



House Rules Cannery Farmhouse

The Cannery Farmhouse is a welcoming building with a wraparound covered patio, one large indoor room with a vaulted ceiling and two individual restrooms. The room is furnished with a large wooden table and bench, sitting areas and folding tables and chairs.

The House Rules are established to outline the rules and expectations for renters when using City facilities to ensure both the safety of the participants and the proper maintenance and security of the facility.

Cannery Farmhouse Details

Location: 1550 Cannery Avenue

Parking: Street Parking is available on Berryessa Lane

Appropriate Uses: classes, meetings, receptions and parties.

Dimensions: 60' x 25'

Square Footage: 1,500 sq. ft.

Type of Use	Maximum Occupants by Use
Dining (Tables & Chairs)	50
Assembly (Chairs Only)	50

Available Furniture & Equipment
Chairs - 50
6 ft. Rectangular Tables – 8
4 ft. Round Tables – 10

Event Insurance Required if:

- **Alcohol is served. Alcohol is permitted at this location. A certificate of insurance including Liquor Liability is required for any event that includes alcohol.**

Amplified sound is not permitted at this location. Any music played or sound created inside the building should not be heard outside of the building.

Renters are responsible for checking out and returning the building keys from the Parks and Community Services Office located at 23 Russell Boulevard. If a key is not picked up and City staff is summoned to open the building, renters will be **charged a call out fee (see Facility Rental Application for details)**. Keys must be returned to the Parks and Community Services Office the next business day. A drop box is located outside of City Hall for use outside of regular business hours. If a key is not returned, the deposit will be forfeited.

If you experience an **urgent problem** while using the facility, such as a lock out, plumbing leak, sewage back up, or you are unable to lock the building after your use, please contact the **Davis Police Dispatch non-emergency line at 530-747-5400 and select 0 to speak to a dispatcher.**

General

- 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 set up and return all furniture/equipment.
- All items brought into the facility, including food, decorations, and garbage/recycling/organics, must be removed from the facility at the end of the event. Nothing you brought into the facility can be left behind.
- Decorations/furniture cannot block or obstruct any exits. Decorations may not cause damage to the building.
- Furniture may not be removed from the building.

Opening the Facility

- Unlock the doors to the building and restrooms.
- Turn on the lights.
- Open the East cabinet and turn on the heat or AC.
- Set up the facility using the available folding chairs and tables.

Clean-up Responsibilities

- Facility must be returned to the condition it was found.
- A broom/dust pan, and mop are located in the white cupboard closest to the desk area. Paper products, and trash bags are located in the desk drawers. Both areas are marked "Supplies for Renters."
- Wipe down all tables and counters used during your rental.
- Sweep and mop floors.
- Dispose of all garbage, recycling and organics in the appropriate receptacle inside the facility.
- Replace the tables, chairs and other equipment back into the furniture cabinets.
- All items brought into the facility, including food, decorations and garbage/recycling/organics, must be removed from the facility at the end of the event. Nothing you brought into the facility can be left behind.

Closing the Facility

- Turn off all lights.
- Turn off all heating or AC in the East cabinet.
- Lock all facility doors, including restrooms and windows.
- Return the keys to Parks and Community Services at 23 Russell Blvd., if after office hours, turn into the drop box in the parking lot.

Failure to complete the steps above will result in forfeit of part or all of the damage/cleaning deposit.