



HOUSE RULES VETERANS MEMORIAL CENTER

Renters are expected to adhere to the following rules to ensure both the safety of the participants and the preservation of the building. If you have any questions regarding the guidelines set forth below, please contact Parks and Community Services at (530) 757-5626 (option 2). The Davis Police Department (530) 747-5400 may be called to summon City staff for **emergencies only**. Certificate of Liability Insurance may be required for rentals. Use of/selling of alcohol or attendance over 200 may require licensed security personnel.

Location: 203 East Fourteenth Street (corner of Fourteenth and B Streets), on the southern edge of Community Park.

Areas/rooms available to rent: Multipurpose Room, Club Room, Game Room, Kitchen, and Courtyard

<u>Room:</u>	<u>Maximum Users by Use</u>
Multipurpose Room	Approximately 60 by 80 feet (4,800 sq. ft.)
Dining	408 persons
Seating Only	420 persons
If the room is divided:	
North-Dining	140 persons
South-Dining	140 persons
Club Room	Approximately 40 by 40 foot octagon (1,400 sq. ft.)
Dining	72 persons
Seating Only	93 persons
Game Room	Approximately 27 by 30 feet (810 sq. ft.)
Dining	48 persons
Seating Only	65 persons

Because this is a large facility that may host simultaneous events, not all furniture may be available for use. Actual use may be limited by available furniture.

Available Furniture:

- 600 indoor chairs
- 100 folding chairs (for Courtyard use)
- 30 twelve foot tables
- 8 four foot tables
- 35 five foot round tables – MPR use only
- 20 six foot tables
- 4 6'x8' stage sections – MPR use only
- Dry erase board
- Projector
- Projector screen

Multipurpose Room

Ideal for large receptions, fundraisers, dinners, and large meetings. The room has access to the Lobby, Courtyard, and Kitchen. There is a room divider, which divides the room approximately in half. Half the MPR is available for rent. Amplified sound available only in the MPR.

Club Room

Often used for small receptions and dinners, meetings, conferences. The room is accessed from the Courtyard and has Kitchen access. Amplified sound is not permitted in this room.

Game Room

Used for classes and meetings. This room is located off the Lobby. The room does not have Kitchen access. Amplified sound is not permitted in this room.

Kitchen – available when rented with the MPR or Club Room

Designed for catering use, the Kitchen is easily accessible from the Multipurpose Room, Club Room, Courtyard, and the rear loading dock. There are two large refrigerators, a small freezer, counter space, a large grill, stove and oven space, a cubed ice machine, and a dishwasher. Utensils are not available. The Kitchen is reserved with the Club Room or MPR, and must be rented for the same hours as the other room. The rental rate for the Kitchen was established with the assumption that renters of the Club Room and the Multipurpose Room would be sharing use of the Kitchen. Exclusive use of the Kitchen has a slightly higher rental rate and requires rental of the MPR for the same hours.

Courtyard

Ideal for weddings or for use as a quiet area for events in other rooms. The Courtyard may have Kitchen depending upon other scheduled rentals. Amplified sound is not allowed in the Courtyard. Throwing of confetti, rice, or bird seed in the Courtyard is not permitted.

The Courtyard must be rented with the MPR and/or Club Room, and during the same hours. The Club Room and MPR may be rented for more hours than the Courtyard. i.e., if a renter wants the courtyard 3-10 p.m., they must rent either the Club Room or MPR 3-10 p.m. However, they may rent the Courtyard for less hours than they have the other rooms, i.e., if they have the MPR 2-9 p.m., they may rent the Courtyard 4-8 p.m. This is designed to cut down on conflict between groups renting the different rooms at the same time such as Club Room renters walking through a Courtyard wedding. Only two groups may rent the MPR/Club Room/Courtyard area at the same time.

If the Courtyard is to be used for anything more than spontaneous overflow from an event, it must be reserved. This includes serving of refreshments during Theatre performances, etc.

Lobby

The Lobby area is the main entry to the Center. It is generally open to the public to provide access to events at the Center. Food and drinks are not allowed in the Lobby. Decorations are allowed in the Lobby only with prior approval and only if renter has reserved the entire building.

Special Note Regarding the Veterans' Memorial Center

The Veterans Memorial Center is a large facility that often hosts several events simultaneously. Because of this, it is not always possible to restrict access to the Lobby and Courtyard areas of the Center. For example, users of the Club Room must enter and exit through the Courtyard. Patrons must understand the needs of other users of the facility. Groups using the VMC should park in the adjacent parking lot or on the street. Vehicles may unload behind the Kitchen when loading equipment or bringing supplies. Vehicles must be moved to the parking lot after unloading. The access road/fire lane behind the VMC must be kept clear at all times. Vehicles are not allowed on the bike paths.

General

- Public dances/concerts are not allowed.
- Events must end by 10pm Sundays through Thursdays, and by 12 midnight on Fridays and Saturdays.
- All participants must be supervised by the renter, in all areas of the facility, at all times.
- It is the responsibility of the renters to understand the limitations of the building and its furniture/equipment.
- All items brought into the facility must be removed (i.e. taken home or thrown away) from the facility at the end of the reservation.
- Furniture may not be removed from the building. Under no circumstances should furniture be taken into the park without prior approval.

Set-up and Clean-up

- Clean all tables, with the supplies provided.
- Take the garbage out to the dumpster east of the Kitchen. The renter may be required to rent an extra dumpster if a large amount of trash will be generated.
- Leave the facility in the same condition in which it was found. Failure to do so could result in a charge to the damage/cleaning deposit, unless renter has paid for custodial service.
- The renter is responsible for picking up/cleaning the bathrooms, lobby, Kitchen, Courtyard and/or any other areas used during rental.
- Decorations/furniture cannot block or obstruct any exits. Decorations may not cause damage to the building (i.e. removing paint, creating holes, etc.). Dance powder, birdseed, confetti, glitter, rice, straw bales, straw, sand, and similar materials are not allowed.
- Decorations are allowed in the front lobby with prior approval.
- Candles and other open flame devices are not allowed except burners for heating and cooking.

Sound

- **Amplified music/sound is only allowed in the Multipurpose Room.**
- Noise levels must not exceed 45 dB when measured from across Fourteenth Street.
- A sound system is available for use in the Multi-Purpose Room only for an additional fee.

Event Cancellation

The City reserves the right to cancel a rental/event at any time if the safety of attendees, members of the public, City employees, or the building is at risk for any reason. Failure to follow the direction of City employees at any time may result in the cancellation of your rental/event.