USE OF FACILITIES ARE SUBJECT TO THE FOLLOWING CONDITIONS

1. A FIRM RENTAL CONTRACT IS REQUIRED for all uses and permits must be in possession of the event Permittee or representative during the event.
2. RENTAL CONTRACTS ARE ISSUED ONLY TO ADULTS 18 and over. Alcohol permits (where applicable) are issued only to adults 21 and over.
3. CERTIFICATES OF INSURANCE naming the City as additional insured are required for some events held in City facilities. See City's "Standard Insurance Requirement" handout for more information.
4. NON-CITY RESIDENTS are charged an additional fee for rental of City facilities per City Council policy.
5. A REFUNDABLE SECURITY DEPOSIT is charged, in addition to rental fees, for all indoor facilities and for outdoor facilities when alcohol is served or amplified sound is used. Refund of the deposit will depend on the condition of the facility after use.
6. LICENSED SECURITY PERSONNEL are required at the Clubhouse/Scouthouse whenever alcohol is served. Cost for this service will be charged to the Permittee. The Parks and Recreation Department will determine the specific security personnel needed and will arrange for their presence.
7. REFUNDS: For events cancelled 30 days or more in advance, 50% of the rental fee will be refunded. For events cancelled less than 30 days, rental fees are nonrefundable.
8. EQUIPMENT: BOUNCE HOUSES are permitted in some parks areas with an approved permit, payment of applicable fee, and proof of insurance. Some events, based on attendance, may be required to pay for additional trash receptacles, portable toilets, and other equipment.
9. CITY ADMISSION AND SALES TAX: Any event which charges admission is subject to the City Admissions Tax (5%). See City's "Admissions Tax Brochure" for more information. Events which include sales may require City Council approval. The City charges a percentage on all sales at events held at City facilities.
10. ATTENDANCE IS LIMITED to the occupant load of the facility as established by the City Fire Marshal or as determined by the Parks and Recreation Department.
11. ENTRANCE TO THE FACILITY is allowed at the time specified on the approved application and users are expected to leave at the time specified. Permittee may be billed for any use beyond the approved end time.
12. PERMITTEE MUST LEAVE ALL FACILITIES/AMENITIES CLEAN, ORDERLY, UNDAMAGED AND FULLY SECURE according to Checkout Form provided. If the facility is not left in a satisfactory condition as determined by the Parks and Recreation Department, a portion or all of the deposit will be retained. If the deposit does not cover cost of cleanup or damage, Permittee will be billed additional fees. If the facility or area is not clean and orderly upon your arrival, it should be brought to the attention of a Department employee as soon as possible.
13. NO FIRES are permitted, other than in designated areas. Only fireproof or fire retardant materials may be used for decorations, and at no time shall exits be covered or obstructed.
14. NO STAPLES, PINS, TACKS, NAILS, SCREWS or other objects are allowed to be placed into any part of the facility, any equipment or furniture in the facility, or any picnic tables or trees in the park. NO STAKES OR OBJECTS LONGER THAN 6 INCHES may be driven into the park turf.
15. NO STRUCTURE or sets are to be built and no shrubbery or trees are to be cut, trimmed, or destroyed.
16. ALCOHOLIC BEVERAGES are permitted only in the Harvey West Clubhouse and Scouthouse, reservable picnic areas, Louden Nelson Community Center, and the Civic Auditorium. Alcohol must be consumed within reserved areas. State laws on alcoholic beverages prevail. An Alcohol Consumption Agreement is required. An Alcohol Beverage Control Permit is required if alcohol is sold.
17. NO SMOKING is permitted in City public buildings or on park trails.
18. SOUND AMPLIFICATION is allowed ONLY at Harvey West Clubhouse, Scouthouse, and the Evergreen and Friendship picnic areas. A sound amplification permit must be obtained from the Parks and Recreation Office prior to the event.
19. PARKING is available in parking lots and on nearby streets on a FIRST-COME, FIRST-SERVED BASIS. No parking is allowed in undesignated areas without prior written authorization from the Parks and Recreation Department.
20. NO ANIMALS, other than Seeing Eye and Companion Animals, are allowed in indoor City facilities, picnic areas or sports fields.
21. NO PUBLICITY of any type may be released for use relating to an event until approval is granted for the application.
22. If the event involves ANY TYPE OF PERFORMANCE, such as music, poetry reading, etc., the Permittee warrants and represents to the City of Santa Cruz that the use of the facilities will not result in an infringement of any right protected under Item 17 of the U.S. Code (copyrights) and that Permittee will be solely responsible for the content of any performance at the facility. Permittee further agrees to assume the defense and indemnify and hold harmless the City of Santa Cruz, its officers, and employees from every expense, liability, or payment, including attorneys' fees, by reason of any claimed infringement of any rights protected under Title 17 of the United States Code.
23. AN AUTHORIZED REPRESENTATIVE OF THE CITY SHALL HAVE THE RIGHT TO ENTER THE FACILITY and all parts thereof at any and all times during a scheduled event. The City of Santa Cruz retains the RIGHT TO REVOKE PERMISSION for use of a facility at any time. The Parks and Recreation DEPARTMENT MAY TERMINATE ANY SPECIAL EVENT ACTIVITY when it is necessary for the safety, health, morality, welfare, or reasonable enjoyment of the public, for protection of resources, for the violation of any rules and regulations of the City of Santa Cruz, or if it is deemed necessary in the public interest.
24. The PARKS AND RECREATION DIRECTOR MAY MAKE EXCEPTIONS to established policies, rules, and fees when deemed in the best interest of the City or Community.