

USE OF FACILITIES ARE SUBJECT TO THE FOLLOWING CONDITIONS

BOOKING GUIDELINES

1. Space will be booked at the time of payment. Payment may be made by cash, VISA, MasterCard, local check or money order with ID, payable to City of Santa Cruz.
2. **Fees/Deposits are refundable with 1 week's notice of cancellation for classrooms or 1 month's notice for Auditorium.**
3. Deposits are required for Auditorium bookings, Auditorium equipment rentals, and multipurpose/kitchen bookings.
4. Contracts will be issued to persons aged 18 years and older.
5. The right to revoke permission for use of a facility at any time is retained by the City of Santa Cruz, its officers, agents and employees.
6. The Parks and Recreation Department may terminate any special event activity when it is necessary for the safety and enjoyment of the public; for the protection of resources or for violation of any rules and regulations of the City of Santa Cruz or deemed necessary in the public interest. No liability will be incurred by the City, its agents or employees, by reason of such termination, and no rebates or refunds, or fees, rents, or deposit will be made solely because of such termination.
7. Permittee shall not assign or sublease any portion of the premises, or any rights under this permit without prior approval of the Parks and Recreation Department. Any such assignment or sublease shall be void, and the City shall have the right to exclude any and all persons from the facility attempting to exercise any right or privilege under such assignment or sublease.
8. Requests from promoters or contractors involving performance by organizations or individuals with whom separate contracts are made, will require that copies of such contracts shall be made available to Parks and Recreation Department for inspection upon request. If the event involves any type of performance, such as music, poetry reading, etc., the permittee warrants and represents to the City of Santa Cruz that the use of the facilities will not result in an infringement of any right protected under item 17 of the US code (copyrights) and that permittee will be solely responsible for the content of any performance at the facility. Permittee further agrees to assume the defense and indemnify and hold harmless the City of Santa Cruz, its officers and employees from every expense, liability, or payment including attorney's fees by reason of any claimed infringement of any rights protected under Title 17 of the United States Code.
9. Publicity of any type may not be released or used relating to an event until approval is granted in the form of a signed contract. All publicity may be subject to approval by the Parks and Recreation Department prior to its release. Permittee agrees not to post promotional material on telephone, power or street lighting poles.
10. Events which include sales on public facilities may require City Council approval.
11. Any event which charges admission is subject to the City admissions tax (5%). See admissions tax brochure. The Parks and Recreation Department, when deemed in the best interest of the City or Community, may make exceptions to the established policies, rules and fees.

ROOM USE GUIDELINES

1. Permittee must set up and remove any chairs, tables, and equipment used in their room. Check with staff if you need special assistance.
2. Attendance will be limited to the occupant load of the facility as established by the City Fire Marshal or as determined by the Parks and Recreation Department.
3. Entrance to the facility is allowed at the time specified on the approved contract and users are also expected to leave at the time specified. *The specified times should include time necessary to prepare for the activity and time for the user to clean up.*
4. Permittee shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, it should be brought to the attention of the employee on duty.
5. Smoking is not allowed in City public buildings or entrances/exits adjacent to said facility.
6. Permittee shall not drive any nails, screws, tacks or pins or other objects into the floor, walls, ceiling, partitions, doors, and windows or door casings.
7. No structures or sets are to be built unless specifically provided for herein, and no shrubbery or trees are to be cut, trimmed or injured.
8. Alcohol use is limited and requires prior approval. A deposit is required in order to serve alcohol at Loudon Nelson Community Center. Alcohol must be consumed *within* reserved areas. State laws on alcoholic beverages prevail.
9. A facility attendant and/or security personnel may be required by the Parks and Recreation Department for any event where alcohol is served or amplified music played.
10. Sound amplification must be requested and explained at the time of booking prior to the contract being signed.
11. Fires are not permitted. Only fireproof or fire retardant materials may be used for decorations, and at no time shall exits be covered or obstructed.
12. Authorized representatives of the City of Santa Cruz shall have the right to enter the facility and all parts thereof at any and all times during a scheduled event.