

HH# _____
Resv# _____

CITY OF ARCATA RECREATION DIVISION

FACILITY USE PERMIT (Must be submitted at least 4 weeks prior to actual date of proposed event.)

736 F Street, Arcata, CA 95521 Phone: (707) 822-7091 Fax: (707) 825-2118 www.cityofarcata.org/rec

☐ D St. Neighborhood Center ☐ Redwood Lodge ☐ and Picnic Area ☐ Redwood Lounge ☐ AMIC

Facility Use Date: _____

Set-Up Time: from _____ to _____ Event Time: from _____ to _____ Clean-up Time: from _____ to _____

Individual/Organization Name: _____ Non-Profit ID. #: _____

Address: _____ City _____ Zip _____

Phone Number(s): Work: _____ Home: _____ Email: _____

Estimated Number of People Attending: _____ Age Group: _____

EVENT INFORMATION

Type of Event: _____

Is the Event Open to the Public? Yes _____ No _____ If Yes, please review the Public Events Safety Checklist

Amplified Sound? Yes _____ No _____ Food Served? Yes _____ No _____ Food Sold? Yes _____ No _____

If the event is open to the public and includes live or amplified sound a concert/dance permit must be obtained from the Fire/Police Department.

Alcoholic Beverages Served? Yes _____ No _____ Type? _____ Alcoholic Beverages Sold? Yes _____ No _____

(If alcoholic beverages are sold, event holder must submit Alcohol Control Board Permit and Liquor Liability Insurance)

Admission Charged? Yes _____ No _____ Contributions Solicited? Yes _____ No _____

(For profit activities shall be allowed only in those facilities where the City Council has adopted a fully burdened cost recovery structure.)

I/We agree to meet the conditions and policies for event as described in this application and agree to pay the total amount due prior to the event.

Signature of Applicant/Representative _____ Date _____

PLEASE CANCEL OUR RESERVATION:

Signature of Applicant/Representative _____ Date _____

DEPOSIT DUE \$ _____ DEPOSIT PAID DATE _____ RECEIPT # _____ INSURANCE SUBMITTED: _____

DISCOUNT(S) \$ _____ DANCE PERMIT REQUIRED: YES _____ NO _____ RECEIVED _____

RENTAL FEES DUE: HOURLY: \$ _____ UP TO 3 HRS: \$ _____ UP TO 5 HRS: \$ _____ OVER 5 HRS: \$ _____

TOTAL FEES PAID: \$ _____ FEES PAID DATE: _____ RECEIPT #: _____

KEY # _____ KEY RETURN DATE _____ RETURN DEPOSIT TO: _____

DEPOSIT REFUND RECEIPT #: _____

City of Arcata
Rules and Regulations

Governing the use of D St. Neighborhood Center, Redwood Lodge, Redwood Lounge, & Marsh Interpretive Center

GENERAL RENTAL REGULATIONS

1. Users must file a City Facility Use Permit a minimum of 30 days prior to requested use.
2. All activities must be carried out in compliance with the City Facility use Permit and these regulations. Activities not carried out pursuant to the permit are punishable by a fine as set forth in the Arcata Municipal code, section 1200 and may result in forfeiture of the scheduled event and possible forfeiture of future City facility usage.
3. Non-Profit sponsoring organizations applying for permits must have proof of Non-Profit, 501(c) status and a federal tax identification number. For profit activities shall be allowed only in those City parks or facilities where the City Council has adopted a fully burdened cost recovery fee structure for that park or facility.
4. **All applicants must pay a deposit at the time of application to reserve requested facilities.** All remaining event requirements and estimated fees are due and payable 30 days prior to the scheduled event. Permittees are responsible for all fees and expenses actually incurred by the City for the event, including additional cleanup or repairs required to restore all facilities used by the permittee to their original condition, except that no permittee shall be required to provide or pay for the cost of public safety personnel to provide for the protection of the event or activity and its attendees from hostile members of the public or counter-demonstrations, or for general law enforcement in the vicinity of the event. City departments shall submit final invoices and billings for department charges to the permittee no later than 20 working days after the expiration date of the permit. If the estimated fees and deposit paid by the permittee are less than the final charges, the permittee shall pay the difference to the City within ten (10) working days of being invoiced for such charges from the City. If the estimated fees and deposit are in excess of those actually incurred, any amount remaining will be refunded to the permittee. Assuming compliance by the applicant with all post-event activities, the City shall endeavor to return unused deposit and estimated fee amounts within 30 working days after the event; unusual circumstances may require a longer time period to process the return of unused fees and deposits.
5. The Picnic Area, next to the Redwood Lodge, can be reserved with the rental of the Redwood Lodge upon request, with no extra fee.
6. If renter requires a City employee to return to work to provide a service, renter will be charged a call-back fee of four (4) hours at a time and one-half the employee's rate of pay. Contact the Police Department for assistance, 822-2426.
7. Prior to event, all users proposing to sell alcoholic beverages must submit proof of compliance with the regulation of the Alcohol and Beverage Control Board. They can be reached at (707) 445-7229.
8. Prior to the event, all users proposing to sell food items must submit proof of compliance with the regulations of the County of Humboldt Department of Public Health. They can be reached at (707) 445-6200.
9. Users are responsible to monitor and maintain the posted facility occupant load. Exceeding the posted occupant load will result in cancellation of the event.
10. The City reserves the right of full access to all activities at any time to insure all rules and laws are being observed. The City reserves the right to suspend any individual or group from using the facility if their behavior is determined to be abusive, destructive or in violation of any City rule without refund. The City reserves the right to cancel any scheduled event with a full refund.
11. For some events, users may be required by the City to provide outside security services at users' expense.
12. Adult chaperones (1 per 20 youth, age seventeen and younger) are required for all youth activities and must remain present at all times. Names and phone numbers of chaperones must be submitted one week prior to the event.
13. **Cancellation of Reservations:** Reservations may be cancelled up to 30 days prior to use with a full refund minus a \$25 cancellation fee. Such requests must be submitted in writing or the event cancellation notice must be signed and returned to the City's Recreation office for the event to be recognized as officially cancelled. If a user wishes to cancel an event less than 30 days prior to use, any refund will be less half the deposit paid or the full rental fee for the space whichever is less.)
14. Smoking is not permitted in any building or within 20 feet of the building's exterior wall.

REGULATIONS PERTAINING TO INSURANCE, INDEMNIFICATION

1. Each permit shall expressly provide that the permittee agrees to defend, protect, indemnify and hold the City, its officers, officials, employees, agents and volunteers free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted event or activity; and the permit shall expressly provide that the permittee shall, at the permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, officials, employees, agents and/or volunteers, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, officials, employees, agents or volunteers as a result of the alleged acts or omissions of permittee or permittee's officers, agents, employees or volunteers in connection with the uses, events or activities under the permit.
2. Except as otherwise prohibited by law or in the event an exemption is obtained from the City Manager as set out below, the permittee shall, as a condition precedent to the effectiveness of the permit, procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company meeting the requirements of the City's insurance pool and authorized to do business in the state as follows:
 - A. A Certificate of Insurance of \$2,000,000 liability coverage. (\$2,000,000 **General Aggregate** & \$2,000,000 **Each Occurrence**)
 - B. An Endorsement naming the "**City of Arcata, its officers, officials, employees, agents and volunteers**" as additional insured.
 - C. The endorsement must also provide a statement that the insurance will be **primary** and that the insurance will not be cancelled without prior written notice given to the City of Arcata.
 - D. Each certificate shall contain a 30-day cancellation notice to the City of Arcata.
 - E. Users proposing to sell or serve alcohol beverages at events open to the public must also submit a Certificate of Public Liability and Host Liquor Liability in the amount of \$2,000,000 naming the City as additional insured with a 30-day cancellation notice.
 - H. Proof of insurance must be submitted to the City at least 7 days prior to your reservation. In the event that your reservation is cancelled due to lack of insurance and refund will be less half the deposit or the full rental fee for the space, whichever is less.
3. Insurance requirements for permits shall not be construed to apply to activities or events involving expressive activity which enjoy protection under the United States or California Constitutions unless there is a specific demonstrable history of personal injury or property damage claims being awarded against the applicant or the sponsoring organization attributable to the applicant's conduct of previous events in the City that are similar in nature to the proposed event. Applicants for permits to conduct activities or events involving expressive activity which enjoy protection under the United States or California Constitutions shall be required to either: (1) agree to indemnify, protect, defend and hold harmless the City, its officers, employees, agents & volunteers against all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or resulting from, the alleged acts or omissions of permittee, its officers, agents, employees or volunteers in connection with the permitted activity or event; or (2) agree to redesign or reschedule the permitted event to respond to specific risks, hazards and dangers to the public health and safety identified by the City Manager as being reasonable foreseeable consequences of the permitted activity or event; or (3) provide insurance coverage as set forth herein.
4. Any claim for an exemption or alternate treatment of the insurance requirement shall be made in writing at the same time as an application for a permit.

REGULATIONS PERTAINING TO ALCOHOLIC BEVERAGES

1. Alcoholic beverages can be served and consumed at the D St. Neighborhood Center, Redwood Lodge, Redwood Lounge, or Marsh Interpretive Center in connection with special events if requirements are completed as outlined under General Rules and Regulations.
2. Food must be available during the time alcoholic beverages are served. If the event is open to the public, admission price must include one free food serving.
3. The user is responsible to maintain sufficient control of the event, including participants, the facility, and the surrounding area. Where the City determines there is insufficient control, an event may be cancelled.

REGULATIONS PERTAINING TO FACILITY SET-UP AND CLEAN-UP

1. The user is responsible to set up, take down, return all equipment to storage locations, and restore the facility to appropriate condition.
2. All beverage storage containers, such as ice tubs, beer kegs, etc., are restricted to the kitchen only, unless prior approval has been arranged.
3. Entrance mats must be kept inside the building.
4. All decorations must be flameproof and removed at the end of the event. Only decorations that can be fastened and supported by removable tape is allowed. Nails, hooks, tacks, staples or screws may not be used.
5. City furniture, equipment, utensils, etc., must be used for its intended purpose (i.e. chairs or tables are not to be stood on).
6. Following each event, the user shall sweep floors, use the wet mop and that generally, the facilities (both inside and out) are left in a neat and clean condition. Garbage must be placed in plastic bags, which are located inside the janitor's closet and placed in the kitchen.
7. If a City custodian is required to clean any facility to return it to its original state, the renter will be charged the custodian's fully burdened hourly rate for hours worked.
8. If kitchen facilities are used, sinks and stove must be left clean. Dishes, utensils, pots, pans and cooking equipment must be thoroughly washed, dried and returned to the proper storage location.

REGULATIONS PERTAINING TO DANCES, PARTIES AND AMPLIFIED SOUND

1. All public dances, as defined in Arcata Municipal Code Section 4050, require a permit issued by the Arcata Police Department. Renter must provide a copy of the Dance Permit to the Recreation Division office five (5) working days prior to the event.
2. Sponsors of activities for persons under eighteen years of age must enforce the "NO RE-ENTRY RULE", meaning no person will be allowed to leave the premises then re-enter.
3. Lighting for all dances must be sufficient to ensure the safety of all participants.
4. Should a participant be expelled from an event, user must ensure participant is removed from the premises, including the area surrounding the facility.
5. **Amplified sound shall be allowed in the D Street Neighborhood Center as follows:**
Mondays – Thursdays: Prohibited unless otherwise approved by the City; Fridays and Saturdays: Until 10 pm;
Sundays: Until 9 pm. Bands must be notified that their last song is to end 20 minutes before the time limit.
Music played past the stated ending times will subject your deposit to partial or complete forfeiture.
6. All doors and windows must be kept closed during those periods where amplified sound is played.
7. Noise levels from the amplification system must comply with the noise regulations of the City of Arcata.
8. Clean-up of the surrounding facility is required by 9:00am the morning after the event.

CITY OF ARCATA'S ZERO WASTE ACTION PLAN

The City of Arcata has adopted a Zero Waste Action Plan to help reduce waste generated in the City as much as possible. The City is asking *Arcata Community Center* renters to consider using the City-provided dishware and/or use rental dishes and linens. Should you choose to use the City's dishware, we will provide you with the information needed to properly clean and put away the dishes for the next user. The City can also provide you with contact information on reusable dish and linen rental businesses. City facilities have sinks, drinking fountains and/or water filling stations as well as reusable pitchers and glassware. The City has enacted a Single Use Disposable Foodware Ordinance that requires any disposable foodware used in the City of Arcata to be made of compostable fiber-based materials. For more information on the Single Use Disposable Foodware Ordinance visit <https://www.cityofarcata.org/885/Disposable-Foodware-Regulations>. Thank you for helping us prevent waste in Arcata.

AGREEMENT: The undersigned agrees to defend, protect, indemnify and hold the City, its officers, officials, employees, agents and volunteers free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of permittee, its officers, officials, agents, employees or volunteers in connection with the permitted event or activity; and permittee shall, at the permittee's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the City, its officers, officials, employees, agents and/or volunteers, and that permittee shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City, its officers, officials, employees, agents or volunteers as a result of the alleged acts or omissions of permittee or permittee's officers, agents, employees or volunteers in connection with the uses, events or activities under the permit. A permit is not valid unless the permit holder has signed the following statement of indemnification:

Signature of Applicant/Representative _____ Date _____



Zero Waste Tips: Renting a City Facility



The goal of a zero-waste event is to plan ahead and prioritize the distribution of materials that are locally reusable, or if reuse is not possible, locally compostable, and as a last resort, recyclable.

City facilities have sinks, drinking fountains, and/or water filling stations, as well as reusable pitchers and glassware. Reusable dishware is available at the Arcata Community Center and D St. Neighborhood Center venues. If you choose to use the City's dishware, we will provide you with the information needed to properly clean and put away the dishes for the next user.

The City requires that all disposable foodware containers be made of fiber-based materials as per the Single Use Disposable Ordinance, with some exceptions. To learn more visit <https://www.cityofarcata.org/885/Disposable-Foodware-Regulations>.



Choose to Reuse

Venue renters can bring their own reusables, use the reusable dishware and cleaning resources offered at the City facilities discussed above, or work with a local reusable service-ware group like Bright and Green. Bright and Green provides reusable dishware rentals (including delivery, set up, & pickup), dishwashing services, and waste reduction management.

- Call **Bright and Green** at (925) 214-8099 or visit <https://brightandgreenhumboldt.com>

Compost Collection

Venue renters are encouraged to compost organic waste on their own or work with local composters such as Full Cycle Compost and The Local Worm Guy. Both work with residents and local businesses in processing compost.

- Call **Full Cycle Compost** at (707) 633-9192 or visit www.fullcyclecompost.com
- Call **The Local Worm Guy** at (707) 385-9676 or visit www.localwormguy.com

Recycle Responsibly

Venue renters should educate themselves and attendees about proper recycling practices. Recycling should **not** be put in plastic bags. Ensure only locally recyclable items are placed loosely in the bin. Check with Recreation Dept. staff about recycling container availability at the facility you are renting.

- Call **Recology Arcata** at (707) 683-4853 or visit www.recology.com/recology-arcata/sorting-guides/
- Call **Hambro Recycling** at (707) 954-3418 or visit www.hambrocrvbuyback.com





ZERO WASTE GUIDELINES



AIM TO USE

Reusable Dishware

(Provided at D St Neighborhood
Center & Arcata Community Center)
(Rentable from Bright and Green)

**Compostable Fiber-based
clamshells, containers, cups,
utensils, and straws**

**Reusable decorations, linens,
banners, etc.**

**Wooden stir-sticks, chopsticks,
toothpicks, and skewers**

**Bulk self-serve condiments
and bulk foods**

**Reusable bags, paper bags,
and reusable wraps
(ex: beeswax wrap)**

AVOID USING

**Single-use plastic, bioplastic, or
“compostable plastic” dishware**

**Plastic clamshells, containers,
cups, lids, utensils, and straws**
Do NOT use Styrofoam. It
has been banned in the City
of Arcata since 2015.

**Single-use decorations, such
as plastic linens, stickers,
balloons, confetti, etc.**

**Plastic stir-sticks, chopsticks,
toothpicks, or skewers**

**Pre-packaged, single-serve
condiments and foods in non-
recyclable packages**

Plastic bags or plastic wrap

Thank you for helping us prevent waste in Arcata!