



**Gold Country
Community Services**
Food ~ Firewood ~ Fun ~ Fitness

Facility Rental Information

Gold Country Community Services (GCCS) is a non-profit organization that has provided a variety of programs and services to Western Nevada County residents since 1976. GCCS is most commonly known for providing programs like Meals on Wheels and the Senior Firewood Program. As a new service to the community, GCCS assumed responsibility for operating the LOVE Building in Condon Park, on January 1, 2013.

Attached you will find the Facility Rental Information & Requirements and a Facility Use Application & Agreement Form. The Application Form is designed to accommodate several types of events, so if sections of the form do not relate to your event, simply indicate that the question does not apply (N/A).

Please return your completed application to Gold Country Community Services, PO Box 968, Grass Valley, CA 95945.

All facility use requests are considered tentative until all fees and deposits have been paid, all insurance requirements have been met, and a Special Event Permit (if necessary) has been authorized. If one of these items has not been turned in by the established deadline, your facility request will be cancelled.

Thank you for choosing the Love Building for your event. We realize you have many choices and appreciate you choosing our facility. Please review the following information carefully and contact Gold Country Community Services at 615-4541 if you have any questions.

FACILITY RENTAL INFORMATION & REQUIREMENTS

General Rental Information

- A. ALL FACILITY USE REQUESTS ARE SUBJECT TO REVIEW AND APPROVAL.
- B. Facility Rental Applications will be taken on a first come, first served basis. Inquiries can be made in person or by telephone. Applications may be submitted up to 12 months in advance.
- C. Any individual, club, organization, government or business entity must submit a Facility Use Application to GCCS not less than fourteen (14) days prior to the proposed event. Facility Use Applications for Special Events (as defined by Chapter 5.32 of the Grass Valley Municipal Code) must be submitted not less than thirty (30) days in advance of the proposed event.
- D. No facility reservations will be accepted for Christmas Eve, Christmas Day, New Years Eve, New Years Day, Thanksgiving Day, day after Thanksgiving, Memorial Day, and Labor Day.
- E. Rental Times are from 8:00 am to 10:00 pm, Sunday - Thursday and from 8:00am to 11:00 pm on Fridays and Saturdays.
- F. Facilities may be previewed before making a reservation Monday – Friday, 9:00am to 4:00pm, if the facility is not in use. Call 615-4541 to arrange access to the facility.
- G. Rental facilities must be used for the purpose stated on the Application & Facility Use Agreement. The applicant assumes all responsibility for the conduct of the group using the facility and shall be held liable for any and all damages incurred during the use period.
- H. Facilities must be reserved and under the direct supervision of a responsible adult who will be present at all times. Groups of minors must have at least one responsible chaperone, 25 years of age or older, per 20 minors. GCCS must be provided with a list of chaperones at least two days (48 hours) prior to the event. No alcohol is allowed at events where the guest of honor is under the age of 21.
- I. Any gathering which violates the conditions of the Facility Use Agreement, violates any provisions of the law, or which causes a disturbance of public peace, threatens public safety, is considered unreasonably dangerous, or which endangers public or private property is subject to closure.
- J. GCCS reserves the right to cancel events due to unsafe facility conditions.
- K. Smoking and the use of tobacco products is prohibited except in designated areas of the park. At no time is smoking or the use of tobacco allowed in the facility or within 20' of the doors or windows.
- L. Parking availability is not guaranteed and may be limited.

Rental Fees and Deposits

- A. The Rental Fee is required at the time of application. Exceptions to this policy may be granted when the availability of the facility is uncertain. A confirmation letter will be mailed to the applicant within 48 hours to confirm: 1) the application was received, 2) the amount of fees paid, 3) the balance of fees owed, and 4) other requirements such as insurance and/or the need for a special event permit or ABC license. All required fees and deposits must be paid by the established deadline in the confirmation letter (generally within 30 days of confirmation) but no later than seven (7) days prior to the event.
- B. Payments may be made in the form of cash or check. GCCS does not accept credit cards at this time.
- C. Fees are not refunded for reserved time that is not utilized.
- D. Cancellations must be made at least 30 days in advance of the rental date to receive a refund of any Rental Fee or Cleaning/Damage deposit which may have been paid minus a \$25 Administrative Fee. Failure to cancel a reservation within this time frame will result in forfeiture of the entire Rental Fee. Allow two to four weeks to receive a refund.

Cleaning/Damage Deposit

- A. All facility use applicants will be required to pay a refundable Cleaning/Damage Deposit in an amount that will promote the use of GCCS owned or operated facilities in a responsible manner.
- B. The amount of the deposit shall be \$100, \$300, or \$500 (depending on the facility reserved and the type of event).
- C. The funds collected are deposited and will be returned two to four weeks after the event date (if no rules were violated, the facility is cleaned and vacated on time, no damage occurs and all keys are returned).
- D. All or part of the deposit will be forfeited if the applicant fails to meet GCCS staff at designated times, loses the key, or if the event causes a need for:
 - 1) Unanticipated staffing due to a failure to clean and/or vacate on time; or
 - 2) Cleaning beyond the normal facility maintenance is required; or
 - 3) Facility repairs or equipment replacement due to damage or misuse.
- E. If charges for staffing, cleaning and/or repairs exceed the amount of the deposit, the applicant will be required to pay the additional amount.

Insurance Requirements

- A. All building rentals will require the applicant to provide and maintain general liability insurance in the amount of \$1 million for bodily injury, personal injury and property damage.
- B. Host Liquor Liability - If alcoholic beverages are served or sold by the applicant or their caterer, then Host Liquor Liability Insurance coverage in the amount of \$1 million for bodily injury and property damage will also be required.
- C. Endorsements - Insurance certificates demonstrating General Liability and Host Liquor Liability coverage shall be endorsed such that Gold Country Community Services, Inc. and the City of Grass Valley and their officers, agents, employees and volunteers are named as additional insured. Each policy shall also be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to GCCS.
- D. Facility Use Permits and Special Event Permits will be revoked if satisfactory proof of the required insurances is not received at least seven (7) days prior to the event.

Special Event Permits

- A. All facility use applicants that plan to conduct a Special Event, as defined by City of Grass Valley Municipal Code 5.32, must also obtain a Special Events Permit from the City of Grass Valley Police Department. Special Event Permit Applications are required to be submitted to the Police Department at least thirty (30) days in advance of the event and may take up to 10 days to approve. There is an additional fee charged by the City of Grass Valley for obtaining a Special Event Permit.
- B. A **Special Event Permit** issued by the Grass Valley Police Department will be required if:
 - 1) The event is open to the public (with or without an admission fee); or
 - 2) The event will be advertised to the general public; or
 - 3) The event includes the sale of alcoholic beverages; or
 - 4) The event may be considered a hazard to public peace, health & safety.
- C. One-Day Liquor License – Must be obtained by California Dept of Alcoholic Beverage Control when alcoholic beverages are sold/served to the public. License must be posted on-site during the event. A liquor license is not required for private parties.
- D. The use of any specialized equipment such as a bounce house is not permitted.

- E. Additional conditions may be imposed on an events that involve amplified sound, alcohol consumption; sales of service, food or merchandise. These conditions may require the applicant to issue public notices, obtain a business license, or provide parking control, event security, trash collection and additional sanitary facilities. Certain events may also be require additional insurance coverage, staffing, and bonded security and/or facility attendants. Any cost associated with these requirements is the renter's responsibility.

Facility Access and Control

- A. The applicant or his/her authorized representative must meet GCCS staff prior to the event at the time indicated on the confirmation letter to gain access to the facility, receive instructions on decorating and cleaning, and to obtain keys (if desired).
- B. During the RENTAL TIMES specified on the Facility Use Application, the applicant is responsible for securing the facility and controlling access to their event.
- C. The applicant or his/her authorized representative must also meet GCCS staff after the event at the time indicated on the confirmation to review the condition of the facility, conduct an inventory of the facility equipment and fixtures, and collect the keys.

Decorating

- A. Set-up and Decorating may begin at any time after the facility use applicant has met with GCCS staff to receive instructions on decorating and cleaning.
- B. All decorations must be UL approved (flame retardant) and must be attached by no other means than the existing eye hooks unless approved by GCCS staff. All candles must be in non-flammable holders. Staples, rice, confetti, glitter, hay, straw and sand are not permitted. Painters tape is 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.
- C. Equipment/Tables/Chairs – There are 2-8' tables, 3-6' tables, 16-60" round tables and 128 folding chairs available to use. Tables and chairs are to be used indoor only. At the conclusion of the event tables and chairs must be cleaned and returned in their storage racks.

Cleaning

- A. The facility must be cleaned, vacated and returned to by the Rental End Time shown on the Application. Failure to clean and vacate the facility on time, attend the post-inspection, or return the key may result in additional charges and/or forfeiture of the Cleaning/Damage deposit. The applicant must return the facility to its original arrangement and condition. Failure to clean and vacate the facility on time, meet the Facility Supervisor for the post-event inspection, or return the key will result in the forfeiture of the Cleaning/Damage Deposit.
- B. Renters will be given access to a corn broom, dust mop, wet mop, mop-bucket and trash receptacles. It is up to the renter to supply extra trash bags, cleansers, rags, and dish soap.
- C. To help ensure the Cleaning/Damage Deposit is refunded, renters must do the following:
 - Leave the building in the same condition it was found.
 - Nothing can be left on the premises overnight. The renter may not come in early the next morning for clean-up unless the facility has been reserved for this purpose in advance.
 - Pick-up trash, both inside and outside the facility, and then empty the trash cans in the nearest dumpster. GCCS does not provide extra trash bags.
 - Clean and store all tables and chairs in the proper location.
 - Sweep and mop the floor of indoor facilities (brooms & mops are provided).
 - Empty the refrigerator and thoroughly wipe down the counter tops, sink, and stove/oven.
 - Inspect the restrooms to be sure that all toilets are flushed, sinks are wiped out, mirrors cleaned, floors swept and mopped.