



City of Fort Bragg  
Incorporated August, 5, 1889  
416 N. Franklin St.  
Fort Bragg, Ca. 95437  
707-961-2823 / FAX 707-961-2802

## CITY FACILITY USE APPLICATION FORM

\*\*\*\*\*

### CITY FACILITY REQUESTED:

- |   |  |
|---|--|
| <input type="checkbox"/> Town Hall, 363 N. Main Street  | <input type="checkbox"/> Police Dept. Conference Rm., 250 Cypress Street |
| <input type="checkbox"/> Fire Dept., 141 N. Main Street | <input type="checkbox"/> Gymnasium, 213 E. Laurel Street                 |

\*\*\*\*\*

DATE(S) WANTED: \_\_\_\_\_ TIME: \_\_\_\_\_ A.M. TO \_\_\_\_\_ A.M. OPEN UP AT \_\_\_\_\_ A.M.  
P.M. P.M. P.M.

NUMBER EXPECTED TO ATTEND: \_\_\_\_\_ OPEN TO PUBLIC? ☐ YES ☐ NO

PURPOSE OF USE: \_\_\_\_\_

WILL ALCOHOL BE SERVED? ☐ YES ☐ NO WILL ALCOHOL BE SOLD? ☐ YES ☐ NO

If alcohol will be served or sold a City Facility Alcohol Use Application shall also be required.

SPECIAL EQUIPMENT REQUESTED: ☐ VCR/TELEVISION ☐ PROJECTION SCREEN ☐ SOUND EQUIPMENT (fee)

ORGANIZATION: \_\_\_\_\_ PRESIDENT/CHAIR: \_\_\_\_\_

MEETING COORDINATOR (FOR TOWN HALL COMMUNITY MEETINGS): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

As the individual, group, or organization applying for permission to use the CITY FACILITY, it is hereby agreed that I/WE shall comply with each of the RULES, REGULATIONS AND RENTAL RATES FOR USE OF THE CITY FACILITY as established by the Fort Bragg City Council, a copy of which is furnished with this permit.

SIGNATURE: \_\_\_\_\_ POSITION: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

Charges to be paid in advance: Charge \$ \_\_\_\_\_ \* No Charge: ☐  
Security/Cleaning Deposit: \$ \_\_\_\_\_ Alcohol Use Deposit: \$ \_\_\_\_\_

*\* If Non-Profit Organization, please attach copy of 501c Non-Profit Status Form*

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Required Insurance Documents on File: \_\_\_\_\_  
City Clerk Date

☐ APPROVED ☐ DENIED: \_\_\_\_\_  
City Manager Date

## CITY OF FORT BRAGG

### RULES, REGULATIONS AND RENTAL RATES FOR USE OF CITY FACILITIES

#### I-GENERAL POLICY

- A. "City Facilities" shall consist of Town Hall and the Old Rec Center Gym.
- B. City Facilities shall be used primarily to serve the recreational, cultural and civic activities and programs of the citizens of Fort Bragg.
- C. City Facilities may be used by groups and/or organizations when not in use by the City.
- D. Use of City Facilities shall be determined in accordance with the following listed priority use classifications:
  - 1. First priority shall be granted to City-sponsored or co-sponsored programs scheduled on a recurring basis. Meetings of the City Council shall always have first priority.
  - 2. Priority shall then be granted upon first receipt of application and deposit.
- D. Reservation for use of facilities may be made by contacting Fort Bragg City Hall, 416 N. Franklin Street, Fort Bragg, Ca 95437. Telephone: 707-961-2823. A "Use Application Form" obtainable from the Administrative Services Department must be filed by the applicant (complete with fees and insurance) and approved by the City Manager or his or her Designee at least one week prior to the planned event.

#### II-CONDITIONS OF USE

- A. Any individual, group or organization granted use of City Facilities shall abide by all rules, regulations and conditions of the use set forth by the City of Fort Bragg.
- B. Youth group reservations must be completed by an adult sponsor. For every 20 minors using any facility, one adult chaperone must be present and names of such chaperones shall be furnished to the City not less than 48 hours prior to use of the facility.
- C. Individuals or groups shall be held responsible for any loss or damage to the property occurring during their use.
- D. Reservations for use of City Facilities may be made up to one (1) year in advance by providing a security cleaning deposit, the amount of which is set by resolution of the City Council. The security cleaning deposit will be refunded upon cancellation of the scheduled use.
- E. Organizations may wish to clean the Facility and receive all or a portion of their cleaning deposit back. The applicant for use of the Facility will be required to have a "walk through" inspection with a City representative prior to refund of the cleaning deposit.
  - 1. If applicant chooses not to clean the Facility, a City employee will be assigned to clean the facility and an hourly fee charged for actual hours required for cleaning. The actual hourly cost for staff to clean the facility will be deducted from the security cleaning deposit.
  - 2. When deemed necessary by the City that a staff member be present at any function, an additional fee, determined by resolution of the City Council, will be added to the regular use fees.
- F. Events may be scheduled on a recurring basis, but the City reserves the right to preempt any scheduled event with reasonable notice in order to make the facility available to a broad range of community groups.
- G. Plans for decorations must be submitted at the time of application and approved. Decorations must be removed before the group leaves the building.
  - 1. Cellophane adhesives, nails, screws, staples, etc., in walls, woodwork, or on windows are prohibited.
  - 2. All decorations must be fireproof or of fire retardant materials.
  - 3. At no time shall exits be covered or obstructed.
  - 4. The City cannot provide supplies of any kind to groups using the facilities.
  - 5. There will be two hours free set-up time for groups wishing to decorate, etc. The renting party will be charged the full rental fee for any time used in addition to two hours.
- H. The City of Fort Bragg, its employees, officers and volunteers are not responsible for and shall be held harmless and fully indemnified by the user for any claims arising out of accidents, personal injury, damage to or loss of personal property, or wrongful death that occur during or result partially or entirely from use of City Facilities. The indemnification provided by this paragraph shall cover all acts whether negligent, grossly negligent or intentional. The City shall be allowed to select legal counsel and be reimbursed for legal costs for any matter covered by this paragraph. Proof of liability insurance on City approved forms naming the City of Fort Bragg as Additional Insured

must be submitted to the City prior to the commencement of any function.

Applicant shall provide limits not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. In the event liquor is to be served or sold, the insurance certificate shall include evidence of liquor liability. Special event liability insurance may be purchased through the City's insurance carrier.

- I. In consideration of residents in the area, persons using the facility should refrain from loud or boisterous conduct when leaving the premises.
- J. Any exception to the use listed above is to be referred to the City Manager or his or her Designee.
- K. Under no circumstances will City equipment be removed from the facility.
- L. The maximum occupancy of the Town Hall building is 113 (dinner) or 226 (standing, sitting, dancing). These occupancy maximums shall not be exceeded.
- M. No smoking is allowed at any time within the Town Hall building.
- N. No for-profit business activity shall be permitted to use the Town Hall building for more than three days in any 30-day period.
- O. Groups may not contract for the Town Hall building beyond midnight. The facility closes at midnight.
- P. The user understands that he or she is responsible for complying with all of the rules, regulations and policies set forth herein. The City is not required to have any staff available to monitor the event and the compliance with these requirements.

### **III-TOWN HALL COMMUNITY MEETINGS**

- A. In an effort to encourage civic engagement and a robust community dialogue, the City will make the Town Hall building available for a Community Meeting on one evening per month. The following provisions apply to these meetings:
  - 1. Town Hall will be available for Community Meetings on the second Tuesday of each month, unless Town Hall is booked for a City Council meeting on that night, in which case Town Hall will be available for the third Tuesday in the month.
  - 2. Reservations for Town Hall shall be available on a first-come, first-served basis.
  - 3. An individual or group may only reserve one meeting date at a time, and may only hold one reserved meeting date at a time.
  - 4. The City will waive the standard rental fee and insurance requirement for the meeting and the meeting will be covered under the City's liability coverage as a "city-sponsored" meeting. However, the renting party must provide a \$100 security cleaning deposit.
  - 5. The applicant must identify a meeting coordinator on the Facility Use Application. The meeting coordinator will be responsible for unlocking Town Hall, setting up, cleaning up, locking up, and returning the key.
- B. With the exception of the fee schedule, the remaining rules and regulations contained herein shall be applicable to Community Meetings.

### **IV-ALCOHOLIC BEVERAGE POLICY**

- A. Consumption of alcoholic beverages is permitted in City Facilities only in accordance with the following procedures:
  - 1. Intent to serve or sell alcoholic beverages must be noted on the use application form and a City Facility Alcohol Use Application must also be completed and approved by the City Manager or his or her Designee.
  - 2. If an individual or group is going to sell alcoholic beverages at any activity, the applicant must obtain written permission from the Alcoholic Beverage Control Board and submit a copy of the permit along with the use application.
  - 3. No alcoholic beverages may be taken from the building; all alcoholic beverages must be consumed on the premises.
  - 4. There shall be no "open bar" permitted. An "open bar" is defined as a bar where alcohol is served without a charge for each drink. Beer and wine may be served in conjunction with a dinner event. Wine and beer tasting events may be conducted.
  - 5. No alcohol shall be served, furnished or provided in any way to any minor; doing so may result in civil or criminal prosecution, including damages for injuries the minors cause. The indemnification provided by paragraph II-I above includes claims arising out of such alcohol use by minors.
  - 6. No alcohol shall be served to any person who is obviously drunk or who is known to be habitually drunk; doing so may result in criminal prosecution.

#### V-SCHEDULE OF USE FEES

- A. Fees for use of the City Facilities shall be set by resolution of the Fort Bragg City Council.
- B. Any Commission or Board appointed by the City Council may use City Facilities without fee when holding a function for the immediate purposes of the Commission or Board.
- C. There shall be no fee for City-sponsored business meetings, conferences or employee meetings.
- D. Groups leaving the facilities early, either by choice or on request, must still pay full fees as stated in contract.

#### VI-CANCELLATION OF PERMIT

The City shall have the authority to cancel and/or terminate any permit and require immediate vacation of the City Facility upon finding:

- 1. That the applicant misrepresented or misstated any fact in his or her application.
- 2. That the activity or a significant part thereof is contrary to State or local laws, or rules and regulations governing the use of the facility, public peace or public safety.
- 3. That the maximum occupancy load is exceeded.
- 4. That the event is creating a nuisance or use of the facility is causing or threatens to cause physical damage to the facility itself.

TOWN HALL  
GENERAL INFORMATION

LOCATION: 363 North Main Street, Fort Bragg, CA. 95437

TO UNLOCK DOORS:

1. Turn key to the LEFT until the door unlatches.
2. In order to secure the door so that it stays open, hold the crash bar down and with the key in the 12 o'clock position turn RIGHT to the 1 o'clock position. This will hold the crash bar down in the unlocked position.

TO LOCK THE DOORS:

1. Make sure the door is closed.
2. Turn the key to the LEFT until the door latches.

LIGHTING:

Overhead lights:

1. One switch is located north of the Main Street door in the alcove.
2. The other switch is located on the West wall, just right of the wall sconces switches.

Wall Sconces:

1. Two switches are located on the West wall by the overhead light switch.

RETURN THE KEY TO CITY HALL, 416 N. Franklin Street, (Northeast corner of Laurel and Franklin Street) IN THE ENVELOPE PROVIDED. (The key can be dropped in the payment drop box in the alley behind City Hall or on the right side of the front door at City Hall during non-business hours.)

CLEAN-UP PROCEDURES CHECK LIST

PERMITTEE      CITY

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All garbage and waste generated by your event should be carried off-site and disposed of. |
| <input type="checkbox"/> | <input type="checkbox"/> | All floors should be swept. If food or beverages were served, the floor should be mopped. |
| <input type="checkbox"/> | <input type="checkbox"/> | If tables are used, they should be wiped clean.   |

You are responsible for supplying your own basic cleaning supplies and tools.

BE SURE THE RESTROOM DOORS ARE ALSO LOCKED

THE BUILDING WAS USED BY: \_\_\_\_\_.

DATE OF USE: \_\_\_\_\_.

ESTIMATED NUMBER OF PEOPLE IN ATTENDANCE: \_\_\_\_\_.

PERSON COMPLETING FORM: \_\_\_\_\_.

PHONE NUMBER: \_\_\_\_\_      DATE: \_\_\_\_\_.

GYMNASIUM  
GENERAL INFORMATION

LOCATION: 213 E. Laurel Street, Fort Bragg, CA. 95437

LIGHTING:

The switch for the lights is located in the main breaker panel in the room to the right (former Recreation Center pool office) just before the gymnasium on the wall near the door to the former pool area. It is the light green double switch labeled gym lights; hallway lights are located in the same panel and are a single black switch labeled Hallway lights.

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PERSON COMPLETING FORM: \_\_\_\_\_.

PHONE NUMBER: \_\_\_\_\_      DATE: \_\_\_\_\_.

### TOWN HALL USE FEES

Basic use fee (each 12 hours)	\$120.00
Non-Profit use fee (each 12 hours)	\$ 60.00
Additional use beyond basic 12 hours	\$ 10.00
Security/Cleaning Deposit	\$200.00
Deposit for Alcohol Use ( <i>to be paid in advance</i> ) – <b>**All Facilities**</b>	\$500.00
Sound Equipment Use ( <i>Equipment only to be operated by MCTV who also charges a fee</i> )	\$100.00/day
Custodian Charge (cleaning – either at or after event)	\$ 55.00/hour
Admission fee surcharge	10% of Admission Charge
Commercial for-profit surcharge	Basic use fee or 5% of gross sales, whichever is greater

### FIRE DEPARTMENT FEES

To be established by the Fort Bragg Fire Protection Authority.

### POLICE DEPARTMENT CONFERENCE ROOM USE FEES

Basic use fee (per hour)	\$ 50.00
Custodian Charge (cleaning)	\$ 55.00/hour

### GYMNASIUM USE FEES

Basic use fee (per hour)	\$ 20.00
Daily use fee (12 hours)	\$100.00
Security/Cleaning Deposit	\$200.00
Deposit for Alcohol Use ( <i>to be paid in advance</i> ) – <b>**All Facilities**</b>	\$500.00
Custodian Charge (cleaning)	\$ 55.00/hour