



City of Arcata Recreation Division

736 F Street ♦ Arcata, CA 95521 ♦ 707-822-7091 ♦ Fax 707-825-2118 ♦ cityofarcata.org/rec

ARCATA COMMUNITY CENTER PERMIT APPLICATION

(Must be submitted at least 4 weeks prior to actual date of proposed event.)

Facility Use Date _____
Month Day Year

Type of Event _____

Event Description _____

REQUESTING: Gymnasium/Multi-Purpose Sr. Dining Arts & Crafts Teen Room Kitchen Lift Use

EVENT APPLICANT/SPONSOR INFORMATION

Name of Applicant/Sponsoring Organization: _____ Non-Profit I.D. # (if applicable): _____

Contact Individual: _____
Name Address City/Zip

Contact Info: (Cell) _____ (Other Phone) _____ (Email) _____

Refund Deposit to: _____
Name Address City/Zip

EVENT INFORMATION: Your requested times and dates are the earliest and latest times you may use the facility.

(If additional time is necessary for Set-Up) **Set-up Date:** _____ **Set-up Time:** from _____ to _____

Event Date: _____ **Set-up:** from _____ to _____ **Event:** from _____ to _____ **Clean-up:** from _____ to _____

Estimated Attendance: _____ Age Group: _____ Max.# expected at one time: _____ Max.# of cars expected: _____

Is event open to the public? Yes No Amplified music? Yes No P.A. System? Yes No

Alcohol Served? Yes No Type: _____ Alcohol Sold? Yes No Admission charged? Yes No

Food served? Yes No Type: _____ Contributions solicited? Yes No If yes, proceeds used for: _____

Sale of merchandise by organization? Yes No Sale of merchandise by others? Yes No

Number of Tables? _____ Type: Round / Rectangular Numbers of Chairs? _____ Stage? Yes No

Additional Furniture / Equipment /Set-Up Needs? _____

Notes: _____

Note: American with Disabilities Act accommodations must be requested at the time the permit application is filed.

I/We agree to meet the conditions and policies for event as described in this application and agree to pay the total amount due prior to the event.

Signature of Applicant/Representative _____ Date _____

PLEASE CANCEL OUR RESERVATION:

Signature of Applicant/Representative _____ Date _____

FOR CITY USE ONLY

Deposit Paid: Amount _____ Deposit Receipt # _____ Insurance Certificate: Submitted
 Rules Signed Police Permit: Required Received ABC Board Permit: Required Received

Room _____ @ _____ rate = \$ _____ Receipt # _____

Room _____ @ _____ rate = \$ _____ Date Paid _____

Other _____ @ _____ rate = \$ _____ By _____

Discount of rental fees = \$ _____

TOTAL = \$ _____

City of Arcata
Rules and Regulations
Governing the use of the Arcata Community Center

GENERAL RENTAL REGULATIONS

1. Users must file a City Facilities Use Permit a minimum of 4 weeks prior to proposed use. Changes to Facility Use Permit less than 30 days prior to event are subject to City approval and may require additional charges.
2. All activities must be carried out in compliance with the City Facilities use Permit and these regulations. Activities not carried out pursuant to the permit are punishable by a fine as set forth in the Arcata Municipal code, section 1200 and may result in forfeiture of the scheduled event and possible forfeiture of future City facility usage.
3. Users are allowed access only to the facility/rooms that were reserved through the permit application. Unauthorized use of additional rooms will result in additional rental fees, forfeiture of security/damage deposit and or possible forfeiture of future City facility usage.
4. Agreement for use of facilities shall be on an as-is and as-equipped basis. Building equipment used for City-sponsored programs such as gymnastics or senior citizens ***is not to be used, moved or touched.***
5. Non-Profit sponsoring organizations applying for permits must have proof of Non-Profit, 501(c) status and a federal tax identification number. For profit activities shall be allowed only in those City parks or facilities where the City Council has adopted a fully burdened cost recovery fee structure for that park or facility.
6. All applicants must pay a deposit at the time of application to reserve requested facilities. All remaining event requirements and estimated fees are due and payable 30 days prior to the scheduled event. Permittees are responsible for all fees and expenses actually incurred by the City for the event, including additional cleanup or repairs required to restore all facilities used by the permittee to their original condition, except that no permittee shall be required to provide or pay for the cost of public safety personnel to provide for the protection of the event or activity and its attendees from hostile members of the public or counter-demonstrations, or for general law enforcement in the vicinity of the event. City departments shall submit final invoices and billings for department charges to the permittee no later than 20 working days after the expiration date of the permit. If the estimated fees and deposit paid by the permittee are less than the final charges, the permittee shall pay the difference to the City within ten (10) working days of being invoiced for such charges from the City. If the estimated fees and deposit are in excess of those actually incurred, any amount remaining will be refunded to the permittee. Assuming compliance by the applicant with all post-event activities, the City shall endeavor to return unused deposit and estimated fee amounts within 30 working days after the event; unusual circumstances may require a longer time period to process the return of unused fees and deposits.
7. Prior to event, all users proposing to sell alcoholic beverages must submit proof of compliance with the regulation of the Alcohol and Beverage Control Board. They can be reached at 445-7229.
8. Prior to the event, all users proposing to sell food items must submit proof of compliance with the regulations of the County of Humboldt Department of Environmental Health. They can be reached at 445-6215.
9. Users are responsible to monitor and maintain the posted facility occupant load. Exceeding the posted occupant load will result in cancellation of the event.
10. The City reserves the right of full access to all activities at any time to insure all rules and laws are being observed. The City reserves the right to suspend any individual or group from using the Community Center if their behavior is determined to be abusive, destructive or in violation of any City rule without refund. The City reserves the right to cancel any scheduled event with a full refund.
11. For some events, users may be required by the City to provide outside security services at users' expense.
12. Adult chaperones (1 per 20 youth age seventeen and younger) are required for all youth activities and must remain present at all times. Names and phone numbers of chaperones must be submitted one week prior to the event.
12. Cancellation of Reservations: Reservations may be cancelled up to 90 days prior to use with a full refund. Such requests must be in writing or the event cancellation notice must be signed and returned to the City's Recreation office for the event to be recognized as officially cancelled. If a user wishes to cancel an event less than 90 days prior to use, any refund will be less a cancellation fee.
13. Facility use hours are 8:00am-1:00am. This includes users' set-up and clean-up times. If user groups are requesting time after 1:00am, users will need to get City approval and may require additional charges.
14. Smoking is not permitted in the building or within 20 feet of the building's exterior wall.

REGULATIONS PERTAINING TO INSURANCE, INDEMNIFICATION

1. Each permit shall expressly provide that the permittee agrees to defend, protect, indemnify and hold the City, its officers, officials, employees, agents and volunteers free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted event or activity; and the permit shall expressly provide that the permittee shall, at the permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, officials, employees, agents and/or volunteers, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, officials, employees, agents or volunteers as a result of the alleged acts or omissions of permittee or permittee's officers, agents, employees or volunteers in connection with the uses, events or activities under the permit.
2. Except as otherwise prohibited by law or in the event an exemption is obtained from the City Manager as set out below, the permittee shall, as a condition precedent to the effectiveness of the permit, procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company meeting the requirements of the City's insurance pool and authorized to do business in the state as follows:
 - A. A Certificate of Insurance of \$2,000,000 liability coverage. (**General Aggregate & Each Occurrence**)
 - B. An Endorsement naming the "**City of Arcata, its officers, officials, employees, agents and volunteers**" as additional insured.
 - C. The endorsement must also provide a statement that the insurance will be **primary** and that the insurance will not be cancelled without prior written notice given to the City of Arcata.
 - D. Each certificate shall contain a 30-day cancellation notice to the City of Arcata.
 - E. Users proposing to sell or serve alcohol beverages at events open to the public must also submit a Certificate of Public Liability and Host Liquor Liability in the amount of \$2,000,000 naming the City as additional insured with a 30-day cancellation notice.
 - F. Users unable to secure the coverage specified above may be able to do so through a third party, city administered insurance company.
 - G. If the applicant or sponsoring organization does not have an insurance carrier or if the insurance carrier cannot meet the City's insurance requirements, HUB International and/or Gales Creek offer "Special Event Insurance" to event holders which is designed specifically for municipalities.
 - H. Proof of insurance shall be submitted to the City prior to issuance of the permit.
3. If the City Manager reasonably determines that a particular use, event or activity does not present a substantial or significant public liability or property damage exposure for the City or its officers, council members, employees, agents and volunteers, the City Manager may give a written exemption of the insurance requirements for a permit.
4. The insurance requirements for permits shall not be construed to apply to activities or events involving expressive activity which enjoy protection under the United States or California Constitutions unless there is a specific demonstrable history of personal injury or property damage claims being awarded against the applicant or the sponsoring organization attributable to the applicant's conduct of previous events in the City that are similar in nature to the proposed event. Applicants for permits to conduct activities or events involving expressive activity which enjoy protection under the United States or California Constitutions shall be required to either: (1) agree to indemnify, protect, defend and hold harmless the City, its officers, employees, agents and volunteers against all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted activity or event; or (2) agree to redesign or reschedule the permitted event to respond to specific risks, hazards and dangers to the public health and safety identified by the City Manager as being reasonably foreseeable consequences of the permitted activity or event; or (3) provide insurance coverage as set forth herein.
5. Any claim for an exemption or alternate treatment of the insurance requirement shall be made in writing at the same time as an application for a permit.

REGULATIONS PERTAINING TO ALCOHOLIC BEVERAGES

1. Food must be available during the time alcoholic beverages are served or sold.
2. The user is responsible to maintain sufficient control of the event this includes participants, the facility, and the surrounding area. Where the City determines there is insufficient control, an event may be cancelled.

REGULATIONS PERTAINING TO FACILITY SET-UP AND CLEAN-UP

1. The user is responsible to set up, take down and return all equipment (Chairs, Tables, Stage) to closets.
2. All beverage storage containers, such as ice tubs, beer kegs, etc., are restricted to the kitchen only.

3. All decorations must be flameproof and removed at the end of the event. Only decorations that can be fastened and supported by removable tape are allowed. The use of Silly String is prohibited. **Note: Tape is not allowed on gymnasium floor.** Nails, hooks, tacks, staples or screws may not be used.
4. City furniture, equipment, utensils, etc., must be used for its intended purpose (i.e. chairs or tables are not to be stood on.). If damage occurs to furniture or equipment, renter will be charged the replacement value for said item.
5. Following each event, the user shall ensure that the facility is left in a neat and clean condition. Refer to the cleaning checklist for details.
6. If additional cleaning is required by City Staff, user will be charged City employee's fully burdened hourly rate.

REGULATIONS PERTAINING TO DANCES, PARTIES AND AMPLIFIED MUSIC

1. All public dances, as defined in Arcata Municipal Code Section 4050, require a permit issued by the Arcata Police Department. Renter must provide a copy of the permit to the Recreation Division office 5 working days prior to the event.
2. Sponsors of activities for persons under eighteen years of age must enforce the "NO RE-ENTRY RULE", meaning no person will be allowed to leave the premises then re-enter.
3. Lighting for all dances must be sufficient to ensure the safety of all participants.
4. Should a participant be expelled from an event, user must ensure participant is removed from the premises, including the area surrounding the facility.
5. Amplified music shall only be allowed until midnight. Bands must be notified that their last song is to end 20 minutes before the time limit.
6. All doors and windows must be kept closed during those periods where amplified music is played.
7. Noise levels from the amplification system must comply with the noise regulations of the City of Arcata.
8. During the dance, public announcements by the renter or band are to be made, asking participants to not litter the surrounding neighborhoods and to not be noisy outside the facility.
9. Cleanup of the surrounding facility is required by 9:00am the morning after the event.

CITY OF ARCATA'S ZERO WASTE ACTION PLAN

The City of Arcata has adopted a Zero Waste Action Plan to help reduce waste generated in the City as much as possible. The City is asking *Arcata Community Center* renters to consider using the City-provided dishware and/or use rental dishes and linens. Should you choose to use the City's dishware, we will provide you with the information needed to properly clean and put away the dishes for the next user. The City can also provide you with contact information on reusable dish and linen rental businesses. The City has banned the use of Styrofoam dishware citywide and single use water bottles inside city facilities. If you choose to use throwaway dishware it cannot be Styrofoam. City facilities have sinks, drinking fountains and/or water filling stations as well as reusable pitchers and glassware. Thank you for helping us prevent waste in Arcata.

AGREEMENT: The undersigned agrees to defend, protect, indemnify and hold the City, its officers, officials, employees, agents and volunteers free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, officials, agents, employees or volunteers in connection with the permitted event or activity; and permittee shall, at the permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, officials, employees, agents and/or volunteers, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, officials, employees, agents or volunteers as a result of the alleged acts or omissions of permittee or permittee's officers, agents, employees or volunteers in connection with the uses, events or activities under the permit. A permit is not valid unless the permit holder has signed the following statement of indemnification:

Signature of Applicant/Representative_____ Date_____