

Rules and Regulations

- Initial The Responsible Party agrees to fully indemnify, defend, and save harmless, the City of Grass Valley, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the City of Grass Valley's attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Grass Valley facilities. This shall be a continuing release and shall remain in effect until revoked in writing.
- Initial I hereby attest that the information contained in this application is true and correct. **I understand that this is only an application and not a guarantee an activity/event will be allowed to commence.** If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease. If the activity has not yet taken place, the contract will be cancelled.
- Initial General liability insurance coverage, in the amount of \$1 million that covers all event participants, is required for the event. The City of Grass Valley requires all certificates of insurance to be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Grass Valley must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Grass Valley, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011.
- Initial All debris and trash must be removed from the building premises, immediate grounds and any surrounding property or street where guest of the applicant may have parked or loitered. immediately after the said activity. Failure to do so may require the City to call upon the City Public Works Department. All expenses will be the responsibility of the applicant.
- Initial Facility preparation and clean-up is the responsibility of the applicant and must occur within the specified RENTAL TIME. Failure to clean, vacate and return the facility to its original arrangement and condition on time will result in forfeiture of the Cleaning/Damage Deposit. At no time may the building be occupied later than 10pm (Sunday - Thursday) or 11pm (Friday & Saturday).
- Initial DECORATIONS - All decorations must be UL approved (flame retardant) and must be attached by no other means than non-damaging *painters tape* unless approved by City staff. Tape, staples, rice, confetti, glitter, hay, straw and sand are not permitted. All decorations must be removed at the conclusion of the event. Renters will be responsible for any and all damage resulting from their decorations.
- Initial SMOKING - No smoking is permitted in the facility or within the park.

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- Initial TABLES AND CHAIRS - Tables and chairs are for indoor use only and should not be dragged across the floor. At the conclusion of the event tables and chairs must be cleaned and neatly stored in racks.
- Initial FLOORS - All floors, including the kitchen and the restrooms must be thoroughly swept and wet mopped with floor cleaner. Mop water should be changed frequently if floor is really dirty or sticky.
- Initial KITCHEN - The refrigerator and oven must be empty. The dishwasher, all counters, both sinks and the stove/grill must be cleaned. No food or ice may be left in the building. Trash must be emptied.
- Initial BATHROOMS - All toilets must be flushed, sinks wiped off, and trash emptied.
- Initial TRASH - All trash must be emptied into the dumpster outside the building.
- Initial CLEANING SUPPLIES - Renters will be given access to a corn broom, dust mop, wet mop, mop bucket, trash receptacles, and floor cleaner. It is up to the renter to supply trash bags, cleansers for counters, rags, and dish soap, etc.
- Initial DEPOSIT- Deposits will be returned within thirty (30) days of the event. If there is extra cleaning required or damages to repair, it could potentially extend that timeframe. If the cost of repairing damages or additional cleaning exceed the amount of the deposit, the applicant will be billed the additional amount.

Agreement and Signature

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed):

Signature:

Date:

City Staff To Complete

Approved

Denied

Signature:

Date: