

CITY OF COTATI FACILITY USE AND RESERVATION POLICY AND APPLICATION PACKET

Revised 11/15/2017

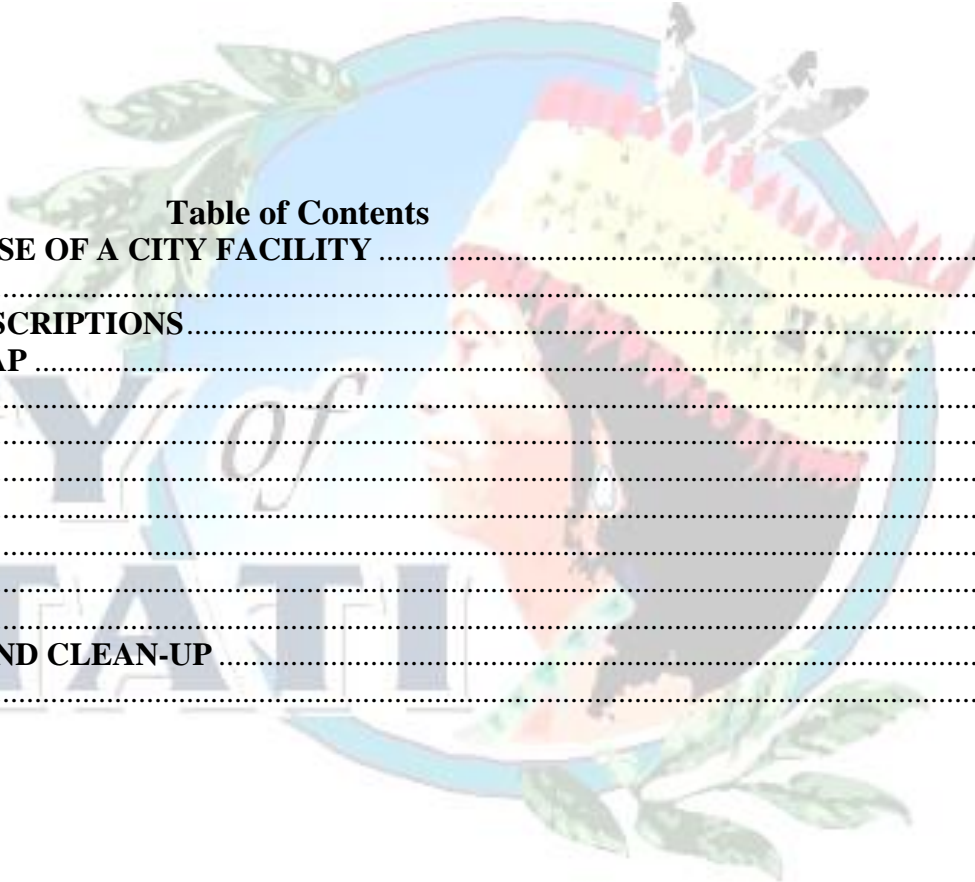


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HOW TO REQUEST THE USE OF A CITY FACILITY

- Complete application packets must be submitted at least 30 days prior to the requested date. A complete application packet contains the following items:
 1. Completed and signed *Request for Use of Facilities* application form.
 2. Payment for facilities use. Checks may be made payable to the City of Cotati.
 3. Payment of deposit. Application and deposit may be paid with a single check. Checks may be made payable to the City of Cotati.
 4. Insurance endorsement certificate
- Your completed application may be reviewed by several City departments. You may be contacted by individual staff members during the review process.
- To check room availability please call (707) 665-4222 or visit our website at www.cotaticity.org.
- Telephone reservations are not accepted.
- Application packets for request for use of facilities may be obtained from the Cotati City Hall Recreation Department, 201 West Sierra Avenue, Cotati or on our website: www.cotaticity.org.
- Please call (707) 665-4222 to request a faxed application packet or if you have any questions.
- Reservations may be made up to one year in advance.

AVAILABILTY

- Facilities are available for rental seven days per week when the facilities are not in use for City sponsored functions.
- Facilities may not be available on holidays when City Hall is closed.
- If concurrent applications are received for the same facility, preference will be given in the order that follows: Cotati (Resident) Youth groups, Cotati (Resident) Adult groups, Non-Cotati youth groups, Non-Cotati adult groups.

FACILITIES LIST AND DESCRIPTIONS

EVENT ROOM

Cotati Room And Barbeque Area

216 East School Street

Cotati, CA 94931



The Cotati Room adjacent to the Ray Miller Community Center is a great location for large parties and is centrally located next to City Hall. The room rental includes a full kitchen and a dance area, as well as complimentary Wi-Fi. The building holds a maximum of 205 people standing, 80 seated at tables. Included in the rental are 9-5' round tables, 10-8' rectangular tables and 80 folding chairs. Use of the barbeque area may be requested at no additional charge and includes a large barbeque and picnic area. Restrooms are located next door in the Community Center. The following items are not available from the City so you would need to make your own arrangements for: Linens, table settings, cooking utensils. A portable sound system is available for an additional \$25.

MEETING ROOMS

Mountain Room

Willow Room

Stony Point Room

Copeland Room

216 East School Street

Cotati, CA 94931



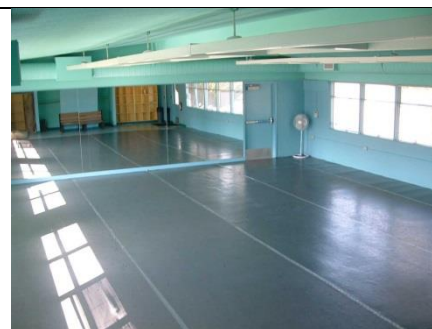
These meeting rooms in the Ray Miller Community Center are perfect for meetings, small gatherings, workshops and seminars. Each room can be equipped with tables and chairs and includes a small sink. Some rooms have chalk and/or whiteboards. Mountain Room and Willow Room have tiled floors. Stony Point Room and Copeland Room have carpeted floors. Each room holds a maximum of 49 people standing.

DANCE/EXERCISE STUDIO

Eagle Room

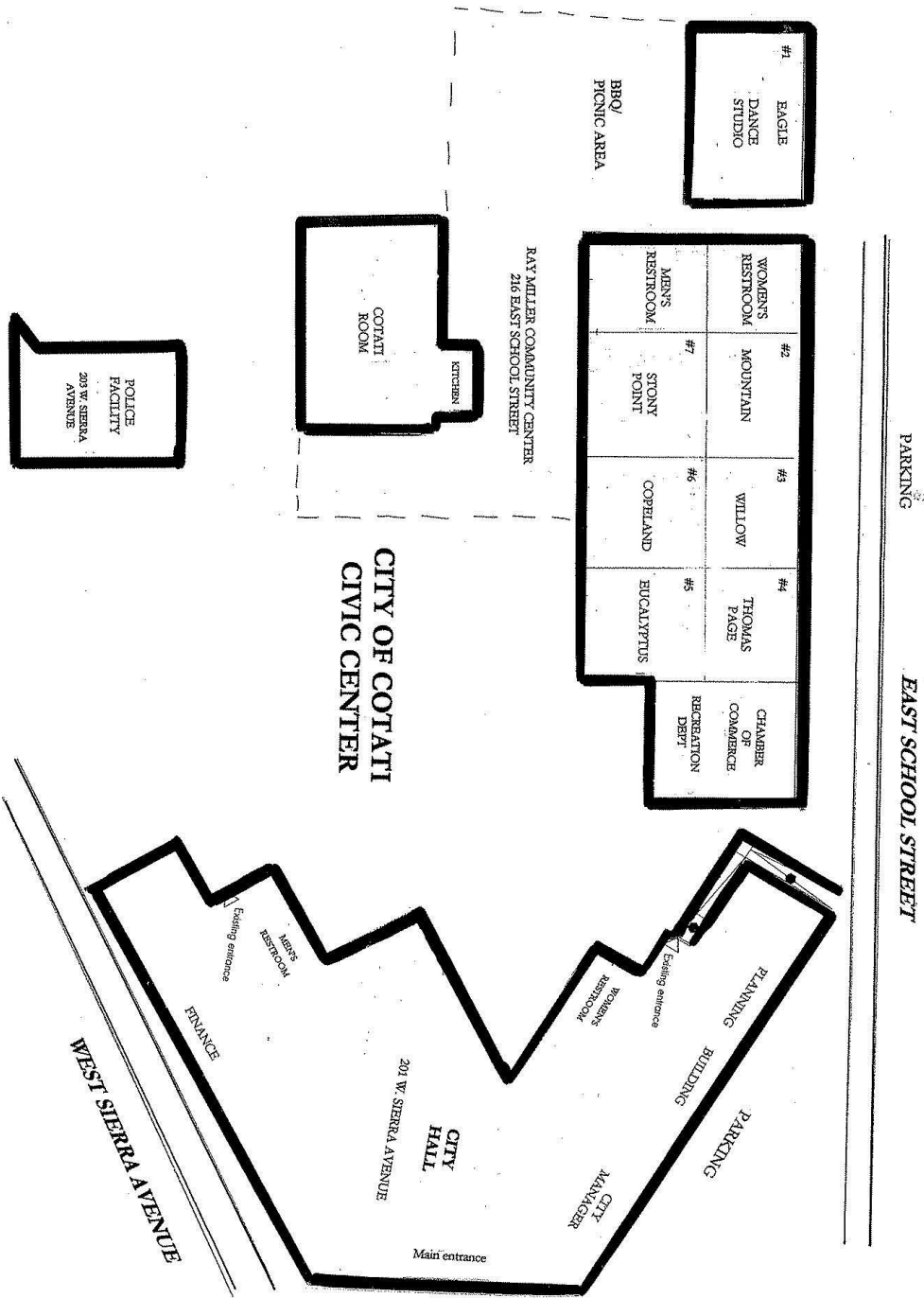
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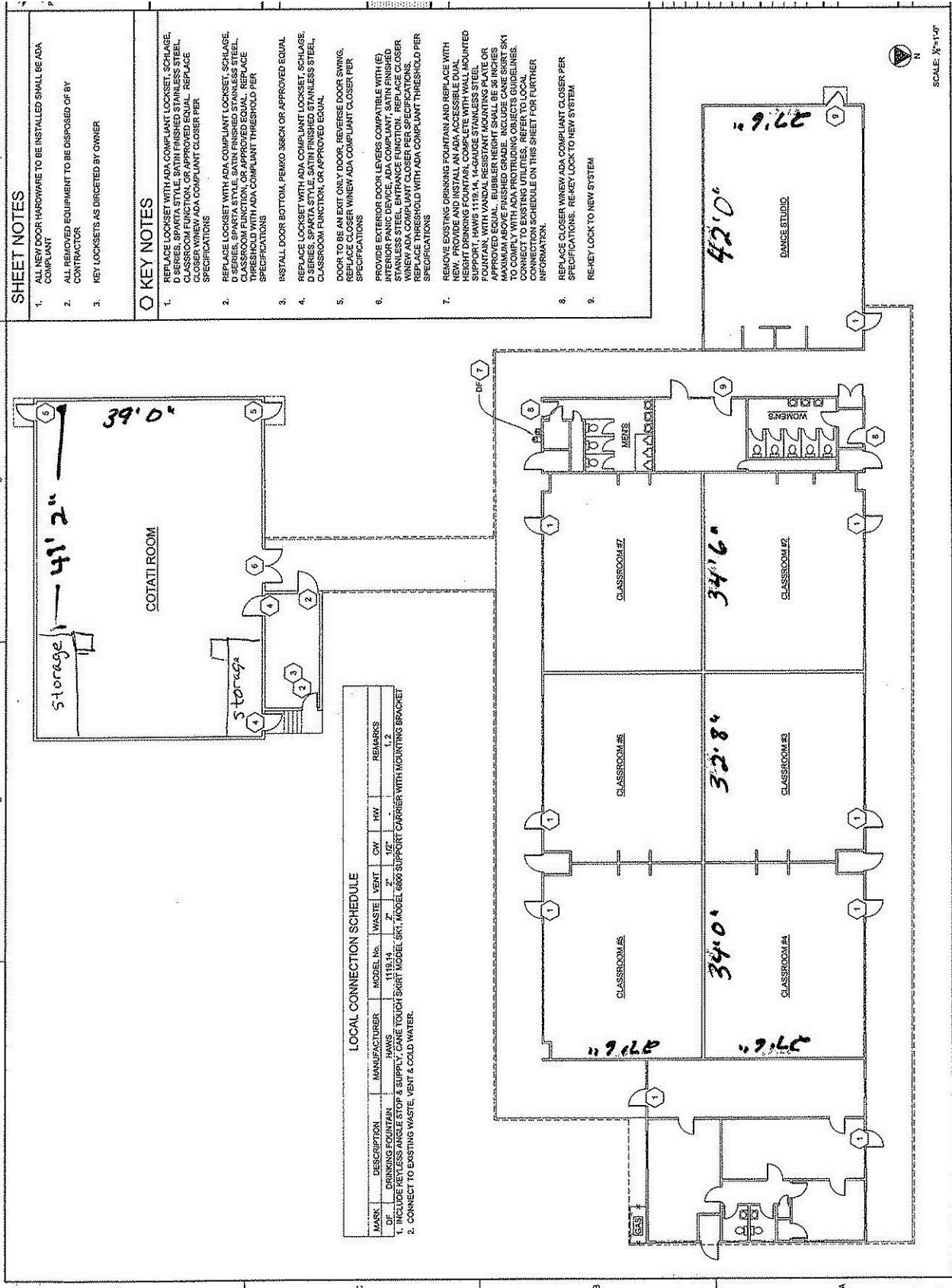


This dance/exercise studio in the Ray Miller Community Center is suitable for dance or exercise classes. The room contains ballet barres, mats and a mirrored wall. This room holds a maximum of 49 people.

COMMUNITY CENTER MAP



FLOOR PLANS



FEES AND DEPOSITS

All rental fees including security deposit are due with application. Fees will be accepted in cash, check payable to “City of Cotati” or credit card. All refunds will be paid by check.

Fee Categories

A. Non-Profit Groups/ Community Service Organizations and Government Agencies	1. Organizations which have an IRS Code 501(c) determination letter. OR 2. Government agencies which includes federal, state and local government agencies.
B. Private Individual, Group or Business (Resident)	Applicant lives within City limits. Proof of residency such as utility bill in the name of the applicant is required.
C. Private Individual, Group or Business (Non-Resident)	Applicant does not live within City limits.

Hourly Fees

Category	Cotati Room	Classrooms
A	\$30/hour	\$10/hour
B	\$50/hour	\$15/hour
C	\$60/hour	\$20/hour

- Exceptions to the fee schedule may be made for organizations on an administrative level by the City Manager or his or her designee.
- All rental times must include setup and takedown time in reservation.

Deposits

- A security deposit is required at time of application. Clean-up charges will be automatically deducted from the deposit. **The cleaning fee is \$125.00 for the Cotati Room.** Additional charges such as a lost key or damages may be deducted if warranted. The remaining balance will be refunded to the applicant.
- If additional cleaning of the facility is required in order to return it to pre-rental condition, charges will be deducted from the deposit. Applicants will be charged for replacement of damaged or broken equipment.

Please allow up to 4 weeks after your event for the return of your deposit.

Cotati Room	Classrooms
\$400	\$25

Cancellation Fee

If cancellation is necessary, the City must be notified immediately. If a reservation is cancelled more than 30 days prior to event, the deposit will be refunded. If reservation is canceled **less** than 30 days prior to the event, a **\$25.00** non-refundable cancellation fee will be withheld from the deposit.

INSURANCE

- Use of City facilities requires insurance documentation to be approved by the City's Risk Manager. Applicant must furnish the City with a certificate of Endorsement naming the City of Cotati as an additional insured. Language required should read as follows: **The City of Cotati, its officers, officials, employees and volunteers**. **NOTE: PLEASE INFORM YOUR INSURANCE AGENT THAT A "Certificate of Insurance" on form Accord 25 by itself is NOT SUFFICIENT. A CERTIFICATE OF ENDORSEMENT NAMING "The City of Cotati, its officers, officials, employees and volunteers" AS ADDITIONAL INSURED IS REQUIRED.**
- Minimum coverage required is \$1,000,000 General Liability.
- Insurance must cover all contractors, such as caterer, decorator and security personnel.
- If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City's Risk Manager. A daily license must be obtained from the Department of Alcoholic Beverage Control and a copy must be provided to the City.
- Special event insurance has been purchased by applicants from their homeowner/renter insurance agent or from the following (the City is not recommending or endorsing any of these companies):

www.galescreek.com

www.statewideins.com/special-events-insurance.html

www.eventinsure.com

ALCOHOLIC BEVERAGES

- Groups selling alcoholic beverages must conform to all State Alcoholic Beverage rules and regulations and must obtain any and all permits required by the State Department of Alcoholic Beverage Control. The approved license must be posted at the dispensing location for the duration of the event.
- Copies of all State Department of Alcoholic Beverage Control permits must be submitted to the City of Cotati prior to the event.
- The Police Department will review and will need to approve all applications for events where alcohol is being served.
- All alcoholic beverages shall be brought into the facility prior to start of the event and must be stored securely prior to service. Alcoholic beverages must not be accessible to persons under the age of 21.
- No alcohol may be taken out of event by guests or participants. If Civic Center BBQ area has also been reserved, alcoholic beverages may also be consumed in designated picnic/BBQ area.
- Alcoholic beverage service shall terminate one hour before the scheduled end of the event, unless the event is 3 hours or less.
- California State Law prohibits the sale or service of alcoholic beverages to persons under 21 years of age. If minors are in possession of alcohol, the event will be closed immediately. Persons serving alcohol to minors during events are solely responsible for any criminal or civil penalties imposed.
- The Police Department may require that servers receive training in responsible beverage service.

EVENT SECURITY

- Event security may be required at any event, whether or not alcohol is served.
- The cost of security guards will be paid by the applicant.
- Security arrangements must be reviewed and approved in advance of your event by the Chief of Police or his/her designee.
- Private security must be obtained from any security agency licensed by the State of California, Department of Consumer Affairs.
- Security guards must be at the event the entire time guests are present. Security may be required overnight at the event site for multi-day events as deemed necessary by the Chief of Police or his/her designee.

KEYS

- Keys are to be picked up from, and returned to, the Police Department. For multi-day events the key is to be returned and picked up each day. Do not have guests leave parked vehicles at the Police Department during your event.
- A \$100 fee for lost Keys will be charged.

SET-UP, DECORATIONS AND CLEAN-UP

- No decorations are to be stapled, tacked or nailed on any surface. Drafting or painter's tape (designed for use on wood/ sheetrock without damage) is the only allowed means of attaching decorations. Helium balloons must be anchored and removed after each event. Use of lit candles must be pre-approved. No exits shall be blocked or covered.
- Accidental breakage should be reported as soon as possible. This report should be made to the Recreation Department during business hours or to the Police Department for weekend events.
- If food is being served, all tables must be covered.
- Any use of facilities that may damage or soil flooring (e.g. orchestra/band practice, craft activities, etc. will require protection of the flooring with a waterproof tarp as appropriate) All rooms must be left clean and in good order. Clean-up requirements are listed on the key return envelope and posted in each room.
- Trash is to be emptied into the appropriate garbage & recycling containers located behind City Hall.
- Trash in excess of container capacity must be bagged. New trashcan liners are available in each room. Recycling is encouraged.
- Before turning in keys the Police Department, lock all doors (including restrooms), turn off all lights and complete checklist
- All City facilities are non-smoking. No smoking within 20 feet of operable doors or windows.

FOR OFFICE USE ONLY

- Calendar
- Log
- Administrative Services
- Scan/upload

APPLICATION FORM

CITY OF COTATI REQUEST FOR USE OF COMMUNITY CENTER FACILITIES

201 West Sierra Avenue, Cotati CA 94931
(707)792-4600 Fax: (707)795-7067

1. Applicant Information
Name of individual/organization: _____
Name Refund Issued to: _____
Address, City, State Zip: _____
Non-Profit Number (required if requesting non-profit rental rate): _____
Contact Person: _____
Phone: () Alt. phone: ()
Email: _____
2. Day(s)/Date(s) event will take place (month, date, year)
Day of week : _____
Month, date, year: _____
3. Facility Requested
<input type="checkbox"/> Cotati Room only <input type="checkbox"/> Eagle dance studio <input type="checkbox"/> Stony Point classroom
<input type="checkbox"/> Cotati Room & BBQ Area <input type="checkbox"/> Mountain classroom <input type="checkbox"/> Copeland classroom
<input type="checkbox"/> Willow classroom <input type="checkbox"/> No preference
4. Intended use of facility
<input type="checkbox"/> Meeting
<input type="checkbox"/> Private party (Wedding reception/baptism etc.)
<input type="checkbox"/> Other; please describe: _____
5. Will admission be charged?
<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Estimated number of attendees:

7. Arrival time (include set-up time):

8. Completion time (include clean-up time):

9. Will food be served?
<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Will Alcoholic Beverages be served?
<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Will Alcoholic Beverages be available for sale?
<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Will decorations be put up?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Use of the above facilities may be pre-empted if City business so requires.

As an applicant for use of City of Cotati facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or any expense that may arise during or be caused in any way by use or occupancy of any area or facility of the City of Cotati. I further agree that in consideration of being permitted to use said facility, I will hold the City of Cotati, its officials and employees free and harmless from any loss, liabilities, damages, and/or injuries to persons and property occurring during applicant's use or public liability insurance as stated in "facility use and reservation policy" with the City of Cotati named as additional insured. I have read the Facility Use and Reservation Policy carefully and agree to it as written.

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

Date of Application: _____	Received by: _____
Fee Category: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
Room Use Fee: \$ _____ 101-00-60700-000000	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check No. <input type="checkbox"/> Credit Card (Credit Card payment information attached)
Deposit Fee: \$ _____ 101-00-35002-000000	
Cleaning Fee: \$(_____) _____ 101-21-80188-000000	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Credit Card (NOTE: Deposits paid by credit card will be refunded by check) (Credit Card payment information attached)
Deposit Returned: See attached payment request \$ _____	

Date: _____

Application completeness:

<input type="checkbox"/> Application form completed and signed	<input type="checkbox"/> Deposit paid
<input type="checkbox"/> Room use fee paid	<input type="checkbox"/> Insurance received

Additional Conditions and/or Comments: _____