



House Rules Brady Building

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). Use of the Brady Building does not permit use of Civic Pool. The Davis Police Department (530-747-5400) may be called to summon City staff for **emergencies only**.

Location: 23 Russell Boulevard adjacent to Civic Pool

Available uses: meetings, seminars, and classes.

No alcohol or food is permitted. No water or bathrooms available.

<u>Room:</u>	<u>Maximum Users by Use</u>	<u>Available Furniture:</u>
Tables & Chairs (<u>No Dining</u>)	approximately 390 square feet	40 chairs
Seating	40 persons	2 twelve foot tables
Assembly – no tables/chairs	40 persons	

General

- All participants must be supervised by the renter, in all areas of the facility, at all times.
- **The renter is responsible for checking out and returning** the building keys from the Parks and Community Services Office at 23 Russell Boulevard. If a key is not picked up and City staff is summoned to open the building, there will be a **\$65.00 non-refundable charge each time someone is called out.**
- If a key is not returned, the renter is responsible to pay the lost key charge and deposit will not be refunded.
- It is the responsibility of the renters to understand the limitations of the building and its furniture/equipment.
- Food/drinks are not allowed in the building.
- Furniture may not be removed from the building. Under no circumstances should furniture be taken into the park or on pool deck.

Set-up and Clean-up

- Furniture may not block or obstruct exits.
- Clean all tables and counters.
- Ensure carpet is free of debris.
- Set-up and put away all tables and chairs in the correct formations.
- Take the garbage out to the nearby park dumpsters.
- Return tables, chairs, and other equipment back to their original locations.
- 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.

Doors

- All doors must be shut, secured, and locked upon leaving.



House Rules Chestnut Roundhouse

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**.

Location: 1020 Chestnut Lane in Chestnut Park (corner of Chestnut Lane & Alice Street), this small building hosts several City programs.

Available uses: small meetings, birthday parties for children.

Alcohol is not permitted at this location.

<u>Room:</u>	<u>Maximum Users by Use</u>	<u>Available Furniture:</u>
Multipurpose Room	approximately 750 square feet	15 adult chairs
Seating	30 persons – 20 children/10 adult	32 children's chairs
		4 half-circle tables (low)

General

- All participants must be supervised by the renter, in all areas of the facility, at all times.
- **The renter is responsible for checking out and returning** the building keys from the Parks and Community Services Office at 23 Russell Boulevard. If a key is not picked up and City staff is summoned to open the building, there will be a **\$65.00 non-refundable charge each time someone is called out**.
- If a key is not returned, the renter is responsible to pay the lost key charge and deposit will not be refunded.
- It is the responsibility of the renter 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.
- Decorations/furniture cannot block or obstruct any exits. Decorations used may not cause damage to the building.
- Furniture may not be removed from the building.
- Vehicles are not allowed in the park. No parking in the park. Park on street only.

Set-up and Clean-up

- Clean all tables and counters.
- Sweep, mop, and vacuum the floors.
- Take the garbage out to the outside trash cans.
- Replace the tables, chairs, and other equipment back to their original locations.
- All food must be removed from the facility.

Before Leaving the Facility

- Turn off all lights.
- Set the Heating and A/C timer at zero.
- Lock all doors and windows.
- 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.



House Rules

Community Pool Building

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**. Rental of the Community Pool Building does not grant use of Community Pool.

Location: in Community Park, next to the Community Pool Complex.

Available uses: small meetings, seminars, birthday parties, and classes.

Alcohol is not permitted at this location.

<u>Room:</u>	<u>Maximum Users by Use</u>	<u>Available Furniture:</u>
Multipurpose Room	Approximately 710 square feet	<i>Actual use may be limited by available furniture.</i>
Dining	24 persons	16 chairs
Seating	40 persons	4 eight foot tables
Assembly-no tables/chairs	40 persons	

General

- All participants must be supervised by the renter, in all areas of the facility, at all times.
- **The renter is responsible for checking out and returning** the building keys from the Parks and Community Services Office at 23 Russell Boulevard. If a key is not picked up and City staff is summoned to open the building, there will be a **\$65.00 nonrefundable charge each time someone is called out**.
- If a key is not returned, the renter is responsible to pay the lost key charge and deposit will not be returned.
- It is the responsibility of the renter to understand the limitations of the building and its furniture/equipment.
- All items brought into the facility must be removed from the facility at the end of the day.
- Furniture may not be removed from the building. Under no circumstances should furniture be taken into the park.
- Parking spaces are located in the High School lot. Vehicles are not allowed in the park except with an approved Drive on Permit (extra fee required) – this is only a drive on permit for drop off and pick up. No parking in the park. General building use does not qualify a renter for drive on permit.
- No air conditioning available.
- Decorations/furniture cannot block or obstruct any exits. In addition, any decorations used should not cause damage to the building (i.e. removing paint, creating holes, etc.).

Set-up and Clean-up

- Clean all tables and counters and sweep and mop the floors.
- Take the garbage out to the nearby dumpsters.
- Replace the tables, chairs, and other equipment back to their original locations.
- 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.
- All food must be removed from the facility.

Doors

- All doors must be shut and locked upon leaving.



House Rules

Hattie Webber Museum

Renters 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**.

Location: 445 C Street - corner of Fifth and C Street, in Central Park

Available uses: Meetings, seminars, classes, and small conferences.

No alcohol or food is permitted.

<u>Room:</u>	<u>Maximum Users by Use</u>	<u>Available Furniture:</u>
Multipurpose Room	Approximately 1000 square feet	40 chair
Tables & Chairs <u>(No Dining)</u>	20 persons	2 six foot round tables
Seating	40 persons	
Assembly-no tables/chairs	40 persons	

General

- All participants must be supervised by the renter, in all areas of the facility, at all times.
- **The renter is responsible for checking out and returning** the building keys from the Parks and Community Services Office at 23 Russell Boulevard. If a key is not picked up and City staff is summoned to open the building, there will be a **\$65.00 non-refundable charge each time someone is called out**.
- If a key is not returned, the renter is responsible to pay the lost key charge. (Deposit may not be refunded)
- It is the responsibility of the renter to understand the limitations of the building and its furniture/equipment.
- Museum artifacts/display cases may not be touched/moved under any circumstances.
- Food/drinks are not allowed in the building.
- Furniture may not be removed from the building. Under no circumstances should furniture be taken into the park.
- One adult for every thirty participants must be present at all times.
- Decorations are not allowed.

Set-up and Clean-up

- Furniture may not block or obstruct exits.
- Clean all tables and counters.
- Sweep/mop the floor.
- Set-up and put away all tables and chairs in the correct formations.
- Take the garbage out to the park nearby park dumpsters.
- Replace the tables, chairs, and other equipment back to their original locations.
- 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.

Doors

- All doors must be closed and locked upon leaving.



House Rules Redwood Building

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**. **Alcohol is not permitted at this location.**

Location: 1001 Anderson Road in Redwood Park next to Cesar Chavez Elementary

Available uses: small classes, meetings, and birthday parties. The building includes a small kitchen. Actual use may be limited by available furniture.

<u>Room</u>	<u>Maximum Users by Use</u>	<u>Available Furniture:</u>
Multipurpose Room	Approximately 1,300 square feet	60 chairs
Dining	50 persons	4 eight foot tables
Seating	60 persons	1 five foot oval table
Assembly-no tables/chairs	60 persons	

General

- All participants must be supervised by the renter, in all areas of the facility, at all times.
- **Renter is responsible for checking out and returning** the building keys from the Parks and Community Services Office at 23 Russell Boulevard. If a key is not picked up and City staff is summoned to open the building, there will be a **\$65.00 non-refundable charge each time someone is called out.**
- If a key is not returned, the renter is responsible to pay the lost key charge.(Deposit may not be refunded)
- 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 day.
- Decorations/furniture cannot block or obstruct any exits. Decorations may not cause damage to the building.
- Furniture may not be removed from the building.
- Vehicles are not allowed in the Cesar Chavez parking lot during school hours.
- Vehicles are not allowed to drive in the park without a Drive in Park City permit. This permit is for drop off and pick up only.
- Full use of refrigerator cannot be guaranteed due to city recreation programs using the facility.

Set-Up and Clean-up

- Clean all tables and counters.
- Sweep, mop, and vacuum.
- Take the garbage out to the outside trash cans.
- Replace the tables, chairs, and other equipment back to their original locations.
- Remove all food from the facility.

Before Leaving Facility

- Turn off all lights, oven, and stove.
- Set the Heating and A/C timer at zero.
- Lock all doors and windows.
- 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.