

TOWN OF DANVILLE

Policies and Procedures for Facility Use

RENTAL CATEGORIES

Fees are applied based upon the user and the purpose of the rental. Town facilities can be used by residents, non-residents, non-profit organizations, and commercial groups. However, private groups may not hold public events in Town facilities and parks and all rental events are subject to approval.

- **“Non-Profit”** groups include schools and non-profit, non-restrictive, clubs, civic, religious or service organizations with 501(c) status. A copy of the letter granting your organization non-profit status from the IRS or Secretary of State’s office is required.
- **“Private”** groups include private rentals for events such as wedding receptions, birthday parties, social events, etc.
- **“Commercial”** groups are those connected with a business or commercial venture who use the facility for events such as product demonstrations, business or recruitment meetings, staff or training meetings, etc. Does not include sales of goods and services directly to customers.
- **“Government”** applies to events that are sponsored by government agencies such as a branch of the military, county or state agency, fire department, etc.

RESERVATION PROCEDURE

- Check facility availability and request a reservation online (www.danvillerecguide.com)
- Reservations will be accepted **at a minimum of 2 weeks in advance** of the event date, and a maximum of one year in advance.
- In order to secure a date, deposit must be submitted and permit must be approved by Town Staff. When reserving less than 90 days prior to the event, deposit and all rental fees are due at the time of booking.
- Your initial payment may be made online or over the phone with a VISA, MasterCard or American Express. Alternatively, you may pay by check payable to Town of Danville. Mail or bring checks to the Danville Community Center, 420 Front Street, Danville CA 94526
- If fees are not paid when due, permit may be cancelled unless applicant has contacted the Town of Danville, Facilities Management.
- Facility Reservations are not confirmed until you receive a rental contract/permit.
- All reservations must be made by adults aged 21 years and older.
- All reservation requests are subject to Manager Approval.

GENERAL

- Permit holder is the person or organization assuming all responsibility for the use of facility. When the permit holder is an organization, a contact will be named who will act as the only person with authorization to make changes or

submit additional information. Permit shall not be exchanged, traded or sold to another person or organization or used for any activity or event that differs from the original issuance.

- A Town of Danville facility attendant will be available to open the facility, answer questions and check in periodically with the person in charge of the event. This staff person will set up tables and chairs (within the timeframe of the rental) according to the floor plan submitted by the renter. The facility attendant will also break down the tables and chairs after the event at which point it is the renter's responsibility to clean as needed. The expectation is that the room is returned in the condition it was found. Janitorial supplies will be made available to the facility user. Breakdown and clean up time should be included as part of the facility rental time. The services of the facility attendant are not available for decorating, waiting tables, serving, or performing the renter's portion of the clean-up, etc.
- For groups of 100 attendees or more, a Town of Danville facility attendant will be designated to your event, at the rate of \$24/hr. and will remain onsite for the duration of your event.
- Permit holder shall comply with all applicable Town, county, state and federal laws, rules and regulations.
- Hard Liquor is prohibited in all Town facilities. Beer, wine and champagne are acceptable when food is being served. Selling of any alcoholic beverages is prohibited.
- A "Certificate of Liability" naming the Town of Danville as "additional insured" is required for all Facility Use Reservations.
- Groups composed of minors (under 18 yrs. old) must be supervised at all times while using facility; one adult for each ten minor children.
- Permit holder may use only those facilities or equipment specifically mentioned on the Facility Use Permit.
- Storage space in Town facilities is not available. If decorative or personal belongings are not removed during the allotted rental time of the permit, the Town may dispose of property in any manner deemed necessary. Drop off and removal of all items provided by the caterer or other party equipment delivered must be within the rental time frame.

- The Town will furnish tables, chairs, light and heat/air conditioning as part of the initial indoor facility permit. For additional fees other amenities are available: i.e. sound system, microphone, LCD projector, cocktail tables, etc.
- Public access Wi-fi is available at all Town facilities except for the buildings at Hap Magee Ranch Park.
- No soliciting or exchange of money is to take place in or around Town facilities without prior approval. Gambling of any form is not be permitted.
- All fundraising events must be approved by the Recreation Services Manager.
- Buildings are available seven days a week beginning at 8:00 a.m. On Sunday-Thursday, buildings must be vacated by 11:00 p.m. and 1:00 a.m. on Friday or Saturday. These hours include clean-up time. Additional time used and not previously reserved, will be charged at twice the hourly fee rate.
- Town facilities may not be rented for recreation classes, as it constitutes a conflict of interest with programs offered through the Town of Danville Recreation Services Department. If you would like to learn more about being a contracted instructor for the Town of Danville, contact the Danville Community Center at (925) 314-3400.
- Parking availability is not guaranteed and on occasion may be limited.
- Barbecuing is allowed only in designated group picnic areas of parks. If a caterer would like to barbecue closer to a facility they may do so in the parking lot, taking up only one parking spot and parked legally.
- Smoking is prohibited inside all Town facilities and at all Town parks.
- **TIME FOR ALL OF YOUR PREPARATION/DECORATING AS WELL AS CLEAN UP MUST BE INCLUDED IN YOUR RENTAL HOURS. VENDORS AND/OR MEMBERS OF YOUR GROUP WILL NOT BE ALLOWED ACCESS TO THE BUILDING OUTSIDE OF YOUR CONTRACTED RENTAL TIME. STORAGE IS NOT AVAILABLE BEFORE OR AFTER EVENTS. NO EXCEPTIONS.**

DECORATING/SIGNAGE

- Storage is NOT AVAILABLE either before or after your event or outside of your contracted rental time, no exceptions. This includes food/beverages, décor, floral arrangements, catering equipment, linens, screens, etc.

- The use of nails, tacks, pins, staples, etc. is strictly prohibited. Painter's tape may be used.
- If you wish to bring a ladder or stepstool for the purposes of decorating, you may do so. Equipment such as this is not provided by the Town.
- Permit holder is responsible for the removal of all decorations, and permit user's personal property, owned or rented, within the rental time shown on the Rental Permit/Contract.

RENTER'S RESPONSIBILITIES

You are solely responsible financially for any and all accidents or injuries to persons or property resulting from your use of Town facilities. You shall be responsible for the control and supervision of all people in attendance during your usage of the facility and shall take care to see that no damage is done to the facility, and that everyone conducts themselves in an orderly manner. If damages or behavior of your group warrant, your function may be stopped in progress, and you may be denied further use of the facilities.

Rooms are expected to be returned in the condition they were found at the start of the rental. Renters will have access to the janitorial supplies provided by the Town and must be cleaned up and out at the end of the rental time. Additional time required for clean-up will result in additional charges at twice the regular hourly rate.

Cleaning requirements include but are not limited to: wiping down tables and chairs, sweeping/mopping floors as needed, placing trash in bags provided and removing filled trash bags from building to outside dumpsters. Renter must remove all decorations, supplies, food etc. from facilities.

TEEN PARTIES

In order to promote the safety and security of Town facilities, staff and renters, specific guidelines will apply to rentals where a majority of the guests are minors (under the age of 18). A violation of one or more of these policies may result in an additional charge or a forfeit of the security deposit.

- All approved youth events are by invitation only; public advertising by any means, including emails, blogs, internet publications or public postings will result in immediate cancellation of the event.
- Groups must be supervised at all times by parent chaperones at a ratio of one adult for every ten minors.
- Groups must provide a guest list of all attending minors, to be monitored by parent chaperones, and admit only those minors who appear on the guest list.
- No backpacks, purses, or other bags are allowed into the facility.
- No water bottles or other outside food/drink are allowed into the facility.

- There will be no in/out privileges given to minors; once inside the facility, they must remain inside or be turned away upon attempts to re-enter.
- Any minors who appear intoxicated upon arrival must be turned away and released into the custody of parents or police.
- Two facility attendants, at a rate of \$24/hr. are required for all parties serving a majority of minors. These attendants are Town employees responsible for the safety and security of Town buildings and facilities and will remain on the premises for the duration of the rental.
- Any underage drinking, fighting or other behavior considered destructive or unsafe by facility attendants will result in an immediate cancellation of the rental permit.

If one or more of these guidelines are broken, the Town and Facility Attendants will reserve the right to terminate the rental and all guests must vacate the premises immediately. If police must be called, an immediate forfeit of the security deposit will occur.

DAMAGES/DEPOSIT

A Refundable Security Clean-up/Damages Deposit is due with all other rental fees. Return of this deposit will be made following your event. Deposits made by credit card will be credited back to card used the week following your event. Deposits paid by check can take 6-8 weeks to be refunded. **Any overtime charges, or costs incurred for extra cleaning of the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping will result in a deduction or forfeit of your deposit.** You will be billed for any damages not covered by your deposit.

CANCELLATION POLICY

If the facility will not be used after a reservation has been made, a written cancellation notice must be made to the Town of Danville, e-mail is acceptable (facilities@danville.ca.gov).

Cancellations will be handled as follows:

- 90 days or more prior to use date – \$75 cancellation fee
- Less than 90 days prior to date of use but greater than 60 days – forfeit 50% of the rental fees.
- Less than 30 days prior to the date of use – forfeit the entire amount of the rental.

DISCLAIMER

All permit holders must accept the Facilities in the condition found. The Town makes no warranty as to the safety and usability of any Facility or its contents beyond that afforded the general public. The Town of Danville is not responsible for accidents, injury, illness, death, or loss of group or individual property.

The Recreation Services manager can deny a group permit if the number of persons in the group is so large that it constitutes a threat to park property or public safety.