

City of Grass Valley

Recreation Division

Facility Rental Packet

Thank you for choosing a City of Grass Valley facility for your event. We realize you have many choices and appreciate you choosing our facility. Please review the enclosed information carefully and contact the Facility Reservation Clerk at 274-4350 if you have any questions.

Attached you will find the Facility Information and Rental Guidelines and a Facility Use Application and Agreement Form. This form is designed to obtain information about many types of events, so if sections of the form do not relate to your event, simply indicate that the question does not apply (N/A). Specific information about the facility you are renting may be obtained from the Facility Reservation Clerk or from the City's website www.cityofgrassvalley.com.

Please return your completed application to the City of Grass Valley. You can mail it to Attention Parks & Recreation, 125 E. Main Street, Grass Valley 95945, or bring it to City Hall at 125 E. Main Street. You may also download this packet from our website.

Your completed application will be circulated to the necessary department or division heads for approval. You may be contacted for clarification or additional information regarding your event.

Your facility reservation application is not considered complete and will not be reviewed until: the Facility Use Application & Agreement Form is completed and the City has received the appropriate Cleaning/Damage Deposit. All facility use requests are considered tentative until all fees and deposits have been paid, all insurance requirements have been met, and a Conditional Use Permit (if appropriate) has been authorized. If one of these items has not been turned in by the established deadline, your event will be cancelled.



125 East Main Street
Grass Valley, CA 95945
(530) 274-4350, Fax (530) 274-4399
www.cityofgrassvalley.com

**CITY OF GRASS VALLEY
FACILITY RENTAL GUIDELINES & INFORMATION**

General Rental Information

- A. Any lodge, society, social organization, social club or other gathering having twenty-five or more persons desiring to use or reserve any park and recreation facility for a meeting, ceremony, celebration, picnic or other organized activity must obtain a facility use permit.
- B. ALL FACILITY USE REQUESTS ARE SUBJECT TO REVIEW AND APPROVAL.
- C. Reservations will be taken on a first come, first served basis at City Hall, 125 East Main Street, Grass Valley, CA 95945 (274-4350). Inquiries can be made in person or by telephone. Inquiries are not to be considered confirmed reservations.
- D. Applications for facility use permits and deposit must be received at least thirty (30) days prior to the event date, but no more than one year in advance. Exceptions may be made under special circumstances. No facility reservations will be accepted for Christmas Eve/Day, New Years Eve/Day, or Thanksgiving Day.
- E. Group BBQ Areas and other miscellaneous outdoor space may be reserved **May 1st – September 30th**. Use of these areas without a facility reservation is allowed by individuals or small groups (less than 25 people) on a first come first serve basis from October 1st to April 30th; however, alcohol, amplified sound, and other activities requiring a Conditional Use permit are not allowed during this time.
- F. Reservations for Special Events such as tournaments, exhibitions, bike races, and walk-a-thons, where the general public is admitted or invited, must be submitted at least sixty (60) days in advance.
- G. Groups seeking to use the Memorial Park Annex on an on-going basis must complete a facility use application designed specifically for that building.
- H. Groups seeking to use City facilities other than the Memorial Park Annex on an on-going basis may submit a proposal to the Park & Recreation Commission to obtain a Facility Use Agreement.
- I. **Rental Times** are from 9 a.m. to dusk (30 minutes after sunset) for most outdoor areas or 10 p.m. if the area is lighted. Park buildings may be reserved Monday – Thursday from 9am to 8pm and Friday - Sunday from 9 am to 12 midnight; however, all activities must end by 11 pm.
- J. Facilities may be previewed before making a reservation Monday – Thursday, 9:00 am to 4:00 pm, if the facility is not in use. Call 274-4350 to arrange access to the facility.

Booking Fees and Rental Fees

- A. An appropriate Cleaning/Damage Deposit is required at the time of application. All required fees and deposits must be paid by the established deadline (generally within 30 days of confirmation, but no later than fourteen (14) days prior to the event). Rental Fees and Cleaning/Damage Deposits are established by City Council Resolution and vary by facility and the nature of activity being proposed. The City reserves the right to charge additional fees for special requests or additional City Services.
- B. Payment may be made in the form of cash or check. The City does not accept credit cards.
- C. Fees are not refunded for reserved time that is not used.
- D. Cancellations must be made at least 14 days in advance, and are subject to the current cancellation fee. Cancellations less than 14 days in advance are non-refundable. Allow two to four weeks to receive a refund.

Cleaning/Damage Deposit

- A. All facility use applicants will be required to pay a refundable Cleaning/Damage deposit in an amount that will promote the use of Parks & Recreation facilities in a responsible manner.
- B. The deposit is due by the deadline established by the Facility Reservation Clerk.
- C. The amount of the deposit shall be \$30, \$100, \$300, or \$500 (depending on the facility reserved and the type of event). The deposit shall be applied to the total amount of Cleaning/Damage Deposit that is charged.

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- D. The funds collected are deposited and will be returned two to four weeks after the event date (if no rules were violated, the facility is cleaned and vacated on time, no damage occurs and all keys are returned).
- E. All or part of the deposit may be forfeited if the applicant fails to attend the post inspection, loses the key, or if the event causes a need for:
 - 1) Unanticipated staffing due to a failure to clean and/or vacate on time.
 - 2) Cleaning beyond the normal facility maintenance is required. (See Post-Event Inspection and Cleaning)
 - 3) Facility repairs or equipment replacement, due to damage or misuse.
- F. If charges for staff, cleaning and/or repair exceed the amount of the deposit, the applicant will be required to pay the additional amount.

Insurance Requirements

- A. All building rentals and Special Park Events will require the applicant to provide and maintain general liability insurance.
- B. **General Liability** - Insurance coverage shall be in the amount of \$1 million for bodily injury, personal injury and property damage.
- C. **Host Liquor Liability** - If alcoholic beverages are provided by, or sold by, the applicant or their caterer, then host liquor liability coverage in the amount of \$1 million for bodily injury and property damage will be required.
- D. **Endorsements** - General liability and host liquor liability shall be endorsed naming the City of Grass Valley, its officers, agents, employees and volunteers as additional insured's. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to the City of Grass Valley.
- E. Facility reservations and/or permits for Special Events will be revoked if satisfactory proof of the required insurance is not received at least fourteen days (14) prior to the event.

Conditional Use Permits

- A. **A.B.C. License** - *Required* when alcoholic beverages are sold/served to the public and must be posted on-site during the event. (A.B.C. via Grass Valley Police Department)
- B. **Specialized items** such as a bounce house or dunk tank that are not supplied by the City must be approved, in writing, by the City (Conditional Use Permit).
- C. **Amplified Sound** - A Conditional Use Permit is required when amplified sound equipment is used outdoors. (GV Parks and Recreation Division)
- D. **Business Licenses** - May be required for individuals or organizations when food, beverage, services, and/or merchandise is sold to the public. (Grass Valley Finance Department)
- E. **Limited Term Permit** - *May be required* when non-profit organizations solicit funds on an ongoing basis. (Grass Valley Planning Department)
- F. **Security** - The City reserves the right to require security and/or attendant service at any event. Any cost associated with this is the applicant's responsibility.

Pre-Event Inspection and Decorating

- A. The applicant or his/her authorized representative must meet City staff at the pre-inspection time indicated on the Application & Facility Use Agreement. Applicants must bring their Facility Use Application & Agreement and any Conditional Use Permits with them.
- B. During the pre-inspection, City staff will unlock secured portions of the facility, provide an orientation to the facility, give instructions on decorating and cleaning, and issue keys (if appropriate).
- C. **Set-up and Decorating** may begin at any time after the pre-inspection time indicated on the Agreement. All decorations should be free standing. Push pins may be used but must be

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removed. Tape or staples are not permitted under any circumstances. Rice, confetti, hay, straw, sand, glitter and piñatas are not permitted.

- D. **Equipment/Tables/Chairs** – Each facility has unique amenities. Please refer to facility information sheets for details. All equipment provided with the facility must remain in the facility.

Post-Event Inspection and Cleaning

- A. The applicant or his/her authorized representative must meet City staff at the post-inspection time indicated on the Application & Facility Use Agreement. City staff will make note of the condition of the facility, conduct an inventory of the facility equipment and fixtures, and collect the keys. The facility must be cleaned and vacated by the post-inspection time shown on the Application. Failure to clean and vacate the facility on time, attend the post-inspection, or return the key may result in additional charges and/or forfeiture of the Cleaning/Damage deposit.
- B. To receive a Cleaning/Damage deposit refund, a renter must do the following:
- ✓ Leave the park area or building/parking lot in the same condition it was found.
 - ✓ Nothing can be left on/in the premises overnight.
 - ✓ The renter may not come in early the next morning for clean-up unless the facility has been reserved for this purpose in advance.
 - ✓ Pick-up trash, both inside and outside the facility, and then empty the trash cans in the nearest dumpster. The City does not provide trash bags.
 - ✓ Clean and store all tables and chairs in the proper location.
 - ✓ Sweep and mop the floor of indoor facilities (brooms & mops are provided).
 - ✓ Empty the refrigerator and thoroughly wipe down the counter tops, sink, and stove/oven.
 - ✓ Inspect the restrooms to be sure that all toilets are flushed, sinks are wiped out, mirrors cleaned, floors swept and mopped.
- C. The applicant must supply their own cleaning supplies (i.e., sponges, cleaning solutions, trash bags, window cleaner, paper towels, etc.) The City provides a mop bucket, a wet mop, a dust mop, and a corn broom.

Rental Rules, Regulations and Conditions

- A. Rental facilities must be used for the purpose stated on the Application & Facility Use Agreement. The applicant assumes all responsibility for the conduct of the group using the facility and shall be held liable for any and all damages incurred during the use period.
- B. Facilities must be reserved and under the direct supervision of a responsible adult who will be present at all times. Groups of minors must have at least one responsible chaperone, 25 years of age or older, per 20 minors. The City must be provided with a list of chaperones at least two days (48 hours) prior to the event.
- C. Any gathering which: violates the conditions of the Agreement, violates any provisions of the law, causes a disturbance of public peace, threatens public safety, is considered unreasonably dangerous, or which endangers public or private property, is subject to closure.
- D. The City reserves the right to cancel outdoor events due to weather or facility conditions.
- E. Rules and regulations specific to each facility are posted on or within the facility.
- F. Smoking and the use of tobacco products is prohibited except in designated areas. At no time is smoking or the use of tobacco allowed within a park building, playground, little league baseball facility, swimming pool facility, skateboard park, tennis court, or wooded area.
- G. Alcohol is prohibited in City parks except by permit. Alcohol is prohibited at all times in the Scout Lodge and children's play areas.
- H. Parking availability is not guaranteed and may be limited.

THANK YOU FOR CHOOSING A CITY OF GRASS VALLEY FACILITY FOR YOUR EVENT!