



Facility Rental Information Packet

Thank you for your interest in renting a City of Davis facility. We look forward to making your event a positive experience. We are here to assist you and provide important information necessary to facilitate your rental. We ask that you read this Information Packet and contact us at (530) 757-5626 (option 2) if you need any further information.

RESERVATION INFORMATION

Facility Reservations must be made in person and approved by the City of Davis Parks and Community Services located at 23 Russell Boulevard during regular business hours.

Reservations are accepted on a first come, first served basis as follows

City Council Policy (October 23, 2007)

1. Individual Users, Commercial Users, and Performing Arts Groups may book up to 24 months in advance.
2. Co-Sponsored Groups, Public Agencies, and Community Groups may book up to 12 months in advance.
3. Veterans Memorial Theater and athletic fields may be booked 12 months in advance.

Facility tours are available during regular business hours or by appointment on evenings and weekends provided no events are in progress. Please contact PCS to schedule a tour with Facilities Coordinator.

SCHEDULING YOUR EVENT

Rental times must include your set-up, decoration, and take-down/clean-up time. Take-down/clean up time is defined as removing decorations, food, and garbage. The facility must be left clean and promptly vacated at the ending time of your rental.

Non-staffed facilities: Brady Room, Chestnut Roundhouse, Community Pool Building, Hattie Weber, and Redwood Building.

Available Rental Hours:

- 8am-10pm every day.

Staffed facilities: Chambers, Senior Center, Veterans Memorial Center, and Veterans Memorial Theatre.

Available Rental Hours:

- Community Chambers: 6pm-10pm Monday-Friday and 6am-12am Saturday and Sunday.
- Senior Center: 6pm-10pm Monday-Thursday, 6pm-12am Friday, and 6am-12am Saturday and Sunday.
- VMC & VMT: 8am to 10pm Monday-Thursday, 6am-12am Friday and Saturday, and 8am-12am on Sunday.

A three-hour minimum room rental is required for staffed facilities on Friday, Saturday, or Sunday. Additional rooms at the same facility may be rented within the same time frame for less than three hours.

The Veterans Memorial Center Kitchen must be rented with either the Multipurpose Room and/or Club Room for the same hours. Groups needing EXCLUSIVE use of the Kitchen must have rented the Multipurpose Room for the same hours and will pay the exclusive kitchen rate. Exclusive use is not available with rental of the Club Room only.

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; 130 folding chairs are available. Rental tables may be brought in for Courtyard use if approved at least 30 days before your rental date.

Renters of the Veterans Memorial Center Courtyard 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.

The Senior Center Kitchen must be rented with the Multipurpose Room for the same hours. Food/drinks prepared in the Kitchen may be taken into the Multipurpose Room only.

Parking availability at city facilities is not guaranteed and may be limited due to other scheduled events.

A facility rental includes the facility and available equipment, but does not include the grounds or park areas outside the facility. Use of some equipment requires an additional fee.

In the event of an emergency such as power outage, natural disasters, etc., the City will not be held responsible for interruption of an event. The City reserves the right to cancel a rental without notice or liability. Refunds will be made if a cancellation is necessary.

A facility rental 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.
- 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.

DEPOSIT, FEES, AND REFUNDS

A deposit is required to reserve the room(s)/ facility(s) you are interested in.

All outstanding payment balances (i.e., outstanding rental, staff, custodial, equipment charges) are due and payable **no less than thirty days (30) prior to the rental date. *If fees are not paid (30) days prior to the rental date, your rental will be cancelled and all fees forfeited.***

Fees are subject to change each year per the Council approved Master Fee Schedule.

The Daily Rate is a discounted rate of ten (10) hours of use for the price of six (6) hours. You 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:

1. Reservation request goes past midnight.
2. All ten (10) hours are not requested on the application during your initial reservation.

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) hours. Time reserved beyond ten (10) hours will be charged the **hourly user group rate**.

Unused rental time is not refundable.

Changes in rental times, event set-up diagrams, or equipment needs must be submitted at least 30 days before rental date. Upon a request for change, you will be provided a quote for any additional fees. Once you accept these additional fees, any subsequent cancellation will be subject to the cancellation policy.

Fees are calculated based on the following User Group Classifications

1. **Residents:** Persons living within the Davis city limits who pay Davis property taxes.
2. **Non-Residents:** Persons living outside of the Davis city limits who do not pay Davis property taxes.
3. **Community Groups:** Groups and Organizations (charitable or service) in one of these categories.
 - **Community Group Category 1**
 - Non-profit 501c(3) **or** Local affiliate of a national/regional non-profit that benefits the Davis Community. Proof of 501c(3) status with the Internal Revenue Service must be shown **and**
 - Membership and event is open to the public **and**
 - 50% of membership is comprised of Davis residents.
 - **Community Group Category 2**
 - Registered Student Organization as sanctioned by the University of California, Davis Office of Student Affairs, Student Programs and Activities Center.

The required deposit is a Booking, Cleaning, Damage, Unscheduled time and Overtime deposit and is refundable if rental does not accrue charges. A facility inspection with customer will be conducted immediately following the event by facility staff to determine the condition of the facility, including the restrooms, kitchen, and outside areas. Refunds for deposits should be received within 3-5 weeks after the rental date. Facilities coordinator will send customer a written notice of deposit deductions based on accrued charges.

INSURANCE REQUIREMENTS

Rentals requiring insurance coverage include:

1. Field, Gym, Theatre, and Stage rentals.
2. Picnic rentals with alcohol and/bounce house.
3. Rentals with either **alcohol** or 200 or more attendees.
4. The City also reserves the right to require liability insurance based on the type of event, regardless of facility being used.

INSURANCE REQUIREMENTS

- Name City of Davis as additionally insured.
- Additional Insured Endorsement must be included.
- Have a **minimum** limit of \$1,000,000 coverage
 - (1) general aggregate
 - (2) per occurrence
 - (3) AND liquor liability (if serving or selling alcohol
- Certificate must specify date and location of event.
- Certificate and endorsement(s) **must be submitted 14 days prior to rental date** or rental may not be granted.
- Rentals requiring insurance are considered **tentative** until insurance meeting all criteria has been received and approved by the City.
- Event permits will be released upon compliance with all applicable requirements.
- Liability Insurance may also be required when water access is requested.

INSURANCE HOLDER & ENDORSEMENT

City of Davis
23 Russell Boulevard
Davis, CA 95616

Insurance may be purchased via the City of Davis' insurance carrier except coverage for bounce houses. For more information, contact Parks and Community Services at (530) 757-5626 (*option 2*).

SECURITY REQUIREMENTS

Private security services may be required for your event to ensure the safety of guests, City staff, and City property. The renter is responsible to arrange and pay for security services. Security must be provided by a registered, bonded security company, or police agency. The city reserves the right to approve any outside security provider.

Security must be provided when:

1. Rentals/events expecting 100 or more participants and serving or selling alcohol must provide one licensed security guard for each 100 participants.
2. Rentals/events expecting 200 or more attendees must provide at least one licensed security guard for each 100 attendees – all rentals regardless of alcohol being served/sold.
3. Events expecting 400 or more attendees may be required to provide extra duty police officers as security personnel.

PERMIT REQUIREMENTS

All necessary permits or licenses must be delivered to Parks and Community Services at 23 Russell Boulevard, a minimum of **14 days prior to rental date**. Examples of types of permits/licenses you may need: ABC License (alcohol), Noise/Sound Permit, Business License, Food Permit or Drive on Permit.

Alcohol is allowed only at the Senior Center, Veterans Memorial Center and in the Veterans Memorial Theatre lobby. An ABC Permit is required if alcohol is included with entry ticket or if selling alcohol. Please contact the Davis Police Department at least **30 days prior to rental date** to obtain permit.

Any group charging a fee must obtain a permit or license from the Finance Department at least **30 days prior to rental date**. There is no charge to non-profits when acquiring a temporary **business license** to sell goods or merchandise at an event.

Selling of food items may require a permit from the Yolo County Health Department.

Driving vehicles onto City property is strictly prohibited unless a **Drive on Permit** has been issued to the renter. Please contact Parks and Community Services for more information (approval and fee rates).

Police Department:	(530) 747-5400	2600 5 th Street
Finance Department:	(530) 757-5651	23 Russell Boulevard
Yolo Health Department:	(530) 757-5540	137 N. Cottonwood Street, Woodland

SET-UP OF YOUR EVENT

The hours indicated on the Rental Application are your group's arrival and departure time.

Plans for all set-ups and decorations must be submitted and approved 30 days prior to the event.

At the Senior Center and the Veterans Memorial Center, applicants can expect the room to be already 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 to the facility prior to the start of the rental.

Please ask attendants before you hang any decorations. Duct tape, nails, screws, tacks, staples, etc. on walls, woodwork, or windows are prohibited. Zero residue tape may be used. Decorations in the lobby of any facility are prohibited unless approved by the Facility Coordinator prior to the beginning of the event.

Decorations may not cover or be attached to safety/fire equipment and signs. This includes but is not limited to, doors, pipes, and sprinkler heads.

Decorations must be removed when leaving the facility.

Arrangements for additional electrical or sound equipment must be made 30 days prior to the rental date. Additional equipment fees must be paid prior to the event.

Room dividers in the Multipurpose Rooms have been installed. Should your group wish to use the divider, please make arrangements at least 30 days before the rental date.

Dance wax, cornstarch, birdseed, confetti, glitter, rice, straw, sand, bubbles, fog, smoke, and similar materials are not allowed; clean-up and damage fees will be charged if used.

Nothing may be stored or left in the facilities prior to or following an event. City equipment may not be removed or altered under any circumstance.

At no time shall fire exits be covered or obstructed.

Posters or any other publicity must be approved by the City in advance. Publicity materials are also prohibited from including the rented facility phone number.

No smoking or open flames are allowed in or around City facilities. State Law prohibits smoking within 20 feet of public entrances. Open flame devices are prohibited.

Thermostats at City buildings are generally set at 75 degrees during warm weather; facility attendants cannot adjust the thermostat to a temperature lower than 75 degrees. However, for larger events thermostats are programmed to 72.5 degrees.

Key for Non-Staffed Facilities: renters must pick up a key the day of the reservation one business day prior to the rental from the Parks and Community Services office during regular business hours. If staff is called to open the facility a non-refundable \$65 fee will be charged. The key is due back by 5pm the next business day. The rental deposit will not be refunded if the key is not returned. If the applicant forgets to pick up a key for a non-staffed facility, the applicant will be charged the \$65 fee for City staff to open the building (Brady Building, Chestnut Roundhouse, Hattie Weber Museum, Community Pool Building, and the Redwood Park Community Building).

No animals, except service dogs, are allowed in any City facility.

DAY OF EVENT

Staffed Facilities: renter checks in and signs cleaning form prior to entering the room. Facility staff will show the applicant around the facility. At the end of your event, sign out with facility staff to note the time of departure.

In the rare case that a staffed facility (Chambers, Senior Center, VMC or VMT) 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 (530) 747-5400, who will contact City Staff to provide access to the facility.

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.

City staff may photograph or video all attendees, including minor children and the City may use such photographs or videos to promote City programs and classes. All photographs and videos are the property of the City of Davis.

CLEANING RESPONSIBILITIES

Facilities must be returned to their pre-event condition. If additional cleanup or repair is required by city staff, the deposit, or a portion thereof, will be retained to cover clean up or repairs.

All cleaning supplies must be furnished by the renter or caterer such as: All-purpose dish soap, sanitizing solution, germicidal detergent, sponges, rags, drying cloths, and oven cleaner. Renters/Caterers must furnish all cooking and serving utensils. The City of Davis will only provide a mop, broom, trash cans and liners.

Cleaning Guidelines:

All Rooms

- Remove all decorations from tables, chairs, walls, and ceiling.
- Sweep all debris from floors.
- Wipe off counters and all service areas.
- Wipe off all tables and chairs.
- Pick up all trash and put in trash cans.
- Remove all trash to outside dumpsters. Cardboard boxes should be flattened before putting in the dumpsters.
- Place new liners in all trash receptacles.
- Clean all walls and report any marks to staff.
- Report any damage or breakage to staff.
- Remove all debris and personal items from outside areas. Pick up all trash and put in trash cans.

Kitchen (Veterans Memorial Center and Senior Center)

- Remove all trash to outside dumpsters. Cardboard boxes should be flattened before putting in the dumpsters. Place new liners in all trash receptacles.
- Clean and shut down each piece of equipment used.
- Wipe all surfaces, all appliances; clean any spills in oven and on oven racks.
- Wash all stainless steel surfaces (prep tables and work counters) with dish soap and hot water, spray with disinfectant, and dry with clean soft cloth.
- Remove all food particles from sinks, wash with dish soap and hot water, spray with disinfectant, and dry with a clean, soft cloth.
- Empty, rinse, and replace mesh food particle screens inside dishwasher. Restack dish trays.
- Empty refrigerators and freezers of all food and beverage, clean inside of refrigerators, mop any spills, and wipe off all racks with a damp cloth.
- Sweep all debris from floor and mop all floor surfaces used with detergent and hot water.
- Remove all food particles from the stovetops; empty all grease traps and spill pans wash with dish soap and hot water and dry with a clean soft cloth.
- Clean all stainless steel surfaces behind and above cooking areas.

You may purchase the optional cleaning package for your post event cleanup.

Custodial Fee: \$300

The cleaning package includes cleaning of the multipurpose rooms and kitchens areas only, specifically cleaning the appliances, cabinets, counters, furniture and sinks. All trash and debris will be removed, floors swept and mopped. The cleaning package does not include the take down or removal of decorations, and does not include cleaning of areas other than the multipurpose rooms and kitchen. Renters must select and pay for the optional cleaning package at least 2 weeks prior to their rental date.

At the discretion of city staff, facility users may be required to secure extra trash dumpsters for larger events. Dumpsters may be rented from Davis Waste Removal with 30 days' notice (530)756-4646. Please do not stack garbage above the top of dumpster. **If the trash collected by your event overflows the dumpster, you will be charged the extra pick up charge.**

Recycling is strongly encouraged and recycling bins for aluminum, glass, plastic, and paper are available at all City facilities. Please alert the event cleanup crew and/or caterer about the city's recycling efforts.

Because people tend to "get out for air" either outside or into the Courtyard area during large gatherings and may leave debris behind, renters should ensure cleanup outside of the facility used. A cleaning fee may be charged if outside cleanup and/or the cleanup of Courtyard is necessary by facility staff.

The Cleaning/Damage Deposit is refundable if the facility is left in order and there are 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.

Any damages to the facility and/or equipment will be charged based on the cost to repair or replace.

CANCELLATION POLICY

For rentals cancelled 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:

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