



Woodland Community & Senior Center

Rental Information

Updated 2/24/2014



2001 East Street Woodland, CA 95776 Phone 530-661-2000 Fax 530-666-7257

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Frequently Asked Questions

How do I tour the Facility?

Facility Tours of the Woodland Community & Senior Center facility are available by appointment. Please call us at 530.661.2000 or e-mail us at: prcs@cityofwoodland.org

How do I reserve the Woodland Community & Senior Center?

Once you have identified a date and other specifics of your event, contact the Staff to request a rental agreement. Reservations can be made up to one year in advance. In order for an event to be placed on the reservation calendar, the following steps must be completed: Completed and signed rental agreement and 100% of Deposits paid.

Where and when do I pay the rental fee?

Payment may be made, in person, by Fax or by Mail. With completed rental application, and all related forms required for the event.

Community Services

Attention: Facility Rentals

2001 East Street

Woodland, CA 95776

Fax: 530-666-7257

All fees are due before 3:00 p.m. on the specified due dates as agreed upon in the rental agreement. Payment can be in the form of cash, check or credit card (Visa or MasterCard only). Checks are to be to the "City of Woodland".

What is the required deposit?

A deposit is required for all facility rentals. The deposit amount is due, in full, at time of reservation.

If an event causes the need for:

- Cleaning procedures, which are beyond the scope of normal Center maintenance, or
- repairs or replacement due to structural or equipment damage, the deposit in-part or in-total may be used to pay for these services.
- the deposit may also be used in part or in total when the renter's event does not meet or exceeds contractual terms (e.g. the event ends one hour later than scheduled.)

If none of the preceding conditions occur, then the deposit will be refunded within 30 days.

What if I cancel my reservation?

Cancellation of the event or date changes must be submitted in writing and is subject to the following fees:

- 100% refund minus \$50 processing fee, 120 or more days prior to event.
- 75% refund, 90-119 days prior to event.
- 50% refund, 60-89 days prior to event.
- 0% refund 0-59 days prior to event.

A rental date change can occur with a \$100 processing fee if (a) notice is given at least 2 months

before the original date and (b) the original date can be re-booked. Otherwise, cancellation fees apply.

What are the policies on food and beverages?

For caterer's services, all caterers must be registered. Registered Caterers list is available at the Woodland Community & Senior Center. (For Renters choosing to serve alcoholic beverages see pg.8.)

When do I need to hire security for my event?

Private security services are required for ALL events. Security is required when guests are present in order to screen attendees and to prevent damage to the facility. The Renter is responsible to arrange for and pay for security services. Security should arrive 15 minutes before guests arrive and remain until all guests have left the facility. In the event security should be required to extend their scheduled time, the Renter will be responsible to pay for any additional time. The security company must be on the Centers approved list.

What are the policies on alcoholic beverages?

Renter accepts the responsibility for use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Violation of this policy will result in immediate termination of event.

Renters that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary Liquor License from the State of California Alcoholic Beverage Control (ABC) Board. Evidence of such a license must be provided to Center at least 30 days prior to the event. It is the Renter's responsibility to have the ABC license on site during their event.

- At minimum, 1 security guard per 50 guests for events serving alcohol.
- Events with alcohol require additional security at Renter's expense.
- Alcohol may only be served or sold up to one-hour prior to conclusion of event.
- Alcohol must only be served by an employee of the catering company or licensed bartender.
- City staff reserves the right to limit the amount of alcohol allowed on the premises.
- Those serving alcohol should not consume alcohol.

Alcoholic beverages require additional insurance unless provided and served by a registered caterer. The caterer's insurance will be considered adequate if the amount of coverage is sufficient and there is a rider specifying the date(s) and location of the event being covered.

The caterer's insurance only covers the alcoholic beverages, not the facility.

Alcohol can be consumed only in the room(s) rented. ***Alcohol is not permitted in the parking lot. Violators may be subject to citation by Woodland Police Department.***

What type of insurance is required for my event?

Insurance is required for all events held at the Center. General liability coverage must be in the amount of \$1,000,000 (one million) per occurrence and include liquor liability if alcohol is being served. Special event liability insurance can be purchased through the City's insurance carrier. Contact the Facility Manager for more information. Groups providing their own insurance must include a certificate and a separate endorsement naming the City of Woodland as an additional insured. The certificate is proof that there is the required insurance coverage for your event.

The endorsement is proof that the policy has been changed to add the City of Woodland as additionally insured.

What are the clean-up requirements?

Clean up is the responsibility of the Renter.

The room needs to be returned to the same condition it was in prior to the event. A Clean-up check list will be provided for each rental.

What time can I get into the facility before my event to decorate?

The rental time period must include all time necessary for room preparation and clean up.

Access to your room prior to your scheduled rental time is not permitted. *In addition, the Center will not be opened prior to the rental time for caterers, musicians, decorators or deliveries.* All clean up must be completed, and the room vacated by the end of the scheduled rental time.

Can I rent just the Kitchen?

The kitchen is only available as part of another room event.

Can I prop open the doors at the Community & Senior Center?

No, the Community & Senior Center has a closed HVAC system. Heating and air conditioning will not regulate the temperature if the building has doors left opened.

How much will my deposit be for my event in the Haarberg Gym?

Deposits range from \$1,000-\$2,000 depending on type of event and number of participants.

Are my guests required to stay in a designated area?

All participants need to stay in the reserved area. It is your responsibility to inform your guests that they should not be wandering into other areas of the Center.

Will there be other events at the center during my event?

It is possible that there could be other reservations or programs in the building. There could also be an event at the Sports Park.

What type of security is there in the Community & Senior Center?

Video Cameras are located inside and outside the Community & Senior Center.

Are there restricted areas where food can't be consumed?

Food and drink needs to be confined to rooms, drinking and eating in the hallway seating areas is prohibited.

Why can't my deposit be applied to my rental fees?

The deposit is a Security Deposit not a holding deposit. A portion of or all of the deposit could be kept, if there is damage to the facility or violation of the permit.

Community Center Floor Plan



Meeting Room

The Community & Senior Center includes four meeting rooms. Guests can arrange for the use of 1, 2, 3, or 4 rooms, depending on specific needs. The rooms are suitable for meetings, social gatherings, receptions, or lectures. Each carpeted room includes a kitchenette and opens onto an outdoor patio.

Staff can provide your group with assistance in planning your special event to make it a success.

Meeting Room (each)

- 800 sq. ft.
- Internal Projector & Screen
- Kitchenette
- Patio

Capacity

- 40 Banquet Style
- 70 Theater Style
- 30 Classroom Style



Banquet Rooms

This beautiful and unique Banquet Room provides a dramatic location for a variety of events. The Banquet Room can be divided into three rooms to accommodate smaller gatherings. This versatile room can host weddings, banquets, trade shows, commercial sales, seminars, and convention activities. Guests are immediately impressed by the aesthetically pleasing combination of high ceilings, full length windows, hardwood floors, and private patio with BBQ. The adjacent kitchen is equipped with state-of-the-art appliances capable of meeting any caterer's needs.

Banquet Room (whole)

- 4,560 sq. ft.
- Internal Projector & Screen
- Attached to the Caterers Kitchen
- Patio (2 sided)

Capacity

- 300 Banquet Style
- 400 Theater Style
- 215 Classroom Style
- 250 Banquet Style w/ Dance Floor

Banquet Room (one)

- 1,500 sq. ft.
- Internal Projector & Screen
- Attached to the Caterers Kitchen
- Patio

Capacity

- 80 Banquet Style
- 100 Theater Style
- 84 Classroom Style



Kevin & Lori Haarberg Gymnasium

The gym is equipped with two full size basketball/volleyball courts or four badminton courts. The spring loaded wooden floor provides for a quality sporting experience. The gym is suitable for large events, i.e., dances, conferences, dining, and entertainment venues. It can be divided into two sections to host separate events. Locker rooms and kitchen are adjacent to gym.

Gymnasium (whole)

- 12,000 sq. ft.
- Portable Projector & Screen
- Adjacent to the Caterers Kitchen

Capacity

- 516 Banquet Style
- 688 Theater Style
- 215 Classroom Style
- 516 Banquet Style w/ Dance Floor

Note: Capacity above reflects the available chairs and tables on site. To reach maximum capacity the renter would need to supply additional chairs and tables.

Maximum Capacity

- 700 Banquet Style
- 1000 Theater Style
- 600 Banquet Style w/Dance Floor
- 800 Classroom Style



Definitions

Resident

Persons living within the Woodland city limits, who pay Woodland property taxes,

Non Resident

Persons living outside the Woodland city limits, who do not pay Woodland property taxes,

Non-profit

Is a charitable, service, or community organization. Must show proof of 501c (3) status with the Internal Revenue Service.

Commercial

Any company, organization, or individual wishing to sell or promote merchandise.

Fundraisers

An event where an admission fee is charged for entry or participation or a donation is collected in order to raise funds for an organization, special cause, or an individual.

**The Community & Senior Center is funded by the residents of Woodland therefore to qualify for the Non-Profit rate or the 40% Non-Profit discount Non-Profit fundraisers must be only for the direct benefit of the Woodland community.*



Application for Use

(visit www.cityofwoodland.org to print this form)
General (please print)

Primary Contact Person _____

Organization (if applicable) _____

Address City _____ State Zip _____

E-mail _____ Day Phone _____

Evening _____ Phone Cell _____ Fax _____

The Event Date(s) _____ Day(s) of Week _____

Start Time in Facility: _____ End Time in Facility: _____

Person in charge of event _____ Attendance _____

Time Event Starts _____ Description of Event _____

Room(s) Requested _____

Other Event Info/Describe Outdoor Activities _____

Serving food or beverage? Yes No

Selling food or beverage? Yes No

Will alcohol be served? Yes No

Will alcohol be sold? Yes No

Will meal be catered? Yes No

Is there a charge to attend event? Yes No

Is event open to the public? Yes No

Is any part of the event outside? Yes No

Will there be music? Yes No

Live Yes No

Will meal be catered? Yes No

Application Review

Application Received

- Taken by _____
- Date Received _____
 - Is application complete _____
- Permit # _____
- Reviewed by _____
- Date _____

Status

- Resident Adult Non-Profit
- Resident
- Youth/Senior Non-Profit
- Non-Resident
- Commercial, All Fundraisers

Photo ID

- Verified Photo ID _____

Alcohol Permit

- Yes
- No

Deposit

- Date Paid _____

Insurance Requirements

- Additional Insured Endorsement
 - Comments _____
- Product Liability Endorsement
- Host Liquor Endorsement
- Liquor Endorsement
- Liquor License Required
- Business License Required
- Non-Profit Status Required
- Sound Permit Required
- Security Required
 - Number of Security Required _____
 - Time Security Required on Site _____ To _____

Reduction Forms

- Completed Reduction Forms
- Approved
 - Amount of Reduction \$ _____
- Denied
 - Comments _____

(office use only)

Rental Summary Hourly Room Rental

Banquet Room		Per Room, Per hour (2 hr. min.)	Hours	Fees	Deposits
	Resident	\$125.00			
	Non-Resident	\$150.00			
	Commercial, Fundraisers (All)	\$175.00			
	Deposit	\$500.00			
Total					

Meeting Room 1, 2, 3, or 4		Per Room, Per hour (2 hr. min.)	Hours	Fees	
	Resident	\$50.00			
	Non-Resident	\$60.00			
	Commercial, Fundraisers (All)	\$70.00			
	Deposit	\$200.00			
Total					

Gym (Whole)		Per Room, Per hour (2 hr. min.)	Hours	Fees	
	Resident	\$330.00			
	Non-Resident	\$363.00			
	Commercial, Fundraisers (All)	\$440.00			
	Deposit	\$500.00			
Total					

Gym (Court A or Court B)		Per Room, Per hour (2 hr. min.)	Hours	Fees	
	Resident	\$165.00			
	Non-Resident	\$182.00			
	Commercial, Fundraisers (All)	\$220.00			
	Deposit	\$500.00			
Total					

Arts & Craft Room		Per Room, Per hour (2 hr. min.)	Hours	Fees	
	Resident	\$50.00			
	Non-Resident	\$60.00			
	Commercial, Fundraisers (All)	\$70.00			
	Deposit	\$200.00			
Total					

Warren Meyer Game Room		Per Room, Per hour (2 hr. min.)	Hours	Fees	
	Resident	\$50.00			
	Non-Resident	\$60.00			
	Commercial, Fundraisers (All)	\$70.00			
	Deposit	\$200.00			
Total					

Lobby		Per Room, Per hour (2 hr. min.)	Hours	Fees	
	Resident	\$100.00			
	Non-Resident	\$120.00			
	Commercial, Fundraisers (All)	\$132.00			
	Deposit	\$200.00			
Total					

Youth Center		Per Room, Per hour (2 hr. min.)	Hours	Fees	
	Resident	\$75.00			
	Non-Resident	\$90.00			
	Commercial, Fundraisers (All)	\$100.00			
	Deposit	\$500.00			
Total					

Kitchen		Rate for 4 hrs.	Hours	Fees	
	Resident	\$150.00			
	Non-Resident	\$150.00			
	Commercial, Fundraisers (All)	\$150.00			
	Deposit	\$1,000.00			
Total					

Hourly Rate Totals					
	Hourly Resident Adult Non-Profit Discount	40%			

Package Rates

G: Kevin & Lorie Haarberg Gym		Fees	Package	Fees	Deposits
Resident		\$2,000			
Non-Resident		\$2,400			
Commercial, Fundraisers (All)		\$2,640			
Deposit		\$1,000			
Total					

GK: Kevin & Lorie Haarberg Gym, Kitchen		Fees	Package	Fees	Deposits
Resident		\$2,600			
Non-Resident		\$2,860			
Commercial, Fundraisers (All)		\$3,080			
Deposit		\$2,000			
Total					

YC: Youth Center		Fees	Package	Fees	Deposits
Resident		\$1,000			
Non-Resident		\$1,200			
Commercial, Fundraisers (All)		\$1,500			
Deposit		\$1,000			
Total					

B: Banquet Rooms, Kitchen, Patio		Fees	Package	Fees	Deposits
Resident		\$2,300			
Non-Resident		\$2,550			
Commercial, Fundraisers (All)		\$2,750			
Deposit		\$1,000			
Total					

M: Meeting Room 1, 2, 3, 4		Fees	Package	Fees	Deposits
Resident		\$1,200			
Non-Resident		\$1,400			
Commercial, Fundraisers (All)		\$1,500			
Deposit		\$500			
Total					
Package Total					
Package Resident Adult Non-Profit Discount		40%			

Amenities Daily Rates

Alcohol Permit Fees		Fees	Number	Fees	
	Serving	\$250			
	Selling	\$500			

Laptop		Fees	Number	Fees	Deposits
	Resident	\$100			
	Non-Resident	\$120			
	Commercial, Fundraisers (All)	\$132			
	Deposit	\$50			
Total					

PA System		Fees	Number	Fees	Deposits
	Resident	\$50			
	Non-Resident	\$60			
	Commercial, Fundraisers (All)	\$66			
	Deposit	\$50			
Total					

Portable PA System		Fees	Number	Fees	Deposits
	Resident	\$50			
	Non-Resident	\$60			
	Commercial, Fundraisers (All)	\$66			
	Deposit	\$50			
Total					

Podium		Fees	Number	Fees	Deposits
	Resident	\$20			
	Non-Resident	\$25			
	Commercial, Fundraisers (All)	\$30			
	Deposit	\$50			
Total					

Popcorn Machine		Fees	Number	Fees	Deposits
	Resident	\$125			
	Non-Resident	\$155			
	Commercial, Fundraisers (All)	\$170			
	Deposit	\$50			
Total					

Keyboard/Piano		Fees	Number	Fees	Deposits
	Resident	\$50			
	Non-Resident	\$60			
	Commercial, Fundraisers (All)	\$66			
	Deposit	\$50			
Total					

Portable Bar <i>(Cleaning is required)</i>		Fees	Number	Fees	Deposits
	Resident	\$50			
	Non-Resident	\$60			
	Commercial, Fundraisers (All)	\$70			
<i>Cleaning is required after event</i>	Deposit	\$50			
Total					

8X12 Stage with Skirting		Fees	Number	Fees	Deposits
Each section is 4X8	Resident	\$50			
	Non-Resident	\$60			
	Commercial, Fundraisers (All)	\$70			
	Deposit	\$50			
Total					

Projector/Screen		Fees	Number	Fees	Deposits
	Resident	\$50			
	Non-Resident	\$60			
	Commercial, Fundraisers (All)	\$70			
	Deposit	\$50			
Total					

Microphones (Lapel or Hand)		Fees	Number	Fees	Deposits
	Resident	\$50			
	Non-Resident	\$60			
	Commercial, Fundraisers (All)	\$70			
	Deposit	\$50			
Total					

	Fees	Deposits
Amenities Total		
Package Total		
Hourly Rate Total		
Hourly Resident Adult Non-Profit Discount	40%	
Package Resident Adult Non-Profit Discount	40%	
Grand Total		

Reservation Policies and Regulations

General

- Individuals renting the building must be 18 years or older and 21 years or older if alcohol is being served. A 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.
- All outside doors must remain closed at all times.
- City staff may photograph or video tape you and/or your minor children and the City may use such materials to promote City programs. All material will remain the property of the City.

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 days.



Indemnity and Hold Harmless

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 and agree to abide by all of the conditions of this application and of any contract or permit issued base on this application.

Signature _____ Date _____



Deposit/Time Overage

With Visa or MasterCard number

Event Date: _____

Deposit Due: _____

As part of my Woodland Community & Senior Center rental I am using the VISA or MasterCard number below for the Required Deposit(s). I understand the credit card is being charged at this time. If no violation of permit occurs, your refund will be processed within 30 days after the event.

Print Renter's Name

Renter's Signature

Card Used for Deposit: VISA Card MasterCard

Amount \$ _____

Name on Credit Card

Credit Card Number Expiration Date

Cash Check Amount \$ _____

Inventory

When you arrive, these items will be provided by facility maintenance staff. For Security purposes, some items may not be placed in the room prior to your arrival.

Equipment	Request	Inventory	Remarks
Chairs (Arm)		150	
Chairs		538	
Chairs Folding		250	
Tables 5' Rectangle Black		1	60"X24"
Tables 5' Rectangle Beige		21	60"X24"
Tables 5' Round Beige (60")		37	60"
Table 6' Rectangle Grey (72")		9	72"X30"
Tables 6' Round Grey (72")		12	72"
Tables 8' Rectangle Beige Ext.		4	Table Top Extensions
Tables 8' Rectangle Grey		23	96"X30"
Table 4' Square Brown		2	48X48
Table 6' Round Beige (72")		10	
Table 8' Rectangle Beige		20	
Table 5' Rectangle (2')		20	
Podium		4	
PA System		2	
Aluminum Easels (no pad)		13	
TV/VCR/DVD Player		1DVD 2VCR	
Projector or Overhead		6	
4X8 Stage with Skirting		3	
Portable Bar		1	
Piano		1	
Dance Floor		1	12' X 12'

Insurance Requirements

- A certificate of liability insurance must be provided by the Renter. This can normally be obtained from the renter's insurance agent.
- The certificate must name the City of Woodland as additionally insured, and provide at least \$1,000,000 of general liability coverage. The certificate is proof that there is the required insurance coverage for your event.
- Other insurance endorsements are required as noted on Page 5 of this booklet. The endorsement is proof that the policy has been changed to add the City of Woodland as additionally insured.
- Evidence of insurance must be on file at the Woodland Community & Senior Center at least 30 days prior to the event.
- One-day event insurance is available from the City's insurance carrier. Contact the Facility Manager for more information.



Promotions

- No outside advertising shall be exhibited and no solicitations or sales made in the building or on the grounds without the permission of the Center staff only.

- All posting on bulletin boards (including advertising) must be approved, initialed and posted by Center staff only. The Center will not provide free advertising other than posting times and place.



Security

- Private security services are required for ALL events. Security is required when guests are present in order to screen attendees and to prevent damage to the facility. The Renter is responsible to arrange for and pay for security services.
- In the event security should be required to extend their scheduled time, the Renter will be responsible to pay for any additional time. At minimum, 1 security guard per 50 guests.
- Security must be provided by a registered, bonded security company, or police agency. The City reserves the right to approve any outside security provider.
- Ask for a list of approved security companies.



Alcohol

- Renter accepts the responsibility for use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Violation of this policy will result in immediate termination of event.
- Renters that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary Liquor License from the State of California Alcoholic Beverage Control Board. Evidence of such a license must be on file at the Woodland Community & Senior Center at least 30 days prior to the event.
- Please see requirements under Security on page 24.
- Alcohol may be served or sold up to one-hour prior to conclusion of event.
- Alcohol may be served by any employee of the catering company or licensed bartender only. City staff reserves the right to limit the amount of alcohol allowed on the premises.
- Alcoholic beverages require additional insurance unless provided and served by a registered caterer. The caterer's insurance will be considered adequate if the amount of coverage is sufficient and there is a rider specifying the date(s) and location of the event being covered.
- The caterer's insurance only covers the alcohol beverages, not the facility.
- Alcohol can be consumed only in the room(s) rented. No alcohol may be consumed in parking lot.
- It is the Renter's responsibility to have the ABC license on site during their event.
- Person serving alcohol may not be consuming alcohol.



Cancellation/ Changes

Cancellation of the event or date changes must be submitted in writing and is subject to the following fees:

- 100% refund minus \$50 processing fee, 120 or more days prior to event.
- 75% refund, 90 -119 days prior to event.
- 50% refund, 60-89 days prior to event.
- 0% refund 0-59 days prior to event.
- \$100 processing fee if a date change can occur.
 - Notice is given at least 2 months before the original date and
 - The original date can be re-booked. Otherwise, cancellation fees apply.
 - Changes to contract, such as the nature the event or the number of participants shall be made in writing to the Department not less than 14 days prior to the event.
 - Changes must be approved, and if necessary fees will be adjusted.
 - The City reserves the right to deny changes.



Equipment

- Operations and adjustment of all fixed equipment, including lighting, sound, and temperature control systems are the responsibility of the City staff.
- Renters are not to adjust or operate any piece of equipment, and will be held liable for any damage occurring from unauthorized usage.
- Under no circumstances shall City-owned equipment be removed from the facility.



Insurance and Permit Requirements

Name of Renter: _____ Date of Event: _____

Requirements

1. The items checked below are required for your rental at the Woodland Community & Senior Center.
2. The Certificate of Insurance and necessary Permits are due no later than 60 days prior to the event.
3. The Certificate of Insurance must be in the name of the person/organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
4. A Homeowner's or Tenants Insurance Policy can usually provide insurance for your rental. Check with your insurance agent.
5. Renters unable to secure an appropriate Certificate of Insurance will be required to purchase one-day event insurance from the City's insurance carrier. Contact Facility Manager for more information.

Checked items are required for your event

- Certificate of Insurance for Comprehensive General or Comprehensive Personal Liability coverage for a minimum of \$1,000,000.
- The following statement must appear on the certificate: *"Additional Insured Endorsement names the City of Woodland, its director's agents, or employees are included as additional insured."*
- Product Liability Endorsement. This is required on the Certificate of Insurance when food or beverage is sold, furnished, or given away.
- Host Liquor Endorsement. This is required on the Certificate of Insurance when the Renter provides alcoholic beverages, but no fee is charged.
- Requires Alcohol Permit and additional fee.
- Liquor Endorsement. This is required on the Certificate of Insurance when alcoholic beverages are sold, or if dispensed by a caterer.
- A Liquor License is also required. See information below.
- Requires Alcohol Permit and additional fee.
- WJUSD schools: Insurance on file. No other insurance information needed.
- Official Request Form must be on file.

State/County/Government Agencies

- A letter on agency letterhead must be provided stating the agency is self-insured.
- The letter must include the name of the agency requesting the reservation.
- The room being used.
- The date of the event.
- The signature of their Department/Division Head.

Permit Required

- Liquor License
This is required when alcoholic beverages are sold to the public.
- Contact the Alcoholic Beverage Commission 916.227.2002. Requires Alcohol Permit and additional fee.

Business License

- Is required when a commodity is sold to the public including food or beverage.
- Contact the City of Woodland Community Development Department at 530.661.5820.

Non-Profit Status Letter

- Is required to receive non-profit rental rates.
- Must provide proof of current 501c.3 status.



Decoration Guidelines

City of Woodland staff takes pride in being able to offer a quality facility. Thank you for reviewing and observing our policies. In order to maintain our facility we request that you comply with the following guidelines:

- Candles (this includes birthday and Unity Candle), open flames, or pyrotechnics of any kind are not permitted.
- At no time shall fire exits be covered or obstructed.
- Decorations must be non-flammable.
- The Renter assumes full responsibility to remove all decorations within allotted rental times as stated on permit. Any time that exceeds the scheduled permit time will be charged to the Renter, including staff overtime charges and hourly room rental fee. The staff reserves the right to require the removal of any decorations that are considered offensive.
- Storage facilities are not available for Renter's use (this includes caterer's equipment or special rental items such as tables to be stored before or after the event).
- No cellophane tapes, adhesives, staples, tacks, nails, or screws may be used to hang decorations. Carpenter and painters tape are acceptable.
- Glitter, hay, straw, silly string, confetti, dance wax, cornstarch, sand, bubbles or rice is prohibited inside or outside of the facility. Birdseed is suggested for outside use.
- If a Public Address system is to be used outdoors, a sound permit is required.
- Fog or smoke machines are not permitted in the facility.
- Balloons must be secured and weighed down when utilized in the facilities and must be removed by the Renter immediately following the event. Balloons are not to be released outside the facility. No free-floating balloons are permitted inside the building because of lights, air vents and high ceilings. Failure to remove balloons may result in additional fees charged to the Renter.
- If an outside rental company provides tables, chairs, or equipment for the event, the Renter is responsible for setup and takes down of this equipment.*
- Staff is not responsible for any items left in the facility after your scheduled event has concluded.
- All or a portion of security deposit will be charged for items left after you event has concluded.



Renter's Cleaning Responsibilities

The rented facilities must be returned to their pre-event condition. If additional clean up or repair is required by the Community & Senior Center staff, the deposit, or a portion thereof, will be retained to cover cost of said clean up or repairs.

Cleaning supplies that the renters need to bring: All purpose dish soap, sanitizing solution, germicidal detergent, sponges, rags, drying cloths, oven cleaner, and wire brush for cleaning broiler. Caterers must furnish all cooking and serving utensils. In addition, all clean up supplies must be furnished by the caterer or renting party. The Woodland Community & Senior Center will provide a mop, broom and trash liners.

All Rooms

1. Sweep all debris from floors.
2. Wipe off counters and all services.
3. Pick up all trash and put in trash cans.
4. Remove all trash to outside dumpsters. Cardboard boxes should be flattened before putting in the dumpsters. Place the liners in all trash receptacles. All trash bags tied and put in dumpsters.
5. Clean all walls and report any marks to staff.
6. Report any damage or breakage to staff.
7. Remove all debris and personal items from outside areas. All trash picked up and put in trash cans.

Kitchen

1. Remove all trash to outside dumpsters. Cardboard boxes should be flattened before putting in the dumpsters. Place new liners in all trash receptacles.
2. Clean and shut down each piece of equipment used according to directions provided.
3. Wipe of all surfaces, all appliances; clean any spills in oven and on oven racks.
4. Wash all stainless steel surfaces (prep tables and work counters) with dish soap and hot water, spay with disinfectant, and dry with clean soft cloth.
5. Clean grills by brushing with a wire brush, all food debris and grease must be removed.
6. Remove all food particles from sinks, wash with dish soap and hot water, spray with disinfectant, and dry with a clean, soft cloth.
7. Empty, rinse, and replace mesh food particle screens inside dishwasher. Restack dish trays.

8. Empty refrigerators and freezers of all food and beverage, clean inside of refrigerators, mop any spills, and wipe off all racks with a damp cloth.
9. Sweep all debris from floor and mop all floor surfaces used with detergent and hot water.
10. Empty warming bins and refrigerated bins of all food and wipe clean with a damp cloth.
11. Wash braising pans with dish soap and hot water, remove all food particles from the stovetops, wash with dish soap and hot water and dry with a clean soft cloth.
12. Remove all food particles from the stovetops wash with dish soap and hot water and dry with a clean soft cloth.
13. Clean all stainless steel surfaces behind and above cooking areas.
14. Empty all grease traps and spill pans and wash with dish soap and hot water.



Set up/Clean up Responsibilities

- Set up and/or Decorating Time is included in the rental time. Additional set up and/or decorating time can be purchased.
- Tables, chairs, kitchen facility must be cleaned and wiped down. All food shall be removed from premises.
- Clean up is the responsibility of the Renter.*
- The room needs to be returned to the same condition it was in prior to the event.
- Fees includes table and chair set up and take down by staff.
- Hours requested should include time for the Renter's set up and clean up needs. Individuals associated with the event will not be allowed to enter the facility before the time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
- Delivery/pick up of supplies or equipment must occur at the facility during the rental.
- Nothing can remain after the event.
- Woodland Community & Senior Center staff is not responsible for any items left in the facility after your scheduled event has concluded.
- Persons in charge during event will make contact with staff at the designated starting time to sign in and do a walk through. This same person must be available to staff throughout the event and will sign-off at the conclusion of the event.
- Candles, open flame, or pyrotechnics of any kind are not permitted at the Woodland Community & Senior Center.

The City supports a comprehensive recycling program that includes paper, bottles, cans, and cardboard. All recyclables should be kept separate from trash and placed in designated receptacle.

A Clean-up check list will be provided for each rental.

Standards of Conduct

- All participants, facility users, program participants, clubs, organizations, groups, volunteers and visitors to the Center or programs are expected to treat all members of the community with respect and to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.
- Please show proper care and regard for City property and the property of others and make a reasonable effort at cleanup, returning facilities to the condition they were in immediately prior to use. Do not interfere with classes or programs being conducted on the premises of the Center, or classes or programs that the Center plans to hold or conduct. Do not harass, either orally or in writing, or physically threaten people. Do not impede access to the Center.
- Failure to comply with these standards of conduct may result in disciplinary actions, up to and including being banned on a long-term basis from the Center. A visitor may be required to immediately leave the building depending on the severity of the infraction and is not eligible to return to the facility until final action has been determined by the Facility Manager.



Clean-up Checklist

Additional fees will be charged to Renter for any damage(s) resulting from use of unauthorized cleaning supplies.

Renters, please allow 15 minutes prior to event start and event finish for a required walk through with a Community & Senior Center staff person.

If due to the fault of the renter the walk through does not occur, the Renter waives the right to dispute any decision made by the staff member regarding the final condition of the building.

- | | | | |
|---------------------------------------|---------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Banquet Room | <input type="checkbox"/> Patio | <input type="checkbox"/> Meeting Room # _____ | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Youth Center | <input type="checkbox"/> Haarberg Gym | <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Lobby |
| <input type="checkbox"/> Other _____ | | | |

Responsible person _____

Facility Clean-up

Kitchen

- Clean sinks out
- Floor swept and mopped
- All garbage bags tied and put in dumpsters
- Counters wiped off Stove top and burners cleaned off (if used)
- Oven wiped clean Grill cleaned Refrigerators cleaned out (if used)
- Microwave cleaned out (if used)
- All trash picked up and put in trash cans
- Walls cleaned, please report any marks to staff
- Report any damage or breakage to staff

All Rooms

- Floor swept
- All garbage bags tied and put in dumpsters Counters wiped off
- All trash picked up and put in trash cans
- Walls cleaned, report any marks to staff Report any damage or breakage to staff

Outside areas

- All trash picked up and put in trash cans

All Areas

- All Renters Equipment, Decorations, Supplies picked up
- Items left after the event will be discarded

Verifying City Staff Member: _____

Date _____ Time in _____ Time Out _____

Renters Signature _____

Staff Signature _____

Facility Evaluation

After your event, please take a few minutes to let us know how we are doing.

Name of room reserved:

Date:

Where did you hear about Woodland Community & Senior Center facility rentals?

What type of function?

Wedding

Private Party

Meeting

Did you receive an information packet with the Policies and Regulations for the facility?

Yes No

The staff was knowledgeable and helpful while reserving the facility:

Yes No

The fees for the facility were reasonable:

Yes No

The facility supervisor was friendly and helpful during the event:

Yes No

The hours were convenient for my use:

Yes No

The facility was suitable for my function:

Yes No

I would recommend Woodland Community & Senior Center facilities:

Yes No

To my friends/associates:

Yes No

Comments/suggestions:

Yes No

What improvements would you recommend?

Yes No

Thank you for taking the time to complete the survey. Your feedback is important to the City of Woodland Community Services Department.

Caterer's Application

Business Information (please print)

Business Name: _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____ E-mail _____
Catering Contact _____ Web Address _____
Owner Information _____
Owner Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____ E-mail _____

If you have any questions about this process or our catering requirements, please call the Recreation Supervisor at 530-661-2000.

1. Application Fee – Required
There is a \$100 annual fee in order to be included on the Registered Caterers List. Please make check payable to the City of Woodland.
2. Permanent Food Facility County Health Permit - Required
Please attach a copy of your current permanent food facility county health permit. Health Permit Issued By: _____ Expiration Date: _____
3. Current Food Handler Certificate - Required
Please attach a copy of your current food handler (or food safety) certificate.
Certificate Issued By: _____ Expiration Date: _____
4. License to Serve Alcohol - Optional
If you have a license to serve alcohol at off-site catered events, please attach a copy to this application (Department of Alcoholic Beverage Control Type 58 Caterer's Permit)
5. Insurance - Required
All Certificates of insurance must name the City of Woodland, as an additional insured and obligates the insurer to notify the City of Woodland at least thirty (30) days prior to cancellation or changes in any of the required insurance. The Certificates of Insurance should read: City of Woodland
Community Services Department
2001 East Street
Woodland, CA 95776

Items a through e must be included with application.

- a. General Liability: Comprehensive General or commercial Form minimum \$1,000,000 (one million dollars)
 - i. Each Occurrence
 - ii. Products and Incomplete Operations
 - iii. Personal and Advertising Injury
 - iv. General Aggregate

If such insurance is written on a claims-made form, it shall be subject to the City of Woodland approval as to survival of coverage and the retroactive date of placement.

- b. Commercial Automobile Liability: **
For owned, scheduled, non-owned, or hired automobiles with a combined single limit of no less than \$1,000,00 per occurrence (minimum limits).

** In lieu of Commercial Automobile Liability, a "rider" on Personal Auto Insurance verifying policy coverage in the amount of \$1,000,000 per occurrence (minimum) as well as a statement specifying commercial/business use of the vehicle being insured may be submitted.

- c. Worker's Compensation: As required under California State Law.
- d. Optional Liquor Liability Insurance: In order to serve alcohol without a Type 58 Caterer's Permit, a copy of proof of Liquor Liability coverage, in the amount of \$1,000,000 per occurrence (minimum) must be included.
- e. Such other insurance in such amounts as from time to time may reasonably be required by mutual consent of the City of Woodland and Caterer against such insurable hazards relating to performance.

Indemnification

Caterer shall defend, indemnify, and hold the City of Woodland, its officers, employees, and agents harmless from and against any and all liability, loss expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the Caterer's activities on the City of Woodland premises but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Caterer, its officers, agents, or employees.

Maintaining Current Information

If Health Permit, License to Serve Alcohol or Insurance Coverage expires during your current Register Caterer year, you are required to send a copy of the new permit, license, or proof of coverage to the City of Woodland Community Services Department. Failure to provide these documents will result in the cancellation of your status as a Registered Caterer and will require new registration fees to continue to be on the Registered Caterer's List.

Please check the following that apply to your business:

- Accepts P.O.
- Can Sell Alcohol
- Can Serve Alcohol
- Breakfast
- Lunch
- Dinner
- Break Service
- Full Service
- Drop Off Available
- Pick Up Available

I have read this application. By signing below, I warrant that I understand and agree to comply with the contents of this application. Further, I understand that my registration is valid only if my health permit, alcohol license and insurance coverage remain current. Any violations may cause removal from the City of Woodland Registered Caterers list of approved caterers.

Signature: _____ Date: _____

Please send or fax the completed application to: City of Woodland Community Services Department Facility Manager 2001 East Street Woodland, CA 95776 Phone: 530-661-2000 Fax: 530-666-7257

For Department Use Only Approved By: _____ Date: _____

Fee Reduction Policy

Public interest is well served by making facilities available to community groups and individual members for special events, meetings, and entertainment. The costs of making such facilities available are generally recovered through fees collected for the specific event. *However, the public interest is also served by waiving such fees for limited events that have direct community benefit. Furthermore, to maintain public trust procedures shall be established for the consistent, fair, and prompt evaluation of such requests.*

Must meet ALL of the following to be eligible for a fee reduction:

1. Can prove financial hardship and that the fee imposed will jeopardize the ability to carry on the activity for which the use of the facility/equipment is sought, and
2. Can establish that the activity for which the waiver is sought will foster or promote a program aimed at directly benefiting the Woodland Community, and
3. Can establish that all, reasonable alternative facilities or equipment sources, have been sought and are not available or would be unsuitable to the group or individuals seeking the waiver.

Any Group/Organization already recognized as a Discounted Group, under the City of Woodland Comprehensive Fee Schedule, will NOT be considered for additional fee reduction.

No weekend events will be considered for a fee reduction. Event may not begin before 8:00 a.m. and must end by 10:00 p.m. Monday through Friday only. (WC&SC)

If none of the above have excluded your Group/Organization from consideration of a Fee reduction. Then please complete the application and return to Community Services for processing. The review and approval/denial process usually takes two to three weeks. Incomplete applications will be denied.

No waivers shall be granted to groups where a fee/donation is charged for an activity and the use of the facility/equipment for which the fee reduction is sought is directly connected to that activity.

An application for a fee reduction does NOT reserve the facility or equipment; a reservation form must be filled out and attached with this document. A group may reserve a facility by completing a reservation form and making the applicable deposit. Reservation forms are available at the Community Services Department (2001 East Street).

No private events will be considered for a waiver/fee reductions. Example: weddings, quinceanera, birthdays, anniversary parties.

If you make a reservation and then later cancel it, the deposit will only be returned if it is at least 90 days (Facility reservation) or 14 days (Park reservation) prior to the date of the proposed use. If a fee reduction is approved, the deposit will be refunded after the event.

If you make the request for a fee reduction, less than 30 days before the even, the fees for the reservation including the deposit must be collected with the Facility Use Application. If the fee reduction is granted, the fees and deposit will be refunded after the event. Deposits and payments must be made 30 days prior to the reservation regardless if the fee reduction is granted at that time.

Only the facility rental fees will be considered for fee reduction. All deposits and amenities fees must be paid at the time of the reservation. Deposits will be returned after the reservation; if there have been no violations/damages during the reservation.

All facility requirements and policy must be followed regardless of fee reduction. No City program or active reservation will be displaced to allow a fee reduction event to take place.

If you have any questions on the policy or application for a fee waiver, please give our office a call.

Sincerely,

Community Services Department



Reduction Self Determining Form

Applicant Information			
Last Name	First	M.I.	Application Date
Street Address			City
State	Zip	Phone	Email Address
Date of Event	Organization Name		
Purpose of the Organization			
<p>The City of Woodland City Council has approved a policy that identifies criteria for Community Group classification. This classification allows Community Groups in Woodland special privileges including preferred scheduling and discounted rental rates. In order to qualify your groups as a Community Group, the following criteria must be met.</p>			
<p>I certify that at least 50% of our membership roster are Woodland Residents YES <input type="checkbox"/> NO <input type="checkbox"/></p>			
<p>I certify that my group is located in Woodland and holds a 501c3 State of California non-profit status, and whose primary purpose is to serve the community of Woodland; or YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Fed Tax I.D. # _____</p>			
<p>I certify that my organization is a local affiliate of a national/regional non-profit organization; or YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Name of Affiliate: _____ Fed Tax I.D. # _____</p>			
<p>The City reserves the right to request more documentation about your organization in order to substantiate your group meets these policy requirements.</p> <p>By signing below I certify that the information above is accurate and true and I agree to provide any additional documentation that may be needed to make a determination. Any false information will require the group to pay the regular rate for their use to the City.</p> <p>Signature: _____ Date: _____</p>			

Application Facility Reduction

Group/Organization requesting the fee reduction:			
Name:			
Contact		Email Address	
Address	City	State	Zip
Will a fee be charged to participants for this activity/event?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is your group a registered non-profit organization? (<i>Applicable only to Organizations</i>)			
YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, non-profit number: _____			
Does your group have an on-going membership?		NO <input type="checkbox"/>	YES <input type="checkbox"/> # members: _____
If yes, do the members pay membership dues/fees?		NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, what would each member need to pay to cover the cost of the facility/equipment rental?			
\$_____.			
Would charging the members for the facility/equipment rental cause a financial hardship on the members?			
YES <input type="checkbox"/> NO <input type="checkbox"/>			
If yes, why?			

Would paying the facility or equipment fee cause a financial hardship on the individual or organization?
 YES NO

If yes, explain and provide proof of hardship (e.g. copy of annual budget and expenses, tax return, budget for the proposed event).

If the fee reduction is not granted, will you still offer the activity/event? YES NO

Fee reduction requested (facility, date and time):
 Facility:
 Date: _____ Time: _____

Have other facility options been explored? YES NO

If yes, explain the options you explored and why they were not available or acceptable.

Description of proposed activity (include purpose of activity).

**The Community & Senior Center is funded by the residents of Woodland therefore to qualify for the Non-Profit rate or the 40% Non-Profit discount Non-Profit fundraisers must be only for the direct benefit of the Woodland community.*

Notes

