

Rental Guide for a Successful Event at the Steele Lane Community Center



Steele Lane Community Center

415 Steele Lane, Santa Rosa, CA 95403

Facility Specialist: Cameron Baker

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General Information (707) 543-3282

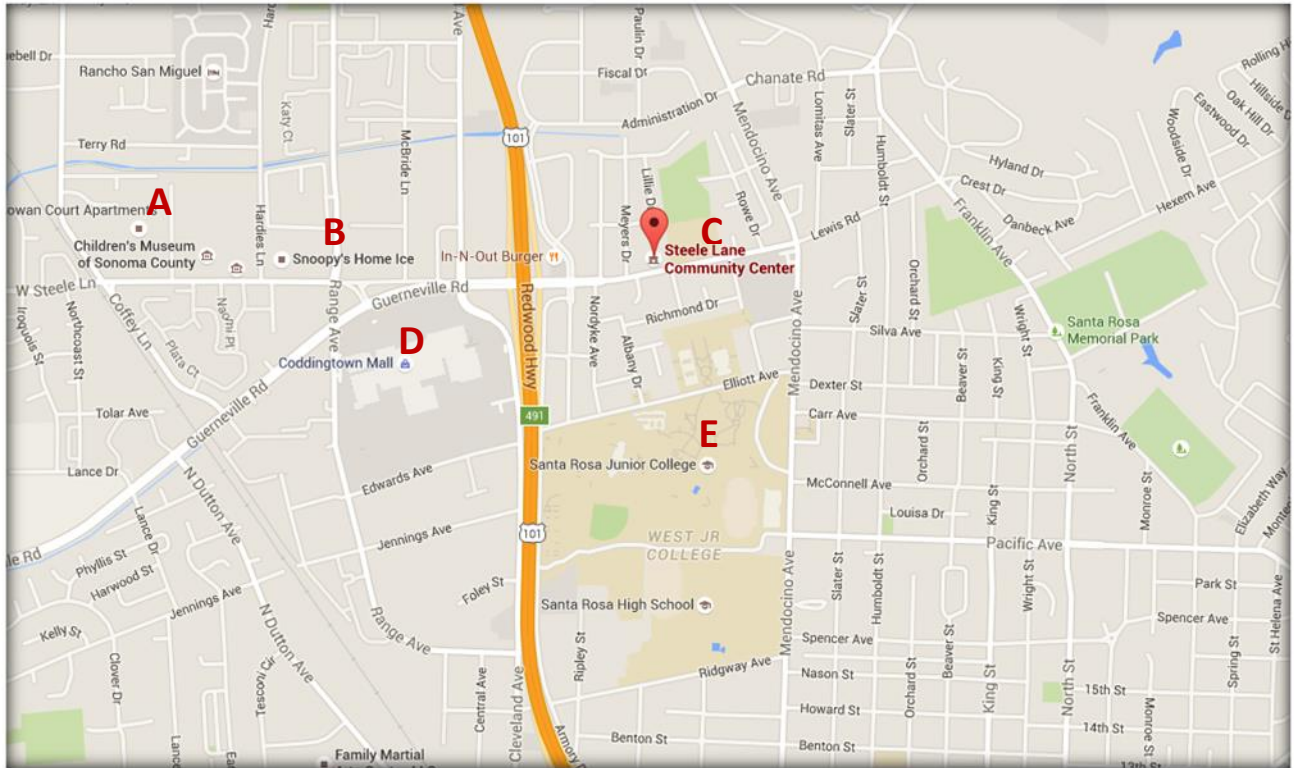


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History & Map

415 Steele Lane, Santa Rosa CA



Steele Lane Community Center was founded in the 1960s with a dynamic Assembly of God minister, building an enthusiastic congregation at his church on Steele Lane. It then was purchased by the City in 1975 and named the Steele Lane Community Center and functioned as the primary community center in Santa Rosa through the 1980's housing both administrative and programming functions for the Department. The available community center space was more than doubled in 1992 when the Finley Community Center opened. The Steele Lane Community Center is now one of three Recreation & Parks active community centers serving the recreational needs of the City of Santa Rosa.

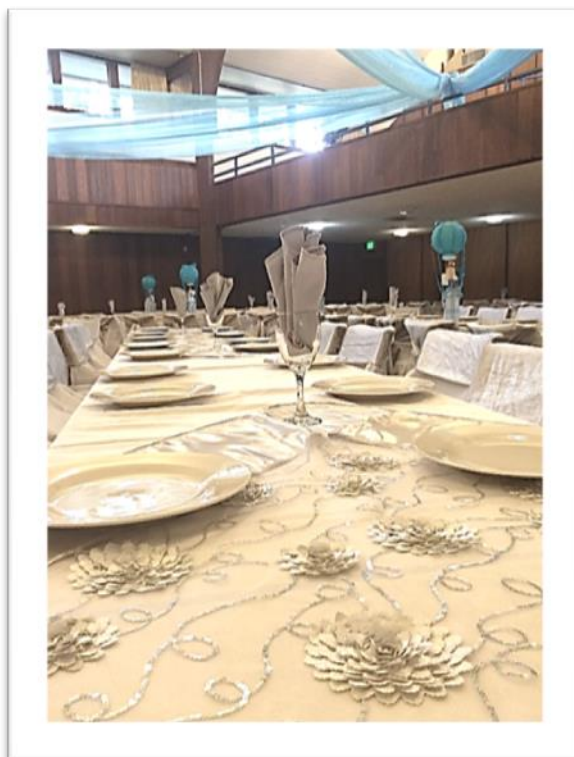
- A** – Childrens Museum
- B** – Snoopy's Home Ice
- C** – Community Center
- D** – Coddington Mall
- E** – Santa Rosa Junior College



Facility Use Guidelines

Santa Rosa Recreation & Parks works diligently to ensure all events at the Steele Lane Community Center are designed to create a memorable event without impeding on the neighborhood or the facility. Non-compliant events are subject to cancellation. Guidelines are as follows:

- All activities at the Steele Lane Community Center will observe the City's noise ordinance (chapter 17-16.170) including the use of amplified sound. Amplified sound within the community center must be kept at appropriate levels and not heard by neighbors.
- Maximum number of guests for a large event is 200. The room rented is dependent on the number of attendees.
- All activities must be managed by City staff.
- Event hours (including set up & clean up) end no later than 11:30pm on Friday and Saturday and 10pm Sunday – Thursday. By that time, guests must exit facility and the music must be turned off.
- Lift access is available for Dohn Room stage.
- ADA accessible restrooms are available in the facility.
- All youth activities require a minimum ratio of one adult to every 15 children and a security guard is required if serving alcohol.
- Alcohol service is to end one hour before the event end time.
- No smoke/fog machines or helium filled balloons are allowed. Smoke alarms will activate the fire alarm and balloons in the ceiling activate our motion sensors.
- Permit holders are advised to secure a parking plan for their guests. There are only 65 parking spaces at Steele Lane. It is suggested that events exceeding 150 provide an appropriate parking plan for the event. The Facility Coordinator will approve this plan no later than the pre-event meeting. Carpooling is highly recommended.
- Open invitation concerts or event parties are not allowed.



Date Availability & Viewing the Facility

Viewing the Facility

In person-

Steele Lane Community Center
415 Steele Lane, Santa Rosa Ca
Monday – Friday 8:30am to 5pm

The Steele Lane Community Center is open to the public on weekdays, excluding holidays.



For online-virtual tour, visit the website at:
<https://srcity.org/2111/Steele-Lane-Community-Center>

Event holders should use the open business times to meet with the Facility Specialist to create a permit, make a payment, update permit information, or have a pre-event meeting.
Please email: rentsteele@srcity.org, or call 707-543-3282 in advance to make arrangements.

Availability

To check on current availability call the Steele Lane Community Center during business hours at 707-543-3282.

Please provide your event information:

Type of event -
Date of event -
Time of event -
Number of attendees -

To receive an estimate by email, please fill out the form online at <https://srcity.org/2111/Steele-Lane-Community-Center> or e-mail: rentsteelelane@srcity.org

Reservation & Fee information

Hours of Operation

Event hours includes set-up and clean up
Rentable hours are as follows;

Sunday -Thursday 8am-10pm
Friday – Saturday 8am-11:30pm

Hourly Use Rate

4-hour rental minimum on Saturday and
2-hour minimum all other days of the week.

Room	Private	Non-Profit	Commercial
	*R - NR	*R - NR	*R - NR
Dohn	\$125-129	\$115-118	\$135-139
Room 6	\$48-49	\$45-46	\$51-52
DeMeo	\$97-99	\$90-92	\$102-105
Kitchen	\$48-49	\$45-46	\$51-52
Lobby	\$27-28	\$22-23	\$30-32
Hub Room	\$57-59	\$52-53	\$60-62
Room 1	\$43-44	\$41-42	\$46-47
Room 4	\$43-44	\$41-42	\$46-47

*R = City of Santa Rosa Resident NR = Non-Resident

The hourly rate applies to any use of the facility requested by permit holder. This includes vendor set-up, decorating, rehearsal, the actual event and clean up. When calculating ending time, include any time necessary for caterers, bands, DJs, and/or guests to vacate. Extended rental time past the ending time on the permit will be deducted from the deposit.

Rate Classification

Non-Profit: Qualified non-profit groups who provide NP Tax ID# assigned to their organization.

Private Resident: Any individual, group or organization which meets for private activities or non-profit groups without a NP Tax ID#.

Commercial: Any individual, group or organization which is commercial or profit oriented.

Non-Resident: 5% rate increase will apply.

Custodial Fee- \$20 - \$50 per room

Custodial fee is for sanitary cleaning, restocking supplies, and for treating the hardwood floors with an approved solvent. The permit holder is responsible for cleaning all areas impacted by the event (inside & outside) as detailed on page 16. Fees are determined by rooms rented.

Alcohol Fee- \$25 - \$75

Additional fee of \$25 DeMeo Rm or \$75 Dohn Rm, if serving alcohol at the event.

Insurance- \$125

The rate varies with the number of guests and type of event, from \$66.12 - \$146.62. The insurance rate for an average event costs around \$125 and is ordered by the Facility Coordinator. The permit holder may provide their own liability insurance providing it meets the required guidelines and lists the City as additional insured, as specified on the facility website. Contact the Facility Coordinator for more information. Note: Insurance is required for each day alcohol is being served in the facility.

Extra Equipment

Additional equipment may be available for rent when creating permit or if available day of.

Data projector or TV	\$50
Wireless microphone	\$15
Sound system	\$25
Screen	\$40

Rental Discounts

10%- One room rented multiple dates.

Estimate, Deposit, Fees, Refund, Cancellation

This sample estimate is based on renting our large event space, the Dohn Room.

\$125 per hour x 10 hours	\$1250.00
Room 6 per hour x 10 hours	\$230.00
Green Room per hour x 10 hours	\$180.00
\$1 Million Liability Event Insurance	\$125.00
Custodial Fee (disinfecting & restocking restrooms proper care for hardwood floors)	\$90.00
Alcohol Fee	\$75.00
Refundable Damage Deposit	\$250.00
Total	\$2,200.00

Securing a Facility Use Permit

To reserve a date at Steele Lane Community Center, email rentsteele@srcity.org or call (707) 543-3282. Provide rental details: name, phone number, email, event title, date, number of people, start/end time, food, alcohol, and any other needs. Reservations may be made from 30 days prior to one year in advance of event. The rental is not confirmed until the down payment is paid, and the permit holder returns a signed copy of the Rental Permit. The signed copy may be submitted in person or via email.

Multiple Facility Discount

A 10% discount is applied to the hourly rate for ongoing rentals, when booking an additional City facility, or when booking Rosie the Trolley along with the Steele Lane rental. An example could be The Historic Church of One Tree, a popular ceremony site as a convenient option when an additional parking plan is required.

Booking Deposit and Fees: To reserve a date, a non-refundable initial down payment of \$250.00, plus a \$250.00 refundable damage deposit equaling \$500.00 is due. If the rental total is less than \$500.00, then the total amount is due. The balance of rental/extra fees and the refundable facility deposit must be received 30 days prior to date of facility use. If event occurs within 30 days, all rental fees plus the refundable facility deposit are due at the time of booking.

Cancellation: Before 30 days, lose down payment. Within 30 days, lose all rental fees, facility deposit and extra fees will be refunded.

Payments

Payments are made by cash, check, VISA or MasterCard.

- **Credit card** payments may be made over the phone by calling 543-3282. Please refer to your permit number. A receipt will be emailed to you.
- **Check** made payable to: "SRRP" (Santa Rosa Recreation and Parks).
Mail to: Steele Lane Community Center, 415 Steele Lane, Santa Rosa, CA 95403. ATT; Rentals
- **Pay in person** at Steele Lane Community Center, 415 Steele Lane, Santa Rosa, CA 95403 (8:30am-5pm Monday-Friday) or Finley Community Center, 2060 West College Ave, Santa Rosa 95401 (8am-6pm, Monday-Friday and 9-11am on Saturdays)

Permit Holder Responsibilities

- Ensure that all guests and hired vendors comply with the Facility Use Guidelines which are outlined in this guide.
- Coordinate delivery of additional equipment with the Facility Coordinator during operating hours.
- Inspect non-City equipment brought into the facility (personal, rental, decorative, band & DJ,) upon arrival and provide proper floor protection from abrasions or moisture as needed.
- Supervise all individuals, including children, at the facility and adjoining property during event. City staff are not responsible for providing supervision.
- Individuals are not allowed on the upstairs mezzanine or stairways. Stage lift is not to be played with
- Decorate, set up rental equipment, secure services, and clean up after the event, all within the time listed on the permit.
- Bring supplies needed to decorate and operate the event. City does not supply tape, command hooks, kitchen equipment, office supplies or a laptop for presentations.
- Provide this guide to all vendors and individuals assisting with the event, including decorating, moving equipment, providing a service and clean up.
- Provide accurate event information to the Facility Coordinator no later than the pre-event meeting. This includes the layout of facility equipment. Not providing an equipment layout or changing the layout after the pre-event meeting may impact the amount of time needed for set up and decorating.
- Act as the event contact the day of the event or provide a responsible contact person that will monitor the event and communicate directly with City staff on facility requests as well as issues, including removing unruly guests if necessary.
- Be present during entire event until all guests and vendors have left the building and staff have confirmed that each area has been cleaned appropriately or provide a responsible contact person.
- Report any personal injuries or property damage that occurs during use of the facility and adjoining property to the onsite staff immediately.
- Check with vendors and others who assist with event to make sure all City supplies, and equipment are returned to City Staff before leaving. (Cost of replacing the items will be deducted from the deposit.)
- Clean up all event remnants including spills and smears on the building or facility equipment and outside. Refer to page 16.
- Pick up and bag all trash generated by event. Deposit in dumpsters. Leave all fixtures clean and in good working condition.
- Check in with staff at the conclusion of clean up to confirm exit time. Unused permit time of 30 minutes or more may be refunded providing the permit holder requests it no later than the next business day following the event. Exit time must be validated by onsite City event staff.
- Permit holder is responsible for securing and paying for security officers.
- Only rented rooms are to be occupied. If guests are found in unrented rooms, additional charges will be subtracted against the deposit.

City Staff, Caterer, Vendor Responsibilities

City Staff Responsibilities

- Set up tables, chairs, bars and other equipment as requested by the permit. If facility requires a change in setup during the event, (i.e. from the ceremony layout to the reception lay out), staff will *assist permit holder* in configuring the tables and chairs but will not be solely responsible for the turnover. It is the permit holder's responsibility to secure sufficient and capable assistance needed to lift and move all non-City equipment.
- Enforce department policies, rules and guidelines and ensure the event stays within the permitted times.
- Work with the permit holder (or assigned contact) to dismiss guests displaying inappropriate or disruptive behavior and any trespassers without an invitation to the event.
- City staff reserve the right to shut down event if false information was provided during the reservation process, or if at any time City staff feel the event is inappropriate for a public venue or unsafe for patrons or staff.
- Provide direction during clean up including the closedown of all vendor areas, provide approved cleaning supplies, and put away City equipment once cleaned.
- Confirm each area is sufficiently cleaned by the permit holder after event and email an event report to the Facility Coordinator, which includes the actual event end time and the final exit time after cleaning up.
- Only city staff are allowed to control the AV equipment. At no time are vendors, guests or the public allowed to adjust the City's equipment.

Vendor Responsibilities

The permit holder will ensure vendors comply with the all City policies, rules and guidelines, including the following:

- Inspect equipment (decor, furniture, band equipment, etc.) upon arrival to ensure it will not damage the floor. Provide proper floor protection if needed.
- Ensure set up and clean up times are included on the Facility Use Permit.
- Provide supplies such as bus tubs, carafes, towels, extension cords, etc.
- Place carpet over cords and under equipment as needed to protect floor.
- **Only** Gaffers Tape or Blue Painters Tape can be used on any surface including walls, posts, doors, tables, chairs and floor.
- Become oriented with the facility during a pre-event meeting. City staff will be on site to answer questions.
- Maintain a clean station and collect belongings throughout facility for duration of event.
- Dispose of all ice and grey water in sinks, do not dump on landscape.

Caterer Responsibilities

- Ensure the only flame used is the sterno for chafing dishes, which must be monitored at all times. No indoor propane uses.
- Ensure that heating elements are not placed against the building wall (interior or exterior).
- Keep walkways accessible or when required use proper barricades around station for safety.
- Check with staff regarding power needs in kitchen (to prevent overloading the breaker).
- Cooking on stove or in oven is not allowed.
- Refrigerator available when kitchen is rented.
- Food scraps are to be disposed into garbage cans, not down the sink drains. There is no disposal or dishwasher.

Alcohol Policy

- Permit holder may provide beer and/or wine at the event. It must be delivered to the building prior to guest's arrival and consumed in the designated event space which does not include lobby, parking lot, sidewalks or street areas.
Hard liquor is not allowed.
- Insurance is required for EACH DAY alcohol is consumed in the building.
- The equivalent of one full size keg (165 beers) and 2 bottles of wine per table are allowed at events up to 100 guests. Two kegs and/or additional wine may be approved for groups expecting between 100 and 200 guests.
- All alcohol must be served by an ABC certified bartender or a caterer with a current general license.
- City staff will provide keg cooler for beer kegs and carpet with rubber matting to be placed under cooler which will protect the floor from damage and moisture. **Any leaks or spills must be dried immediately.** Permit holders need to provide dispensers for non-alcohol drinks to be served by the bartender to avoid excessive moisture on the floor. Leak proof dispensers may be placed appropriately for guests to self-serve.
- Guests are to stay within the event area. Alcohol is prohibited on the outside, near parked cars and the street.
- Alcohol service must end at the last call (time is designated during the pre-event meeting) which is contingent upon the event end time. Last call will be no later than one hour prior to event end time.
- For youth-oriented events, alcohol service may not exceed four hours unless additional insurance is provided. Youth-oriented events require security.
- If selling tickets to an event at which alcohol will be provided or sold, an ABC license must be secured. The approved ABC license must be on site during the event.
- City staff will not check IDs, monitor guest intoxication levels or be responsible for underage drinking. The permit holder is responsible for following all regulations regarding the serving of alcohol.
- Bar area must be maintained and supervised during the event. Bar tops, back bar and floor are to be kept clean, organized and dry at all times. At no time should be bar be without a bartender while alcohol is accessible.
- Guests are not allowed to arrive with alcohol or leave with open alcohol during the event.

Security, DJ, Bands, Parking

Security

The Facility Coordinator determines the number of security guards required at each event. Licensed security is required at any youth-oriented event providing alcohol. The permit holder is responsible for procuring and paying for licensed security guards. The Facility Coordinator will provide security company contacts upon request.

DJs & Bands

- DJs or Bands may not connect to or adjust the pre-set audio-visual system. An improper connection, wattage calculation, equipment surge, or adjustment may cause damage to the system. The permit holder may be liable for damage resulting from any unauthorized adjustments to this system.
- Cords may not be taped to the floor, regardless of the type of tape. Carpet should be placed over cords.
- Equipment should be checked for exposed metal and missing sliders and if needed placed on a carpet to protect the floor.
- To ensure events do not disrupt neighboring residents, music must be appropriate for a public setting and kept at 100 decibels.
- Fog or smoke machines are not allowed. They set off the fire alarm.

Parking

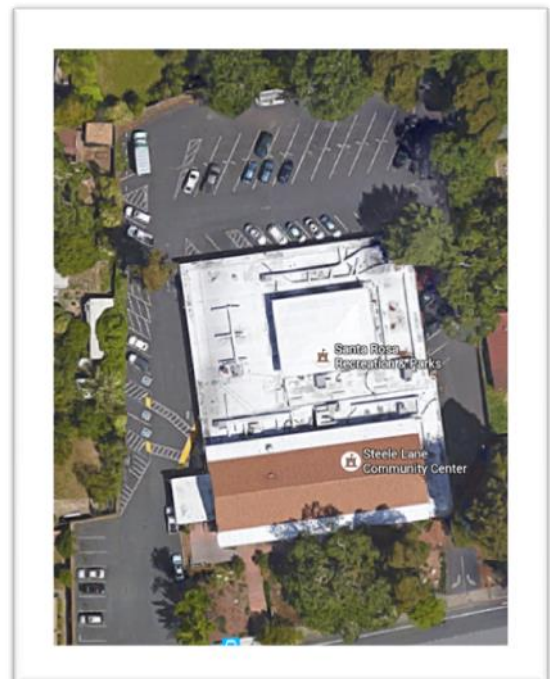
Parking is limited with only 65 parking spaces at Steele Lane complex. It is suggested that all permit holders consider a parking plan for their event if they are expecting to exceed 150 guests. An appropriate parking plan will lessen the impact on the surrounding neighborhood.

Examples of approved options:

Up to 150 guests: carpooling and walking from the neighborhood parking is appropriate.

150+ Guests: book a shuttle service or secure a nearby parking lot.

Many events book Rosie the Trolley to shuttle up to 25 guests at a time from hotels or other off-site locations.



Decorating

In an effort to preserve the Recreation venue, it is the permit holder's responsibility to make sure all those assisting with set-up and decorating adhere to the following:

- Permit holder's decorations and set up plans require pre-approval by the Facility Coordinator.
- Permit holder may begin decorating and/or set-up based upon the time indicated on the Facility Use Permit.
- Floral arrangements and plant matter must be clean and pest-free and may not be set directly on the hardwood floor.
- **Not allowed:** Flame, smoke, confetti, glitter, rice, straw, birdseed, helium balloons or bubbles.
- **Do not use:** Nails, tacks, push pins, regular pins, staples, screws, glue, or masking tape on any surface, including walls, floors, doors, chairs or tables. Contact your Facility Coordinator for approved options.
- Alcohol may not be consumed by anyone who is assisting with set-up of equipment or assisting with cleaning up at the end of the event.
- The City is not responsible for valuables left in the facility overnight.
- Permit holder is responsible for checking equipment to make sure nothing will damage the floor and must communicate this to all individuals assisting with the event. Table legs should have appropriate sliders. Protection such as felt should be placed under items where needed. Beer kegs and/or any liquid and ice are to be placed in leak-proof containers on protective rubber matting to prevent damage to floors. Avoid allowing guests to pull beverages from the tubs, which will saturate the floor. Items may not be hung off light fixtures. Never drag items across the floor or place any metal item directly on the hard wood.



Pre-Event Meeting & Checklist

- A mandatory **pre-event** meeting will be scheduled 2 weeks prior to event. The Facility Coordinator will discuss City policies to make sure each aspect of the event is in compliance.
- Permit holders are encouraged to bring key individuals, such as caterer, DJ, and the event-day contact to the pre-event meeting. This allows the permit holder to enjoy their special day, while assuring that everyone providing services or helping with the event is aware of the guidelines.
- The permit holder provides the Facility Coordinator with the pre-event information **preparation list below**. The City cannot guarantee facility equipment availability if changes to the layout are made after this point.
- Last minute changes to the layout may cause additional staff time which will be charged to the permit holder.
- This is the final opportunity to make adjustments to the dates and times listed on the permit and make the final payment. Changes requested to the permit within 14 days of event might not be accommodated due to staff unavailability or the facility schedule. Changes that can be accommodated and result in an additional charge, must be paid by credit card at the time of the request.
- **To schedule the pre-event meeting**, contact the Facility Coordinator with several date options, preferably 4 weeks in advance of the event.

Pre-Event preparation list:

- 4 weeks before event – confirm availability with facility coordinator for date options to schedule the pre-event meeting.
- Permit Date & Time Adjustments
- Final Guest Count
- Event Timeline
- Event Layout
- Audio Visual Requests
- Insurance (if providing own)
- Security Contract (if required)
- Bartender (if required)
- Parking Plan
- Final payment
- Vendor Information (below)

Event Day Contact:

Contact name:

Contact cell:

Catering Company:

Contact name:

Contact cell:

Bartending Service:

Contact name:

Contact cell:

Quantity of beer:

Quantity of wine:

Security Service:

Contact name:

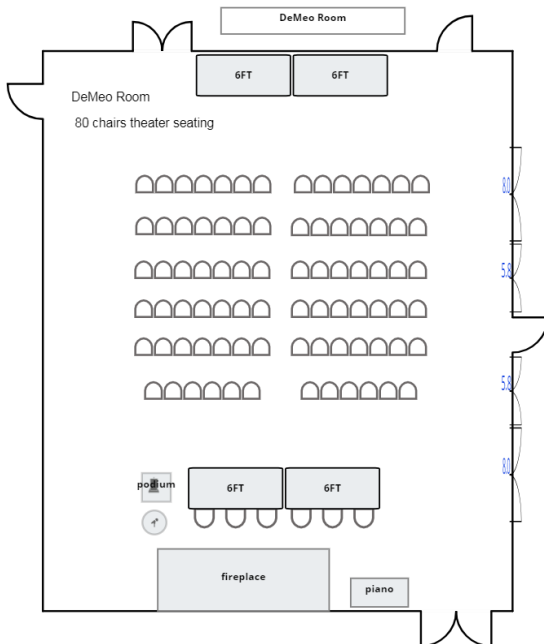
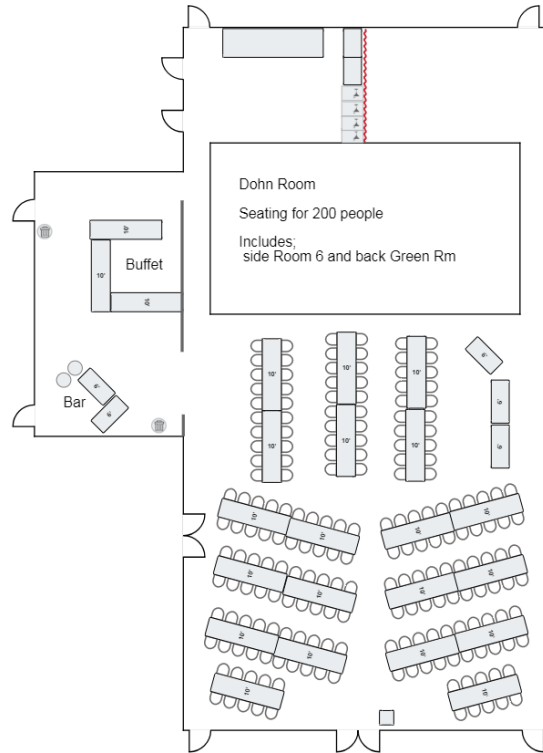
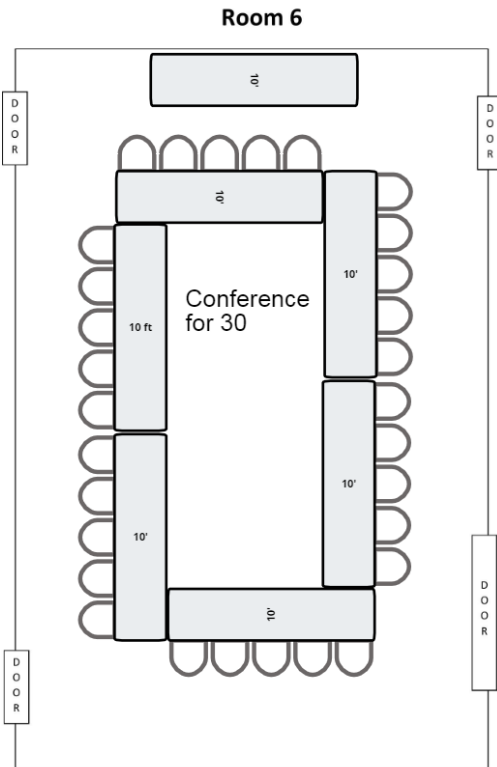
Contact cell:

Band/DJ:

Contact name:

Contact cell:

Facility Layout Examples



Number of seats per 10 foot table = 10 chairs

Number of seats per 6 foot table = 6 chairs

Number of seats per 5' round table = 8 chairs

Alternative seating arrangements available for each room.

Event Monitoring & Equipment

Monitoring the Event

One or more individuals are required to monitor event and stay in contact with City staff. This will keep the facility maintained and provide the opportunity to address situations before they become issues.

If the permit holder is unable to act as the monitor, they must provide an alternate "event-day contact" during the pre-event meeting. It should be someone most familiar with the event details and trusted to make decisions when needed. This person will be expected to monitor the event for the permit holder.

Monitor the following:

- Event timeline
- Guests and alcohol consumption in approved areas
- Overly intoxicated guests
- Broken glass
- Safety concerns
- Floor & building damage prevention
- Un-maintained vendor areas
- Un-bussed tables
- Full garbage
- Unattended valuables & equipment
- Guests moving equipment
- Litter inside and outside
- Noise level
- Restroom supply level
- Harassment
- Smoking
- Spills/moisture on the floor
- Loitering in parking lot outside
- Protect displayed art
- No playing on stage lift or stairs/mezzanine

Trash & Recycle Management

Numerous trash cans are provided. Take full garbage cans to outside dumpster. The liner is pulled from the full cans and placed in the dumpsters. Staff will provide replacement liners. Glass is to be placed in the original box and recycled into proper dumpster. The outside dumpsters offer limited trash space. Boxes are to be flattened and placed in the recycling dumpster. The permit holder is responsible for the removal of all glass, empty boxes and any trash or recyclables.

Kitchen Equipment & Use

The Steele Lane kitchen is for non-commercial use. It provides renters:

- Two-door refrigerator
- Hand-washing sink
- Counter work space
- Microwave

Event Food & Equipment: Remove these items from the building at the end of event.

Green Room: behind the Dohn Room stage, North half is available during rental for use by band or food preparation only. Not for a guest space.

Equipment Responsibility: City owned property and equipment may only be maintained or altered by City staff or authorized vendors. Use of equipment is available by request with appropriate charges. Approval is based on availability and appropriate use. Equipment may not be removed from facility to decorate in advance of event. City equipment damaged at event will be repaired by the City and charged to permit holder.

Clean Up Responsibilities

To ensure a full refund of deposit, please address the following items:

Event space

- Remove decorations and materials such as string and tape affixed to facility.
- Crush all boxes and place with recycling.
- Sweep all floors where needed and remove all moisture.
- Remove garbage and recyclables to outdoor dumpsters.
- Remove all items brought into facility.
- Wipe down all tables, bars, chairs doors, and other surfaces as needed.
- Wipe spills

Outside

- Remove decorations and equipment.
- Pick up trash and cigarette butts.
- Do not dump leftover ice, grease, and juice, on landscape.

Before Leaving

- Before vendors leave, check with staff for a list of borrowed equipment and return items to staff.
- Notify staff after each area is clean to confirm it has been cleaned appropriately.

Kitchen/ Green Rm

- Using a rag or rubber scraper, scrape rented dishes clean of food debris over a garbage can before rinsing them in sink. Do NOT scrape food into sinks.
- Once free of food remnants, place dishes back in original crates and leave in kitchen until picked up by Rental Company.
- Clean spills and food remnants off all surfaces, including walls, sinks inside/outside.
- Clean the food carts with water only.
- Remove all food, drink, garbage, boxes and recycling from facility.
- Wipe food and water off floor.
- Return all borrowed equipment.
- Notify staff at final departure so they can lock all exterior doors. This is the official event end time that will be reported to the Facility Coordinator.

Please note that the custodial fee is only for Sanitization, restocking of supplies, and treating the hardwood floor with an approved non-damaging solvent.

*Thank you for choosing the Steele Lane
Community Center for your special event!*

Conditions of Use

Initials _____	I have received the Steele Lane Community Center Rental Guide listing the use guidelines, policies and procedures of facility rentals and usage.
Initials _____	I have provided true and correct information regarding my event. City staff may shut down my event for providing facility coordinator with false information, inappropriate conduct by me or my guests, violation of any City, County, State or Federal rules, regulations, codes or laws, or disregard of rules listed in this rental guide. In addition, violations of the above said will result in the forfeiting of all deposits and fees.
Initials _____	I understand that the time listed on my permit includes all access needed for my event. The City does not provide free use of the facility.
Initials _____	All fees are to be paid 30 days in advance, or no later than the pre- event meeting.
Initials _____	I will come to the pre-event meeting prepared and understand the meeting is for informing all pertinent parties of final event plans including the event layout.
Initials _____	I understand my event is not to impede on preservation of the facility and I will provide a copy of this rental guide to all individuals and vendors assisting with my event, including those helping to decorate, clean up, and provide a service. I will be responsible for monitoring children to be nondestructive during the event.
Initials _____	I have read the alcohol policy and will provide the required bartending service. It is my responsibility to secure an ABC license if selling alcohol, selling tickets to the event that includes alcohol, or including alcohol in an auction.
Initials _____	I will remove all glass, excess trash, and boxes from the facility after my event and leave the facility in the condition it was found.
Initials _____	I will report any breakage, stoppage, injuries, complaints or concerns to City staff immediately.

Agreement and Signature	
Print Name:	
Signature:	Date:
For office use only	
Note:	