



Nevada City Parks & Recreation

Nevada City Veteran's Memorial Building

Use Guidelines

The following guidelines are for any Rental or Class that takes place at the Nevada City Veteran's Memorial building.

Before Using the Facility:

- All building users must have a completed contract and proof of insurance on file with Nevada City Parks and Recreation and all fees must be paid.
- The Renter, named on the contract, must be at least 21 years of age and monitor the facility throughout the entire rental.
- If alcohol will be **sold** at the event, the Renter is responsible for acquiring an Alcohol License from ABC (530-751-8570). If alcohol will be **served** at the event, the Renter must acquire a Nevada City Alcohol Permit.

During Use of the Facility:

- Any amplified music, loud voices & other noise must be terminated by 10:00pm.
- Amplified music and noise levels shall not exceed 60 decibels per City Ordinance 8.20.020
- Participants must leave the premises by 11:00pm. Renter has until midnight to clean facility.
- If participants are outside, voices should be low and considerate of neighboring homes.
- NO SMOKING is allowed in the Veteran's Building at anytime. (VFW bar is excluded.)
- The Renter is responsible for alcohol consumption of the event guests.
- Use only painter's tape when decorating. No tacks, nails or staples are allowed.
- No rice, birdseed or confetti can be used inside or around the building.
- If guidelines are not being followed police or facility management will shut down the event.
- There are NO refunds on rental fees or cleaning deposit if an event is shut down.
- The heat/AC can be turned on by turning the timer dial next to the thermostats. You can adjust the temperature as necessary.
- Instructions for lighting the pilot lights on the stove are posted on the kitchen wall. After the event, turn gas off as instructed on the directions.
- The refrigerator can be plugged in for use. After the event, be sure to unplug the refrigerator to conserve energy.

Before leaving the Facility:

- The premises shall be cleaned up and vacated by midnight. (See Cleaning Checklist)
- Users that leave the building unclean or do not complete the items on the Cleaning Checklist will lose their cleaning deposit and be charged an additional \$25 per hour for City staff cleaning time.

Other:

- No pets are allowed in the building at anytime. (Service animals are the exception.)
- Items lost or left behind are not the responsibility of the City of Nevada City.
- Renters must provide their own supplies (ie: presentation, audiovisual, decorations, etc.) Some tables and chairs are available.
- Keys to the facility are to be picked up at City Hall, one business day prior to the event. Keys must be returned to City Hall the first business day following the event. Keys can also be returned to the drop box that is located outside the front doors of City Hall.
- The VFW Canteen is open Friday's from 1:00pm to Closing.

- There are 9 parking spaces designated to those using the building.

Payments

- All payments are to be made to: City of Nevada City
- Rental fees are due 2 weeks prior to the event date.
- A Cleaning Deposit is due 2 weeks prior to the event date. If the facility is cleaned as specified above, the cleaning deposit will be refunded to the Renter within 30 days of the event.
- Refunds for cancellations will only be granted up to 2 weeks before the event date, minus a \$25 processing fee.

Insurance

Proof of insurance in the amount of \$1,000,000 naming the City of Nevada City as additional insured must be provided two weeks prior to the event date.

All Forms must be mailed or faxed to:

City Hall, Attn: Parks & Recreation, 317 Broad Street, Nevada City, CA 95959; FAX 265-0187

Facility Address (Do NOT mail anything to this address.):

415 N. Pine St., Nevada City, CA 95959

Contacts during use of the building:

During business hours – 265-2496

Non-business hours – 265-7880 (Sheriff's Dispatch)

CLEANING CHECKLIST FOR RENTERS

- ✓ Put all chairs and tables back to their appropriate spaces.
- ✓ Wipe up any spills on tables, chairs and floors.
- ✓ Sweep & mop floors.
- ✓ Remove all decorations, string and painters tape that was used to hang decorations.
ONLY USE PAINTERS TAPE TO HANG DECORATIONS – NO SCOTCH OR DUCT TAPE!
- ✓ Remove all food from the refrigerator and oven. Wipe up any spills.
- ✓ Unplug refrigerator and turn of gas to oven.
- ✓ Empty recycling containers – place recycling outside in the appropriate can.
- ✓ Cardboard should be broken down flat and placed in the green bin outside.
- ✓ Empty trash cans, take garbage outside to Gray garbage bins.
- ✓ Turn off heat or A/C.
- ✓ Close and lock ALL windows and doors.
- ✓ Turn off all inside lights. Outside lights can be left on for safety.

Please be sure to clean all areas that were used by your group to insure that you will be refunded your cleaning deposit. Brooms, extra garbage bags, etc are located in the broom closets.

Thank you for your cooperation.

12/16/2009