

CITY OF GUSTINE

RULES AND REGULATIONS- ALL CITY FACILITY RENTALS: AL GOMAN CENTER HENRY MILLER PARK (SHELTER/GAZEBO/LIBRARY) HARRY SCHMIDT PARK (SHELTER)

The following Rules and Regulations were established by the City of Gustine to govern the use of the shelters at Henry Miller Park, Harry Schmidt Park, the Gazebo at Henry Miller Park and the room adjacent to the library, hereafter called "library". Areas of policy not covered by such rules and the City Administrative Staff.

1. RESERVATIONS:

All rental reservations must be made prior to the date requested and may be made up to eleven months in advance. The deposit is due and payable at the time of reservation. The rental fee is due the last workday prior to event. All reservations require a deposit and must be made in person by the individuals responsible for the event:

Gustine City Hall
352 5TH Street
Gustine, CA 95322
Telephone: (209) 854-6471

If an issue arises during the time of your rental please call dispatch at 209-854-1010

2. RENTAL APPLICATION:

This Rental Application constitutes a legal contract and shall be signed by a responsible individual 21 years of age or older who is the authorized representative of the group or organization renting the facility. The individual affixing his/her signature assumes the responsibility and liability for the group and/or organization he or she is representing. A valid State of California driver's license, telephone number(s) and proof of residency (in the form of utility bill) shall be required for proof of residency. Sub-leasing of the Community Center is prohibited.

3. INSURANCE REQUIREMENTS/CHARGES

To protect renters and the City, the City of Gustine requires renters to purchase Special Event Liability Insurance. This coverage is mandatory for all rentals of City facilities. The below table provides an example of costs but the amount are subject to change and the City will confirm costs based upon event specifics.

2018 Fees

CALIFORNIA						ADDITIONAL CHARGE TO INCLUDE FULL LIQUOR LIABILITY		
EVENT HAZARD CLASSIFICATION	ATTENDANCE (ALL DAYS COMBINED)	GENERAL LIABILITY PREMIUM	STATE TAX & STAMP FEE (0.032 x GL Prem)	HUB PROCESSING FEE	TOTAL PREMIUM (NO LIQUOR LIABILITY)	FULL LIQUOR PREMIUM	FULL LIQUOR STATE TAX & STAMP FEE (0.032 x Liq Prem)	TOTAL PREMIUM W/FULL LIQUOR
CLASS I	1 - 25	37.00	1.18	30.00	68.18	15.00	0.48	83.66
	26 - 50	70.00	2.24	30.00	102.24	15.00	0.48	117.72
	51 - 150	77.00	2.46	30.00	109.46	20.00	0.64	130.10
	151 - 250	95.00	3.04	30.00	128.04	20.00	0.64	148.68
	251 - 500	117.00	3.74	30.00	150.74	20.00	0.64	171.38
	501 - 1,500	174.00	5.57	30.00	209.57	50.00	1.60	261.17
	1,501 - 3,000	279.00	8.93	30.00	317.93	100.00	3.20	421.13
CLASS II	1 - 50	115.00	3.68	30.00	148.68	15.00	0.48	164.16
	51 - 500	130.00	4.16	30.00	164.16	20.00	0.64	184.80
	501 - 1,500	263.00	8.42	30.00	301.42	50.00	1.60	353.02
	1,501 - 3,000	454.00	14.53	30.00	498.53	100.00	3.20	601.73
CLASS III	1 - 50	174.00	5.57	30.00	209.57	50.00	1.60	261.17
	51 - 500	224.00	7.17	30.00	261.17	75.00	2.40	338.57
	501 - 1,500	478.00	15.30	30.00	523.30	257.00	8.22	788.52
	1,501 - 3,000	767.00	24.54	30.00	821.54	300.00	9.60	1,131.14

4. LOCATION OCCUPANCIES

Each facility has specific occupancy limits, those limits are:

- Al Goman – 299 people
- Schmidt Park Peterson Shelter – 250 people
- Henry Miller Park Rotary Shelter – 150 people
- Library Community Room – 49 people

If at any time, the facility occupancy exceeds the limit, the Gustine Police Department and/or the Gustine Fire Department may force the event to shut down. No refunds will be given if an event is shut down due to exceeding of occupancy.

5. USE OF ALCOHOLIC BEVERAGES:

Alcoholic beverages for private consumption are allowed at all facilities except at the library and the liability becomes the responsibility of the group and/or organization renting the facility. For the sale of alcoholic beverages, groups must get written approval from the Chief of Police, who will specify any additional requirement which will include, at minimum, a valid liquor permit from the State of California Alcoholic Beverage Control Board in Stockton, California must be presented to City Hall prior to picking up the facility keys and displayed in the building area where the sale of alcohol is to be sold.

6. DANCES AND/OR CONCERTS:

Any dance, concert or large gathering shall require a dance permit issued by the Gustine Police Department. (Gustine Municipal Code Section 7-7-141) Additionally, security is required anytime alcoholic beverages are served. The number of police officers or security guards required shall be at the discretion of the Gustine Police Department. A permit, and security guards as required, must be secured with proof to City Hall before keys for the facility will be released. Consumption of alcoholic beverages must cease a minimum of one hour prior to the end of the event.

7. DAMAGE/CLEANING DEPOSIT:

There is a Damage/Cleaning Deposit required on all rentals of facilities in case of breakage, loss, or other required attention. The Deposit is required to reserve the facility. The on-call caretaker shall determine the condition of the facility and report any infractions to City Hall administration. The on-call caretaker shall determine how much money (either in labor hours or actual costs) will be required to correct infractions, or as outlined in the Fee Schedule approved by Council. By signing the rental agreement, the renter acknowledges that if any payment method is found to be insufficient or returned by the bank that the City has the right to utilize the deposit to for that amount—as outlined in the rental agreement.

8. RENTAL RATE CATEGORIES:

The rental rates categories are outlined in the approved Fee Schedule. Any other exceptions to the rates must be approved by Council in advance of the event. Groups seeking fee waivers will be required to pay for rental if waivers are not approved by Council. If a group then asks to cancel the event, the City will retain the deposit amount as listed in the approved fee schedule.

9. CLEANING REQUIREMENTS, SET UP AND PROPER STACKING OF TABLES AND CHAIRS:

If cleaning is not complete prior to rental end charges are as follows:

- During Normal PW work hours \$50 per hour; 1-hour minimum
- Outside of Normal PW work hours \$100 per hour; 2-hour minimum
- Unstacked chairs/removal of items left same as cleaning rates
- Lost/unreturned microphone Actual replacement cost; \$100 min.
- Damage to facility \$25 admin fee, plus actual cost of repair and replacement including time and materials and contract service cost

10. CANCELLATIONS AND REFUNDS OF RENTAL FEE OR DEPOSITS:

Renters must provide credit cards as deposit for facility rentals. These cards will be charged per the cancellation policy if an event is cancelled or delayed, per the Fee Schedule. The current rates are as follows:

- More than 28 calendar days prior to event- \$25 admin fee only
- Between 22 and 28 calendar days prior- \$25 admin fee plus 50% of rental fee
- Between 14 and 21 calendar days prior \$25 admin fee plus 75% of rental fee
- Less than 14 calendar days prior \$25 plus 100% of rental fee

11. DEFINITION OF A RENTAL DATE:

The definition of entry at all facilities is no earlier than 8am the DAY OF the event. All activity, including cleanup, must be complete by the following times for each facility:

- Al Goman- 2am
- Park facilities & Library- 10pm

Occupancy after these hours is considered an additional rental of the facility.

12. KEY PICK-UP AND KEY DEPOSIT:

Unless otherwise advised, the key to the facility is to be picked up at City Hall, 352 Fifth Street, Gustine, California on the last working day prior to your rental date. At present, City Hall is closed Fridays and all weekend rentals require pickup of the keys Thursday afternoon. If a facilities walk through is desired, keys must be picked up by 3pm. If a walk-through is not requested, renters must pick keys up by 4pm. The key is to be returned by 8:30am on the first business day following the rental. Loss of a key or delay in returning the key shall be charged per the approved Fee Schedule.

13. DECORATIONS:

Any and all alterations to the interior or exterior of the facility in the form of decorations must be fire proof. Additional furniture or equipment shall not be brought into the facility without approval of the City Administrative Staff to insure exit doors and walkways are not blocked for safety purposes. All decorations and maximum occupancy requirements shall be approved by the Gustine Fire Department. Decorations NOT allowed include confetti, glitter, and candles.

14. TABLES, CHAIRS AND OTHER EQUIPMENT:

No property and equipment belonging to the City of Gustine shall be removed from the premises by the individual(s), groups, or organizations renting the facility. The renter shall be assessed for retrieving item(s) removed from the rented building per the Fee Schedule.

15. BOUNCE HOUSES:

All bounce house providers must have a valid City of Gustine Business License and provide the City of Gustine a certificate of insurance. No personal bounce houses are allowed.

16. MAXIMUM CAPACITIES:

Maximum capacities are set by State law, posted at the location and regulated by the Gustine Fire Department. Failure to comply with the law may result in closing down your activity.

17. ALL FEES, RULES, REGULATIONS, AND POLICY:

All fees, rules, regulations, and policy are subject to change and such changes will be made by City Council resolution.

18. HOLD HARMLESS/ASSUMPTION OF RESPONSIBILITY:

Applicant hereby agrees to hold the City of Gustine, its governing body, the individual members thereof and all its employees free and harmless from any and all loss, damage, liability, claims, cost or expense that may arise during or result in any way from the use or occupancy of the property. Applicant hereby assumes all responsibility for any injuries, other disability or liability to himself or participants and guests arising, occurring or resulting from this use.

19. BARBECUE PIT

Wood burning is NOT permitted in the barbecue pits. Use charcoal only. The grill must be cleaned after use.

20. LOCK-UP

Before leaving the facilities, all lights must be turned off and all doors, including bathrooms, must be locked. Failure to lock up the facility resulting in loss to the City will be the responsibility of the renter.

I, _____, have read and agree to the City of Gustine Facility Rental Rules and Regulations given to me by the City of Gustine for the Facility Rentals.

Print Name

Signature

Date

Today's Date:

Rental Date:

Facility:

Staff: