



Winters City Council Budget Meeting
City Council Chambers
318 First Street
Tuesday, April 24, 2012
6:00 p.m.
AGENDA

Members of the City Council

*Woody Fridae, Mayor
Cecilia Aguiar-Curry, Mayor Pro-Tempore
Harold Anderson
Michael Martin
Tom Stone*

*John W. Donlevy, Jr., City Manager
John Wallace, City Attorney
Nanci Mills, City Clerk*

PLEASE NOTE – The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Councilmembers. Public comments time may be limited and speakers will be asked to state their name.

Roll Call

Pledge of Allegiance

Approval of Agenda

COUNCIL/STAFF COMMENTS

PUBLIC COMMENTS

At this time, any member of the public may address the City Council on matters, which are not listed on this agenda. Citizens should reserve their comments for matter listed on this agenda at the time the item is considered by the Council. An exception is made for members of the public for whom it would create a hardship to stay until their item is heard. Those individuals may address the item after the public has spoken on issues that are not listed on the agenda. Presentations may be limited to accommodate all speakers within the time available. Public comments may also be continued to later in the meeting should the time allotted for public comment expire.

DISCUSSION ITEMS

1. Budget Workshop Regarding the 2012-2013 and 2013-2014 Fiscal Year Budgets (pp 1-5)
 2. Draft City of Winters Facility Rental Policy (pp 1-44)
-

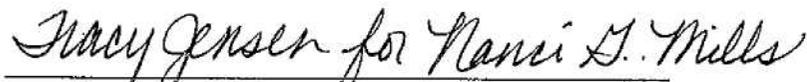
CITY MANAGER REPORT

INFORMATION ONLY

EXECUTIVE SESSION

ADJOURNMENT

I declare under penalty of perjury that the foregoing agenda for the April 24, 2012 regular meeting of the Winters City Council was personally delivered to each Councilmember's mail boxes in City Hall and posted on the outside public bulletin board at City Hall, 318 First Street on April 20, 2012, and made available to the public during normal business hours.


Nanci G. Mills, City Clerk

Questions about this agenda – Please call the City Clerk's Office (530) 795-4910 ext. 101. Agendas and staff reports are available on the city web page www.cityofwinters.org/administrative/admin_council.htm

General Notes: Meeting facilities are accessible to persons with disabilities. To arrange aid or services to modify or accommodate persons with disability to participate in a public meeting, contact the City Clerk.

Staff recommendations are guidelines to the City Council. On any item, the Council may take action, which varies from that recommended by staff.

The city does not transcribe its proceedings. Anyone who desires a verbatim record of this meeting should arrange for attendance by a court reporter or for other acceptable means of recordation. Such arrangements will be at the sole expense of the individual requesting the recordation.

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City Clerk's Office – City Hall – 318 First Street

During Council meetings – Right side as you enter the Council Chambers

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Wednesday at 10:00 a.m.

Videotapes of City Council meetings are available for review at the Winters Branch of the Yolo County Library.



CITY COUNCIL
STAFF REPORT

TO: Honorable Mayor and Councilmembers
DATE: April 24, 2012
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Shelly A. Gunby, Director of Financial Management *Shelly*
SUBJECT: Budget Workshop

RECOMMENDATION:

Staff recommends that the City Council receive a presentation regarding the 2012-2013 and 2013-2014 Budget and have a discussion of the General Fund, Special Revenue Funds, Capital Project Funds and the Enterprise Funds for the City of Winters.

BACKGROUND:

The City of Winters is required by law to have a budget adopted for 2012-2013 prior to June 30, 2012 in order to continue our ability to pay vendors.

This workshop is a chance for a discussion of the status of the various funds of the City of Winters. This workshop also provides opportunity for direction by the City Council to staff for the future operations of the City of Winters.

FISCAL IMPACT:

None with this action.

Enterprise Funds
2010-2014 Summary of Estimated Revenues, Expenses
and Changes in Retained Earnings
(For Budgetary Purposes Only)

	2010 Actual	2011 Actual	2012 Estimate	Water Fund	
				2013 Budget	2014 Budget
Operating Revenues					
Charges for Services	\$ 997,262	\$ 1,042,596	\$ 1,026,048	\$ 1,046,569	\$ 1,067,501
Other Revenues	34,114	156,207	115,590	94,078	94,078
Total Operating Revenues	\$ 1,031,377	\$ 1,198,803	\$ 1,141,639	\$ 1,140,648	\$ 1,161,579
Operating Expenses					
Allocated Cost	\$ 346,161	\$ 391,242	\$ 435,888	\$ 540,363	\$ 571,993
Salaries and Benefits	139,901	223,924	265,813	228,435	237,668
Contractual Services	1,568	2,625	1,000	2,000	2,000
Professional Services	11,671	17,128	14,800	26,700	26,700
Supplies and Material	14,180	18,161	19,550	36,700	26,600
Equipment Leases	-	-	-	-	-
Utilities	108,937	91,074	92,812	100,000	100,000
Insurance	-	-	-	-	-
Other Operating Expenses	80,791	1,683,024	292,660	365,838	371,445
Depreciation	51,047	67,732	-	-	-
Capital Projects	-	2,259	-	35,690	-
Total Operating Expenses	\$ 752,255	\$ 2,497,170	\$ 1,122,523	\$ 1,335,737	\$ 1,336,406
Operating Income (Loss)	\$ 279,122	\$ (1,298,367)	\$ 19,116	\$ (195,089)	\$ (174,827)
Non-Operating Revenues(Expenses)					
Income(Loss) before Operating Transfers	\$ 279,122	\$ (1,298,367)	\$ 19,116	\$ (195,089)	\$ (174,827)
Operating Transfers In	2,355,983	-	17,671	17,671	17,671
Operating Transfers Out	-	(97,695)	-	-	-
Net Income(Loss)	\$ 2,635,104	\$ (1,396,062)	\$ 36,787	\$ (177,418)	\$ (157,156)
Retained Earnings July 1	1,691,408	4,326,512	\$ 2,930,450	\$ 2,967,237	\$ 2,789,820
Adjustments					
Retained Earnings June 30	\$ 4,326,512	\$ 2,930,450	\$ 2,967,237	\$ 2,789,820	\$ 2,632,664

Sewer Fund				
2010	2011	2012	2013	2014
Actual	Actual	Estimate	Budget	Budget
\$ 1,208,246	\$ 1,329,968	\$ 1,593,795	\$ 1,625,671	\$ 1,658,184
6,457	1,058	3,235	3,235	3,235
<u>\$ 1,214,703</u>	<u>\$ 1,331,026</u>	<u>\$ 1,597,030</u>	<u>\$ 1,628,906</u>	<u>\$ 1,661,419</u>
\$ 263,165	\$ 283,660	\$ 397,699	\$ 699,173	\$ 725,826
-	64,251	51,271	61,096	64,315
325,188	328,491	335,255	340,000	340,000
24,042	16,576	34,500	40,083	40,081
2,678	9,445	11,000	21,000	21,000
-	-	-	-	-
98,989	194,196	211,875	211,875	211,875
-	-	-	-	-
55,612	200,135	442,516	344,494	338,236
64,167	82,605	82,605	82,605	82,605
-	-	43,000	293,254	130,000
<u>\$ 833,852</u>	<u>\$ 1,179,359</u>	<u>\$ 1,609,721</u>	<u>\$ 2,093,550</u>	<u>\$ 1,953,940</u>
\$ 360,852	\$ 151,667	\$ (12,691)	\$ (464,644)	\$ (292,521)
\$ 380,852	\$ 151,667	\$ (12,691)	\$ (464,644)	\$ (292,521)
-	-	-	-	-
<u>\$ 380,852</u>	<u>\$ 151,667</u>	<u>\$ (12,691)</u>	<u>\$ (464,644)</u>	<u>\$ (292,521)</u>
2,815,060	3,195,912	3,347,579	3,334,867	2,870,244
<u>\$ 3,195,912</u>	<u>\$ 3,347,579</u>	<u>\$ 3,334,887</u>	<u>\$ 2,870,244</u>	<u>\$ 2,577,722</u>

Total Enterprise Funds				
2010	2011	2012	2013	2014
Actual	Actual	Estimate	Budget	Budget
\$ 2,205,509	\$ 2,372,564	\$ 2,619,843	\$ 2,672,240	\$ 2,725,685
40,571	157,265	118,825	97,313	97,313
<u>\$ 2,246,080</u>	<u>\$ 2,529,829</u>	<u>\$ 2,738,668</u>	<u>\$ 2,769,553</u>	<u>\$ 2,822,998</u>
\$ 609,325	\$ 674,902	\$ 893,587	\$ 1,239,556	\$ 1,297,821
139,901	288,175	317,083	289,501	301,983
326,755	331,116	336,255	342,000	342,000
35,713	33,704	49,300	66,783	66,781
16,858	27,606	30,550	57,709	47,600
-	-	-	-	-
205,936	285,270	304,687	311,875	311,875
-	-	-	-	-
136,403	1,883,159	735,177	710,332	709,681
115,215	150,337	82,605	82,605	82,605
-	2,259	43,000	328,934	130,000
<u>\$ 1,586,107</u>	<u>\$ 3,676,529</u>	<u>\$ 2,732,244</u>	<u>\$ 3,429,287</u>	<u>\$ 3,290,347</u>
\$ 659,974	\$(1,146,700)	\$ 6,425	\$ (659,733)	\$ (467,348)
\$ 659,974	\$(1,146,700)	\$ 6,425	\$ (659,733)	\$ (467,348)
2,355,983	-	17,671	17,871	17,671
-	(97,695)	-	-	-
<u>\$ 3,015,956</u>	<u>\$(1,244,395)</u>	<u>\$ 24,096</u>	<u>\$ (642,062)</u>	<u>\$ (449,677)</u>
4,506,468	7,522,424	6,278,029	6,302,125	5,660,063
<u>\$ 7,522,424</u>	<u>\$ 6,278,029</u>	<u>\$ 6,302,125</u>	<u>\$ 5,660,063</u>	<u>\$ 5,210,385</u>

Governmental Funds
 2010-2014 Summary of Estimated Financial Sources and Uses
 (For Budgetary Purposes Only)

	General Fund					Special Revenue Funds				
	2010 Actual	2011 Actual	2012 Estimate	2013 Budget	2014 Budget	2010 Actual	2011 Actual	2012 Estimate	2013 Budget	2014 Budget
Financial Sources:										
Property Taxes	\$ 539,322	\$ 607,141	\$ 643,512	\$ 640,946	\$ 658,317	\$ 186,850	\$ 158,446	\$ 155,276	\$ 155,276	\$ 155,276
Property Tax in Lieu of M/F	500,524	449,253	445,184	446,836	454,132	-	-	-	-	-
Property Taxes in Lieu of Sales Tax	51,823	74,074	94,279	117,572	116,645	-	-	-	-	-
Sales and Use Taxes	242,237	295,215	335,538	401,159	439,676	-	-	-	-	-
Other Taxes	945,310	1,265,424	1,311,624	1,318,717	1,323,231	452,035	435,336	405,067	491,725	454,736
Service Charges	160,560	137,908	103,386	97,850	98,100	-	-	-	-	-
Fines and Penalties	-	53	-	-	-	11,422	11,472	5,000	6,000	5,000
Rents and Concessions	36,875	39,751	33,500	36,500	36,500	-	-	-	-	-
Interest	4,318	2,970	3,000	3,000	3,000	24,381	25,602	157,800	26,902	25,727
Licenses and Permits	60,441	150,586	78,800	71,450	117,031	-	-	-	-	-
Grants	2,453	495	1,500	8,000	8,000	754,550	1,908,206	834,164	1,538,070	1,251,661
Impact Fees	-	-	-	-	-	-	-	-	-	-
All other Revenues	17,277	66,376	365,147	343,746	229,033	93,657	104,377	352,034	76,931	76,833
Total Estimated Financial Sources	\$ 2,583,340	\$ 3,140,737	\$ 3,429,580	\$ 3,458,707	\$ 3,517,666	\$ 1,523,078	\$ 2,733,439	\$ 1,695,463	\$ 2,335,506	\$ 2,061,536
Expenditures										
General Government	\$ 205,278	\$ 213,161	\$ 239,255	\$ 230,947	\$ 242,169	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety	1,746,304	1,720,036	1,037,173	2,000,532	2,225,159	150,192	83,366	66,963	170,427	61,833
Fire Protection	410,741	456,828	799,359	771,137	796,665	24,447	-	-	-	-
Public Works	342,773	226,200	259,469	263,241	256,422	413	-	5,000	5,000	5,000
Streets and Transportation	-	-	-	-	-	1,321,912	354,210	505,899	495,682	389,095
Community Development	417,555	350,481	487,684	333,278	317,854	365,632	4,988	64,020	500	456
Debt Service	-	-	-	-	-	-	-	-	-	-
Parks	-	-	-	-	-	285,372	245,455	258,952	261,052	267,939
Recreation	218,799	135,314	153,341	177,589	179,203	366,941	220,230	158,924	70,600	70,600
Total Budget	\$ 3,343,476	\$ 3,102,069	\$ 3,626,270	\$ 3,776,718	\$ 4,029,182	\$ 2,535,166	\$ 608,249	\$ 1,525,758	\$ 693,461	\$ 814,892
General Contingencies and Reserves										
Total Use of Resources	\$ 3,343,476	\$ 3,102,069	\$ 3,626,270	\$ 3,776,718	\$ 4,029,182	\$ 2,535,166	\$ 608,249	\$ 1,525,758	\$ 693,461	\$ 814,892
Net Increase (Decrease) In Fund Balance	\$ (760,137)	\$ 38,667	\$ (206,700)	\$ (307,011)	\$ (511,323)	\$ (1,012,091)	\$ 1,625,190	\$ 487,736	\$ 1,342,045	\$ 1,276,645
Fund Balance July 1	2,173,122	1,423,674	1,525,276	1,324,567	1,146,826	(1,784,177)	(2,751,767)	(905,448)	(378,569)	(1,030,452)
Adjustments										
Transfers In	10,089	63,535	5,000	129,372	73,372	169,605	51,102	99,078	99,628	106,513
Transfers Out	-	-	-	-	-	(125,103)	(29,973)	(29,932)	(32,852)	(32,650)
Fund Balance June 30	\$ 1,423,074	\$ 1,525,276	\$ 1,324,567	\$ 1,146,828	\$ 708,977	\$ (2,751,767)	\$ (605,448)	\$ (378,569)	\$ 1,039,452	\$ 2,393,661



TO: Honorable Mayor and Council Members
DATE: April 24, 2012
THROUGH: John W. Donlevy, Jr., City Manager
FROM: Nanci G. Mills, Director of Administrative Services/City Clerk *Nanci*
SUBJECT: Draft Policy and Fees Relating to the Public Safety Facility and Community Center

RECOMMENDATION:

Discuss Draft Policy and Fees for the Public Safety Facility and Community Center

BACKGROUND:

The attached Facility Rental Policy highlights are:

- Frequently Asked Questions – This allows the public to go to the City's website and review the documents and find answers to most common questions in regards to the rental/reservation of the City's facilities.
- Maps and layout of facilities
- What type of event that can be held at each facility, the square feet of each room and the capacity
- It offers a resident and non-resident rate
- Application of Use that includes a review, hourly rates, reservation policies and regulations, insurance information, deposit and overages, inventory at all sites, promotions, security, alcohol, cancellations and changes, equipment, decoration guidelines, set up and cleanup responsibilities, standards of conduct, checklists, fee waiver and reduction policy and form.

Since opening the new Public Safety Facility it has generated a lot of interest in rental uses. The biggest concern with the rental of the Public Safety Facility is that it is living quarters which must be taken in to consideration. Also the fact that any time there is an event in the Apparatus Room it takes staff time to move the fire engines out and then back once the event is over.

We would suggest that the Apparatus Room be strictly used for a variety of community events, such as the Volunteer Fire Fundraisers. Not to be used for bands, dances,

quinceaneras, weddings, receptions, birthday parties or functions that would require security.

Public Safety Facility Training Room – suitable for meetings, community oriented gatherings, and lectures. Not to be used for small private social gatherings, birthday parties, bridal or baby showers.

The tables and chairs that are located for use at the Public Safety Facility in the Apparatus Bay for events were purchased by the Volunteer Fire Dept. and they are asking that we charge \$100 per event for the chairs.

Community Center

We recommend that the Community Center continue to be used as is currently and has been in the past.

The Community Center provides a space for large events. The space is perfect for large social gatherings, such as weddings, receptions, dances, quinceanereas, birthday parties, large conferences, dining and entertainment venues.

There is concern that if we do not make strict rental policies for the Public Safety Facility that it will have a huge impact on the decline of rental reservations and revenue for the community center.

In 2010 the City Council increased the fees and adopted a subscription type of rate to lower hourly use rates for non-profit groups. We initially received approximately five the first year and now it is down to three.

This proposed facility rental policy does allow for a reduced rate for residents verses non residents.

The recommended facility rental policy would eliminate the subscription rate and would set the rate for non-profits to a 40% reduction rate off the hourly fee. However if the event is a fundraiser, the reduced rate would not apply.

This document is intended to be used as a brochure to cover all the facilities and rental/reservation information as a whole. It will be broke down in to individual documents so that interested parties may download whatever portion is of interest to them.

Placed at the very back of the document is a Facilities Use Application that we would like to use for the school requests/reservations of our facilities, much like the one they have us use for their facilities.

FISCAL IMPACT:

None by this action.

Photo

Photo

Winters Community

Rental Information

Updated 04/19/2012

Photo

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Frequently Asked Questions

Public Safety Facility Floor Plan

 Training Room/EOC – Capacity

 Apparatus Room – Capacity

Community Center Floor Plan

 Conference Room – Capacity

 Main Hall – Capacity

Definitions

 Resident

 Non Resident

 Non-Profit

 Commercial

 Fundraisers (*Non-Profit discount does not apply*)

Application for Use

Amenities Daily Rates

Reservation Policies and Regulations

 General

Indemnity and Hold Harmless

Deposit/Time Overage

Inventory

Insurance Requirements

Promotions

Security

Alcohol

Cancellation/Changes

Equipment

Insurance and Permit Requirements

 Requirements

 Checked Items are required for your event

 State/County Government Agencies

Permit Required

Non-Profit Status Letter

Decoration Guidelines

Renter's Cleaning Responsibilities

All Rooms

Kitchen

Set up/Clean up Responsibilities

Standards of Conduct

Clean-up Checklist

Facility Clean-up

Fee Waiver/Reduction Policy

Waiver/Reduction Self Determining Form

Application Facility Waiver/Reduction

Notes

Frequently Asked Questions

How do I tour the Facilities?

Facility Tours are available by appointment. Please call us at 530-795-4910 ext. 100. Or email us at: tracy.jensen@cityofwinters.org

How do I reserve the Facilities?

Once you have identified a date and other specifics of your event, contact us to request a rental agreement. Reservations can be made up to one year in advance. In order for an event to be placed on the reservation calendar, the following steps must be completed: Completed and signed rental agreement and 100% of the Deposit paid.

Where and when do I pay the rental fee?

Payment may be made, in person, or by Mail. With completed rental application, and all related forms required for the event.

***City of Winters
Attention: Facility Rental
318 First Street
Winters, CA 95694***

All fees are due before 3:00 p.m. on the specified due dates as agreed upon in the rental agreement. Payment can be made in the form of cash or check. Checks are to be made payable to the "City of Winters".

What is the required deposit?

A deposit is required for all facility rentals. The deposit amount is due, in full, at time of reservation. If an event causes the need for:

- Cleaning procedures, which are beyond the scope of normal facility maintenance, or
- Repairs or replacement due to structural or equipment damage, the deposit in-part or in-total may be used to pay for these services.
- The deposit may also be used in part or in total when the renter's event does not meet or exceeds contractual terms (e.g. the event ends one hour later than scheduled.)

If none of the preceding conditions occur, then the deposit will be refunded within 30 days.

What if I cancel my reservation?

Cancellation of the event or date changes must be submitted in writing and is subject to the following fees:

- 100% refund minus \$50 processing fee, 120 or more days prior to event.
- 75% refund, 90-119 days prior to event.
- 50% refund, 60-89 days prior to event.
- 0% refund 0-59 days prior to event.

A rental date change can occur with a \$100 processing fee if (a) notice is given at least 2 months before the original date and (b) the original date can be re-booked. Otherwise, cancellation fees apply.

What are the policies on alcoholic beverages?

City Staff reserves the right to refuse alcoholic beverages at any event, at any facility.

Renter accepts the responsibility for use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Violation of this policy will result in immediate termination of event.

Renters that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary Liquor License from the State of California Alcoholic Beverage Control (ABC) Board. Evidence of such a license must be provided to City Hall at least 30 days prior to the event. It is the Renter's responsibility to have the ABC license on site during their event.

- Alcohol may only be served or sold up to one-hour prior to conclusion of event.
- City staff reserves the right to limit the amount of alcohol allowed on the premises.
- Those serving alcohol should not consume alcohol.

Alcohol can be consumed only in the room rented. ***Alcohol is not permitted in the parking lot. Violators may be subject to citation by Winters Police Department.***

What type of insurance is required for my event?

Insurance is required for all events held at the Facility. General liability coverage must be in the amount of \$1,000,000 (one Million) per occurrence and include liquor liability if alcohol is being served. Special event insurance can be purchased through the City's insurance carrier. Contact City Hall for more information. Groups providing their own insurance must include a certificate and a separate endorsement naming the City of Winters as an additional insured. The certificate is proof that there is the required insurance coverage for your event. The endorsement is proof that the policy has been changed to add the City of Winters as additionally insured.

What are the clean-up requirements?

Clean up is the responsibility of the Renter.

The room needs to be returned to the same condition it was in prior to the event. A Clean-up check list will be provided for each rental.

What time can I get into the facility before my event to decorate?

The rental time period must include all time necessary for room preparation and clean up. Access to your room prior to your scheduled rental time is not permitted. In addition the Facility will not be opened prior to the rental time for caterers, decorations, or deliveries. All clean up must be completed, and the room vacated by the end of the scheduled rental time.

Can I rent just the kitchen?

The kitchen is only available as part of the facility rental.

Can I prop open the doors at the Facility?

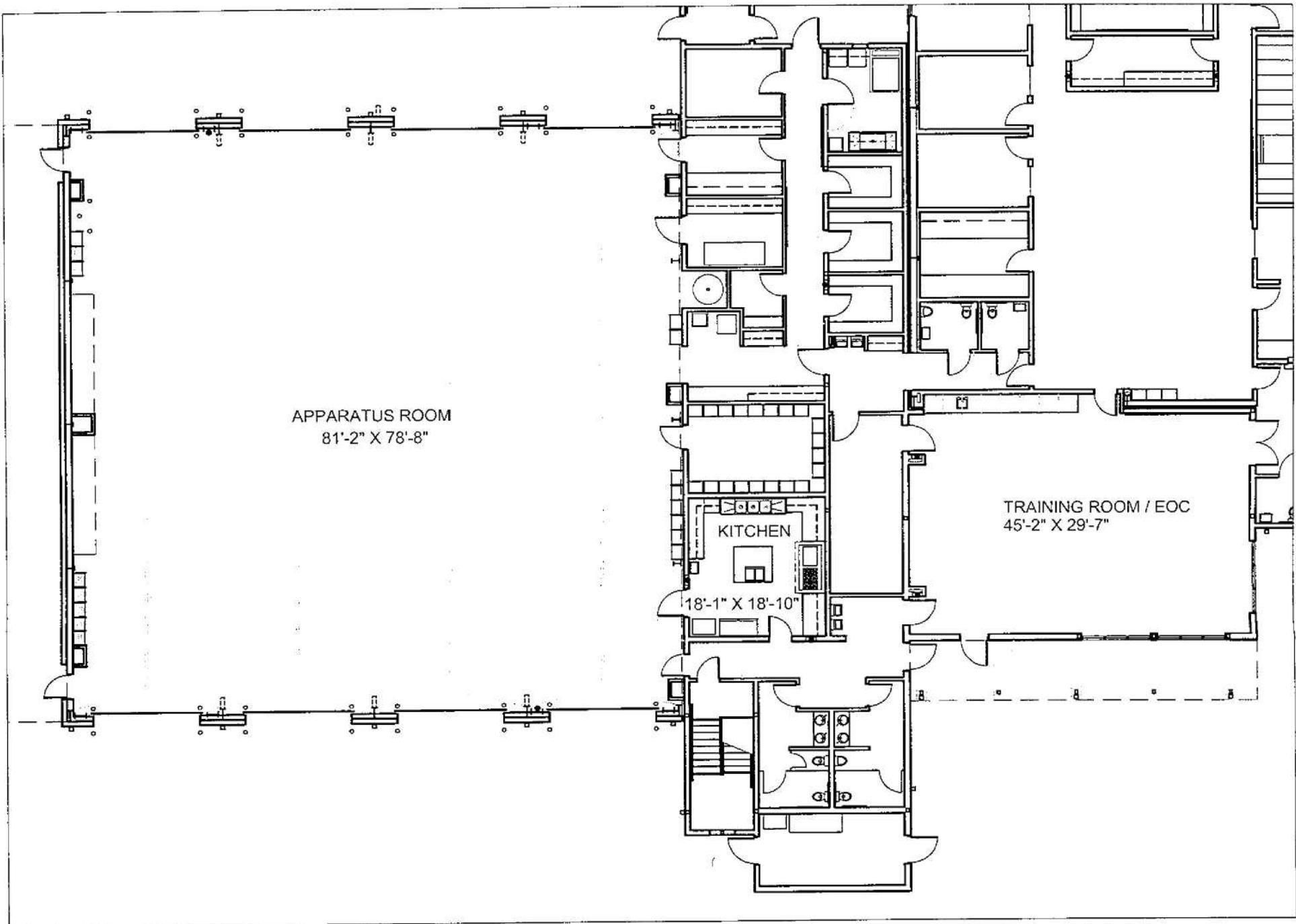
No, the Facility has a closed HVAC system. Heating and air conditioning will not regulate the temperature if the building has doors left opened.

How much will my deposit be for my event at the Facility?

The deposit will be \$500- \$1,500 depending on the type of event and equipment used.

Why can't my deposit be applied to my rental fees?

The deposit is a Security Deposit not a holding deposit. A portion of or all of the deposit could be kept, if there is damage to the facility and or equipment, or a violation of the permit occurs.



WINTERS POLICE - FIRE FACILITY

Training Room – Public Safety Facility

The Training Room at the Public Safety Facility is suitable for meetings, community –oriented gatherings, or lectures. It is carpeted and also has a kitchen available for use.

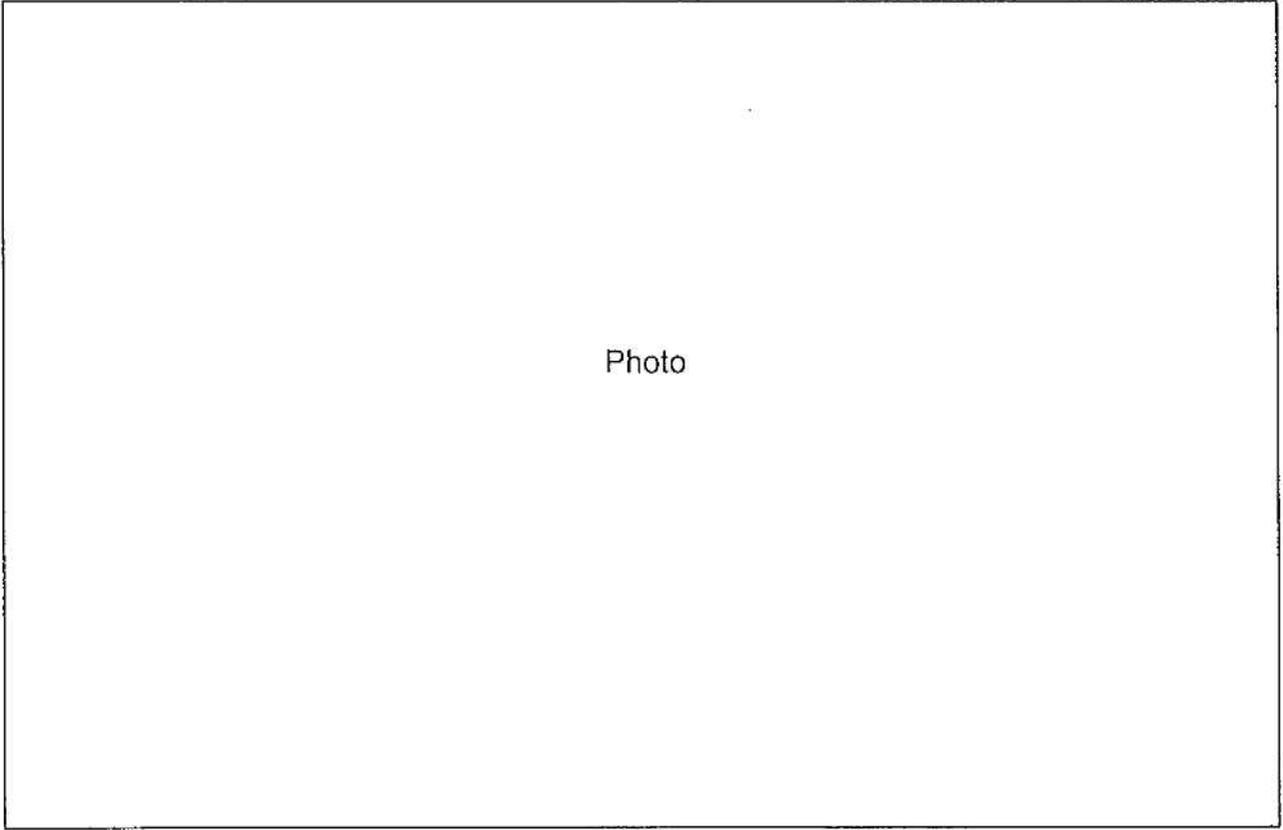
- Will not be available for smaller private social gatherings, birthday, bridal or baby showers.

Meeting Room

- 1342 sq. ft.
- Internal Projector and Screen
- Kitchen

Capacity

- 75 General Assembly
- 50 Classroom Style



Photo

Apparatus Room – Public Safety Facility

The Apparatus Room at the Public Safety Facility is suitable for a variety of community events. Such events would include Volunteer Fire Fundraisers and events subject to staff approval.

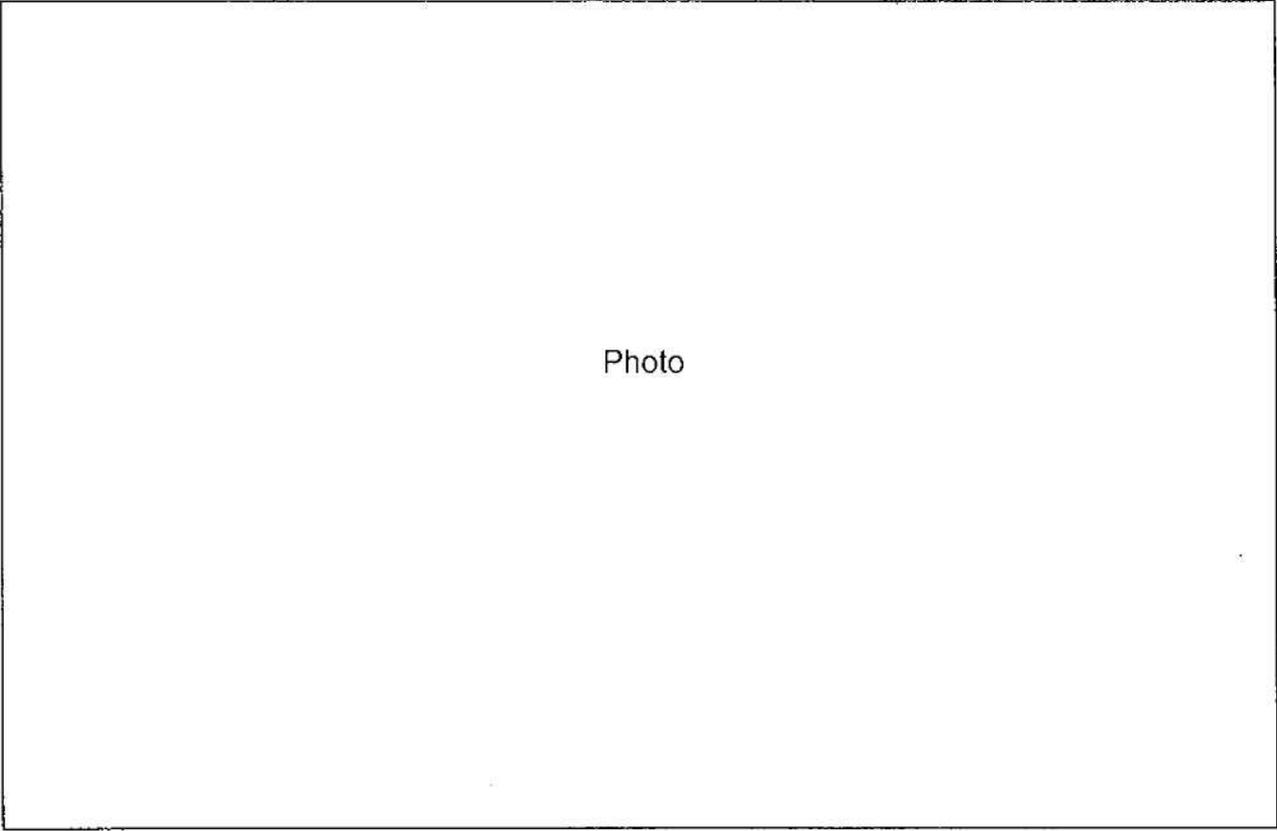
- Will not be available for bands, dances, quinceaneras, weddings, receptions, Birthday parties or functions that would require security. Events will only be allowed to go until 10:00 p.m., including cleanup. City Staff has the authority to determine if event is acceptable to this facility.

Meeting Room

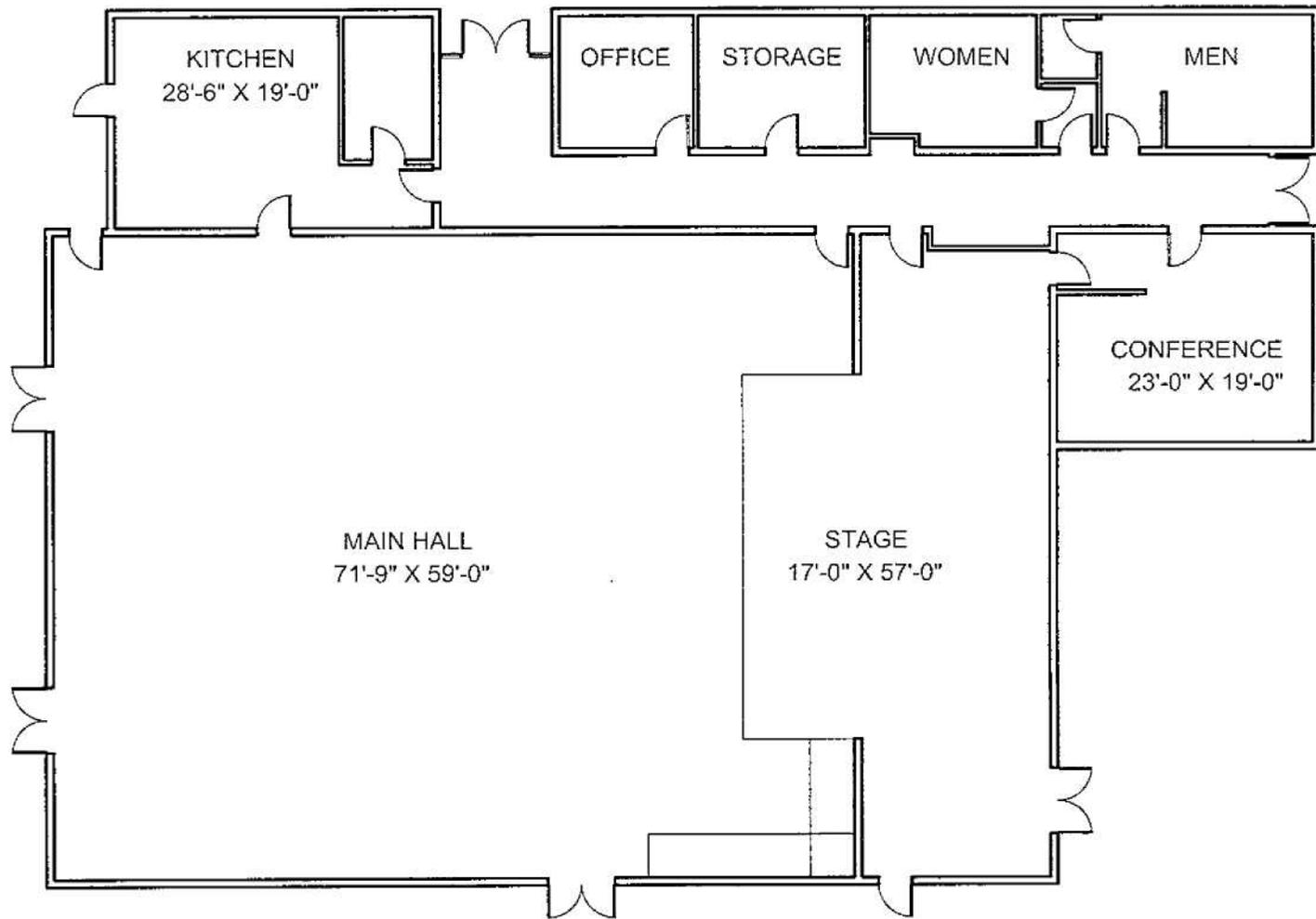
- 6,398 sq. ft.
- Kitchen

Capacity

- 250 Banquet Style
- 350 General Assembly



Photo



Community Center Conference Room

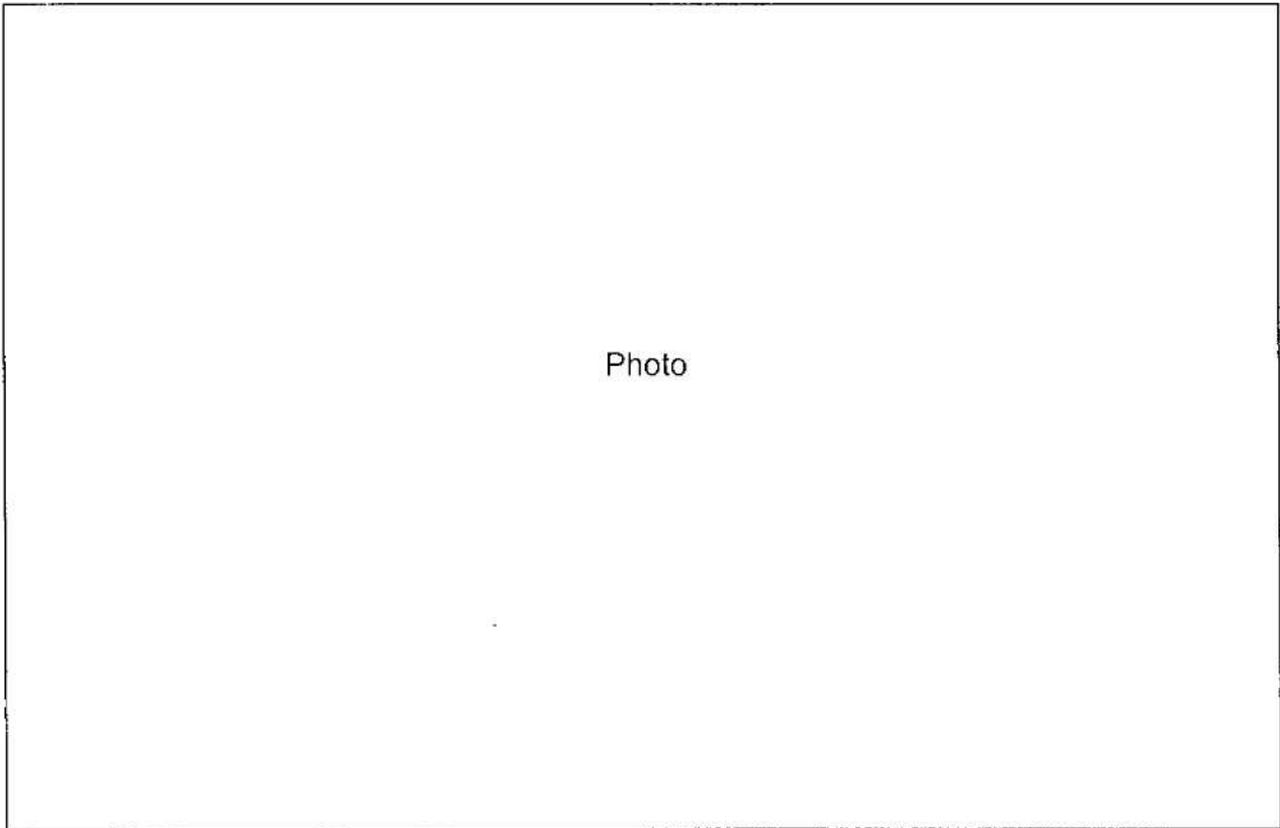
The Community Center Conference Room is suitable for a variety of small events. The room is perfect for smaller social gatherings, bridal or baby showers.

Meeting Room

- 437 sq. ft.
- Kitchen

Capacity

- 40 General Assembly
- 20 Banquet Style



Community Center Main Hall

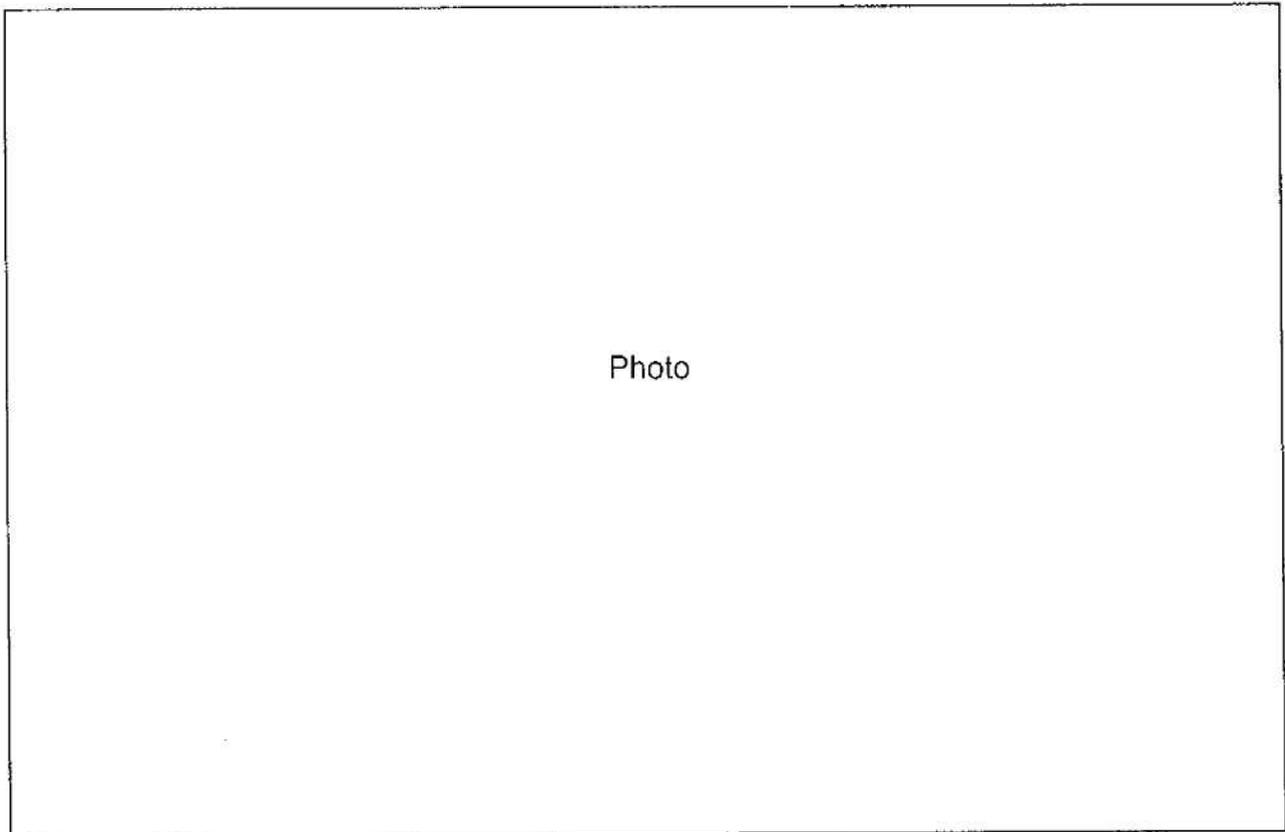
The Community Center Main Hall provides a space for large events. The room is perfect for larger social gatherings, weddings, receptions, dances, quinceaneras, birthday parties, conferences, dining and entertainment venues. The main hall has a tile floor with a stage and high ceilings. Guests are immediately impressed by the aesthetically pleasing full length windows that look out to a private patios with spectacular views of Putah Creek and the Railroad Trestle Bridge.

Meeting Room

- 4,189 sq. ft.
- Patio
- Kitchen

Capacity

- 450 General Assembly
- 300 Banquet Style



Definitions

Resident

Persons living within Winters and have a Winters address

Non Resident

Persons living outside Winters or do not have a Winters address.

Non-profit

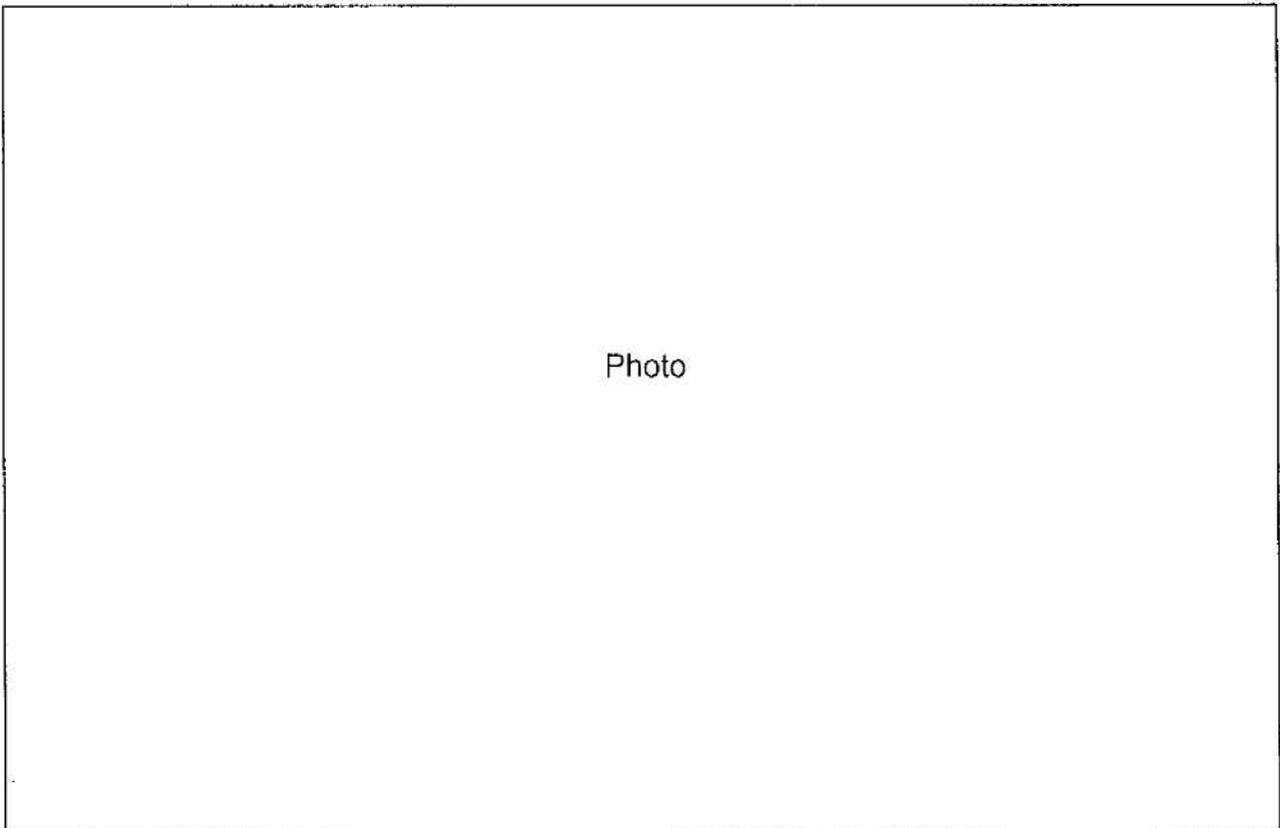
Is a charitable, service, or community organization. Must show proof of 501c(3) status with the Internal Revenue Service.

Commercial

Any company, organization, or individual wishing to sell or promote merchandise.

Fundraisers (Non-Profit discount does not apply.)

An event where an admission fee is charged for entry or participation or a donation is collected in order to raise funds for an organization, special cause, or an individual.



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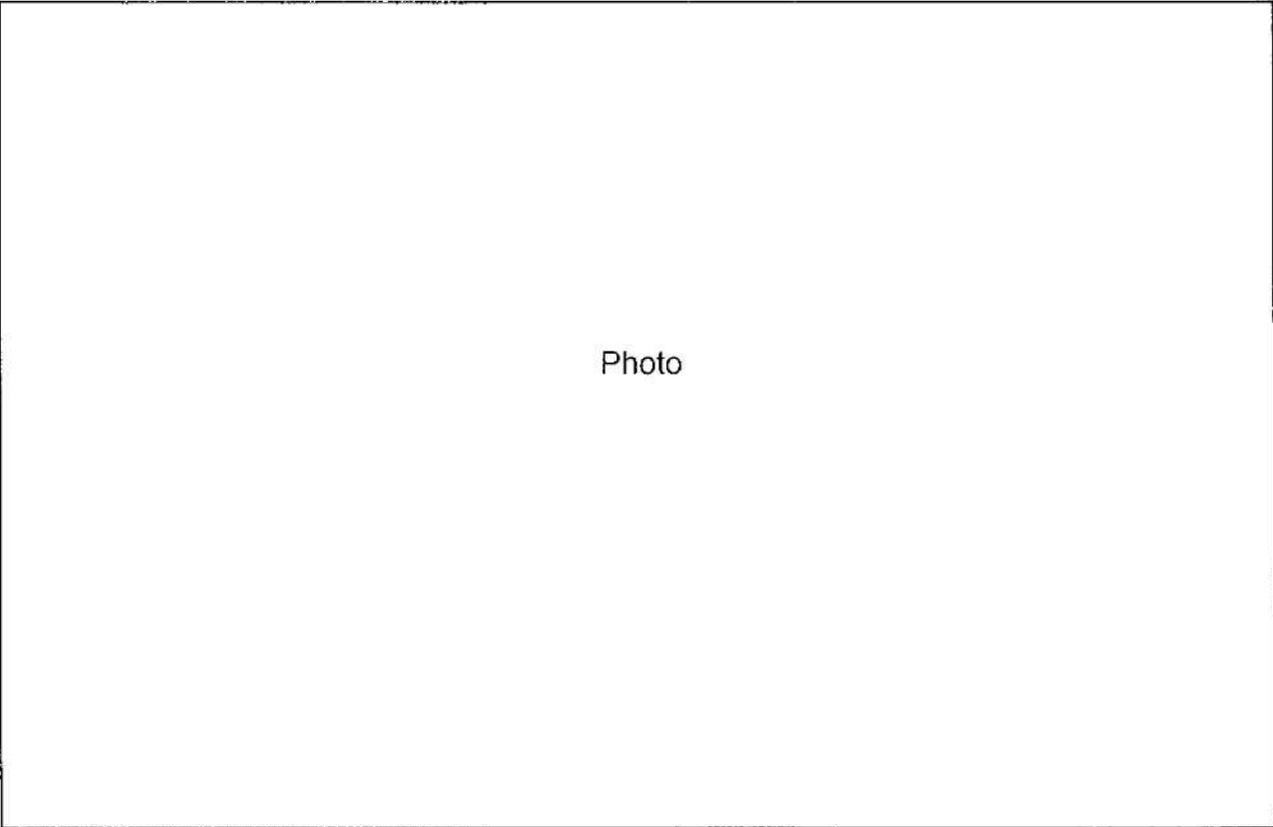
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Application for Use

(visit www.cityofwinters.org to print this form)
General (please print)

Primary Contact Person _____

Organization (if applicable) _____

Address City _____ State Zip _____

E-mail _____ Day Phone _____

Evening _____ Phone Cell _____ Fax _____

The Event Date(s) _____ Day(s) of Week _____

Start Time in Facility _____ End Time in Facility _____

Person in charge of event _____ Attendance _____

Time Event Starts _____ Description of Event _____

Serving Food or beverage Yes No Selling food or beverage? Yes No

Will alcohol be served? Yes No Will alcohol be sold? Yes No

Will meal be catered? Yes No Is there a charge to attend? Yes No

Is event open to public? Yes No Is any part of the event outside Yes No

Will there be music? Yes No Live Yes No

Will the meal be catered? Yes No

Application Review

Application Received

- Taken by _____
- Date Received _____
 - o Is application complete _____
- Reviewed by _____ (City Hall) Date _____
- Reviewed by _____ (Fire) Date _____
- Reviewed by _____ (Police) Date _____

Status

- Resident Adult Non-Profit
- Resident
- Youth/Senior Non-Profit
- Non-Resident
- Commercial, All Fundraisers

Alcohol Permit

- Yes
- No

Deposit

- Date Paid _____

Insurance Requirements

- Additional Insured Endorsement
 - o Comments _____
 - Liquor License Required
- Non-Profit Status Required
- Security Required
 - o Number of Security Required _____
 - o Time Security Required on Site _____ to _____

Waiver/Reduction Forms

- Completed Waiver/Reduction Forms
- Approved
 - o Amount of Waiver/Reduction \$ _____
- Denied
 - o Comments _____
(Office use only)

Rental Summary Hourly Room Rental

Training Room - PSF	Per Room, Per hour (2 hr. min.)	Hours	Fees	Deposits
Resident	\$50			
Non-Resident	\$70			
Deposit	\$300			
Total				

Amenities in Training Room PSF

Computer/Projector/Screen/TV's	Fee for Event		Fee	Deposits
Resident	\$200			
Non-Resident	\$250			
Deposit	\$400			
Amenity Total				

Microphones –PSF(TR)	Fee for Event		Fee	Deposits
Resident	\$50			
Non-Resident	\$70			
Deposit	\$200			
Total				

Apparatus Room - PSF	Per Room, Per hour (2 hr. min.)	Hours	Fees	Deposits
Resident	\$100			
Non-Resident	\$120			
Commercial, Fundraisers (All)	\$150			
Deposit	\$1,000			
Total				

Tables and Chairs for Apparatus Room	Per Event			
46 – 6' Tables & 293 Folding Chairs	\$100			
Total				

Kitchen - PSF	Per Room, Per hour (2 hr. min.)	Hours	Fees	Deposits
Resident	\$30			
Non-Resident	\$50			
Commercial, Fundraisers (All)	\$50			
Deposit	\$500			
Total				

Conference Room - CC	Per Room, Per hour (2 hr. min.)	Hours	Fees	Deposits
All	\$30			
Deposit	\$300			
Total				

Main Hall - CC	Per Room, Per hour (2 hr. min.)	Hours	Fees	Deposits
Resident	\$75			
Non Resident	\$80			
Cleaning Fee – Non Refundable	\$300			
Deposit	\$600			
Total				

	Fees	Deposits
Amenities Total		
Hourly Rate Total		
Hourly Resident Non-Profit Discount	40%	
Grand Total		

Date: _____

Staff: _____

You do not have a firm reservation until you return all forms and pay all deposits. Your rental request will be held upon payment of the security deposit.

Customer Information:

Comments/Instructions:

Reservation Policies and Regulations

General

- Individuals renting the building must be 18 years or older and 21 years or older if alcohol is being served. A photo ID with the applicant's address and birth date must be submitted at the time of the application for reservation. Fees will be charged based on the address on the license, unless further documentation of address is presented (utility bill or property tax bill with person's name and address).
- Commercial events or those open to the public, City of Winters Public Safety Facility or Winters Community Center must be named on all printed materials regarding the event. Our name must be spelled out in full: City of Winters – Public Safety Facility, 700 Main Street, Winters, CA 95694 or City of Winters Community Center, 201 Railroad Ave., Winters, CA 95694
- Monday – Friday, events can begin as early as 8:00 a.m. and end by 10:00 p.m. at the Public Safety Facility with personal equipment removed from the facility by 11:00 p.m. Events at the Community Center can begin as early as 8:00 a.m. and end by 10:00 p.m. Monday – Thursday and on Friday - Saturday they must end by 12:00 a.m. with one hour to remove all personal belongings.
- Saturday events can begin as early as 8:00 a.m. and must end by 10:00 p.m. with personal and rental equipment removed from the facility by 11:00 p.m. (This includes clean-up time) at the Public Safety Facility. At the Community Center Saturday they must end by 12:00 a.m. with one hour to remove all personal belongings.
- If the event goes beyond the scheduled hours or there is any damage to the facility or equipment used, charges will be billed at the applicable rate.
- Smoking is not allowed within the facility or on the grounds.
- In the event of an emergency such as power outage, natural disasters, etc., the City will not be held responsible for interruption of an event. The City reserves the right to cancel a scheduled event without notice or liability. Refunds will be made if cancellation is necessary.
- The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function.
- Fights, vandalism, or destructive behaviors are grounds for immediate cancellation of the contract (an all future contracts). The party will be asked to leave the facility immediately. In such cases all fees and deposits will be forfeited.
- There is no refund of unused reservation time or equipment.
- Parking availability is not guaranteed and may be limited due to other scheduled events.

- Under no circumstances shall the Renter sublease or allow any other organization or individual to use the facility during the contracted time.
- City Staff may photograph or video tape you and/your minor children and the City may use such materials for promotion. All material will remain the property of the City.

Deposits/Payments

- Rental Fees are due in full 30 days before event.
- Deposits are due at time of reservation.

Indemnity and Hold Harmless

Please read before signing.

The applicant and/or Organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to the City's property, or for any claims made as a result of any accidents or injuries to the Renter, guests, or invitees or any person providing services to the applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renters shall assume the defense of and indemnify and save harmless the City, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of his operation under the Agreement. Acceptance of the City of Insurance Certificates does not relieve the renter from liability under the indemnity and Hold Harmless Clause.

I have read the above Reservation Policies and Regulations and agree to abide by all of the conditions of this application and of any contract or permit issued based on this application.

Signature _____ Date _____

Staff Signature _____ Date _____

Deposit/Time Overage

(visit www.cityofwinters.org to print this form)

Event Date: _____

Deposit Due: _____

As part of my City of Winters rental I am paying for the required deposit(s). I understand that this deposit is being deposited at this time. If no violation of permit occurs, your refund will be processed within 30 days after the event.

Printer Renter's Name

Renter's Signature

Used for Deposit

Cash

Check

Amount \$ _____

Inventory

When you arrive, these items will be provided to you for your use, if you have chosen to use them as part of your rental agreement.

Equipment	Request	Inventory	Remarks
<i>Training Room/EOC</i>			
Chairs (desk)		50	
Chairs (folding)		25	
Tables 6' Beige Rectangle		46	
Podium		1	
Screen		1	
Overhead TV's		6	
Computer		1	
<i>Apparatus Bay</i>			
Chairs (folding)		293	
Tables 6' Beige Rectangle		46	
<i>Community Center</i>			
Chairs Blue (folding)		300	
Chairs Red (folding)		84	
Tables 8' Brown Round		13	
Tables 8' Beige Round		9	
Tables 8' Beige Rectangle		22	

Insurance Requirements

- A certificate of liability insurance must be provided by the Renter. This can normally be obtained from the renter's insurance agent.
- The certificate must name the City of Winters as additionally insured, and provide at least \$1,000,000 of general liability coverage. The certificate is proof that there is the required insurance coverage for your event.
- Other insurance endorsements are required as noted on Page ___ of this booklet. The endorsement is proof that the policy has been changed to add the City of Winters as additionally insured.
- Evidence of insurance must be on file at City Hall at least 30 days prior to the event.
- One-day event insurance is available from the City's insurance carrier. Contact City Hall for more information.

Promotions

- No outside advertising shall be exhibited and no solicitations or sales made in the building or on the grounds without the permission of City staff.
- All postings on bulletin boards (including advertising) must be approved, initialed and posted by City staff only. The City will not provide free advertising.

Security

- The City of Winters will hire the security staff and renter is responsible for the cost. You are required to have a minimum of 2 Licensed Security Guards for every 100 persons in attendance.
- Coming of Age and Baptisms require 4 Licensed Security Guards for every 100 persons in attendance.
- Security is required to arrive at the beginning of the event and stay ½ hour after the event.

Alcohol

- Renter accepts the responsibility for use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Violation of this policy will result in immediate termination of event.
- Renters that charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary Liquor License from the State of California Alcoholic Beverage Control Board. Evidence of such a license must be on file at City Hall **at least 30 days prior to the event.**
- Alcohol may be served or sold up to one-hour prior to conclusion of event.
- City staff reserves the right to limit the amount of alcohol allowed on the premises.
- Alcohol can be consumed only in the room(s) rented. No alcohol may be consumed in parking lot or outside the building, unless a "beer garden" is set up.
- It is the Renter's responsibility to have the ABC license on site during their event.
- Person serving alcohol may not be consuming alcohol.
- City Staff reserves the right to refuse alcoholic beverages at any event, at any facility.**

Cancellation/Changes

Cancellation of the event or date changes must be submitted in writing and is subject to the following fees:

- 100% refund minus \$50 processing fee, 120 or more days prior to event.
- 75% refund, 90-119 days prior to event.
- 50% refund, 60-89 days prior to event.
- 0% refund 0-59 days prior to event
- \$100 processing fee if a date change can occur.
 - Notice is given at least 2 months before the original date and
 - The original date can be re-booked. Otherwise, cancellation fees apply.
 - Changes to contract, such as the nature the event or the number of participants shall be made in writing to the City not less than 14 days prior to the event.
 - Changes must be approved, and if necessary fees will be adjusted.

Equipment

- Operations and adjustment of all fixed equipment, including lighting, sound, and temperature control systems are the responsibility of the City staff.
- Renters are not to adjust or operate any piece of equipment, and will be held liable for any damage occurring from unauthorized usage.
- Under no circumstances shall City-owned equipment be removed from the facility.

Insurance and Permit Requirements

Name of Renter: _____ Date of Event: _____

Requirements

1. The items checked below are required for your rental at the Winters Public Safety Facility or the Winters Community Center.
2. The Certificate of Insurance and necessary Permits are due no later than 60 days prior to the event.
3. The Certificate of Insurance must be in the name of the person/organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.
4. A Homeowner's or Tenants Insurance Police can usually provide insurance for your rental. Check with your insurance agent.
5. Renters unable to secure an appropriate Certificate of Insurance will be required to purchase one-day event insurance from the City's insurance carrier. Contact City Hall for more information

Checked items are required for your event

- Certificate of Insurance for Comprehensive General or Comprehensive Personal Liability coverage for a minimum of \$1,000,000.
- The following statement must appear on the certificate: "**Additional Insured Endorsement names the City of Winters, its director's agents, or employees are included as additional insured.**"

State/County/Government Agencies

- A letter on agency letterhead must be provided stating the agency is self-insured.
- The letter must include the name of the agency requesting the reservation.
- The room being used.
- The date of the event.
- The signature of their Department/Division Head.

Permit Required

- Liquor License
This is required when alcoholic beverages are sold to the public.
- Contact the Winters Police Dept. 530-795-2261 ext. 120. Requires Alcohol Permit and additional fee.

Non-Profit Status Letter

- Is required to receive non-profit rental rates.
- Must provide proof of current 501c.3 status.

Decoration Guidelines

City of Winters staff takes pride in being able to offer a quality facility. Thank you for reviewing and observing our policies. In order to maintain our facility we request that you comply with the following guidelines.

- Candles (this includes birthday and Unity Candle), open flame, or pyrotechnics of any kind are not permitted.
- At no time shall fire exits be covered or obstructed.
- Decorations must be non-flammable.
- The Renter assumes full responsibility to remove all decorations within the allotted rental times as stated on permit. Any time that exceeds the scheduled permit time will be charged to the Renter, including staff overtime charges and hourly room rental fee. The staff reserves the right to require the removal of any decorations that are considered offensive.
- Storage facilities are not available for Renter's use (this includes caterer's equipment or special rental items such as tables to be stored before or after the event.
- No cellophane tapes, adhesives, staples, tacks, nails, or screws may be used to hang decorations. Carpenter and painters tape are acceptable.
- Glitter, hay, straw, silly string, confetti, dance wax, cornstarch, sand, bubbles or rice is prohibited inside or outside of the facility. Birdseed is suggested for outside use.
- Sound system or Public Address system are **not** allowed outdoors.
- Fog or smoke machines are not permitted in the facilities.
- Balloons must be secured and weighed down when utilized in the facilities and must be removed by the Renter immediately following the event. Balloons are not to be released outside the facility. No free-floating balloons are permitted inside the building because of lights, fans, air vents and high ceilings. Failure to remove balloons may result in additional fees charged to the Renter.
- Renter is responsible for setup and take down of all tables and chairs.
- Staff is not responsible for any items left in the facility after your scheduled event has concluded.
- All or a portion of security deposit will be charged for items left after your event has concluded.

Renter's Cleaning Responsibilities

The rented facilities must be returned to their pre-event condition. If additional clean up or repair is required by the City of Winters staff, the deposit, or a portion thereof, will be retained to cover cost of said clean up or repairs.

Cleaning supplies that the renters need to bring: All purpose dish soap, sanitizing solution, germicidal detergent, sponges, rags, drying cloths, and oven cleaner. Caterers must furnish all cooking and serving utensils. In addition, all clean up supplies must be furnished by the caterer or renting party. The City of Winters will provide a mop, broom and trash liners.

All Rooms

1. Sweep all debris from floors.
2. Wipe off counters and all services.
3. Pick up all trash and put in trash cans.
4. Remove all trash to outside dumpsters. Cardboard boxes should be flattened before putting in the dumpsters. Place the liners in all trash receptacles. All trash bags tied and put in dumpsters.
5. Clean all walls and report any marks to staff.
6. Report any damage or breakage to staff.
7. Remove all debris and personal items from outside areas. All trash picked up and put in trash cans.

Kitchen

1. Remove all trash to outside dumpsters. Cardboard boxes should be flattened before putting in the dumpsters. Place new liners in all trash receptacles.
2. Clean and shut down each piece of equipment used according to directions provided.
3. Wipe off all surfaces, all appliances; clean any spills in oven and oven racks.
4. Wash all surfaces with soap and hot water, spray with disinfectant, and dry with clean soft cloth.
5. All food debris and grease must be removed.
6. Remove all food particles from sinks, wash with dish soap and hot water, spray with disinfectant, and dry with a clean, soft cloth.
7. Empty refrigerators and freezers of all food and beverage, clean inside of refrigerators, mop any spills, and wipe off all racks with a damp cloth.
8. Sweep all debris from floor and mop all floor surfaces used with detergent and hot water.
9. Remove all food particles from the stovetops wash with dish soap and hot water and dry with a clean soft cloth.

Set up/Clean up Responsibilities

- Set up and/or Decorating Time is included in the rental time. Additional set up and/or decorating time can be purchased.
- Tables, chairs, kitchen facility must be cleaned and wiped down. All food shall be removed from the premises.
- Cleanup is the responsibility of the Renter.***
- The room needs to be returned to the same condition it was in prior to the event.
- Renter responsible for table and chair set-up and take down.
- Hours requested should include time for the Renter's set up and clean up needs. Individuals associated with the event will not be allowed to enter the facility before the time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
- Delivery/pick up of supplies or equipment must occur at the facility during the rental.
- Nothing can remain after the event.
- City of Winters staff is not responsible for any items left in the facility after your scheduled event has concluded.
- Persons in charge during event will make contact with staff at the designated starting time to sign in and do a walk through. This same person must be available to staff throughout the event and will sign-off at the conclusion of the event.
- Candles, open flame, or pyrotechnics of any kind are not permitted at the Public Safety Facility or the Winters Community Center.

A Clean-up check list will be provided for each rental.

Standards of Conduct

- All participants, facility users, program participants, clubs, organizations, groups, volunteers and visitors to the Facility are expected to treat all members of the community with respect and to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.
- Please show proper care and regard for City property and the property of others and make a reasonable effort at cleanup, returning facility to the condition they were in immediately prior to use. Do not interfere with classes or programs being conducted on the premises of the Facility, or classes or programs that the Facility plans to hold or conduct. Do not harass, either orally or in writing, or physically threaten people. Do not impede access to the Facility.
- Failure to comply with these standards of conduct may result in disciplinary actions, up to and including being banned on a long-term basis from the Facility. A visitor may be required to immediately leave the building depending on the severity of the infraction and is not eligible to return to the facility until final action has been determined by the City.

Clean-up Checklist

Additional fees will be charged to Renter for any damage(s) resulting from use of unauthorized cleaning supplies.

Renters, please allow 15 minutes prior to event start and event finish for a required walk through with a staff person.

If due to the fault of the renter the walk through does not occur, the Renter waives the right to dispute any decision made by the staff member regarding the final condition of the building.

- Training Room
- Apparatus Room
- Kitchen
- Lobby
- Bathrooms
- Community Center
- Conference Room
- Other _____

Responsible person _____

Facility Clean-up

Kitchen

- Clean sinks out
- Floor swept and mopped
- All garbage bags put in dumpsters
- Counters wiped off Stove top and burners cleaned off (if used)
- Oven wiped clean Grill cleaned Refrigerators cleaned out (if used)
- Microwave cleaned out (if used)
- All trash picked up and put in trash cans
- Walls cleaned, please report any marks to staff
- Report any damage or breakage to staff

All Rooms

- Floor swept/vacuumed
- All garbage bags put in dumpsters Counters wiped off
- All trash picked up and put in trash cans
- Walls cleaned, report any marks to staff Report any damage or breakage to staff

All Areas

- All Renters Equipment, Decorations, Supplies picked up
- Items left after event will be discarded

Verifying City Staff Member _____

Date _____ Time In _____ Time Out _____

Renters Signature _____

Staff Signature _____

Fee Waiver/Reduction Policy

Public interest is well served by making facilities available to community groups and individual members for special events, meetings, and entertainment. The costs of making such facilities available are generally recovered through fees collected for the specific event. *However, the public interest is also served by waiving such fees for limited events that have direct community benefit. Furthermore, to maintain public trust procedures shall be established for the consistent, fair, and prompt evaluation of such requests.*

Must meet ALL of the following to be eligible for a fee waiver/reduction:

1. Can prove financial hardship and that the fee imposed will jeopardize the ability to carry on the activity for which the use of the facility/equipment is sought, and
2. Can establish that the activity for which the waiver is sought will foster or promote a program aimed at directly benefiting the Winters Community, and
3. Can establish that all, reasonable alternative facilities or equipment sources, have been sought and are not available or would be unsuitable to the group or individuals seeking the waiver.

Any Group/Organization already recognized as a Discounted Group, under the City of Winters, will not be considered for additional fee waiver/reduction.

No weekend events will be considered for a fee waiver/reduction. Event may not begin before 8:00 a.m. and must end by 10:00 p.m. Monday through Friday only.

If none of the above have excluded your Group/Organization from consideration of a Fee waiver/reduction, then please complete the application and return it to City Hall for processing. The review and approval/denial process usually takes two to three weeks. Incomplete applications will be denied.

No waivers shall be granted to groups where a fee/donation is charged for an activity and the use of the facility/equipment for which the fee waiver/reduction is sought is directly connected to that activity.

An application for a fee waiver/reduction does NOT reserve the facility or equipment; a reservation form must be filled out and attached with this document. A group may reserve a facility by completing a reservation form and making the applicable deposit. Reservation forms are available at City Hall.

No private events will be considered for a waiver/fee reductions. Example: weddings, quinceanera, birthdays, anniversary parties.

If you make a reservation and then later cancel it, the deposit will only be returned if it is at least 90 days prior to the date of the proposed use. If a fee waiver/reduction is approved, the deposit will be refunded after the event.

If you make the request for a fee waiver/reduction, less than 30 days before the event, the fees for the reservation including the deposit must be collected with the Facility Use Application. If the fee waiver/reduction is granted, the fees and deposit will be refunded after the event. Deposits and payments must be made 30 days prior to the reservation regardless if the fee waiver/reduction is granted at that time.

Only the facility rental will be considered for fee waiver/reduction. All deposits and amenities fees must be paid at the time of the reservation. Deposits will be returned after the reservation; if there have been no violations/damages during the reservation.

All facility requirements and policy must be followed regardless of fee waiver/reduction. No City program or active reservation will be displaced to allow a fee waiver/reduction event to take place.

If you have any questions on the policy or application for a fee waiver, please give our office a call.

Thank you.

Waiver/Reduction Self Determining Form

Applicant Information				
Last Name		First Name	M.I.	Application Date
Street Address		City		
State	Zip	Phone	Email Address	
Date of Event		Organization Name		
Purpose of the Organization				
<p>The City of Winters has approved a policy that identifies criteria for Community Group classification. This classification allows Community Groups in Winters special privileges including preferred scheduling and discounted rental rates. In order to qualify your groups as a Community Group, the following criteria must be met.</p>				
<p>I certify that at least 50% of our membership roster are Winters Residents <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
<p>I certify that my group is located in Winters and holds a 501c3 State of California non-profit status, and whose primary purpose is to serve the community of Winters; or <input type="checkbox"/> Yes <input type="checkbox"/> No Fed Tax I.D. #</p>				
<p>I certify that my organization is a local affiliate of a national/regional non-profit organization; or <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Affiliate: _____ Fed Tax I.D.# _____</p>				
<p>The City reserves the right to request more documentation about your organization in order to substantiate your group meets these policy requirements. By signing below I certify that the information above is accurate and true and I agree to provide any additional documentation that may be needed to make a determination. Any false information will require the group to pay the regular rate for their use to the City.</p>				
Signature: _____			Date: _____	

Application Facility Waiver/Reduction

Group /Organization requesting the fee waiver/reduction:			
Name:			
Contact		Email Address	
Address	City	State	Zip
Will a fee be charged to participants for this activity/event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is your group a registered non-profit organization? <i>(Applicable only to Organizations)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, non-profit number: _____			
Does your group have an on-going membership? <input type="checkbox"/> Yes <input type="checkbox"/> No # members _____			
If yes, do the members pay membership dues/fees? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what would each member need to pay to cover the cost of the facility/equipment rental? \$ _____			
Would charging the members for the facility/equipment rental cause a financial hardship on the members? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, why?			

Notes



FACILITIES USE APPLICATION

Request must be submitted a minimum of 10 days prior to request date

Date of Application: _____

Insurance Certificate attached and verified (minimum amount \$1,000,000) Yes ___ No ___ By: _____

FACILITY REQUESTED: _____

Purpose of Facility Use: _____

Name of Group, Club, Organization: _____

Mailing Address: _____

Authorized Agent/Representative: _____ Telephone: _____

(The person named is at least 21 years of age, in charge of the event unless otherwise noted, agrees to be in attendance during the entire event, and must have in their possession an approved facilities use form for each scheduled and approved date.)

Person in charge of event, if different from authorized agent: _____

Telephone: _____ Cell: _____

Approximate number expected to attend: _____

For Single Meeting: Date Requested: _____ Time: From _____ to _____

For Multiple Uses: Start Date: _____ End Date: _____

Time: From _____ to _____

Day(s) of the Week: _____

*Special Setup / Equipment Request (subject to approval) _____

*Fees for setup by City personnel will be computed and charged in accordance with Council approved hourly pay rate: 2 hour minimum

An admission charge / donation (will) / (will not) be expected.

The undersigned agrees by their signature that they are an authorized agent/representative for the requesting agency, and further agrees the rules and regulations set forth by the City will be complied with in full. I further agree that I am responsible to the City for the use and care of City property. I further agree that the nature of the activity will conform with that stated in the application. I agree to indemnify and hold harmless the City of Winters, its officers, agents, and employees against any and all loss, damage and/or liability that may be suffered or incurred by the City, its officers, agents, and employees.

**Authorized Request Signature: _____ Date: _____

Signature of applicant indicated individual has authorization to enter into this agreement for the requesting agency and assumes full responsibility for the activity.

Approved _____ Denied _____

By: _____ Date: _____