility is not unlocked during the agreed upon rental hours, the person whose name is on the application form may contact the Davis Police Department at 530-747-5400, who will contact City Staff to provide access to the facility.
7. A facility rental will not be granted under the following conditions:
  - a. 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.
  - b. Hazardous Activities: When activities of a hazardous nature endanger persons or property.
  - c. Prior Circumstances: When applicant has mistreated a facility or violated facility use policies during a prior event.
  - d. Incompatibility with another facility rental.
  - e. Proof of Insurance with Endorsement has not been provided prior to the event within the determined time.
8. The deposit paid is a Cleaning, Damage, and Overtime Deposit and is refunded in full if all conditions are met.
9. Each group is REQUIRED to do the following:
  - a. All tables and chairs used by a group must be left clean and all decorations must be removed including tape and table coverings.
  - b. The use of thumbtacks, staples, nails, glue, or similar hardware or materials to hang decorations is prohibited.
  - c. Rice or bird seed cannot be thrown inside the building or in the Courtyard area.
  - d. If a kitchen is used, the refrigerators, ovens, stove, grill, sinks, dishwasher, and counters must be left clean.
  - e. Recycling bins for aluminum, glass, plastic, and paper are available. Please alert the event cleanup crew and/or caterer about recycling.
  - f. 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.
10. Cancellations: If the rental 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.
11. The City will cancel your rental if any of the following occurs:
  - a. The application is found to contain false or misleading information.
  - b. The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the City facility.
  - c. Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance.
  - d. Failure to make rental payment or obtain permits or insurance by required due dates.
  - e. If applicant defaults on or has not completed all conditions and requirements for use of the facility.
  - f. If the facility is needed for public or emergency use.
  - g. Circumstances arising from natural disasters, power outage, or other unusual situation.
12. Rental fees must be paid no later than 30 days before your event. A UCD Purchase Order will be accepted to pay deposit and/or rental fees. Furniture set-up diagram and any changes in setup are due at this time.
13. Alcohol permit and business license applications, and requests to have amplified sound must be submitted by this time to the appropriate departments. Copies of required permits are due to at least 15 days before the event. If rental fees, requests, and applications are not received at least 30 days before your event, staff reserves the right to cancel rentals.
14. Changes to a rental may incur additional fees.
15. Unscheduled use of the facility/room is considered use outside of contract hours and subject to approval by City staff. Unscheduled use will be charged 1.5x hourly rate for unscheduled use prior to 12:00am and 2x hourly rate for unscheduled use 12:00am or later.
16. Using the Daily Rate does not guarantee 10 hours of use.
17. Time reserved beyond 10 hours will be charged the hourly user group rate.
18. Unused time is not refundable.