



LIVE OAK COMMUNITY BUILDING

10200 "O" STREET

LIVE OAK, CA 95953

FOR ANY QUESTIONS

CALL (530) 695-2112



CHECKLIST
LIVE OAK COMMUNITY BUILDING

Date of Event: _____

Date of Extra Night: _____

USER: _____

LOCIG Member	\$100	Paid	R#	Date:	Initials
Member Extra Night	\$25	Paid	R#	Date:	Initials
Celebration of life	\$175	Paid	R#	Date:	Initials
Rental Fee	\$400	Paid	R#	Date:	Initials
Extra Night	\$110	Paid	R#	Date:	Initials
Cleaning Deposit	\$525	Paid	R#	Date:	Initials
Forms Signed / Copies Given				Initials:	Date:
Community Rules Reviewed				Initials:	Date:
Insurance Confirmed				Initials:	Date:
Proof of Security Provided				Initials:	Date:
Sheriff Emailed				Initials:	Date:
Building Cleaned & Accepted				Initials:	Date:
Building Walk-through				Before	After

City Representative

Parks & Recreation Director

Reason cleaning deposit/partial deposit was not refunded:

Amount held from deposit \$ _____

Insurance Policy #: _____

Hazard: _____

Premium: _____

Approved by: _____

Liquor Fee: _____

Date: _____

Admin Fee: _____

Total: _____



Rental Fee: Date Paid: _____ Rec #: _____ Received By: _____
Extra Day: Date Paid: _____ Rec #: _____ Received By: _____
Deposit: Date Paid: _____ Rec #: _____ Received By: _____

City facility/park rental application

Name of Applicant: _____		Phone Number: _____	
Mailing Address: _____		Hours of Event: _____	
Date of Event: _____	Date of Extra Night: _____	Sponsor's Name: <input type="checkbox"/> Live Oak Community Building Member	
Type of Event (Circle one): Baptism First Communion Quinceañera Graduation Wedding			
Family Reunion Meeting LOUSD Function: _____		Estimated Attendance: _____	
Church Function: _____ Other: _____			
Will Event be Catered or Self-Served? Catered <input type="checkbox"/> Self-Served <input type="checkbox"/>		Will alcoholic beverages be served? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will alcoholic beverages be sold? <small>*If sold please attach a copy of the liquor license authorizing the sale of alcohol.</small> Yes <input type="checkbox"/> No <input type="checkbox"/>			
Agreement and Release of Liability <p>The applicant/sponsor agrees to indemnify and hold harmless the City of Live Oak and its agents, employees, officers, and volunteers against all liability, losses, claims, damages, fees of attorneys, and other expenses which the City or its agents, employees, officers, or volunteers may sustain or incur in consequence of the use by the applicant/sponsor on facilities owned by the City or arising out of any act limited to sums paid or incurred in connection with claims, suites, or judgments or paid or incurred in attempting to procure release from liability for any person injured as a result of the activities herein referred to:</p> <p>In addition thereto, the applicant/sponsor agrees to defend the City of Live Oak, its agents, employees, officers, and volunteers against any claimed loss, damages, or liability arising out of any conduct by the applicant/sponsor on facilities owned by the City.</p>			
Sign: _____		Date: _____	
Applicant/Sponsor			
<ol style="list-style-type: none"> 1. User agrees to have the building cleaned (as to the standards attached here to), all personal items removed, and the outside area free of debris by 9:00am on (Date) _____ 2. All keys will be returned to City Staff no later than (Date) _____ (Time) _____ am/pm. 			
Sign: _____			
Applicant/Sponsor		City Staff Signature	
<u>The following sections are FOR OFFICE USE ONLY:</u>			
Rental fee paid by: _____		Cash <input type="checkbox"/> Card <input type="checkbox"/> Check <input type="checkbox"/>	
Contact Number _____			
<u>Information of the person who paid the deposit: -Deposit will only be refunded to person who paid.</u>			
Deposit fee paid by: _____		Cash <input type="checkbox"/> Card <input type="checkbox"/> Check <input type="checkbox"/>	
Contact Number _____		Address _____	

IMPORTANT!! PLEASE READ BEFORE SIGNING
City of Live Oak
FACILITY RENTAL—RULES & REGULATIONS

Revised 10/1/23

Rental Fees: Private Party

9:00 am until 9:00 am NEXT DAY

ANY DAY OF THE WEEK

Except on Sundays

10:00am until 10:00am NEXT DAY

\$400 per day (\$50 application fee included)

\$525 Cleaning Deposit

\$110 Extra Night

Rental Fees: Organization (Member

9:00 am until 9:00 am NEXT DAY

ANY DAY OF THE WEEK

Except on Sundays

10:00am until 10:00am NEXT DAY

\$50 per year membership fee

\$100 per day/\$25 extra night

-0- Cleaning Deposit

Rental Fees: Funerals or Celebration of Life:

Monday-Sunday (\$175)

Insurance and or Liquor Insurance
Security Officers (1-50 ratio) if alcohol
is present or sold.

Insurance and or Liquor Insurance
Security Officers (1-50 guests) if alcohol
is present or sold.

Sub-Leasing of any Building is Prohibited.

1. **City Hosted Event** applies only to City employees and Council Members.
Requesting staff members must have the appropriate Department Head's approval or the City Manager's approval.

Qualified Organizations of the City of Live Oak agencies or Departments conducting official City business may utilize the meeting room of the building without charge for rent or cleaning/damage deposits.

2. **Insurance:**

The facility user **MUST** provide the City of Live Oak with a Certificate of Insurance in the amount of **\$2,000,000** naming the City of Live Oak as additional insured and **MUST** be submitted for approval at least two weeks before the event. **INCORRECT CERTIFICATES WILL NOT BE ACCEPTED.** All Certificates of Insurance **MUST** be turned in before the rental keys are issued. **NO EXCEPTIONS!** If the facility user is unable to obtain a Certificate of Insurance, the user will be required to obtain Special Event Liability Insurance through the City (prices may vary). In the event that the facility use is cancelled, the certificate of insurance received by the applicant from the City of Live Oak **MUST BE RETURNED** to the Parks and Recreation Department **BEFORE** a refund can be processed.

_____ **Renter's Initials/Date**

3. Alcohol Policy:

The serving of alcoholic beverages is allowed only to persons over the legal drinking age of 21 and must be in accordance with the following conditions:

- A. If Alcohol will be **sold** at the event or is **served at a public event**, a one-day alcoholic beverage use permit must be obtained through the state Alcoholic Beverage Control (ABC) Department, 950 Tharp Road, Yuba City, CA 95993, Ph # 530-751-8570.

A permit from ABC is not required unless alcohol will be sold at an event or is served at a public event.

- B. If the applicant will be supplying a Certificate of Insurance in the amount of \$2,000,000 naming the City of Live Oak as additional insured, such Certificate must also signify "Liquor Liability" if alcohol is sold. **INCORRECT CERTIFICATES WILL NOT BE ACCEPTED.** Liquor Liability Insurance (If applicable) must also be on file with the City of Live Oak before the keys are issued.

- C. The ABC permit must be posted at the bar during time of rental.

D. NO ALCOHOLIC BEVERAGES WILL BE ALLOWED IN THE COMMUNITY BUILDING PARKING LOTS OR IN CITY PARKS.

- E. The Parks and Recreation Department has the right to approve or disapprove all applications for the serving of alcoholic beverages.

- F. If an application is approved, the applicant must abide by all requirements of the California Department of Alcoholic Beverage Control and the City of Live Oak.

- G. Persons under 21 years of age will not be served alcoholic beverages nor be permitted to consume alcoholic beverages in accordance with State law and the regulations of the Department of Alcoholic Beverage Control. Violators are subject to criminal prosecution and reported violators will be denied approval of subsequent requests for facility use.

- H. The responsibility for obtaining all permits will be the duty of the applicant.

- I. **There is to be 1 security guard for every 50 persons when there is alcohol present. The security is to be there from the time alcohol is served until one hour after the serving has stopped. There will be no alcohol served or sold without security guards present. If it is found that there was alcohol without any security guards, the City of Live Oak may retain partial or all of your deposit. As stated above there should be 1 security guard for every 50 persons, if the rule is not followed and security guards are under the requirements, City Staff has authority to shut down the event.**

-NO EXCEPTIONS-

Renter's Initials/Date

4. **Smoking Policy:**

Smoking of tobacco, or any substance, is prohibited in the Community Building. Signs are posted throughout the facilities. The smoking areas will be located outside the facilities' doors.

5. **Regulations:**

A - Live Oak staff must always have access to all rooms in the Community Building.

B - No tacks, nails, or staples in the walls or ceiling.

C - The air conditioning/heater units need to be turned off at the end of the night.
(\$50 Charge for each unit if not)

D - The City is not responsible for any lost or stolen articles.

E - Fire Alarm - should the fire alarm be set off, the entire group will be asked to vacate the building immediately until it is checked out and Emergency Services announces that it is safe to return. **DO NOT ATTEMPT TO TURN OFF THE FIRE ALARM.** Call the non-emergency number that is posted. **IF THE FIRE ALARM GOES OFF MORE THAN ONE TIME YOU WILL BE CHARGED.**

Alarm System Fees:

1st False Alarm	No Charge
2nd False Alarm	\$50.00
3rd False Alarm	\$100.00
Each Additional False Alarm	\$250.00

F - THE APPLICANT IS RESPONSIBLE FOR REIMBURSING THE CITY FOR DAMAGED OR MISSING ITEMS.

In order to recover costs, the City will pursue all collections and legal remedies at its disposal to recover costs for damaged or missing items. This includes deducting fees for damaged or missing goods from the cleaning fee on deposit with the city.

G - Applicant must sign a hold harmless agreement and assume all liability for damage to, or theft of, any City property. Any accident occurring in the city facility that causes injury to an individual must be reported to the person on duty immediately.

H - All City ordinances must be observed.

I - No permit shall be issued to groups listed by the United States Government and/or with the Attorney General as subversive.

J - Applications shall be issued only to responsible adults, 18 years and older, who shall be in attendance at the function for which the application is made. If application is made for alcohol use, the individual must be over 21 years of age.

Renter's Initials/Date

6. **Registration & Fee Policy:**

- A - All registration will be taken on a first-come, first-served basis from 9:00 AM to 5:00 PM Monday through Friday **ONLY** at the City of Live Oak, City Hall. In order to ensure a date Rental Fee must be paid at City Hall. **(We do not hold any dates without paying a rental fee!)**
- B - **NO TELEPHONE RESERVATIONS WILL BE ACCEPTED!**
- C - Reservations may be made up to one year in advance for the rental of the Community Building, and the Boy Scout Building.
- D - Fees may be paid by Debit/Credit, Cash, Money Order, or Check (MADE PAYABLE TO THE CITY OF LIVE OAK). Programs and fees are subject to change without notice. There will be a City charge on all returned checks.

Cancellation/Event Re-Scheduling Policy:

- A - Cancellation of reservations must be made thirty (30) or more days in advance of the schedule day(s) of use to receive a refund, minus a \$50 handling charge. If cancellation is made less than thirty (30) days prior to the event ½ of rental fee (less a \$50 application fee) will be returned. If another party rents the building, a full refund (less a \$50 application fee) will be returned. If a cancellation occurs 14 days or less, no rental refund will be given unless the building is rented by another party. All of the cleaning deposit fee will be returned. If the applicant has purchased Special Event Liability Insurance through the City of Live Oak, the original certificate of insurance **MUST BE RETURNED** to the Parks and Recreation Office **BEFORE** a refund can be processed for the insurance fee. **If you decide to move your date, there will be an extra \$150 fee that must be paid up front. You are allowed to change your date only once during the year (January-December).**

Renter's Initials/Date

8. **Refund Policy:**

- A – The cleaning/damage deposit will be held until after the scheduled event. If the facility is left in a clean condition and there are no damages or missing items the deposit will be refunded in full; within thirty days however, if the building is left untidy, a portion of the deposit will be charged or the whole deposit may be forfeited to the City. If the building is not ready to be turned in by the agreed date and time **the whole cleaning deposit will be forfeited to the City.** Refer to the attached cleaning checklist.
- B- **THE APPLICANT IS RESPONSIBLE TO REIMBURSE THE CITY FOR ANY ITEMS DAMAGED OR LOST.**
To obtain any costs the city will follow all collections and remedies at your disposal to get back the costs of any items damaged or lost. This includes the expenses discounted of goods damaged or lost from the deposit given to the City.
- C – If all in attendance have not vacated the facility by the scheduled time, the City may retain the whole cleaning fee deposit, or a portion thereof.
- D – Full refunds will be given in the event the function is cancelled by the Parks and Recreation Department.

Renter's Initials/Date

9. Oven & Stove Rules:

A-All foods cooked at the building must be supervised by an Adult (18yrs & up)

B-Cooking should not be left unattended.

Renter's Initials/Date

LIVE OAK FIRE DEPARTMENT RULES

2745 Fir Street, Live Oak, CA Ph #530-695-3522

1. The entrance into the Community Building shall be kept adequately lighted at all times during the time the building is occupied. (UFC12.107a) Make sure Parking Lot lights are turned on/off.
2. The entrance of the building shall be kept free and clear of obstructions at all times. (UFC 12.103)
3. Exit doors shall not be provided with a lock or latch unless it is panic hardware. (UFC 12.104)
4. Overcrowding or admittance of any persons beyond the approved posted capacity shall be grounds for stopping the performance, presentation, spectacle, or entertainment until such condition is corrected. (UFC 25.114c)
5. In rooms where chairs and/or tables are used, the arrangement shall be such as will provide aisles to each exit doorway, as noted in the City rules. Aisles shall not be less than 36" clear width. (UFC25.107)
6. Exit passageways, stairways, and corridors shall not be used for storage. (UFC11.201b)
7. Metal of lined containers shall be provided for combustible waste materials and rubbish. (UFC11.201b)
8. Storage of flammable or combustible liquids is prohibited, except that is required for maintenance and operation of building and equipment. (UFC.79.201e)

Renter's Initials/Date

Bounce Houses and Water Slides

You are not allowed to set up a Bounce House or Water Slide on the Community building premise or any city owned property especially parks

Renter's Initials/Date

Covid-19 & Pandemics

The City of Live Oak reserves the right to cancel your event due to any changes due to state and local health guidelines! A full return of funds would be returned to the event holder.

Renter's Initials/Date

Insurance Requirements

ENTITY (ADDITIONAL INSURED)
THE CITY OF LIVE OAK MUST BE THE ADDITIONAL INSURED.

CITY OF LIVE OAK
9955 LIVE OAK BLVD.
LIVE OAK, CA 95953

INSURANCE REQUIREMENTS FOR LESSEES (NO AUTO RISKS)

ALL CERTIFICATES AND ENDORSEMENTS ARE TO BE RECEIVED AND APPROVED AT LEAST FIVE DAYS BEFORE THE EVENT. CERTIFICATE OF LIABILITY INSURANCE MUST BE THE SAME FORMAT AS THE EXAMPLE CERTIFICATE PROVIDED OR IT WILL NOT BE ACCEPTED.

Lessee shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of the insurance shall be borne by the Lessee.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage ("occurrence").
2. Worker's Compensation Insurance as required by the State of California and Employer's Liability Insurance (for lessees with employees).
3. Property Insurance against all risks of loss to any tenant improvements or betterments.
4. Full Liquor Liability if alcohol is sold or served for a long period of time.

MINIMUM LIMITS OF INSURANCE

Lessee shall maintain limits no less than:

1. General Liability: **\$2,000,000 per occurrence** for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project / location or the general aggregate limit shall be twice the required occurrence limit.
2. Employer's Liability: **\$1,000,000 per accident** for bodily injury or disease.
3. Property Insurance: Full replacement cost with no coinsurance penalty provision.

DEDUCTIBLES AND SELF-INSURED RETENTION'S

Any deductibles or self-insured retention's must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retention as respects to the City, its officers, officials, employees and volunteers; or the Lessee shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

OTHER INSURANCE PROVISIONS

The general liability policy is to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as insureds as respects liability arising out of premises owned, occupied or used by the Lessee. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees and volunteers.
2. The Lessee's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the entity, its officers, officials, employees or volunteers shall be excess of the Lessee's insurance and shall not contribute with it.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.
4. Coverage shall state that the Lessee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the City.

VERIFICATION OF COVERAGE

Lessee shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and approved by the City before work commences. As an alternative to the City's forms, the Lessee's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

HELPFUL HINTS

A few items you may need for your event:

1. Scotch Tape, string, ribbon, scissors, flashlights, etc.
2. Kitchen items such as foil, saran wrap, baggies, serving utensils, dishrags, and/or towels, dish soap.
3. CD and/or Tape player.
4. City of Live Oak's on call phone numbers:

City Hall: (530) 695-2112 , **Maintenance:** (530) 681-1859 , **Dispatch:** (530) 822-7307

Available Equipment:

Community Building

Tables:

50 - Plastic (White – 8 ft)

Chairs:

280 - White chairs

Stage Size:

21 ft. wide 20 ft. deep

Meeting Room:

86 ft. by 60 ft.



Occupancy load:

340 Assembly

Additional Notes:

1. Decorations may be hung from permanent toggle hooks found in the ceiling and walls.
2. Make sure all balloons are under your control so they do not get caught in the ceiling fans.
3. All mops and buckets are outside of the kitchen or inside the storage room for your use.

Community Building Layout

 = Windows
 = Doors

