

City of Grass Valley
125 E. Main St., Grass Valley, CA 95945 (530) 274-4350 / fax (530) 274-4399
ANNEX APPLICATION AND AGREEMENT
This agreement must be available to Park Staff during the course of your event.

SECTION I: APPLICANT TO COMPLETE	Non-profit Status <input type="checkbox"/> YES <input type="checkbox"/> NO
-----------------------------------------	----------------------------------------------------------------------------

Organization Name (if applicable):		Event Description:			
Applicant's Name:		Title:			
Address:		Day Phone:			
City, State & Zip:		Email:			
Alternate Contact:		Alt. Phone:			
Reservation Period (day of week):		Rental Fee	Date	Recpt #	Permit #
Month	Dates:	\$ _____	_____	_____	_____
Month	Dates:	\$ _____	_____	_____	_____
Month	Dates:	\$ _____	_____	_____	_____
Setup Time:	Event Start:	Event End:	End Cleanup:		
Estimated Attendance:	Approx. Age of Attendees: Under 18 _____% 18-20 _____% 21 & Over _____%				

BUILDING RULES AND REGULATIONS

- A. Alcohol and smoking are prohibited.
- B. Animals other than service dogs are not permitted in the facility/park area.
- C. For evening rentals, renters are required to lock the park restrooms adjacent to the Annex Building during the winter months.
- D. Facilities must be **reserved** and **under the direct supervision** of a responsible adult (25 years of age or older) 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 names and phone numbers of the chaperones at least two days (48 hours) prior to the event.
- E. Cancellations must be made through the Public Works Administrative Clerk at least two weeks (14 days) in advance of the rental date to receive a refund of any rental fee or security/cleaning deposit which may have been paid, less the current cancellation charge. Failure to cancel this reservation within this time frame will result in forfeiture of the entire rental fee.
- F. Facilities must be used for the purposes stated on the Facility Application & Agreement form. Facility preparation and clean up is the responsibility of the applicant and must occur within the specified hours noted on this form. The applicant must return the facility to its original arrangement and condition. Failure to clean and vacate the facility on time or return the key may result in additional charges and/or forfeiture of the security/cleaning deposit. The applicant will be held responsible and financially liable for any damage incurred as a result of the applicant's event.
- G. Any gathering which violates the conditions of this agreement or which is considered dangerous, a disturbance of the peace or endangering public property is subject to closure. The City reserves the right to cancel events due to weather or facility conditions.

AGREEMENT

I have read, understand and agree to comply with the rules, regulations and conditions for rental of the Annex building. **I hereby state that I am 25 years of age or older and assume responsibility** for the conduct of the group using the reserved facility and shall be held liable for any and all damages incurred during the use period. The undersigned hereby agrees to indemnify, defend and hold harmless the City of Grass Valley, its officers, agents, employees and volunteers from any and all liabilities, claims, losses and expense, including attorney's fees and court cost and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, use or occupancy of City property. The user agrees to furnish such liability or other insurance for protection of the public and the City as City Agent/Risk Manager may require.

Signature of Applicant: _____ Printed Name: _____ Date: _____

CITY STAFF TO COMPLETE

Cleaning/Damage Deposit: \$ _____ Date Pd _____ Rec't # _____ Other (City Services) \$ _____ Date Pd _____ Rec't # _____	Signature: _____ Print Name: _____ Date: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditionally Approved
---------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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, piñatas, 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, 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.