

# CITY OF COTATI RAY MILLER COMMUNITY CENTER FACILITY USE AND RESERVATION POLICY AND APPLICATION PACKET

*Revised 6/14/2010*

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## **HOW TO REQUEST THE USE OF A CITY FACILITY**

- Complete application packets must be submitted at least 30 days prior to the requested date. A complete application packet contains the following items:
  1. Completed and signed *Request for Use of Community Center Facilities* application form
  2. Payment for facilities use. Checks may be made payable to the City of Cotati.
  3. Payment of deposit. Application and deposit may be paid with a single check. Checks may be made payable to the City of Cotati.
  4. Insurance endorsement certificate
- Your completed application may reviewed by several City departments. You may be contacted by individual staff members during the review process.
- To check room availability please call (707) 665-3622.
- Telephone reservations are not accepted.
- Application packets for request for use of community center facilities may be obtained from the Cotati City Hall, City Manager's Office, 201 West Sierra Avenue, Cotati or on our website: [www.cotati.ca.us](http://www.cotati.ca.us).
- Please call (707) 665-3622 to request a faxed application packet or if you have any questions.
- Reservations may be made up to one year in advance.

## **AVAILABILTY**

- Facilities are available for rental seven days per week when the facilities are not in use for City sponsored functions.
- Facilities may not be available on holidays when City Hall is closed.

## FACILITIES LIST AND DESCRIPTIONS

The City has several types of facilities. There is a large event room with full kitchen and available barbeque area, several classroom venues, a dance/exercise studio and a community room. See below for detailed descriptions.

### **EVENT ROOM**

#### **Cotati Room And Barbeque Area**

216 East School Street  
Cotati, CA 94931



The Cotati Room in the Ray Miller Community Center is a great location for large parties and is centrally located next to City Hall. The room rental includes a full kitchen and a dance area. The building holds a maximum of 205 people standing, 80 seated at tables. 10-5' round tables, 3-6' rectangular tables and 80 folding chairs are included in the rental. Use of the barbeque area may be requested at no additional charge and includes a large barbeque and picnic areas. Restrooms are located next door in the Community Center or in the Police Facility. The following items are not available from the City so you would need to make your own arrangements for: Linens, table settings, cooking utensils, sound system.

### **CLASSROOMS**

#### **Mountain Room**

#### **Willow Room**

#### **Stony Point Room**

#### **Copeland Room**

216 East School Street  
Cotati, CA 94931



These classrooms in the Ray Miller Community Center are perfect for meetings, small gatherings, workshops and seminars. Each room is equipped with tables and chairs, a small sink, a coffeepot, bulletin boards and whiteboards. Mountain Room and Willow Room have tiled floors. Stony Point Room and Copeland Room have carpeted floors. Each room holds a maximum of 49 people standing.

**DANCE/EXERCISE STUDIO**

**Eagle Room**

216 East School Street  
Cotati, CA 94931



This dance/exercise studio in the Ray Miller Community Center is suitable for dance or exercise classes. The room contains exercise barres, mats and a mirrored wall. This room holds a maximum of 49 people.

**COMMUNITY ROOM IN THE POLICE**

**FACILITY**

203 West Sierra Avenue  
Cotati, CA 94931

*No image available.*

This state-of-the-art meeting room is located in the front of the city's police facility. This room is ideal for presentations with a built-in projector and screen. TV, VCR and DVD are also available for use. The maximum number of people for this room is 40. Alcoholic beverages are not permitted.



## FEES AND DEPOSITS

All rental fees including security deposit are due with application. Fees will be accepted in cash or check payable to The City of Cotati. Fees may be paid via credit card; however any refunds will be paid by check.

### Fee Categories

A. Non-Profit Groups/ Community Service Organizations and Government Agencies which meet the following definitions:	<ol style="list-style-type: none"> <li>1. Organizations which have both an IRS Code 501(c) determination letter and a membership of which the majority are Cotati residents.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>2. The activity being planned by the group will primarily benefit the citizens or businesses of Cotati.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>3. Government agencies which includes federal, state and local government agencies.</li> </ol>
B. Non-Profit Groups/ Community Service Organizations which meet the following definitions	<ol style="list-style-type: none"> <li>1. Organizations which have both an IRS Code 501(c) determination letter and a membership of which the minority are Cotati residents.</li> </ol> <p style="text-align: center;"><b>OR</b></p> <ol style="list-style-type: none"> <li>2. The activity being planned does not primarily benefit the citizens and/ or businesses of Cotati.</li> </ol>
C. Private Individual, Group or Business (Resident)	Applicant lives within City limits. Proof of residency such as utility bill in the name of the applicant is required.
D. Private Individual, Group or Business (Non-Resident)	Applicant does not live within City limits.

### Fees

Category (see below)	Cotati Room	Classrooms	Police Community Room
A	\$100 Mon.-Thur./ \$200 Fri.-Sun.	\$15	\$25
B	\$300 Mon.-Thur./ \$400 Fri.-Sun.	\$25	\$50
C	\$500 Mon.-Thur./ \$700 Fri.-Sun.	\$50	\$100
D	\$600 Mon.-Thur./ \$800 Fri.-Sun.	\$100	\$200

- Fifty percent rates will apply for half-day rental (four hours or less, including set-up and take-down time) of the Cotati Room.
- For Category A, a 20% discount is offered when 6 or more rental dates are reserved at one time. Exceptions to the fee schedule may be made for Category A organizations on an administrative level by the City Manager or her designee.

## Deposits

- A security deposit is required at time of application. Clean-up charges will be automatically be deducted from this deposit.
- Additional charges such as a lost key or damages may be deducted if warranted. The remaining balance will be refunded to the applicant.
- Applicants will be charged for replacement of damaged or broken equipment.

Please allow up to 4 weeks after your event for the return of your deposit.

Category	Cotati Room	Classrooms	Police Community Room
A	\$400	\$25	\$50
B	\$400	\$25	\$50
C	\$600	\$50	\$50
D	\$600	\$50	\$50

## Cancellation Fee

If cancellation is necessary, the City must be notified immediately. If a reservation is cancelled more than 30 days prior to event, the deposit will be refunded. If reservation is canceled **less** than 30 days prior to the event, a **\$25.00** non-refundable cancellation fee will be withheld from the deposit.

## INSURANCE

- Use of City facilities requires insurance documentation to be approved by the City's Risk Manager. Applicant must furnish the City with a certificate of Endorsement naming the City of Cotati as an additional insured.
- Minimum coverage required is \$1,000,000 General Liability.
- Insurance must cover all contractors, such as caterer, decorator and security personnel.
- If alcohol is to be sold, insurance endorsement certificate must contain liquor liability and must be satisfactory to the.
- Special event insurance has been purchased by applicants from their homeowner/renter insurance agent or from the following (the City is not recommending or endorsing any of these companies):

[www.galescreek.com](http://www.galescreek.com)

[www.statewideins.com/special-events-insurance.html](http://www.statewideins.com/special-events-insurance.html)

[www.eventinsure.com](http://www.eventinsure.com)

## **ALCOHOLIC BEVERAGES**

- All groups selling alcoholic beverages must conform to all State Alcoholic Beverage rules and regulations and must obtain any and all permits required by the State Department of Alcoholic Beverage Control. The approved license must be posted at the dispensing location for the duration of the event.
- Copies of all State Department of Alcoholic Beverage Control permits must be submitted to the City of Cotati prior to the event.
- The Police Department will review and will need to approve all applications for events where alcohol is being served.
- All alcoholic beverages shall be brought into the facility prior to start of the event and must be stored securely prior to service. Alcoholic beverages must not be accessible to persons under the age of 21.
- No alcohol may be taken out of event by guests or participants. If Civic Center BBQ area has also been reserved, alcoholic beverages may also be consumed in designated picnic/BBQ area.
- Alcoholic beverage service shall terminate one hour before the scheduled end of the event, unless the event is 3 hours or less.
- California State Law prohibits the sale or service of alcoholic beverages to persons under 21 years of age. If minors are in possession of alcohol, the event will be closed immediately. Persons serving alcohol to minors during events are solely responsible for any criminal or civil penalties imposed.
- The Police Department may require that servers receive training in responsible beverage service.

## **EVENT SECURITY**

- The City of Cotati Police Department may require that security be required at any event, whether or not alcohol is served.
- The cost of security guards will be paid by the applicant.
- Security arrangements must be confirmed in advance of your event.
- Private security must be obtained from any security agency licensed by the State of California, Department of Consumer Affairs.
- If event security is required, security guards must be at event the entire time guests are present.

## **KEYS**

- Keys are to be picked up from, and returned to, the Police Department. For multi-day events the key is to be returned and picked up each day.
- A \$100 fee for lost Keys will be charged.

## **SET-UP, DECORATIONS AND CLEAN-UP**

- No decorations are to be stapled, tacked or nailed on any surface. Drafting or painter's tape (designed for use on wood/ sheetrock without damage) is the only allowed means of attaching decorations. Helium balloons must be anchored and removed after each event. Use of lit candles must be pre-approved. No exits shall be blocked or covered.
- Accidental breakage should be reported as soon as possible. This report should be made to the City Manager's office during business hours or to the Police Department for and weekend events.
- If food is being served, all tables must be covered.
- Any use of facilities that may damage or soil carpeting (e.g. orchestra/band practice, craft activities, etc. will require protection of the carpet with a waterproof tarp as appropriate) All rooms must be left clean and in good order. Clean-up requirements are listed on the key return envelope and posted in each room.
- Trash is to be emptied into the appropriate garbage & recycling containers located behind City Hall.
- Trash in excess of container capacity must be bagged. New trashcan liners are available in each room. Recycling is encouraged.
- Before turning in keys the Police Department, lock all doors (including restrooms), turn off all lights and complete checklist
- All City facilities are non-smoking. No smoking within 20 feet of operable doors or windows.



# APPLICATION FORM

## CITY OF COTATI REQUEST FOR USE OF COMMUNITY CENTER FACILITIES

201 West Sierra Avenue, Cotati CA 94931  
(707)792-4600 Fax: (707)795-7067

**FOR OFFICE USE ONLY**

- Calendar
- Log
- Administrative Services
- Police
- Public Works

**1. Applicant Information**

Name of individual/organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Non-Profit Number (required if requesting non-profit rental rate): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Day(s)/Date(s) event will take place (month, date, year)**

Day of week : \_\_\_\_\_

Month, date, year: \_\_\_\_\_

**3. Facility Requested**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Cotati Room only       | <input type="checkbox"/> Eagle dance studio | <input type="checkbox"/> Stony Point classroom |
| <input type="checkbox"/> Cotati Room & BBQ Area | <input type="checkbox"/> Mountain classroom | <input type="checkbox"/> Copeland classroom    |
| <input type="checkbox"/> Police Community room  | <input type="checkbox"/> Willow classroom   | <input type="checkbox"/> No preference         |

**4. Intended use of facility**

- Meeting
- Private party (Wedding reception/baptism/quinciera, etc.)
- Other; please describe: \_\_\_\_\_

**5. Will admission be charged?**

- Yes       No

**6. Estimated number of attendees:**

\_\_\_\_\_

**7. Arrival time (include set-up time):**

\_\_\_\_\_

**8. Completion time (include clean-up time):**

\_\_\_\_\_

**9. Will food be served?**

- Yes       No



