



House Rules Community Chambers

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: 23 Russell Boulevard (corner of Russell Boulevard and B Street). Users can only reserve the Community Chambers M-F in the evenings or weekends.

Large city sponsored functions or events are not possible during working hours because there are not enough parking spaces.

130 Maximum Capacity (includes 10% standing, per Fire Marshal)

The City Council Chambers is well suited for meetings, seminars and lectures.

- 97 Fixed seating, 8 at staff tables, 9 at dais

Equipment regularly available:

- White board
- Bulletin boards
- Projection screen
- PA system (dais only)
- Sink (cold water only) and limited counter space

Equipment requiring special arrangement* (*\$50.00 minimum charge):

- Overhead projector
- Slide projector
- Wireless microphone for fixed PA system
- Additional microphones for fixed PA system
- Video recording and/or playback using fixed video equipment in room

General

- The facility will be open at the time specified on the application.
- All participants must be supervised by the renter, in all areas of the facility, at all times.
- A City facility attendant will open/lock the building.
- If the event is to be videotaped, a Video Technician will staff the event. A request for a Video Technician must be approved and confirmed at least 30 days before your event date. Contact the Parks & Community Services office to submit a request.
- It is the responsibility of the renter(s) to understand the limitations of the building and its furniture/equipment.
- Food/Drinks may not be brought into the building.
- Furniture may not be removed from the building.
- This facility may be rented after 5pm on weekdays and all day on the weekends.

Set-Up and Clean-up

- Furniture may not block or obstruct exits.
- Clean all tables and counters.
- Take the garbage out to the outside trash cans.
- 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 cleaning/damage deposit.

Event

- Decorations are not allowed.