



City of Galt Parks and Recreation Department
 610 Chabolla Ave., Galt, CA 95632 (209) 366-7180
 Event After-Hours Call (209) 810-0293

FACILITY USE AGREEMENT

Littleton Community Center
 410 Civic Drive
 Galt, CA 95632

Applicant Requesting Use: _____

Address: _____

City: _____ State: _____ Zip: _____ Cell Phone Number: _____

Email Address: _____

Type of Event: _____

Date of Event: _____ Number of Event Attendees: _____
(Occupancy: 350 Seated/800 Assembly)

Admission to Event/Activity? Yes _____ No _____ If Yes, How Much? _____

Hours of Rental (including set-up/clean-up) Staff Open: _____ Staff close: **(no later than 1:00 a.m.)** _____

Hours of event (anticipated guest arrival & departure, **event must end by 11:00 p.m.**): _____

Security: (CHECK ONE BOX) 1. Off-duty Police Officers @ **\$83.00** per hour per officer
 (See Item 4F, page 2) 2. Security guards @ **\$40.00** per hour per guard

Equipment: **Refrigerator:** Yes No **P/A System:** Must bring own P/A System.

Number of Chairs Requested (Depending on availability)	Number of 12ft Long Tables Requested (Depending on availability – Number of tables not guaranteed for your event)
Littleton (350 max):	Littleton (26 max):

Food Served? **Note: If food is being sold, Sacramento County Health Permit Required** No () Yes ()

Alcohol being served? No () Yes ()

Alcohol being SOLD? **Note: If alcohol is being sold, ABC Liquor License Required** No () Yes ()

PARKS AND RECREATION FACILITY RENTAL FEE SCHEDULE

	Fee	Implementation Date
LITTLETON/CHABOLLA COMMUNITY CENTERS RENTAL FEES		
Daily Rental		
Resident, Private	\$1,300	7/1/2019
Non-Resident, Private	\$1,600	7/1/2019
Hourly Rental (per hour rates)		
Resident, Private	\$200/hour	7/1/2019
Non-Resident, Private	\$250/hour	7/1/2019
Deposit		
Funeral, Resident (5 hrs.)	\$500	7/1/2019

**Galt Parks and Recreation Department
FACILITY USE AGREEMENT
LITTLETON CENTER**

DEPARTMENT RULES, REGULATIONS, GUIDELINES AND POLICIES

The Galt Parks and Recreation Department hereby establishes the following rules and regulations governing the administration, operation and maintenance of its facilities.

Please initial each clause below after you have read and understand each paragraph.

1. Person using Department's facilities must maintain order, observe rules and all applicable laws, and will be held responsible for damages done to any City of Galt properties. Staff or the Police Department have the authority to close down the facility if the group does not adhere to the rules and regulations of the Department or if the event is determined to be a threat to public safety by the Police Department. [REDACTED] (initial)
2. Rental balance must be paid within **forty-five (45)** days prior to the reservation date. **Certificate of Insurance** must be received **thirty (30)** days prior to the function, listing the City of Galt as an **"Additional Insured"** and must include an additional insured endorsement certificate. [REDACTED] (initial)

Deposit to cover damages is required for rentals. If reservation is cancelled within **ninety days** of the scheduled date, **NO** deposit will be refunded.

NOTE: A \$17.00 Service Fee will be charged when a refund is requested.

3. ALCOHOL is not permitted without prior approval from the Galt Parks and Recreation Department. The applicant shall comply with the City, County licensing, or insurance requirements in effect at the time of the event permitted to serve alcohol. [REDACTED] (initial)

Alcohol is not permitted to leave the facility, under any circumstances. In addition, when alcohol is sold, organizations' or groups' ABC Daily Sale Permit must be submitted and approved by the Galt Parks and Recreation Department and the Galt Police Department, no later than 72 hours prior to function to the Department's office.

NO ALCOHOL IS TO BE SERVED PRIOR TO SCHEDULED TIME OF SECURITY ARRIVAL.

NO ALCOHOL IS ALLOWED ON CITY OF GALT PROPERTY DURING YOUTH-ORIENTED EVENTS UNLESS AUTHORIZED BY THE CITY OF GALT'S CITY COUNCIL. THIS INCLUDES ALL PARKING AREAS ASSOCIATED WITH THE FACILITY. Youth-oriented events are events where a majority of the participants are anticipated by staff to be between the ages of 12 and 20, including, but not limited to birthdays, graduations, quinceañeras, bar and bat mitzvahs and youth club, sports team or organization celebrations.

4. SECURITY REQUIREMENTS & TYPES:
 - a. **Private Adult Events** (NO alcoholic beverages available) – One (1) security guard required for every 150 attendees, or fraction thereof.
 - b. **Private Adult Events** (Alcoholic beverages available) – One (1) security guard required for every 100 attendees, or fraction thereof.
 - c. **Local Non-Profit/School District Events** (NO alcoholic beverages available) – No security guard required, however, the City Manager, or his/her designee, may require security guards, if he/she deems it necessary in order to protect City facilities, attendees at an event, or surrounding businesses or residents.
 - d. **Local Non-Profit/School District Events** (Alcoholic beverages available) – One (1) security guard required for every 150 attendees, or fraction thereof.
 - e. **Private Youth Events:** Youth events are where the majority of the attendees are anticipated by City staff to be between the ages of 12 – 20. One (1) security guard for every 75 attendees or fraction thereof. No alcohol is allowed at youth events or in the proximity of youth events on City property, unless authorized by the City Council.
 - f. **Type of Security** – The person or organization renting the City facility has the option to request Galt off-duty police officers or licensed private security guards of the City of Galt's choice. Off-duty police officers will be charged at the rate of **\$83.00** per hour per officer. Security guards will be charged at the rate of **\$40.00** per hour per guard. Off-duty police officers or licensed private security guards will be scheduled by the Parks and Recreation Department.

- g. **Modification of Security Requirements** – The aforementioned security requirements are minimum standards. The City Manager, or his/her designee, may increase or decrease the required number of security guards, if he/she deems it appropriate.
- h. **Security** – Please be aware, security is purchased to secure city assets and provide assistance in contacting the Galt Police Department in the event it is necessary, not to act as a personal security.

In the event that it is necessary for the Galt Police Department to be called to assist City of Galt's approved security, the applicant accepts responsibility for the payment of the police expense incurred to safely resolve the issues at a rate of **\$83.00** per officer, per hour, with a 1hour minimum per officer. This expense will be deducted from the security deposit and any outstanding balance will be billed to the applicant. [redacted] (initial)

- 5. **BY LAW, SMOKING IS NOT PERMITTED AT ANY ENCLOSED CITY FACILITY.** [redacted] (initial)
- 6. The City will not be held responsible for any lost or stolen items. [redacted] (initial)
- 7. Foreign substances i.e. **rice, confetti are not to be used** on the premises inside and outside. [redacted] (initial)
- 8. **OPEN FLAMES, INCLUDING CANDLES, ARE PROHIBITED.** [redacted] (initial)
- 9. The facilities must be restored to the condition in which found, within the time specified on the Agreement. **APPLICANT IS ALSO RESPONSIBLE FOR POST EVENT CLEAN-UP.** [redacted] (initial)

It is the responsibility of the applicant to:

- a. Set-up tables and chairs for event.
- b. Wipe off, with a damp sponge, **all** tables and chairs after the event. Store all tables and chairs away in proper order in the facility closet.
- c. Sweep and mop hall area, restroom, kitchen and stage after event.
- d. Ensure the facility is left in the same or better condition than received when rented.
- e. Remove **all** decorations.
- f. Put **all** garbage in trash including restrooms, lobby area and parking lot, into garbage containers provided in building and then place in 2 yard garbage bin located in the garbage enclosure on the east side of the building.
- g. Wipe off with damp sponge **all** kitchen counters including bar counters with cleaning supplies provided. **Any** spillage should be wiped or mopped up.
- h. Clean stove, refrigerator and **all** other equipment used with cleaning supplies provided.
- i. Remove **all** personal and/or rented equipment and articles from the facility after event. **No exceptions without prior written permission from the Parks & Recreation Department.** Equipment (i.e. tables, chairs, sound equipment, etc.) left by the renter is not the responsibility of the City of Galt and must be removed by the scheduled staff close time shown on page 1 of this agreement. A rental fee of \$50.00 per day will be charged to leave equipment at the facility after event.
- j. Store **all** tables and chairs away in proper order in the closet.
- k. **ABSOLUTELY NO** scotch tape, electrical tape, tacks, nails, staples, duct tape is permitted. **Masking tape and string are permitted.**
- l. Cleaning and damage fee will be deducted from the deposit for the following:
 - 1. If any of the above are not done.
 - 2. **Any** damage to the facility or facility furnishings.
 - 3. If Staff time is required to clean or repair the facility in any way post event, renter will be charged at a rate of **\$30.00** per hour plus materials.

PLEASE CALL THE EVENT AFTER-HOURS NUMBER AT (209) 810-0293 WHEN READY FOR FINAL INSPECTION. IF YOU LEAVE BEFORE FINAL INSPECTION, STAFF'S INSPECTION IS FINAL.

- 10. Removal of any wall hangings (i.e. flags, bulletin boards) is **prohibited.** [redacted] (initial)
- 11. **Deposit:** A deposit with a conditional refund is **\$500.00** for Private Rentals. The deposit is due at the time of reserving applicant's date of the facility. The deposit secures your date and binds you to the rental policies contained in the rules and regulations.

Deposit Refund: The deposit refund (if applicable), will be mailed to you within four weeks after your event. [redacted] (initial)

- 12. Only facility staff is allowed to regulate heating, air conditioning, lighting, or any other electrical or mechanical units at the facility. [redacted] (initial)
- 13. Live or recorded music may **not** play after 11:00 P.M. **NO** alcohol to be served after 11:00 P.M. In addition, all functions will conclude at 11:00 P.M. **STAFF LOCKS UP FACILITY AT 1:00 A.M.** [redacted] (initial)
- 14. This Agreement is in accordance with policies as established by the City of Galt. Failure to comply by any group or individual responsible for or attending the event shall constitute cause to revoke this Agreement, cancel or terminate the event and forfeiture of all fees and deposits. Event may be shut down as a result of failure to comply with the rules, regulations, guidelines and policies established by the City of Galt. [redacted] (initial)
- 15. Entry to facility prior to 7:00 A.M. will be charged at a rate of **\$30.00** per hour. [redacted] (initial)

HOLD HARMLESS: Applicant hereby agrees to defend, indemnify and hold the City of Galt and its governing bodies, the individual members thereof and all employees of various jurisdictions, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of the facility. The applicant agrees to furnish such liability or other insurance for the protection of the public and participants in the event for which application is made and the City may require. I, the undersigned, hereby certify that I will be personally responsible for any damage sustained by the Parks and Recreation Department or any of its equipment accruing through the occupancy or use of said property or equipment by applicant. All facilities are to be left in a neat and clean condition. I hereby certify that I will abide by the rules and regulations of the Parks and Recreation Department of the City of Galt, and that I will conform to all applicable provisions of the Constitution and laws of the State of California. I understand that failure to abide by the rules and guidelines which govern the use of this facility may result in the termination or cancellation of the event and forfeiture of any submitted deposit in full.

Applicant's Name (Please Print): _____

Applicant's Signature [redacted]: _____ Date: _____

Department Use Only

+++++

	<u>Amount Collected</u>	<u>Receipt # (Finance)</u>	<u>Date Received</u>	<u>Rec'd By</u>
Cleaning Deposit/Rental Fee:	\$ _____	_____	_____	_____
Security Officer Fee:	\$ _____	_____	_____	_____
Rent:	\$ _____	_____	_____	_____
ABC License if required:	N/A	N/A	_____	_____
Insurance Cert. + Admin Fee \$35.00 :	\$ _____	_____	_____	_____

Insurance Certificate No.: _____ Provided By: _____

Security Requirements: _____

APPROVED BY: _____ Date: _____

Administrative Assistant or Department Supervisor

Rv. 07/01/19