



Harvey West Clubhouse and Scouthouse Facility Use Policies

Use Facility Fee

- **NO EARLY ENTRY OR LATE EXIT**

The day rate is for eight hours. An hourly rate of \$50.00 per hour is charged for each hour in excess of eight hours. The times stated on the permit are the *only* times you will be allowed in the facility. You must include set-up and clean-up in your reservation times. Please make arrangements to pick up an access card at the Parks and Recreation Registration Office (323 Church Street) the last business day prior to your event. Our office is open Monday-Friday 8:00 a.m. – 5:00 p.m.

- **RESPONSIBLE PERSON**

The person named on the permit is the person liable for the event. This person is the only one who can request changes and this person must be in attendance at the event with all permits on hand. This person is responsible for obtaining and returning any facility access card. A \$50 charge will be deducted from your deposit for any lost access cards.

- **NO OVERNIGHT STORAGE**

If you chose to bring in rental equipment or food, you must arrange for it to be delivered and removed the same day, and within the times stated on your permit.

- **DECORATING**

All decorations must be fireproof; may not be hung from lighting fixtures, ceilings or wall/ceiling tiles; and must be fastened only with tape and/or florist's wire (no staples, nails or thumbtacks). No staples in picnic tables. If you choose to use the fireplace, open the damper and please use only processed logs (i.e. Dura Flame, Presto). **NO WOOD.**

- **SECURITY PERSONNEL**

Security Personnel may be assigned to your event, based on alcohol use, sound and number of guests. Security is there for the safety of all guests and City property. You must comply with any directions given by security personnel. Please check in with the assigned security guard at the beginning of your event. If the security guard does not show up or if any problems arise at your event, please call Santa Cruz Police Non-emergency 471-1131.

Security officers are charged with upholding the law and facility policies. The absolute latest the facility can be vacated is midnight. The facility must be cleaned up and you will need to exit at the time specified on your permit. Security Personnel will be the last person to exit and secure the building.

- **BUILDING ALARMS**

The building's security alarm will be turned on automatically following your designated exit time. If you remain in the building after that time or leave any doors or windows unsecured, you risk activating the alarm. If the building's fire alarm is pulled, your event will be stopped and the building evacuated. You will be charged if City staff is called to respond to any false alarms. Police and Fire will respond to all pulled fire alarms. The amount will be deducted from your deposit.

- **SET UP AND CLEAN UP**

Permittee is responsible for all set up and clean up. Please allow sufficient time to clean the facility after your event since clean up must be completed by the end time stated on the permit. **All windows and doors must be**

locked and all interior lights turned off. Cost of any cleaning that should have been done by the permittee will be deducted from the deposit.

Clean up includes:

- ◇ Floors must be cleaned of any sticky substance and swept
- ◇ Kitchen stove, oven, sink and counters wiped down.
- ◇ Tables and chairs returned to the places they were when you came into the building
- ◇ Trash removed from bathroom floors.
- ◇ Garbage bags placed in the dumpster outside kitchen door (key hanging in kitchen).
- ◇ Lock dumpster when clean-up is complete.

- **VEHICLES**

No vehicles are allowed on park sidewalks. All vehicles must unload and load from parking spaces on Harvey West Boulevard or in the Park.

- **INTERIOR AMENITIES**

- ◇ Clubhouse: 24 tables 30" x 60", 100 chairs, one industrial stove with six burners and an oven, one restaurant-style refrigerator (no freezer), industrial sink, wet bar and fireplace.
- ◇ Scouthouse: 12 tables 30" x 72", 30 chairs, one household stove with oven, one household refrigerator, one sink and a serving counter.
- ◇ Restrooms are located off the alcove between the Clubhouse and Scouthouse.

Tables and chairs are set up in the Clubhouse. Tables for the Scouthouse are stored in the locker located in the northwest corner of the room; chairs are stored in the closet off the alcove.

Maximum capacity of both rooms is 152. Extra chairs may be brought into the facility to reach that capacity.

- **EXTERIOR AMENITIES**

Two large barbecue pits, eight 18 foot long picnic tables and two serving tables.

- **CLEANING EQUIPMENT**

Cleaning equipment provided at Clubhouse/Scouthouse includes:

- (1) Table/chair dolly (2) Buckets (4) Sponges (2) Damp mops (2) Corn brooms
(2) Push brooms (2) Dust pans (2) Sponge mops

Extra garbage bags are at the bottom of the waste containers.

Please use non-toxic cleaners only. Do not leave standing water on any floor. Extra garbage and recycling should be placed in the containers outside the Clubhouse kitchen door