



## House Rules Senior 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:** 646 A Street - corner of Seventh and A Street

**Rooms available:** Multipurpose Room and the Kitchen, Valente Room, and Activity Room

Senior Center programming has priority use Monday through Friday, 8:00 a.m. to 6:00 p.m. If not in use by the seniors, the facility can be used by City staff for meetings or training classes. The Senior Center is available to rent after 6pm on weekdays and all day on Saturdays and Sundays.

<u>Rooms</u>	<u>Maximum Users by Use</u>	<u>Available Furniture:</u>
Multipurpose Room	approximately 4,734 square ft.	350 light blue chairs
Dining	312 persons	(35) 12' tables
Seating Only	350 persons	(1) 4' round table
		(15) 5' oval tables
Valente Room	approximately 1428 sq. ft.	(1) 8' one-sided tables
Dining	72 persons	Podium (MPR)
Seating Only	125 persons	Projector screen (MPR)
Activity Room	approximately 1080 sq. ft.	
Seating Only	80 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.

### Multipurpose Room

Ideal for large receptions, dinners, and meetings. There is a room divider, which divides the room approximately in half

### Kitchen

Designed for catering use. A portion of a large refrigerator, table and counter space, a large grill, stove and oven space, and a dishwasher. Utensils are not available. Freezers are not available. Users with ice or frozen goods should take this into consideration. The kitchen can only be reserved in conjunction with the Multi-Purpose Room.

### Lobby

The Lobby area of the Senior Center contains several benches and a fountain. People often move into the Lobby during an event to get some air. Food and Drinks are strictly forbidden in this area. The fountain is quite delicate, and should not be used as a bench. Users will be charged Cleaning/Damage fees if the fountain is damaged.

## **Valente Room**

Ideal for meetings, small receptions, fundraisers and dinners. Kitchen is available for use with minimal refrigerator space.

## **Activity Room**

Ideal for meetings, classes, conference break-out room, and bride's room. Food or drinks are not allowed in this room.

## **Game Room**

Ideal for small meetings. The furnishings in the must remain in the room. It is a perfect room for group activities like card games. Food or drinks are not allowed in this room.

## **General Information**

- Public dances/concerts are not allowed.
- The building must be vacated 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.

## **Set-up and Clean-up**

- Clean all tables, counters and floors with the cleaning supplies provided – may need to bring additional supplies.
- Take the garbage out to the dumpster north 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. The renter is responsible for picking up/cleaning the bathrooms, lobby, Kitchen, and/or any other areas used during your event. Failure to do so could result in a charge to the damage/cleaning deposit.
- 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 not allowed in the lobby.
- Candles and other open flame devices are not allowed.

## **Sound**

- Music/amplified sound is only allowed in the Multipurpose Room.
- Noise levels must not exceed 45 dB when measured across the street.
- A basic sound system is available for an additional fee for use in the Multipurpose Room.

## **Event cancellation**

The City reserves the right to cancel an event at any time if the safety of event participants, 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 event.