

Santa Cruz Police Department Community Room Application

Contact Information

Name of Organization	
Address	
Name of Applicant/Meeting Coordinator	
Applicant or Business Phone #	
Email Address	
Non-Profit Tax ID #	
Purpose of Event	

Fee Charge Information

Non-Profit Fee <i>(Proof of NPO or NFPO must be submitted with application)</i>	\$60.00 Minimum Rental, 2 hours	Additional Hour: \$18.00	Over 6 Hours: \$118.00
Standard Fee	\$108.00 Minimum Rental, 2 hours	Additional Hour: \$28.00	Over 6 Hours: \$216.00
Refundable Deposit-Regular	\$100.00		
Refundable Deposit-Kitchen	\$250.00		

Reservation Information

It is hereby understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Santa Cruz. The applicant further agrees that in consideration of being permitted to use said facilities, he/she will hold the City of Santa Cruz and/or their employees free and harmless from any loss, claim and liability or damages, and/or injuries to persons or property that in any way may be caused by applicant's use or occupancy of said facilities.

Reservation Date(s)	Beginning Time (Include setup time)	End Time (Include clean up time)	Estimated Attendance	# of Parking Permits	Audio-Visual Equipment? Yes or No	Kitchen Usage Yes or No	TOTAL Amount Due (Fee plus Deposit)

Payment Information

- **Refundable Deposit of \$100.00 is required, payable at the time of room rental. If you are using the Kitchen, the Deposit is then \$250.00. Deposits will be returned within 2 weeks if the Community Room is left in the same condition as rented.**
- Checks must be made out to: City of Santa Cruz.
- Checks may be mailed to 155 Center Street or brought in person (Lobby is open on M-Th 9a-4p).
- Credit Cards payments are NOT accepted.

Agreement and Signature

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained to the grounds, building, furniture and/or equipment occurring through the occupancy of said facilities by the applicant. I, the undersigned, have read and agree to abide by the rules and regulations for the facility used as listed on the reverse side of this application. Terms, conditions, obligations, duties and agreements specified herein shall cover all future uses of the City of Santa Cruz Police Department Community Room by the applicant, with the exception of any terms subsequently negotiated between parties in writing. Application must be submitted fourteen (14) days in advance of reservation.

Signature	Date
------------------	-------------

For Official Use Only*

Date Received: _____ **Approved by:** _____ **Hours:** _____ **Fee: \$** _____ **Deposit: \$** _____

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. **Capacity: Occupant load as established by the Santa Cruz Fire Marshall is 85 seated (chairs), 40 seated (tables), and 205 standing.**
4. 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.
5. 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.
6. 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.
7. 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 an endorsement of comprehensive liability insurance if he deems the activity to be conducted by the applicant to contain unusual risk or damage or injury to participants or the public.

Use Guidelines:

1. **Hours of operation** shall be Monday through Sunday, 8:00am to 10:00 pm. Scheduled use of the Community Room 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.
2. 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 his designee.
3. **Fee/Deposits:** Fees/deposits are due when the completed application is submitted. Local checks or cash with proper ID will be accepted. The cleaning deposit is refundable (if applicable) within two weeks of the final scheduled event through the Finance Department. **The Kitchen is now open to the public with a refundable security deposit of \$250.00.**
4. Alcoholic beverages and all other illegal substances are strictly prohibited, either in the facility or on the grounds. Firearms are prohibited.
5. No amplified music is allowed.
6. Smoking is not permitted in alcoves or City public buildings.
7. Meeting coordinators should inform participants that the Police Department will not provide message services. No support services or supplies will be provided.
8. No electronic or electrical equipment shall be disconnected or removed from the room or its component stand or shelf. Electrical outlets are provided.
9. A cloth covered bulletin board is available for use with provided push pins. The use of nails, screws, tacks, pins or other objects into the floor, walls, ceiling, partitions, doors, and door or window casings is strictly prohibited.
10. The meeting coordinator shall be responsible for the condition of the facility; writing surfaces wiped clean, floor cleared of debris, tables & chairs cleaned and set to their original position, and in an orderly fashion. Additional charges may be assessed against the applicant resulting from the use of the facility, damage to the facility, or additional services in the nature of janitorial work, which may be required due to the use of the facility. The determination of the assessment of additional charges shall be at the sole discretion of the City.
11. All entry/exit doors shall be secured and locked and the key returned to the Santa Cruz Police Department. If after hours, place the key in the drop box located at the back of the community room.
12. Authorized representatives of the City shall have the right to enter the facility and all parts thereof at any and all times during a scheduled event.
13. Storage is not available in the Community Room or on the grounds for equipment before or after the event. No exceptions will be allowed.
14. Participants will need to contact the PD Room Coordinator prior to the event to pickup the keys and parking passes.