



City of Galt Parks and Recreation Department
610 Chabolla Ave., Galt, CA 95632 (209) 366-7180
Event After-Hours # (209) 810-0293

NON-PROFIT
FACILITY USE AGREEMENT

Chabolla Community Center
610 Chabolla Avenue
Galt, CA 95632

Littleton Community Center
410 Civic Drive
Galt, CA 95632

Facility Requested (indicate): _____

Person/Organization Requesting Use: _____

Address: _____ City: _____ State: _____ Zip: _____

If Resident Non-Profit, Address of Principle Meeting Place: _____

Contact: _____ (Cell Phone Number): _____

Email Address: _____

Type of Event: _____

Date of Event: _____ Number of Events Attendees: _____

Admission to Event/Activity? Yes _____ No _____ If Yes, How Much? _____

Hours of Rental (including set-up/clean-up) Staff Open: _____ Staff close: _____

Hours of event (when guests are anticipated to arrive & depart): _____

Security: (CIRCLE ONE) 1. Off-duty Police Officers @\$75 per hour per officer 2. Security guards @\$25 per hour per guard

Equipment Requested: Refrigerator: Yes [] No [] P/A System: Yes [] NO []

Number of Chairs Requested (350 maximum depending on availability): _____

Food Only Served (No alcohol)?No () Yes ()

Alcohol being served?No () Yes ()

Alcohol being SOLD? (ABC liquor license required)No () Yes ()

Department Use Only

+++++

Table with 4 columns: Amount Collected, Receipt # (Finance), Date Received, Rec'd By. Rows include Cleaning Deposit/Rental Fee, Security Officer Fee, Rent, Insurance Purchase.

Insurance Certificate No.: _____ Provided By: _____

Security Requirements: _____

SIGNATURE _____ DATE _____

Please call Event After-Hours Number when ready for final inspection. (209) 810-0293. If you leave before inspection, staff's signature is final.

**Galt Parks and Recreation Department
FACILITY USE AGREEMENT**

DEPARTMENT RULES, REGULATIONS, GUIDELINES AND POLICIES

The Galt Parks and Recreation Department hereby establishes the following rules and regulations governing the administration, operation and maintenance of its facilities.

RULES, REGULATIONS, GUIDELINES AND POLICIES – INITIAL EACH CLAUSE BELOW AFTER YOU HAVE READ AND UNDERSTAND EACH PARAGRAPH

1. Person or organization using Department's facilities must maintain order, observe rules and all applicable laws, and will be held responsible for damages done to any City of Galt properties. Staff or the Police Department has the authority to close down facility if group does not adhere to the rules and regulations of the Department or if the event is determined to be a threat to public safety by the Police Department. [REDACTED] (initial)

2. Rental balance must be paid within **forty-five (45)** days prior to the reservation date. **Certificate of Insurance** must also be received **thirty (30)** days prior to the function, listing the City of Galt as an “**Additional Insured.**” [REDACTED] (initial)

Deposit to cover damages is required for rentals. If reservation is cancelled within **ninety days** of the scheduled date, **NO** deposit will be refunded.

NOTE: A \$12.00 Service Fee may be charged when a refund is requested.

3. **ALCOHOL** is not permitted without prior approval from the Galt Parks and Recreation Department. The applicant shall comply with the City, County licensing, or insurance requirements in effect at the time of the event permitted to serve alcohol. [REDACTED] (initial)

Alcohol is **not** permitted to leave the facility, under **any** circumstances. In addition, when alcohol is sold, organizations' or groups' **ABC Daily Sale Permit** must be submitted and approved by the Galt Parks and Recreation Department and the Galt Police Department, no later than **72 hours** prior to function to the Department's office.

NO ALCOHOL IS TO BE SERVED UNTIL SECURITY HAS ARRIVED.

NO ALCOHOL IS ALLOWED ON CITY OF GALT PROPERTY DURING YOUTH-ORIENTED EVENTS UNLESS AUTHORIZED BY THE CITY OF GALT'S CITY COUNCIL. THIS INCLUDES ALL PARKING AREAS ASSOCIATED WITH THE FACILITY.

Youth-oriented events are events where a majority of the participants are anticipated by staff to be between the ages of 12 and 20, including, but not limited to birthdays, graduations, quinceaneras, bar and at mitzvahs and youth club, sports team or organization celebrations.

4. **SECURITY** IS REQUIRED AT **ALL** functions that serve alcohol and all youth-oriented events.

- a. **Private Adult Events** (NO alcoholic beverages available) – One (1) security guard required for every 150 attendees, or fraction thereof.
- b. **Private Adult Events** (Alcoholic beverages available) – One (1) security guard required for every 100 attendees, or fraction thereof.
- c. **Local Non-Profit/School District Events** (NO alcoholic beverages available) – No security guard required, however, the City Manager, or his/her designee, may require security guards, if he/she deems it necessary in order to protect City facilities, attendees at an event, or surrounding businesses or residents.
- d. **Local Non-Profit/School District Events** (Alcoholic beverages available) – One (1) security guard required for every 150 attendees, or fraction thereof.
- e. **Private Youth Events Definition:** Youth events are where the majority of the attendees are anticipated by City staff to be between the ages of 12 – 20. One (1) security guard for every 75 attendees or fraction thereof. **No alcohol is allowed** at youth events or in the proximity of youth events on City property, unless authorized by the City Council.
- f. **Type of Security** – The person or organization renting the City facility has the option to request Galt off-duty police officers or licensed private security guards of the City of Galt's choice. Off-duty police officers will be charged at the rate of \$75 per hour per officer. Security guards will be charged at the rate of \$25 per hour per guard. Off-duty police officers or licensed private security guards will be scheduled by the Parks and Recreation Department.

- g. **Modification of Security Requirements** – The fore mentioned security requirements are minimum standards. The City Manager, or his/her designee, may increase or decrease the required number of security guards, if he/she deems it appropriate.

In the event that it is necessary for the Galt Police Department to be called to assist City of Galt's approved security, the applicant accepts responsibility for the payment of the police expense incurred to safely resolve the issues at a rate of \$45.00 per officer with a 1 hour minimum per officer. This expense will be deducted from the security deposit and any outstanding balance will be billed to the applicant. [REDACTED] (initial)

5. **BY LAW, SMOKING IS NOT PERMITTED AT ANY ENCLOSED PARKS AND RECREATION FACILITY.** [REDACTED] (initial)

6. The Department will **not** be held responsible for any lost or stolen items. [REDACTED] (initial)

7. Foreign substances i.e. rice, confetti are not to be used on the premises. Bird seed is acceptable **outside** the building **only**. [REDACTED] (initial)

8. **OPEN FLAMES, INCLUDING CANDLES, ARE PROHIBITED.** [REDACTED] (initial)

9. The facilities must be restored to the condition in which found, within the time specified on the Agreement. **APPLICANT IS RESPONSIBLE FOR CLEAN-UP.** [REDACTED] (initial)

It is the responsibility of the applicant to:

- A) Remove **all** decorations.
- B) Put **all** garbage in trash containers provided in building.
- C) Wipe off with damp sponge **all** tables, chairs, and kitchen counters used. **Any** spillage should be wiped or mopped up.
- D) Clean stove, refrigerator and **all** other equipment used.
- E) Sweep floors as needed.
- F) Remove **all** personal equipment and articles from the facilities.
- G) Store **all** tables and chairs away in proper order.
- H) **All** decorations must be approved by the Department and set up under Department supervision. **ABSOLUTELY NO** scotch tape, electrical tape, tacks, nails, staples, duct tape is permitted. **Masking tape and string are permitted.**
- I) Pick up all trash in the bathrooms and the lobby area.
- J) Pick up all trash in parking lot left by your group.
- K) Cleaning and damage fee will be deducted from the deposit for the following:
 - 1) If any of the above are not done
 - 2) **Any** damage to the facility or facility furnishings.
 - 3) If Staff time is required to clean **any** special cleaning conditions or problems will be charged at a rate of \$30.00 per hour.

10. Removal of any wall hangings (i.e. flags, bulletin boards) is prohibited. [REDACTED] (initial)

11. **Deposit:** A deposit with a conditional refund is \$150 (Non-profit). The deposit is due at the time of reserving applicant's date of the facility. The deposit secures your date and binds you to the rental policies contained in the rules and regulations.

Deposit Refund: The deposit refund (if applicable), will be mailed to you up to four weeks after your event. [REDACTED] (initial)

12. Only facility staff is allowed to regulate heating, air conditioning, lighting, public address system, or any other electrical or mechanical units at the facility. [REDACTED] (initial)

13. Live or recorded music may not play later than 11:00 P.M. **NO** alcohol to be served after 11:00 P.M. In addition, all functions will conclude at 11:00 P.M. **STAFF LOCKS UP FACILITY AT 1:00 A.M.** [REDACTED] (initial)

14. This Agreement is in accordance with policies as established by the City of Galt. Failure to comply by any group or individual responsible for or attending the event shall constitute cause to revoke this Agreement, cancel or terminate the event and forfeiture of all fees and deposits. [REDACTED] (initial)

HOLD HARMLESS: Applicant hereby agrees to defend, indemnify and hold the City of Galt and its governing bodies, the individual members thereof and all employees of various jurisdictions, free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of the facility. The applicant agrees to furnish such liability or other insurance for the protection of the public and participants in the event for which application is made and the City may require. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained by the Parks and Recreation Department or any of its equipment accruing through the occupancy or use of said property or equipment by applicant. All facilities are to be left in a neat and clean condition. I hereby certify that I will abide by the rules and regulations of the Parks and Recreation Department of the City of Galt, and that I will conform to all applicable provisions of the Constitution and laws of the State of California. I understand that failure to abide by the rules and guidelines which govern the use of this facility may result in the termination or cancellation of the event and forfeiture of any submitted deposit in full.

Applicant's Name: _____
(Please Print)

Applicant Signature: _____ Date: _____

Address _____ City _____ State _____ Zip _____

Cell Phone Number: _____

Organization's Representative's Name *: _____
(Please Print)

Organization' Representative's Signature *: _____ Date: _____

*(**WHEN REQUIRED** - i.e. School events when using the Facilities use agreement between the Schools and the City – Athletic Director would needs to sign for use by a coach for an event and principal for other school/club organizations)

APPROVED BY: _____ Date _____
Administrative Assistant or Department Supervisor



RESIDENT NON-PROFIT WITH FEE WAIVER **AGREEMENT**

In an effort to assist local non-profit organizations in their fundraising efforts the Galt City Council has approved “Local” non-profit organizations the usage of the Littleton or Chabolla Community Centers rent free with the following conditions to the non-profits:

1. Set up tables and chairs for their own event.
2. Tables and chairs will be limited to what is stored at the facility.
3. Wipe down all tables and chairs after the event.
4. Return all tables and chairs to their designated area.
5. Sweep and mop dining hall area, restrooms and kitchen area.
6. Remove **all** garbage and place in dumpster located outside the kitchen area.
7. Ensure the facility is left in the **same** or **better** condition than received when rented.
_____ (initial)

If the above conditions are not met the non-profits deposit will be utilized to cover the City staff costs to bring the facility back to the condition in which it was rented. If the costs exceed the deposit the non-profit organization will be billed for the balance.

_____ (initial)

Renter agrees to a “Pre” and “Post” inspection of the facility checklist with staff.

_____ (initial)

Organization’s Responsible Person (must be present at Pre and Post inspection)

Organization’s Name

Responsible Person’s Name Printed

Date

Responsible Person’s Signature