



**CITY OF ROHNERT PARK**  
 COMMUNITY SERVICES DEPARTMENT  
 5401 Snyder Lane  
 Rohnert Park, CA 94928  
 (707) 588-3456, Fax (707) 588-3444

CONTRACT # \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

## APPLICATION FOR USE OF CITY FACILITY

**FACILITY REQUESTED:**

- |   |   |
|---|---|
| <input type="checkbox"/> COMMUNITY CENTER     | <input type="checkbox"/> BURTON AVENUE REC CENTER |
| <input type="checkbox"/> Multi Use Room (350) | <input type="checkbox"/> Main Hall (200)          |
| <input type="checkbox"/> Kitchen              | <input type="checkbox"/> SENIOR CENTER            |
| <input type="checkbox"/> Meeting Room #2 (40) | <input type="checkbox"/> Activity Room (150)      |
| <input type="checkbox"/> Lounge (35)          | <input type="checkbox"/> GOLD RIDGE REC CENTER    |
| <input type="checkbox"/> Garden Room (75)     | <input type="checkbox"/> Multi Use Room (100)     |
| <input type="checkbox"/> Crafts Room (35)     |   |
| <input type="checkbox"/> Conference Room (15) |   |
| <input type="checkbox"/> Other: _____         |   |

STAFF RENTAL NOTES

**APPLICANT INFORMATION**

NAME OF APPLICANT : \_\_\_\_\_  
 ORGANIZATION OR WEDDING PARTY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ 2nd PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 EVENT CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_  
*This person will be responsible for the event and must be present and available to staff during entire event*

**EVENT INFORMATION**

TYPE OF EVENT: \_\_\_\_\_  
 Day 1: Date \_\_\_\_\_ Arrival Time (setup) \_\_\_\_\_ Event Start \_\_\_\_\_ Event End \_\_\_\_\_ Departure (cleanup complete) \_\_\_\_\_ Total Hrs. \_\_\_\_\_  
 Day 2: Date \_\_\_\_\_ Arrival Time (setup) \_\_\_\_\_ Event Start \_\_\_\_\_ Event End \_\_\_\_\_ Departure (cleanup complete) \_\_\_\_\_ Total Hrs. \_\_\_\_\_  
Additional Time Requests or Ongoing Use Request (please include dates, day of the week and hours) \_\_\_\_\_  
 \_\_\_\_\_

<p><b>CLASSIFICATION INFORMATION:</b>          Is the event open to the public?      YES    NO          Are you a 501(c) non-profit organization?      YES    NO          Will tickets be sold or admission charged?      YES    NO          Is the event a fundraiser?      YES    NO          If yes, please describe _____          _____</p>	<p><b>FOOD AND DRINK:</b>          Will food/non-alcoholic beverages be served?      YES    NO          Will alcohol be served?      YES    NO          If yes, what kind?      Beer/Wine      Hard Alcohol          Will alcohol be sold?      YES    NO          Alcoholic beverage hours served: From _____ am/pm    Until _____ am/pm</p>
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<p><b>EXPECTED ATTENDANCE:</b>          Total expected attendance: _____              21 and over      _____              Age 13 - 20      _____              Children (12 and under) _____</p>	<p>Will there be music at the event?    No    D.J.    Live    Recorded  <b>ADDITIONAL EQUIPMENT:</b> Available equipment varies by facility and may require an additional charge, please see facility information sheet for more details.          Equipment requested: _____          _____          _____</p>
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**DEPOSIT/PAYMENT INFORMATION**

For Staff Use  
 Damage Deposit \_\_\_\_\_ Payment Method \_\_\_\_\_ Date \_\_\_\_\_ Receipt# \_\_\_\_\_  
 Deposit Refund Instructions \_\_\_\_\_  
 Fees Paid \_\_\_\_\_ Insurance Form Rec'd \_\_\_\_\_ Deposit Refunded \_\_\_\_\_

# CITY OF ROHNERT PARK FACILITY USER AGREEMENT

*Initials*

## RESPONSIBILITY OF USERS AND CONDITIONS OF USE

- Permission for use of the facilities will be granted upon the condition that all rules and policies governing the use of said facilities are followed and all necessary fees and deposits are paid. Permission for use may be revoked at any time if user fails to do so.
- The requesting group and its representative signing for the facility are responsible for the conduct of their guests and all damage to the facility during the time of use. Damages to the building, carpeting, floors, etc. may result in forfeiture of deposit. If the deposit does not cover the additional, users will be billed for the outstanding balance.
- Users of recreation facilities shall be responsible for damage or theft of City property during the period of use.
- Any group failing to exercise proper care and responsibility in the maintenance of the facility may be refused use of the facilities in the future.
- The City reserves the right to cancel, reassign or otherwise adjust reservations to comply with the demands of its own programs, community programs, or emergency requirements.
- The requested organization or group representative shall be required to pay a security deposit at the time the permit is submitted. The deposit is refundable after the use date and will be returned to the applicant within approximately 4 to 6 weeks unless damages, additional maintenance or services are assessed.
- All fees must be paid and necessary forms submitted at least 30 days prior to use. Failure to do so may result in the cancellation of your event.
- Property damage and public liability insurance in the amount of \$500,000-\$1,000,000 may be required for use of any city facility. The City of Rohnert Park must be named as additional insured on the certificate (additional endorsement may be required).
- Depending on the nature of your event the City of Rohnert Park may require additional terms and conditions of use.
- If the police are called to settle disturbances, fights, etc. as a result of the group renting the facility, the group may be charged for police time and the event may be shut down with no refunds.
- If the event exceeds the expected attendance stated on the contract the event may be shut down with no refunds given; if your expected attendance has changed this must be approved by the Community Services Office (during normal office hours) prior to the event.
- Facility use fees are accurate at the time the rental contract is signed. Facility use fees are periodically reviewed by City Council and any changes to the approved fee schedule will be applied to all rental contracts unless the effective date is less than 30 days prior to an event.
- Under California Revenue and Taxation Code Section 107.6, ongoing and repeat users of public facilities may create a possessory interest in the facility subject to taxation under this code. User agrees that they shall be solely responsible for the payment of any such property tax if applicable. One time users are not subject to this tax.

## HOURS OF USE

- The hours of use stated on the rental contract are the ONLY hours groups will be permitted to be in the rental space (this includes setup, cleanup, time needed for caterers or DJs and rehearsal time).
- Any time the group remains in the rental space after the hours of their contract they will be billed and the amount deducted from their rental deposit at 1.5 times the hourly rental rate for the room (rounded up to the 1/2 hr.).
- City facilities and staff will not accept any deliveries on behalf of rental parties.
- Hours of use may be changed up until 45 days prior to your event. A request to change hours less than 45 days prior to an event is not guaranteed and must be approved by the facility coordinator.
- User must remove all equipment, decorations and other belongings from the building at the end of their rental time. No belongings may be left overnight without written permission.
- Please notify Community Services staff when your party arrives and is ready to leave (staffed buildings only).

## CANCELLATION

- Cancellation of your event less than 60 days prior to your event will result in the forfeit of your deposit. An administrative fee of \$50 will be charged for any cancellations prior to the 60 day period. In either case all other rental fees paid will be refunded in 4-6 weeks.
- A user may request to change the date of an event if the date is still available at a cost of \$25, though any requests for changing dates less than 60 days prior to your current date will be treated as a cancellation for the purposes of this policy.

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## **EQUIPMENT**

- If you require any additional equipment please make sure to request it either on your application or at least 1 business day prior to your event. Equipment is offered as available and must be returned after your event.
- No additional equipment will be made available to users other than that specified on the application for use, this includes items such as ladders, extension cords and office supplies.

## **DECORATIONS**

- Decorations must be made of fire proof or fire retardant materials.
- The following items are not permitted to be used on any surface... tacks, pins, staples, nails, duct tape, confetti, birdseed, rice, glitter, or any other substance that may damage floors, walls or other City property.
- Only painters tape or "party tac" or similar adhesive may be used on any painted surface provided removal does not damage the walls. Scotch tape may be used on door frames.
- Any helium balloons must be mounted. Users may be charged for removal of unanchored balloons from ceiling.

## **CLEANING**

- User must dispose of all trash resulting from their use in and around the rental area. Each room has at least one trash can and replacement bags will be provided upon request.
- User must empty all trash cans into appropriate dumpster. The dumpster at the Community Center and Burton Rec. Center are both located outside behind their respective kitchens. No trash may be left outside not in a dumpster.
- Do not dump grease or ice outside.
- User should wipe up any spills immediately and notify a staff person if they need any cleaning supplies to take care of the spills.
- If the user used any of the silverware or dishes in the kitchen (Community Center only) they must be washed and put back into their cabinets and drawers. If dishes are left dirty or in the wrong place additional staff charges will be assessed.
- If the user paid a cleanup/facility maintenance fee this fee covers the takedown of all tables and chairs along with cleaning of the floors and general cleaning of the facility. This fee NEVER covers the cleanup of the kitchen and users must leave the kitchen in the exact state it was prior to their arrival.
- Users will be billed for any additional charges arising from the need for additional cleaning of the facility as a result of their rental by either City staff or contracted janitorial services.

## **ALCOHOL POLICY**

- Alcohol may be served within City facilities if requested on the initial application for facility use and with permission of Community Services Staff. The user shall be responsible for any incidents that might occur as a result of alcohol consumption at their event.
- If alcohol use was not permitted or not approved by Community Services staff prior to an event it is the users responsibility to ensure that alcohol is not present at their event. If alcohol is then discovered by either City staff or the user it is the users responsibility to have it removed immediately. Failure to comply with this policy will result in the forfeit of your deposit and possible shut down of your event (no refunds). Note, any evidence of alcohol found after your event will be considered proof of failure to comply with this policy and will result in the forfeit of your deposit.
- Users are responsible for ensuring that any minors at the event are not in possession of or consuming alcoholic beverages and understand that if they fail to do so you may receive a criminal citation for hosting a gathering where minors and alcohol are present.
- It is understood that if a person gives an alcoholic beverage to a minor, both the person who gave the alcohol and the minor could be arrested.
- The Community Services department may require security for events which serve alcohol.
- Any individual or organization sponsoring an activity where alcoholic beverages are served and sold or admission charged must be licensed by the Department of Alcoholic Beverage Control and will be required to submit a certificate of liability insurance in the amount of \$1 million including full liquor liability naming the City of Rohnert Park as additional insured.
- An organization requiring a A.B.C. permit must complete the application and submit it to the Community Services Office at least 30 days prior to the event. Form will be returned signed within 5 business days.
- If a caterer will be selling alcohol at an event a copy of their license must be submitted 30 days prior to the event.
- When serving alcohol for more than 5 hours, alcohol service must cease at least 1 hour prior to the end of your event and may be served for no more than 7 hours total per day.
- At events where alcohol is served alcoholic beverages must be served in a container that identifies the beverage as alcoholic (labeled cans and bottles are ok), for example colored cups for alcohol and clear cups for non-alcoholic beverages.

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**FACILITY SAFETY AND SECURITY**

- Users are responsible for the security of the facility if no building attendant is on duty. Double check to see that all doors and windows inside and out are secure.
- The signed renter of the facility or their designated representative must remain on site at all times during the event. This person also must be available to City staff throughout the event.
- The facility lights must remain on at all times.
- Fog machines are not permitted.
- Any security personnel or event staff must wear clothing identifying them as such.
- Security personnel and event staff are not permitted to consume any alcoholic beverages during the event.
- If security personnel are in attendance they will maintain and monitor all entrances to the facility.
- All guests in attendance will either have an invitation, ticket or be on a guest list.
- Per City ordinance smoking is not permitted in any City facility or within 25 feet of any exit, entrance or operable window.
- No persons wearing or carrying any gang attire or bandanas will be allowed to enter event.
- Food and drink are not allowed in any facility lobby area.

**SECURITY** (IF REQUIRED)

- Three (3) security guards must be hired for every 100 people in attendance (1 per 33 rounding up) up to a maximum of seven (7) for the event. These guards must patrol the exterior and interior of the facility and control any problems that might occur.
- The security guard firm must be state licensed and approved by the City of Rohnert Park Public Safety.
- Arrangements for the security guards are to be made by the group using the facility. Fees for the security guard services are to be handled between the facility user and security guard firm.
- A copy of the contract for services provided by the security guard firm needs to be submitted to the Community Services department thirty (30) days prior to the function.
- Security Guards must be in uniform.
- Security personnel and/or event staff must maintain and monitor all facility entrances and exits.

**HOLD HARMLESS AGREEMENT**

The applicant shall save, keep and hold harmless the City, its officers, agents and employees and volunteers from all damages. Costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of applicants use of City facilities or equipment including but not limited to, claims for damages for death, personal injury, property damage, which he or any organization of which he is a member, may have or that may hereafter accrue to him or his organization, as a result of the use of theses facilities which may be occasioned by any willful or negligent act or omissions of the applicant, any of the applicant's employees agents, volunteers or any subcontractor. The City will not be held liable for any accident, loss, claim, liability, damages and/or injury to persons and property that in any way may be caused by or during applicants use or occupancy of said areas and/or facilities.

PRINT NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
The undersigned who is to be in charge of this function is twenty-one years of age or older

*With my initials above and signature below I certify that I am over 21 years old and agree on behalf myself and any organization I am representing that I have read and understand all of the policies laid out on this form and will abide by all of the policies and conditions of use set forth by the City of Rohnert Park for facility use.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Contract #*