



House Rules Redwood Building

The Redwood Park Community Building is a multi-purpose room that includes a small kitchen with a four-burner electric stove, oven, microwave, sink, household size refrigerator/freezer and private restrooms.

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.

Redwood Park Community Building Details

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

Parking: Street Parking is available on Anderson Road. No parking is available in the Cesar Chavez Elementary School parking lot during school hours.

Appropriate Uses: classes, meetings, and parties.

Square Footage: 2,100 sq. ft.

<u>Type of Use</u>	<u>Maximum Occupants by Use</u>
Dining (Tables & Chairs)	50
Assembly (Chairs Only)	50

<u>Available Furniture & Equipment</u>
Chairs - 50
8 ft. Rectangular Tables – 7
12 ft. Rectangular Tables – 1
5 ft. Oval Table – 1

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

- 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.
- Furniture may not 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.
- Full use of refrigerator is not guaranteed due to city recreation programs using the facility.

Opening the Facility

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

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 the closet marked "Cleaning Supplies for Renters"
- Wipe down all tables and counters used during your rental. Clean stove, microwave, and sink.
- Sweep/vacuum floors and 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 into the furniture closet.
- 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.

Closing the Facility

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