

ANNEX BUILDING
415 Central Avenue, Memorial Park

FACILITY INFORMATION

Available 8:00 A.M. to 10:00 P.M. daily, including weekends; the Annex is a 480 sq ft meeting room which can accommodate 24 people seated with tables or 49 people assembly; equipped with 4 - 8' tables, and 24 chairs. The Annex is equipped with a gas heater and a portable swamp cooler.

*Park Rules: Park Rules & Regulations are posted at the entrance to the facility.
Please note that alcohol and smoking are prohibited at this facility.
Animals other than service dogs are not permitted in the facility/park area.
For evening rentals, renters are required to lock the park restrooms adjacent to the Annex Building during the winter months.*

Parking: 9 spaces (1 handicapped) adjacent to swimming pool, 4 spaces (1 handicapped) adjacent to tennis courts, and 36 spaces (0 handicapped) adjacent to playground. Parking availability is not guaranteed and may be limited due to other events in the park.

Keys may be picked up at City Hall from the Public Works Administrative Clerk (8:00 A.M. to 4:30 P.M. Monday through Thursday) on the day of or day before the scheduled meeting.

Renters must leave the room clean and orderly and are financially liable for any damage. The signature on the agreement will be that of the responsible person.

Tables and chairs are available for indoor use only. When setting up for an event, renters should not drag tables and chairs across the floor.

Renter will empty all trash into the garbage cans outside the building, turn off all lights and heater or swamp cooler (if used – see posted instructions), sweep the floor, lock all doors and return the key to the Public Works Administrative Clerk at City Hall no later than 4:45 P.M. the next business day or deposit it in the on-site drop box immediately after their rental. Failure to return the key may result in loss of Cleaning/Damage deposit and/or additional fees.

The room may not be reserved for the benefit of a private individual, a commercial concern, or for fund-raising programs. No admission or registration fees may be charged.

***RESERVATION INFORMATION:** Reservations will be taken on a first-come, first-served basis at Grass Valley City Hall, 125 East Main St, Grass Valley, CA 95945 (274-4373), Monday – Friday, 8:00 A.M. - 4:00 P.M. Inquiries can be made in person or by telephone. An inquiry is not considered a confirmed reservation.

Reservations must be made at least 14 days in advance, but no more than 90 days in advance. Ongoing reservations are permitted for no more than 3 months at a time and can be made for no more than 10 hours per month. All required fees and deposits must be paid in-full at time of application.

Cancellations must be made through the Public Works Administrative Clerk 14 days in advance of the rental date to receive a refund of the rental fees and security/cleaning deposits that have been paid, less the current cancellation fee.

FEE: \$15.00 for up to four hours usage per day (no partial refunds for unused time)

DEPOSIT: \$30.00 refundable Cleaning-Damage deposit. Additional deposit may be required depending on the nature of the event.

CONTACT: Public Works Administrative Clerk (530) 274-4373 for reservation information
Park Monitor (530) 362-0149

ANNEX RENTAL AND RESERVATION POLICIES

Scheduling and Fees

- A. The Rental Fee and Cleaning-Damage Deposit must be paid in-full at time of application. Rental fees and deposits are established by City Council Resolution. Additional fees may be charged for additional City Services.
- B. Payments may be made in the form of cash or check. The City does not accept credit cards.
- C. Reservations must be made at least 14 days in advance, but no more than 90 days in advance.
- 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. Please allow two to four weeks to receive a refund.

Booking/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 at time of application.
- C. The funds collected are deposited and will be returned two to four weeks after the final event date. (If no rules were violated, the facility is cleaned and vacated on time, and no damage occurs).
- D. All or part of the deposit may be forfeited if an event causes a need for:
 - 1) Unanticipated staffing due to failure to clean and/or vacate on time.
 - 2) Cleaning beyond the normal facility maintenance is required.
 - 3) Repairs or replacement due to facility or equipment damage.
- E. Failure to return the key on time may result in all or part of the deposit to be forfeited.
- F. If charges for staffing, cleaning and/or repairs exceed the amount of the deposit, the applicant will be required to pay the additional amount.

Decorating and Cleaning

Set-up, decorating, and clean-up must take place within the allotted time as indicated on the facility use agreement. All decorations should be free standing. Push pins may be used but must be removed. Tape and staples are not permitted under any circumstances. Rice, confetti, hay, straw, sand, and glitter are not permitted. Floors should be swept.

Rental Rules, Regulations and Conditions

- A. Rental facilities must be used for the purpose stated on the application and 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. Any gathering which violates the conditions of the agreement, violates any provisions of the law, or which causes a disturbance of public peace, threatens public safety, is considered unreasonably dangerous, or which endangers public or private property is subject to closure.
- C. 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.
- D. Alcohol is prohibited in the Annex.
- E. Parking availability is not guaranteed and may be limited.
- F. Storage of equipment and supplies is not permitted except by prior written permission.