



CITY OF ROHNERT PARK
 SPRECKELS PERFORMING ARTS CENTER
 5409 Snyder Lane
 Rohnert Park, CA 94928
 (707) 588-3428

DATE SUBMITTED _____

APPLICATION FOR USE OF CITY FACILITY

SPACE REQUESTED:

- Codding Theatre
- Condiotti Theatre
- Events Room
- Kitchen
- Lobby
- Extra Dressing Area

STAFF RENTAL NOTES

*** Please see insurance requirements on page 2.**

APPLICANT INFORMATION

NAME OF APPLICANT _____

ORGANIZATION or COMPANY _____

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

- Property damage and public liability insurance in the amount of \$1,000,000 Per Occurrence — \$2,000,000 General Liability 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).
- 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 damages, 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 may be required to pay a security deposit at the time the application 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.
- 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 Performing Arts Center (PAC) prior to the event and during normal office hours.
- 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.

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.
- 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 PAC staff when your party arrives and is ready to leave.

CANCELLATION

- Please see Spreckels Performing Arts Center Rental Policy for specific cancellation information.

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EQUIPMENT

- If you require any additional equipment please make sure to request it either on your application or at least 3 business days 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 microphones.

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.
- 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 dumpsters at the Performing Arts Center are both located outside the southeast corner of the building. 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.
- 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

- The PAC reserves the right to all beverage and concession sales in and around the facility. However, the sale of certain promotional items, ie: posters, t-shirts, etc. by user may be sold by user with approval of the Manager. User must supply all personnel and supplies required for such an enterprise, including but not limited to salespeople, credit card scanners, bags, etc. PAC can provide tables. (An additional fee may apply.)
- For non-performance events, alcohol may be served within the PAC if requested on the initial application for facility use, and with permission of PAC Staff. The user shall be responsible for any necessary permits as well as incidents that might occur as a result of alcohol consumption at their event.
- If alcohol use was not permitted or not approved by PAC 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 alco-hol 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 PAC may require security for events which serve alcohol.
- 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.

Initials

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.
- 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.

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 18 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 #