

City Of Dorris
Youth Building Rental Application

327 South Oregon Street
P.O. Box 768, Dorris, CA 96023 * Phone: 530-397-3511 * Fax: 530-397-8831

Thank you for choosing our facility for your event. Please return this completed application to the Dorris City Hall for approval.

NO ALCOHOL OR SMOKING ALLOWED ON THE PREMISES

Club or Individual _____

Mailing Address for Contract: _____ Phone No. _____

Person to Sign Contract: _____

Date of Event: _____ Description of Event: _____

Hours of Event: _____ to _____ Setup Date: _____ Setup Hours _____ to _____

Estimated Attendance: _____ Clean by: _____ Type of Entertainment: _____

RENTAL FEES:

Rental fees are governed by City Council Resolution and are due ten (10) days before the event. This fee is currently **\$15 per hour, or a maximum of 10 hours for all day functions.** There is a 30% discount for non-profit organizations, **unless it is a fund raising event.** If you intend to request use for a regularly scheduled event, the terms/fees will be negotiated. For-Profit Organizations/Commercial is \$60 per hour. Maximum allowed occupation of the building is **60.**

The Applicant and/or the Organization they represent are responsible for the conduct of the participants, and for their security. The Applicant and the Organization acknowledge that the building is not a physically secure facility. The City assumes no responsibility for loss of personal property from the premises either before, during, or after the event.

There is a mandatory cleaning/security deposit required to be paid **prior to** using the Youth Building for events. This deposit is refundable **If Building is left in its prior condition.**

Required CASH deposit: \$100 for all Rentals even if Rent Fee has been waived.

Key Return: \$25 per set will be charged for keys not returned within 48 hours of event.

Use Application:

No reservations will be accepted more than one (1) year in advance. Any individual or group desiring use of the facility is required to complete an Application for Use and pay the fees, if required, no later than ten (10) business days in advance of the scheduled activity. All cancellations must be made at least five (5) days in advance of the scheduled date to receive a refund. If cancellation is made after 5 days a **\$10.00**

Administration Fee will be charged. If a police problem arises as a result of the event or activity, the event or activity may be closed by the police. If an event or activity is closed, none of the fees paid shall be refunded. Applicants requesting use of the facility must be **eighteen (18) years** of age or older.

Insurance Requirements:

All For Profit/Commercial Events must provide a certificate of insurance **NO LATER THAN TEN (10) DAYS BEFORE THE EVENT** in the amount of \$1,000,000, which meets the criteria as specified in the contract. Special Event Insurance is available through the City's insurance carrier.

Permanent Meetings:

Regular meeting facility requests will be considered and granted as long as schedule conflicts do not arise. Such Use Agreements must be renewed annually by the Dorris City Council.

Responsibility for Damages:

Any individual, group, or organization using the facility is responsible for damages incurred during use. If damages occur, permission for future use may be denied. The City will not be held responsible for any losses, damages, injuries, or any other conditions, which may arise during the use of the facility.

Cleaning Requirements:

Follow the Youth Building Clean-Up CheckList. Failure to comply will result in additional charges and/or forfeit of the deposit to cover cleaning costs.

Suspension from Use:

Those individuals, groups, or organizations not abiding by the rules and regulations as adopted may be suspended from use of the facility. Suspension may only be given by the City Council.

Granting Use for Fund Raising Purposes:

An Application for Use may be approved for fund raising programs provided that a non-profit civic community group sponsors the program and council approves their application for a fee waiver.

Loaning of Equipment:

No equipment will be loaned or removed from the premises of the Youth Building.

Hours for Use:

The Youth Building may be used between the hours of 8:00am and 12 Midnight. The Youth Building must be cleaned and vacated by that time, unless prior arrangements are made.

I have read and agree to the conditions of this application. By signing this agreement, I agree to comply with all of the Rules and Regulations which apply to the use of the Youth Building, with all applicable ordinances of the City, and with any additional conditions set forth by the approving supervisor and noted on this document. A copy of the City Rules and Regulations were provided to me with this application.

The undersigned agree to hold harmless and indemnify the City of Dorris and its officers, agents and employees for any and all claims, costs (including attorney fees), and any liability which may arise directly or indirectly as a result of any actions or omissions in connection with the use of the Youth Building under this agreement provided, however the undersigned shall not be required to indemnify the City for its own negligence or willful misconduct.

| | |
|---------------------------|---------------------|
| _____ | _____ |
| Club of Individual's Name | Signature of Renter |
| _____ | _____ |
| Approval by City | Title |

City of Dorris - Use Only

Deposit Collected \$ _____ Collected by: _____ Check # _____
(Signature)

Did Renter meet cleaning obligations? Yes _____ No _____ Deposit Amount Refunded _____

List extra cleaning and damage fees to charge: _____ By: _____
(Signature)

Deposit Refunded To: _____ Date and Time: _____
(Signature)

Key Returned: Yes _____ No _____ No Key Return Charge: _____

CITY OF DORRIS YOUTH BUILDING CLEAN-UP CHECK LIST

- ❑ Empty all trashcans including the bathroom cans and remove with you. City does not furnish garbage service for the youth building. There will be an extra charge for any garbage left inside or out by the person renting the hall.
- ❑ Clean kitchen counters, backsplash and sink. Be sure all food has been removed.
- ❑ Put up all chairs and tables back in place or you will be required to do so before deposit is refunded or you may be charged.
- ❑ Sweep/mop entire meeting room, kitchen floor and bathrooms. Floors must be clean and not sticky.
- ❑ Remove all decorations. Nails are not allowed to put up decorations. Remove tape and thumb tacks from walls.
- ❑ Lock both front doors and shut all windows and make sure they are locked.
- ❑ Turn off all lights (including bathroom). Leave front porch light on if you're closing at night.
- ❑ DO NOT CHANGE THERMOSTAT PROGRAMS. Only adjust temperatures as explained. If the heat is left on at a high temperature and runs for an excessive amount of time, you will be charged accordingly at the discretion of the Dorris City Council.

If the City Of Dorris has to clean the Building, , the TOTAL SECURITY/CLEANING DEPOST WILL BE FORFIETED
