



## House Rules Chestnut Roundhouse

The Chestnut Roundhouse is a multipurpose facility located in the Chestnut Park. The building is furnished with child sized tables and chairs, a sink and restroom within the facility.

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.

### Chestnut Roundhouse Details

**Location:** 1020 Chestnut Lane in Chestnut Park

**Parking:** Street Parking is available along Chestnut Lane, a small lot is available in the park.

**Appropriate Uses:** small meetings for children or youth, parties for children.

**Square Footage:** 1,712 sq. ft.

<u>Type of Use</u>	<u>Maximum Occupants by Use</u>
Seating (Tables & Chairs)	Max 20 Children Max 10 adults

<u>Available Furniture</u>
<i>Please note most furniture is designed for small children</i> Adult Chairs – 10 Children’s Chairs - 20 Rectangular Tables – 2 low tables Half Circle Table – 1 low table

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

**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**

- This facility has ongoing weekly and weekend City programming. Please be respectful of the Items left out for these programs, they are not to be touched, moved or used by renters.
- Renters will have access to the large classroom and bathroom. The kitchen is not accessible.
- 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 and decorations 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.
- Tables should not be moved and no furniture may be removed from the building.
- You may not bring motor vehicles into the park without a pre-purchased Drive on Paved Path Permit. Vehicles are not permitted on turf or grass surfaces. This permit is for drop off and pick up only.

## **Opening the Facility**

- Unlock the doors to the building.
- Turn on the lights.
- Turn on the heat or AC.

## **Clean-up Procedures**

- Facility must be returned to the condition it was found.
- A broom/dust pan, vacuum, paper products, and trash bags are located in hallway between the classroom and bathroom marked "Cleaning Supplies for Renters."
- Wipe down all tables, chairs and counters used during your rental.
- Sweep and vacuum floors. Wipe up any spills.
- Dispose of all garbage, recycling and organics in the appropriate receptacle inside the facility.
- Replace the tables, chairs and other equipment back to their original locations.
- All items brought into the facility, including food and decorations must be removed from the facility at the end of the event. Nothing you brought into the facility can be left behind.

## **Before Leaving Facility**

- Turn off all lights.
- Turn off all heating or AC.
- Lock all doors and windows. Go around the outside of the building to check that both sets of doors are locked.
- 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.**

