

## **MEMORIAL PARK SCOUT LODGE**

**441 Memorial Lane, corner of Memorial Lane and Race Street**

### **FACILITY INFORMATION**

Memorial Scout Lodge is a 1200 sq ft meeting hall used for banquets, social gatherings, general meetings, instructional classes and scout meetings. It is available for daily rental Friday – Sunday from 9:00 A.M. – Midnight. The lodge seats approximately 50 people with tables, 80 people auditorium style and 170 people standing. Amenities include 7 - 6' tables and 1 - 8' table, and 50 chairs. If additional tables and chairs are needed, they may be rented from an outside source at the renter's expense. Kitchen amenities include: a refrigerator, stove, oven, microwave, sink, and (2) 32-gallon trash cans. The facility has central heat, a non-functioning fireplace, and restrooms. The park amenities include: restrooms, drinking fountain, swimming pool, tennis courts, baseball field, and playground.

Facility Rules: Park Rules & Regulations are posted at the entrance to the facility.

*Alcohol and smoking are not permitted at this facility.*

Parking: 36 spaces adjacent to the playground and additional on-street parking. Parking availability is not guaranteed and may be limited due to other events in the park.

Renters must leave the facility clean and orderly and are financially liable for any damage. The signature on the agreement will be that of the responsible person. Cleaning supplies include: (1) mop bucket, (1) wet mop, (1) dust mop and (1) corn broom. Renters must supply their own trash can liners, rags, sponges, and cleansers. Failure to clean 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.

General Liability Insurance in the amount of \$1,000,000.00 (one million dollars) is required to use this facility. Many homeowner insurance companies offer this coverage for special events. It is also available through the City for an additional fee. Insurance Certificates must be presented to the City of Grass Valley at least seven days (7) prior to the scheduled event to avoid cancellation of the event.

All decorations must be UL approved (flame retardant) and must be attached by no other means than the existing eye hooks, unless approved by City staff. Rice and confetti are prohibited. Balloons must remain in the building. All candles must be in non-flammable holders. Tables and chairs are available for indoor use only. When setting up for an event, renters should not drag the tables and chairs across the floor. Storage is not available either before or after an event without prior arrangements. Animals, other than service dogs, are not permitted in the facility/park area.

*\*The Scout Lodge was originally built in 1922 by the Grass Valley Host Lions. The building was relinquished to the City in 1971 so that it could be maintained and operated for public use.*

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**RESERVATION INFORMATION:** Reservations will be taken on a first come, first served basis at Grass Valley City Hall, 125 East Main Street, 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 may be made up to one year in advance. 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.

**RENTAL FEE:** Daily rental \$100.00  
*General Liability Insurance in the amount of \$1,000,000 one-million dollars is required for all rentals*

**DEPOSIT:** \$100.00 refundable security 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