



City Hall Facility Use Policies **(Conference Room and Courtyard)**

I, the undersigned, have read, understand, and agree to comply with the following policies and procedures, written or implied, regarding the use of City Hall facilities.

Applicant Signature

Date

Event Date: _____

Purpose:

The City Hall Facility Use Policies establishes rules, regulations and procedures governing the use of the City Hall first floor conference room and the courtyard.

Facility Description:

1. The conference room is approximately 24'x16' (300 square foot) with a 12' conference table accommodating seating for 10. Additional seating for 10 is available along the perimeter of the room.
2. The courtyard is directly outside of the City Hall entrance and is landscaped with a fountain, and is partially encircled with concrete seating. The courtyard has 2 flood lights at the front of the building, 2 small lights over the posting case, 1 flood light at the fountain, 2 flood lights on each side of the flag pole and small foot lights on the concrete side of the courtyard. The courtyard also has electrical outlets outside the bathroom doors and in the concrete area of the courtyard.
3. An adjacent kitchen room with a sink.
4. No on-site storage is available either before or after any event.
5. Access is available through the main lobby area of City Hall and is on a separate lock and security system from the main City Hall. The facility is completely ADA accessible and meets all Title 24 standards.
6. City Hall has 28 parking spaces and the adjacent library parking lot has 64 parking spaces.

Availability: The City Hall conference room is available for reserved use daily, including weekends from 8:00 am to 10:00 pm

The City Hall courtyard is available for reserved use on the following days/times:

| | |
|----------|---------------------|
| Weekdays | 6:00 pm to 10:00 pm |
| Weekends | 8:00 am to 10:00 pm |

General Policies:

1. All fees and use policies/regulations are subject to change.
2. Applicant must be at least 21 years of age.
3. Use may not conflict with normal City Hall Operations, or disturb normal City services.
4. All furniture and equipment is to remain within the meeting room, and may not be used out of doors. No exceptions.
5. Parking is permitted only in designated stalls, and is at the owners' risk. Applicable parking regulations will be enforced by City Police.
6. Smoking is prohibited in all areas of the building and courtyard.
7. No pets are allowed inside the building (the only exception is trained guide dogs for the visually impaired).
8. Skateboards, roller skates, and roller blades are prohibited on all City Hall sidewalks, curbs, bridges, and parking lots.
9. Groups composed of minors must be supervised by a minimum of one adult for every ten minors
10. Applicants will be required to execute the Hold Harmless agreement on the City use application.
11. The applicant will be responsible for clean-up of the facility after each use (see Cleaning Rules below), and will be billed for all cleaning costs incurred as a result of their scheduled use.
12. The applicant is responsible for having a receipt on site to show proof of rental.
13. Users shall enter and leave the facility at the time specified on the permit application.
14. Advertising, petitions, solicitations or sales are prohibited except with prior written permission of the City Manager.
15. Decorations must not block any exit or exit signs.
16. The following are prohibited:
 - Rice, birdseed, glitter, flower petals or confetti in the facility, on walkways, courtyard, driveways, or parking lot.
 - Lit candles or any open flame.
 - Attaching decorations to blinds.
 - Standing, sitting or lying on tables,
 - Dancing on carpeted areas.

- The use of staples, tacks, screws, nails, cello or masking tape to attach decorations or other material to wall, windows, or furniture.
 - The release of balloons (weighted helium balloons may be used, but removed at the end of the event).
17. If food is served, the Food/Beverage Rules listed below must be followed.
18. A fully executed facility use application establishes a non-transferrable and non-assignable rental use agreement valid solely between the City of Clayton and applicant. The right to use City facility premises as specified in the application may not be sub-leased, assigned, or transferred in any manner. Any such sub-lease, assignment or transfer shall be null and void and shall result in termination of applicant's right to use the facility under the rental use agreement and loss of future rights to reserve the facility.

Food/Beverage Rules:

1. On-Site preparation of food is not allowed. The following alternatives are permitted:
 - Pre-prepared snacks and beverages.
 - Pot-luck Meals
 - Catered meals (caterers must obtain a City business license).
2. No food is allowed in the conference room
3. Coffee pots are not available and must be provided by the applicant, if desired.
4. Fundraisers or other event rentals open to the general public where food is being sold or made otherwise available must obtain a temporary food event permit from Contra Costa County Health Services (www.cchealth.org/eh) as required by the law and present it to the City prior to the event. The permit application must be submitted to the County at least two weeks prior to the event to avoid late fee charges.
5. The consumption, serving and/or selling of alcoholic beverages is prohibited except by special City Alcohol Use Permit. Please refer to Master Fee Schedule for the current Alcohol Use Permit fee amount. The applicant and all adult participants will be personally responsible to ensure that no minors possess or consume alcoholic beverages.
6. Conditions specified are for private event rentals where alcohol is being served or otherwise available for consumption at no cost to attendees. If alcoholic beverages are to be sold any price during the rental event, the renter must obtain a separate State of California Alcoholic Beverage Control (ABC) liquor license on their own and present it to the City prior to the event.

Cleaning Rules:

The applicant will be responsible for clean-up of the facility premises after each use and will be billed for any extraordinary cleaning costs incurred as a result of their scheduled use. A broom, vacuum, dust pan, and trash and recycling containers and bags will be provided for users. Cleaning equipment must be returned to their storage place in good working order. Immediately following the event, the rented facility premise should be left as it was in its pre-event state, with the following cleaning procedures performed as applicable:

1. Wipe off table and chairs.
2. Remove all decorations.
3. Wipe up spills. Sweep floor
4. Collect all trash into large bags; close bags and place them in trash receptacles close with a lid.
5. Place glass and cans in recycle container.
6. Vacuum carpeted area. Clean spills on carpet with water.
7. Pick up rest rooms. Be sure toilets are flushed and lights are out.
8. Turn off all interior lights (emergency lights in the hallway and lobby will remain on).
9. Secure and lock all doors (if City Hall is closed).
10. Return any keys to the city Offices on the 3rd floor within 24 hours of the event, unless the event occurs on a Saturday, whereby the keys are due to the City the next business day.

Reservation Procedures:

All facility use applications and any required paperwork must be delivered in person or by mail to the City Offices. Phone reservations will not be accepted. Reservations will be final only upon payment of the use fees. It is the responsibility of the applicant to read, understand, and agree to comply with all policies and rules related to the use of the City facility.

Reservation Rules:

1. All reservations are billed in one hour increments, with a minimum rental of two hours required for the conference room and 4 hours for the courtyard.
2. Rental time must include all set up and clean up.
3. The City reserves the right to set aside times for potential City Hall and City related activities, but will not bump previously scheduled events except in emergencies.
4. The City reserves the right to refuse to rent to persons or groups who have abused the rental privilege in the past, or who will use the building for activities or functions that are inconsistent with intended community purposes.
5. A security/cleaning deposit in the amount specified in the fee schedule will be required to secure the reservation. The rental fees shall be made in cash, check, or credit card, and delivered to the City Offices before the reservations can be finalized. The deposit, less any adjustments for damage or cleaning, will be returned or refunded approximately 30 days following the date of use. The applicant will be responsible and billed for any repair or cleaning costs in excess of the deposit, occurring as a result of their use of the facilities.
6. Applicants losing a key will be charged the direct cost of re-setting the locks and replacement keys at the main City Hall entrance and Conference Room.

Insurance Requirements:

1. All applicants shall provide the City of Clayton with proof of valid insurance coverage as evidenced by a certificate of insurance or declarations page.
2. Such certificate shall provide coverage for bodily injury and property damage liability in the amount of \$500,000 each per occurrence. Additionally, if alcohol is being served or otherwise consumed at the event, the insurance policy shall provide host liquor liability coverage in the amount of \$1,000,000 per occurrence.
3. The insurance policy shall name the City of Clayton, its officers, employees and volunteers within an additional insured policy endorsement page in conformance with the Hold Harmless Agreement and must specify the applicant's insurance shall be primary to any insurance carried by the City and without offset to City's policies.
4. The insurance policy shall be properly executed with an original signature of an authorized agent of the insurance company and is due at the time final payment is made. For an additional fee the applicant may purchase special event insurance from the City contracted third party insurance provider. Please call 925-673-7300 for a quote. You may also contact your insurance agent regarding whether or not your homeowner's policy may be extended to cover your event.

For additional information, or to obtain reservation forms, contact:

Clayton City Hall
6000 Heritage Trail
Clayton, CA 94517
925-673-7300
Fax: 925-672-4917

You may also obtain forms from our web page at www.ci.clayton.ca.us, then online forms.

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