



PARKS & RECREATION DEPARTMENT
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www.santacruzparksandrec.com

DEPOT PARK FREIGHT BUILDING FACILITY USE POLICIES

- **NO EARLY ENTRY OR LATE EXIT**

The times stated on the permit are the only times you will be allowed in the facility. You must include setup and clean-up in your reservation times. You may pick up the key at the Loudon Nelson Community Center 15 minutes before your start time and return the key 15 minutes after the end of your event. The hourly rate is charged for each hour in excess the key is not returned.

- **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. This person is responsible for obtaining and returning any facility keys. A \$25 charge will be deducted from your deposit for any lost keys.

- **NO STORAGE**

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

- **DECORATING**

All decorations must be fireproof; may not be hung from lighting fixtures, ceilings or wall/sound panels; and must be fastened only with tape and/or florist's wire (NO staples, nails or thumbtacks). No staples in the tables.

- **SECURITY PERSONNEL**

Security Personnel may be assigned to your event based on sound and number of guests. They are for the safety of all guests and City property. You must comply with any directions given by security personnel.

- **ALCOHOL**

There is no alcohol permitted at the Freight 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 may be charged if City staff is called to respond to any false alarms.

- **SET UP AND CLEAN UP**

Permittee is responsible for all set up and clean up. Clean up must be completed by the end time stated on the permit. Clean up includes floors, tables and chairs, and trash removed in excess of the receptacles and recycling provided. 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.

- **VEHICLES**

No vehicles are allowed on park sidewalks. All vehicles must unload and load from parking spaces.

- **INTERIOR AMENITIES**

- ❖ 10 tables 8' x 2.5', 90 chairs, 4 screen panels, (gymnastics mats are available for rent).
- ❖ Restrooms are located outside the building on the south side.

Tables and chairs are stored in the closet located in the south side of the building.

Maximum capacity of the room is 120. Extra chairs may be brought into the facility to reach that capacity.

- **CLEANING EQUIPMENT**

Cleaning equipment provided includes:

- (1) Table dolly and (2) chair dollies
- (1) Broom and dust pan
- (1) Push Broom
- (1) Bona hard wood floor cleaning broom
- (1) Bottle triple power table cleaner Extra garbage bags Paper towels

Use non-toxic cleaners only. Do not wet mop the floor.

