

Santa Cruz Police Department Community Room Policies

Reservation Guidelines

1. The Community Room serves three functions; primary training facility for the Police Department/City Departments, the Emergency Operations Center (EOC) for the City of Santa Cruz, and a general meeting room for all City Residents. Availability is based on a first-come, first-served basis. Reservations will not be accepted without a completed application. The Santa Cruz Police Department reserves the right to reschedule or cancel any event in its sole discretion without liability, subject to refund of all moneys deposited by the applicant.
2. Use of the facility shall be restricted to City residents, groups or individuals. No non-resident group or non-resident individual use will be permitted. Reservations will not be taken more than ninety (90) days in advance.
3. The Police Department may terminate any special event when it is necessary for the safety of the public, for the protection of resources, for violating rules and/or regulations of the City of Santa Cruz or deemed necessary in the public interest. The City, its agents or employees, by reason of such termination will incur no liability, and any refunds, fees, or deposits will be made solely because of such termination.
4. The Police Department reserves the right to make any decisions on any matters not expressly covered by these rules and policy regulations and may require the applicant to provide or submit information which the Police Department determines to be in the best interest of the City of Santa Cruz in order to protect the facility.
5. All uses of the Community Room shall be reviewed for conformance to this policy and scheduled by the Police Department. The right to revoke permission for use of this facility at any time is retained by the City of Santa Cruz.
6. The applicant shall indemnify and hold the City of Santa Cruz, its officers, agents and employees, harmless from any damage, claims for damage, or judgments for injury to persons or damage to property which is not the result of negligence of the City or its employees or agents. The Police Chief, or his designee, may require the applicant to provide Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence and provide an additional insured endorsement naming the City of Santa Cruz as an additional insured on that policy if they deem the activity to be conducted by the applicant to contain unusual risk or damage or injury to participants or the public.

Use Guidelines

1. **Capacity:** Occupant load as established by the Santa Cruz Fire Marshall is 85 seated (chairs), 40 seated (tables), and 205 standing.
2. **Hours of operation** shall be Monday through Sunday, 7:00 am to 10:00 pm. All reservations must include preparation and clean-up time. No use shall conflict with the laws of the State of California or the City of Santa Cruz.
3. Alcoholic beverages and all other illegal substances are strictly prohibited, either in the facility or on the grounds. Smoking is not permitted in alcoves or City public buildings. Firearms and amplified music are prohibited.

4.Fee/Deposits: Fees/deposits are due when the completed application is submitted. Checks or cash are accepted. The deposit(s) are refundable (if applicable) within two weeks of the final scheduled event and must be in a separate form from the reservation fee. The meeting coordinator is responsible for the condition of the facility; floor cleared of debris, tables/chairs cleaned and set to their original position. Additional charges may be assessed against the applicant resulting from the use of the facility, damage to the facility, or additional services or janitorial work, which may have resulted from the use of the facility. The determination of the assessment of additional charges shall be at the sole discretion of the City.

5.Event Admission or Required Donation: Any event which charges admission is subject to the City Admission Tax of 5%; per the City admission tax ordinance (Santa Cruz Municipal Code, Chapter 3.36). The Santa Cruz Police Department, when deemed in the best interest of the City or Community, may make exception to the established policies, rules and fees. To be considered for fees or taxes waived, you may submit a letter for special consideration to the Chief of Police at confrmpc@cityofsantacruz.com. No advertising shall be exhibited and no solicitation or sales made in the building or on the grounds without the prior written permission of the Chief of Police or their designee.

6.Supplies: Organizations are responsible for bringing any needed supplies for meetings/events such as: easels, easel paper, copies, and laptops. We also recommend you bring an HDMI cable that connects to your laptop if you plan on using the facility audio/visual equipment. Dry erase boards and markers are available in the room. **DO NOT** use nails, screws, tacks, pins or other objects into the floor, walls, ceiling, partitions, doors, or windows. Please use painters tape only.

7.Audio/Visual Equipment: There is a mounted projector and screen available for use, as well as a single microphone and stand. Electrical outlets are provided. *Organizations unfamiliar with the equipment should arrange a review at least one week prior to event date. We cannot guarantee that equipment support will be available at the time of your meeting.

8.Room Entry: There is a keypad to the right of the Community Room doors. The coordinator will be emailed a 4-digit pin prior to the event. There is a hard key on the podium to gain access to the restrooms and water fountain. All entry/exit doors shall be secured and locked at the end of each event.

9.Authorized City staff have the right to enter the facility and all parts thereof at any time during a scheduled event.

10.Storage is not available in the Community Room or on the grounds for equipment before or after the event. Please remove all equipment after each event as there may be a group reserved after you. No exceptions will be allowed.

11.Parking: There is parking in the main Police lot, which does not need parking passes. Other parking is available in the public lot off the Police main lot, and along Center St. Passes are available upon request. Parking is on a first-come, first-served basis.

12.Thermostats: The room has a radiant heating system. The room is pre-programmed to maintain the room temperature between 66 and 72 degrees. Please remind attendees to dress in layers. The air-conditioning will automatically turn on if the temperature exceeds 72 degrees.

13.No advertising shall be exhibited and no solicitation or sales made in the building or on the grounds without prior written permission of the Chief of Police or their designee.