Reservation Policies and Regulations

General

Ш	photo ID with the applicant's address and birth date must be submitted at the time of the application for reservation. Fees will be charged based on the address on the license, unless further documentation of address is presented (utility bill or property tax bill with person's name and address).
	Commercial events or those open to the public, Woodland Community & Senior Center must be named on all printed materials regarding the event. Our name must be spelled out in full: Woodland Community & Senior Center. The correct address is: 2001 East Street, Woodland, CA 95776. Camera ready copy, logo and map are available upon request.
	Monday-Friday, events can begin as early as 8:00 a.m. and end by 10:00 p.m. with personal and rental equipment removed from the facility by 11:00 p.m. Outside Activities on the patio must end by 10 p.m. (this includes clean-up time).
	Saturday events can begin as early as 8:00 a.m. and must end by 12:00 a.m. with personal and rental equipment removed from the facility by 1:00 a.m. Outside Activities on the patio must end by 10 p.m. (this includes clean-up time).
	If the event goes beyond the scheduled hours or there is any damage to the facility or equipment used, charges will be billed at the applicable rate.
	No events on Sunday.
	Smoking is not allowed within the facility or on the grounds.
	For caterer's services, Renters must select from the Center's Registered Catering List.
	In the event of an emergency such as power outage, natural disasters, etc., the City will not be held responsible for interruption of an event. The City reserves the right to cancel a scheduled event without notice or liability. Refunds will be made if cancellation is necessary.
	The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function.
	Fights, vandalism, or destructive behaviors are grounds for immediate cancellation of the contract (and all future contracts). The party will be asked to leave the facility immediately. In such cases all fees and deposits will be forfeited.
	There is no refund of unused reservation time or equipment.
	Parking availability is not guaranteed and may be limited due to other scheduled events.
	Under no circumstances shall the Renter sublease or allow any other organization or individual to use the facility during the contracted time.
	Thermostat at City buildings will be set at 78 degrees during warm weather and 68 degrees during cold weather. Thermostats will not be adjusted.

\square All outside doors must remain closed at all times.		
☐ City staff may photograph or video tape you and/or your repromote City programs. All material will remain the prope	· · ·	
Deposits/Payment		
 □ Rental Fees are due in full 30 days before event. □ Deposits are due at time of reservation. □ No reservation request will be held for more than 7 deposits are due at time of reservation. 	days.	
Indemnity and Hold Harm	less	
Please read before signing		
The applicant and/or Organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to the City's property, or for any claims made as a result of any accidents or injuries to the Renter, guests, or invitees or any person providing services to the applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renters shall assume the defense of and indemnify and save harmless the City, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operation under the Agreement. Acceptance of the City of the Insurance Certificates does not relieve the renter from liability under the indemnity and Hold Harmless Clause.		
I have read the above Reservation Policies and Regulations application and of any contract or permit issued base on the		
Signature	Date	
Staff Signature	Date	