



## **Nevada City Parks & Recreation Nevada City Veteran's Memorial Building Use Guidelines**

### **Contact Information:**

For questions: Phone #: 530-265-2496 x129, [www.nevadacityca.gov](http://www.nevadacityca.gov), Fax #: 530-265-0187

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 – 530-265-2496 x100 (City Hall)  
Non-business hours – 530-265-7880 (Sheriff's Dispatch)

### **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 Contact Person (Day of), named on the contract, must be at least 21 years of age and monitor the facility throughout the entire rental.
- If you plan to sell alcohol at your event, you will need to contact the VFW to get approval. They have to relinquish their permit for that day if someone else is selling alcohol at the facility. The Veteran's organization needs to vote on this at their monthly meeting, so advanced planning is required. Fees may be charged by the VFW. Another option is to request that they have their bar open for your event. Any agreements that you work out with the VFW does not involve the City and is a separate agreement from the Rental Contract that you have with the City.
- If the VFW votes to relinquish their permit for the date of your event, the Renter is responsible for acquiring an Alcohol License from ABC ([www.abc.ca.gov](http://www.abc.ca.gov) or call 916-419-1319). You must get a signature from the Recreation Dept. and the Police Dept. Plan ahead to give time to acquire the appropriate signatures. The Police Dept. charges a \$10 fee for processing alcohol permit requests. A copy of this permit must be provided to the Recreation Dept.

### Payments

- Cash and Check payments should be made payable to: City of Nevada City and delivered to City Hall, Attn. Parks & Recreation; 317 Broad St., Nevada City, CA 95959
- City staff can email a link to renter for online credit card payments. A 3% convenience fee will be added.
- Rental fees are due at least 30 days prior to the event date.
- A Cleaning Deposit is due at least 30 days prior to the event date. If the facility is cleaned as specified and the key is returned promptly, the cleaning deposit will be refunded to the Renter within 30 days of the event or 30 days after returning the key(s).
- Refunds for cancellations will only be granted up to 30 days prior to the event date, minus a \$25 processing fee.
- All Rental Contracts that involve ongoing or repeated events for more than a single occasion will be charged a \$10 late fee for each month that fees are late.
- If rental fees are waived by City Council, renters are still required to complete a Rental Contract, provide proof of insurance and pay the cleaning deposit.
- Refer to "Fee Schedule for the Veteran's Building" for all fees.

### Insurance

Proof of insurance is required from all Renters. A current and valid certificate of General Liability Insurance must be provided, in the amount of \$1,000,000 and an endorsement (CG2026 or equivalent) naming the City of Nevada City, 317 Broad St. Nevada City, CA 95959 as additional insured. Proof of Insurance must be provided at least 30 days prior to the rental date. A sample insurance is available on the City's website.

### **During Use of the Facility:**

- Amplified music and noise levels shall not exceed 60 decibels per City Ordinance 8.20.020 and must be terminated by 10:00pm.
- Participants must depart from the premises by 11:00pm. Renter has until midnight to clean.
- If participants are outside, voices should be low and considerate of neighboring homes.
- NO SMOKING is allowed inside 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, packaging tape, duct tape 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 has the authority to 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.
- Any event charging admission or asking for donations must be a licensed non-profit.

**Other:**

- No pets are allowed in the building at anytime. (Service animals & training classes 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, decorations, etc.) Tables and chairs provided.
- Keys to the facility must 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. There is a \$100 fee for each lost key. Renters may only access the facility during the dates and times listed on their Contract.
- In the event that the Rental Contract provides for ongoing or repeated events using the facility for more than a single occasion, either party may terminate the Rental Contract at any time by giving two weeks advance written notice. Processing fees may apply.
- The VFW Canteen is open Friday's from 1:00pm to Closing.
- There are 9 parking spaces designated to those using the building.
- All Rental Contracts that involve ongoing or repeated events for more than a single occasion may create a possessory interest in public property subject to property taxation, and the Renter is solely responsible for timely payment of any such possessory interest property tax [Reference: Cal. Revenue and Taxation Code Section 107.6]. If you have questions, call the Assessor's Office at 530-265-1279.

Extreme Weather Shelter

Due to the agreement between the City of Nevada City (City), County of Nevada (County) and Sierra Roots, any renter of the Veteran's Building from January 1 – March 31 & November 1 – December 31 understands and agrees that their reservation may be cancelled with less than 24 hours' notice of their event due to the opening of the Extreme Weather Shelter (Shelter).

If a rental is cancelled due to the opening of the Shelter, the renter will be able to choose one of the following options:

1. Move to another City facility - if available.
2. Receive full refund of paid rental fees and cleaning deposit.
3. Credit fees to a different available date.

The Shelter takes place in the downstairs room of the Veteran's Building. If the Renter has reserved the upstairs room without use of the kitchen, they will be able to choose one of the following options:

1. Keep their rental as previously arranged, with the understanding that the Shelter will be open in the downstairs portion of the building and the renter will not have access to that space.
2. Cancel their reservation with a full refund of paid rental fees and cleaning deposit.

If a Renter has reserved the upstairs room and the kitchen, they may choose one of the following options:

1. Move to another City facility – if available.
2. Keep the rental of the room as previously arranged and receive a full refund for the paid kitchen rental, with the understanding that the Shelter will be open in the downstairs portion of the building and the renter will not have access to that space.
3. Cancel their reservation with a full refund of paid rental fees and cleaning deposit.

**Before leaving the Facility:**

- The premises shall be cleaned and vacated by midnight. (See Cleaning Checklist )
- Users that leave the building unclean, do not complete the items on the Cleaning Checklist or cause damage to the facility will lose their cleaning deposit and be charged an additional \$30 per hour for City staff cleaning time.