

**Town of Yountville
Parks & Recreation Services Department
Community Center – User Regulations**

INTRODUCTION

The Town of Yountville Parks & Recreation Services Department adopted the following rules and regulations on (insert date).

Recreation buildings and/or facilities under the jurisdiction of the Town of Yountville Parks & Recreation Services department are primarily intended for recreational use in conjunction with the Department’s activities and for public use. The nature of use should be appropriate for the type of facility requested (example: wedding receptions at the Heritage room (formerly known as Community Hall), sports events at “multipurpose room”, etc.) The following information contains facility rules and proper procedures for reservations for the Community Center.

Community groups and individuals shall be permitted to make use of the Community Center facilities for recreational, educational, cultural, and other worthwhile purposes regardless of race, color, creed, religion, gender, national origin, age, or disability when such uses **do not conflict with scheduled Parks & Recreation Service programs**, in accordance with the following rules:

RESERVATIONS

An application for use of the Community Center Complex and a suggested event diagram must be submitted and approved by the Community Center Manager or his/her designee at least (15) working days prior to the date of usage. Applications will be taken on a first come, first serve basis. Reservations cannot be accepted if there are outstanding bills from previous use. No reservations will be scheduled until a refundable security deposit of \$600 and 50% rental deposit has been submitted and accompanied by a completed rental application and approval of date by the Community Center Manager. This process can be completed by mail, by appointment or in person during Community Center business office hours of 7:30 am to 5:30 pm Monday through Friday or by appointment only on weeknights or weekends.

NO RESERVATIONS CAN BE MADE OVER THE PHONE. Telephone inquiries as to available dates **should not** be considered as confirmed reservations. For events where alcohol is served or sold, applicant must be 21 years of age. All other reservations must be made by someone 18 years of age or older.

Applications may be filed up to one year in advance for individuals and organizations. Yountville nonprofits may file up to eighteen (18) months in advance. The Town will conduct an orientation meeting with local non-profit organizations to help them understand the reservation process and to assist them in reserving the dates they desire for their functions. A separate reservation form must be filled out for each event. If an event includes two consecutive dates, one form will suffice. If however, various events are being applied for, each event requires a separate form. The person signing the application must be present at the event and will be considered the person in charge of the event unless otherwise noted and approved by the

Community Center Manager. The behavior and conduct of the event's guests are the applicant's responsibility.

When more than one room in the Heritage Hall has been rented, any additional room rental will require notification to the renter on possible noise interference and the sharing of common space. **The will predominately apply to the Founders Room (Boardroom) and kitchen.**

SET UP

The rental of the Heritage Room (formerly Community Hall), Generations Room (Multipurpose room) and patio have included in their fees ½ hour each of set up and clean up time. If additional rental time is needed for set up, the Community Center Manager must be notified twenty-one (21) days prior to the event and the regular hourly room rate will be charged for hours needed immediately prior to the event, as availability allows. It is recommended that an event set up diagram be submitted twenty-one (21) days prior to the event. The renter is responsible for the set up of all tables and chairs with the assistance of the Building Attendant. No tables or chairs may be imported into the facility without prior authorization from Community Center Manager.

HOURS OF OPERATION

Areas may be rented from 7:00 am until 12:00 midnight. All guests must depart the facilities and parking areas no later than 12:00 midnight. Caterers and clean up crews must exit the facility by 12:00 midnight. The barbeque / patio area may be used from 9:00 am to 10:00 pm. Clean up must conclude by 11:00 pm. Activity **MUST** remain in the patio / grass area, and is not allowed to spill over into the parking area. Barbeques or cooking equipment beyond what the town provides is not permitted. Patio guest limit is 120.

PAYMENT OF FEES/DEPOSITS

Fees and/or deposits can be paid by VISA, MasterCard, Check, or Cash. Fifty percent (50%) of total fees and the \$600 security deposit are due at time of booking. Rental fee balances will be due and payable 90 days prior to the event. All groups renting within 90 days of event will pay full fees and deposits at time of booking. Check should be made payable to Town of Yountville (**out of state checks are not accepted**).

SECURITY DEPOSIT

A refundable security deposit is required for rental of rooms at the time the reservation is made. This is in addition to the rental deposit. A determination as to the amount of the deposit to be refunded will be made by the Community Center Manager based on the status of cleanup and damage associated with the activity. Processing of the refundable portion of the deposit will not be initiated until all cleaning and damage costs have been determined. The Town reserves the right to withhold any portion of a security deposit in order to cover the cost of damage; excessive cleaning; storage of renter's equipment; or additional labor required to address event problems. Labor costs will be deducted at a rate of \$50 per hour per employee for any additional unscheduled, unanticipated staffing requirement from the security deposit. Any costs related to the need for replacement of missing equipment or materials will be deducted from the security

deposit at current replacement cost. Refunds take approximately thirty (30) days to process. The security deposit may be waived for nonprofit and public agencies conducting meetings, testing, and other activities, which require little or no cleanup and are low risk for potential damage per the discretion of the Community Center Manager.

CLEAN UP

Renters will be required to pay to have the Town's contracted janitorial service provide cleaning of the facility after their event. The janitorial company will take down tables and chairs, sweep and mop all areas of the building, clean windows and all clean restrooms. It is the Community Center Manager's decision to waive cleaning fees if the event does not warrant them. Renters are responsible for clearing and cleaning the tables and putting trash into trash receptacles, mopping up any spills, taking down and disposing of decorations, cleaning the kitchen counters, wiping out kitchen sinks, clearing refrigerator of food / beverages and mopping up any kitchen floor spills, etc. All items brought into the building are expected to be removed immediately upon completion of the event. All rented items from a "service" must be picked up that evening and removed from the facility. Failure to do so will trigger additional cleaning fee changes. **The Community Center will not be responsible for equipment or supplies left in the building.** A Building Attendant will review a cleaning checklist with renter before departure to ensure facility cleanliness.

PLEASE NOTE:

The Town of Yountville reserves the right to make fee modifications or adjustments at any time. Fees are adjusted by the Town Council. However, the Town will honor the fee schedule in place at the time of the booking.

CANCELLATIONS or RESCHEDULING

If an event is cancelled more than 90 days of event, all deposits and fees, EXCEPT 50% of the security deposit, shall be refunded. In order to process refunds, a cancellation form must be submitted to the Community Center Manager.

If an event is cancelled less than 90 days prior to the event, no portion of any room rental fees will be refunded except in extenuating circumstances beyond the control of the renter, as determined by the Town Manager (appeal right to Council). Security deposit, cleaning, and security guard fees will be refunded, allowing 30 days for processing the refund.

Patio events cancelled due to weather will have all patio fees and deposits refunded due to cancellations related to inclement weather. The Community Center Manager will have the final decision regarding inclement weather.

Failure to pay rental balance by **thirty (30)** working days prior to scheduled event will result in forfeiture of the deposit and fees paid and will result in the cancellation of the event.

ELIGIBILITY

PERMISSION FOR USE OF THE COMMUNITY CENTER will be granted upon the condition that all rules will be followed. The Community Center Manager or his/her designee may terminate an event in process or cancel a scheduled event upon finding a violation of any rules, or ordinance, or upon good cause shown. The event can be cancelled if the application contains false or misleading information. If cancellation results from failure to observe rules or contains false or misleading information, rental fees will be forfeited and future use may be denied.

Eligible Organizations, Individuals or Activities:

Public agencies, nonprofit organizations, private parties and commercial businesses are eligible to use the Community Center and make reservations up to one year in advance. Town nonprofits have an 18 month advance reservation time frame. All organizations will provide all appropriate permits (if necessary) and the Town bears no responsibility for the activity.

Ineligible Organizations, Individuals or Activities

1. Activity, which in the opinion of the Parks & Recreation Department:
 - a. Will be incompatible with previously approved activities scheduled at the Community Center.
 - b. Will exceed the capacity of the Community Center with regard to total participants or for which adequate equipment and facilities are not available.
 - c. May create situations, which will require excessive security or staffing.
2. Organizations, groups or individuals which have been temporary or permanently suspended from use of the Community Center due to violations of the Rules and Regulations.
3. If the use is political in nature such as campaign rally, fundraising for political office position, political office meetings, etc.

SCHEDULE OF FEES

Weekday rental fees shall be applied to the following:

1. **Government agencies.**
2. **Nonprofit Organizations:** this classification includes organizations that must be nonrestrictive in membership (i.e. social service organizations, Red Cross, etc.). All meetings and special events must be open to anyone interested and not limited by special sponsorship, membership or invitations by members. Staff may request proof of nonprofit status and a copy of the organization's By-Laws.
3. **Private/Commercial use.**

4. **Closed groups:** events with membership, or attendance restricted to specific persons (i.e. private clubs, fraternal organizations, reunions, lodges, recitals, private parties, fund raising events restricted to invited guests, etc.).

Weekend and Holiday Rental Fees: may apply to Yountville nonprofits, residents and government if two weekend rentals in that month have been previously booked. Weekend rates will apply to Non-Yountville nonprofits, government and non residents. Weekend rates begin at 5:00 pm on Friday and end at 12:00 midnight on Sunday.

Cosponsored Use: Cosponsored events are required to pay a negotiated price as determined by the Town Manager. However, full equipment rental fees will apply.

COMMUNITY CENTER HOURS

Business Office Hours:

Office is open Monday through Friday, 7:30 am to 5:30 pm. Appointments are highly recommended. Tours and rental assistance will be by appointment only on weeknights or weekends. Office phone number is (707) 944-2959 and facsimile is (707) 944-1586.

ROOMS ARE AVAILABLE FOR RENTAL:

Rooms are available for rental Monday through Sunday 7:00 am – 12:00 midnight, based on availability.

Rooms are **not available for use:**

The building is closed to the general public and for rental on the following days: Halloween, Thanksgiving, Christmas, New Years Eve and Day and Easter. The building may be available to Town nonprofits by special arrangement.

RIGHT TO RESCHEDULE

If it should be necessary to reschedule or relocate an event due to a schedule conflict, the group, or individual, will be given advance notice by the Town of Yountville, Parks & Recreation Services Department.

The Heritage room (formerly the Community Hall) is the Emergency Shelter for the Town of Yountville. In the event of any emergency, the emergency takes precedence over all scheduled events. Both security and rental fees will be fully refunded if an event has to be cancelled due to an emergency situation. When a Town, County, or State statute has been or is being violated, or in cases of emergency, the renter must assist the Town staff, Sheriff, or Fire Department in the evacuation of the facility.

BUILDING ATTENDANT

A building attendant, recreation staff or contracted instructor shall be required at all times when the facilities are in use. All bookings where 100 people or more are in attendance will incur an additional \$23 per hour staffing fee. Building Attendants are the final authority in deciding rules and regulation compliance issues.

In addition, if extra personnel are required to be on duty during certain functions (due to the nature of the event), the rental group will be required to pay the “staffing fee” rate. The number of staff required will be at the discretion of the Community Center Manager. Some factors that could warrant extra staff would be:

1. Events with considerable attendance.
2. Events where excessive cleanup will be required.
3. Events where alcohol is served and children are present.

Events can be terminated with Napa County Sheriff Department assistance if renter or renter’s guests are non compliant.

AMPLIFIED MUSIC - INDOORS

An amplified music permit must be applied for and approved for any amplified music (boom boxes, DJ’s, live music, etc.). Amplified music must end at 11:00 pm. Sound cannot exceed 50dB limit at border of Community Center property. Sound cannot negatively impact the Bardessono Hotel (property next door). Building Attendants have the authority to ask for sound to be reduced to an acceptable level. Failure to comply will result in possible shut down of event and / or forfeiture of security deposit.

AMPLIFIED MUSIC – OUTDOORS

Amplified music is allowed in the patio/lawn or town square areas. An amplified music permit must be applied for and approved for any outdoor amplified music (live music, I Pod, DJ, etc.). Any outdoor amplification must end promptly at 9:00 PM. Sound cannot exceed 50dB limit at the border of the Community Center property. Building Attendants have the authority to ask for sound to be reduced to an acceptable level. Failure to comply will result in possible shut down of event and /or forfeiture of security deposit.

SECURITY REQUIREMENTS

Groups who are renting the Community Center are responsible for paying any security costs required for the event if alcohol is being served or is deemed necessary by the Community Center Manager. If security is required for an event, then two security guards per 100 people will be required to be on duty for the duration of the event.

Guest Limit

The guest limit of the Heritage room (formerly the Community Hall) when patio is rented is 250 people. The guest limit for the Generations room (multipurpose room) is 400 people. The patio/lawn area guest limit rented alone is 130 people. Town square capacity is 100 people.

ALCOHOLIC BEVERAGE POLICY

Consumption of alcoholic beverages within the Yountville Community Center will occur only under the conditions herein.

Alcohol is limited to beer, wine or champagne. An ABC permit for sale of alcohol must be acquired by the renter and provided to Community Center Manager no later than 15 days before rental use date. Alcohol service must end promptly at 10:00 pm indoors and 9:00 pm on the patio area (if rented) unless there is written approval from Community Center Manager to extend alcohol service. Service to minors or intoxicated guests is prohibited. Nonprofits may be allowed to extend alcohol service by approval of the Community Center Manager.

When serving alcohol, the requirements are:

1. A certificate of insurance with “Host Liquor Liability” coverage in the minimum amount of \$1,000,000 which specifies the “Town of Yountville, its officers and agents as additional insured” is submitted to the Community Center Manager. Insurance may be obtained through a licensed caterer, an insurance company, or the Town of Yountville. **Insurance coverage must be submitted 15 working days prior to the event.**

When selling alcohol, the requirements are:

2. A certificate of insurance for “Liquor Liability” coverage in the minimum amount of \$1,000,000 which specifies the “Town of Yountville, its officers and agents as additional insured” is submitted to the Community Center Manager. Insurance may be obtained through a licensed caterer, an insurance company, or the Town of Yountville. **A copy of Insurance Coverage must be submitted 15 working days prior to the event.**

Insurance Required by All Renters:

3. The renter must provide the Community Center Manager with a certificate of insurance (COI) with “**Comprehensive General Liability**” coverage in the minimum amount of \$1,000,000 which specifies the “Town of Yountville, its officers and agents as additional insured.” Insurance may be obtained through an insurance company, by using the renter’s existing homeowners insurance or through the Town of Yountville. **A copy of Insurance Coverage must be submitted 15 working days prior to the event.**
4. Some events may be required to carry additional coverage where a high risk factor is anticipated (NOT RESTRICTED SOLELY TO ALCOHOLIC USE). The Town can help the renter arrange for additional coverage. The user is also encouraged to obtain additional

coverage through an insurance company of their own choice. The Town of Yountville must always be named as Additional Insured. **A copy of Insurance Coverage must be submitted 15 working days prior to the event.**

When selling alcohol, building users are required to follow the procedures for serving alcohol, and obtain a one-day license from the State of California Department of Alcohol Beverage Control (ABC), located at 50 D Street, Suite 400, Santa Rosa, CA. 95404, (707) 576-2165. **ABC special licenses are only available to non-profit organizations registered with the State of California. A copy of the ABC License must be submitted 15 working days prior to the event to the Recreation Manager.**

Please Note: Some caterers have an alcohol license, which makes obtaining a one-day license for sale of alcohol unnecessary. A copy of the caterer's license must be submitted to the Community Center Manager before the event and the original license must be posted at the bar area where alcohol is to be sold.

Consumption of food and beverage is permissible in designated areas only. Drinking alcoholic beverage at the front entrance of the Heritage Hall (formerly known as Community Hall) is prohibited. Smoking is not allowed inside any part of the Community Center, or within twenty (20) feet of the entrance areas. Please use smoking receptacles provided in outside areas.

PATIO/LAWN/BARBEQUE/TOWN SQUARE

These areas may be used from 9:00 am to 10:00 pm. Clean up must conclude by 11:00 pm. Additional barbeques or cooking equipment beyond what the Town provides are not permitted. Activity **MUST** remain in the designated areas and is not allowed to spill over into the parking areas. Patio / lawn guest limit is 130. Town square guest limit is 100.

Lawn Area- No staking is permitted on lawn area. If equipment needs to be held in place, a water type containers or weighted system must be used. Under the lawn is an underground EPIC water irrigation system that can be damaged by staking. Renter could be held liable if this occurs. All tenting must be Town approval prior to installation.

INDOOR DECORATIONS

- A suggested rental area diagram should be submitted and approved at least twenty one (21) working days prior to the event. Otherwise, a delay in set up, additional staff changes, or both, may result.
- Decorations must be removed before the group leaves the building rental area.
- Cellophane adhesives, nails, screws, staples, etc. in the fabric on the walls, woodwork or on the windows are prohibited. A minimum penalty of \$50.00 will be deducted from renter's deposit for not adhering to this regulation. The Recreation Manager will determine excessive abuse, and a penalty can include a loss of total deposit amount and payment of damages.
- All decorations must be fireproof or composed of fire retardant materials.

- At no time shall exits be covered or obstructed. All Fire Code regulations must be adhered to.

DEPOSIT POLICY

Every group is expected to clear the facility at the conclusion of their event of all decorations, equipment, and supplies brought in for the event. Tables and chairs will remain in place. All trash receptacles should be emptied by the rental group. Any trash on the floor should be discarded and any spills mopped up by the rental group.

- If additional time is required for cleanup, the hourly room rental rate will be charged for hours utilized immediately following the event.
- A designated representative of the rental group must check in with the building attendant for inspection of the room(s) prior to departure.
- Failure to leave the room in the condition set forth in this deposit policy, or damage to equipment, furniture, or facilities, or failure to return equipment will result in additional personnel and rental charges and/or forfeiture of the deposit.

The Parks and Recreation Department is not responsible for any supplies or equipment left in the building.

EQUIPMENT

Any additional equipment desired to be brought into the facility for a function must be approved by the Community Center Manager prior to the event during regular weekday office hours.

The use of any device such as firearms, live explosives, and lasers are prohibited. Open flames (including hand held candles) of any sort are strictly prohibited. Only votive, floating or hurricane candles are permitted. The use of confetti is not allowed. Exits may not be obstructed by decorations.

UNSAFE CONDITIONS

If, at any time, the staff of the Community Center deems that conditions have become unsafe, the event will be stopped until existing problems are corrected. An example of this would be serving/selling alcohol without the required certificates and/or permits. Another example would be fights breaking out. This could be cause for shut down of the event.

Children in Attendance

All children in attendance at any event must be supervised. Running through the facility is not permitted. Children should always be accompanied by an adult when outside on patio/lawn areas.

LIABILITY

The Town of Yountville is not responsible for accidents, injury or loss of personal property. The individual or organization granted use of the facility would be held responsible for any injury, loss, or damage resulting from such use. In consideration of the use of the Community Center facilities, applicant hereby agrees to defend, indemnify, and hold harmless the Town of Yountville and its agents, officers, employees, and volunteers, against any and all claims, demands, damages, costs and expenses, including attorney fees, actions or liability whatsoever directly or indirectly arising out or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees. Applicant certifies that he/she is authorized to act on behalf of and bind applicant's organization to the terms of this indemnification and hold harmless agreement.

DESCRIPTION OF CO-SPONSORSHIP EVENTS

Co-sponsored events will result in a reduction or waiver of fees. Co-sponsored use of the Community Center may be granted to organizations that meet the following criteria:

1. Activity that greatly benefits the entire community or a large portion of the community.
2. Activities that will provide organizations, government agencies or individuals wholesome, positive, social, educational, or recreational experiences that benefit the entire community.
3. A co-sponsored event requires approval of the Town Manager.
4. A co-sponsored activity will have a mutually agreed upon marketing strategy, that will include the Town of Yountville's name and logo on all promotional materials as cosponsor.
5. A co-sponsored event will have an approved co-sponsored application on file with the Parks and Recreation Department prior to the reservation of facility space (annual application process).
6. Co-sponsored agencies will adhere to **all** Parks and Recreation Department policies including insurance requirements, alcohol service agreements, building attendant requirements and clean up procedures