

CITY OF EUREKA

Category: PUBLIC SERVICES

POLICIES & PROCEDURES

Subject: USE OF PUBLIC BUILDINGS

Date Adopted: August 23, 1977

File Number 6.81

POLICY OBJECTIVE

To establish the rules and regulations for certain city-owned buildings.

ASSIGNED RESPONSIBILITY

Public Works Director

APPLICABILITY

Applicable to all persons or groups that use, rent, or occupy City owned buildings.

PROCEDURES

1. No part of the building shall be used by any organization advocating the overthrow of the Government of the United States of America or of the State of California by force or violence or other unlawful means.
2. In granting a use agreement for the building, the City of Eureka does not relinquish and does retain the right to the control and management thereof, and to enforce all necessary and proper rules for the management and operation of the same through the Public Works Director. The Director or designated representatives may enter the premises at any time and on any occasion.
3. Holders of any contract for the use of a public building shall agree to save the City of Eureka and its employees or agents free and harmless from all claims or liability for damages of any person or persons, for injuries to persons or loss or damage to property, occasioned by or in connection with the use of the premises and assume full responsibility for the character, acts and conduct of all persons admitted to said user's representatives or any persons acting for and on behalf of said user.
4. House Rules
 - a. All decorations must be flameproof.
 - b. If alcoholic beverages are to be served, notice of such must be given at the time the building reservation is made and must be included in the building rental contract. Alcoholic beverages may only be sold in city buildings if ABC permit is obtained.

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- c. Agreements to use the building shall be on an as-is basis. Extra equipment needed such as tables, chairs, dishes, pots and pans, etc. will be the responsibility of the renter.
- d. The user shall pay all expenses connected with the employment of help or outside assistance in the handling of all matters or things connected with such use and shall remove their property from the building immediately.
- e. Kitchen clean up, including dishwashing or expense for same will be handled by the user.
- f. Any and all damage, other than normal wear may be charged against the user. Willful damage or damage caused by the neglect or carelessness of the user may cause cancellation of all further use privileges.
- g. All cooking or preparation of food shall be done in the kitchen only. Barbeques outdoors are allowed by special permission only.
- h. Failure to observe these rules and regulations may cause cancellation of further use privileges.
- i. Lost articles will not be the responsibility of the City of Eureka.
- j. It shall be misdemeanor for anyone to remove first aid or firefighting equipment from the building. The renter will be held responsible for any and all first aid and fire fighting equipment.
- k. Thumbtacks or scotch tape are not allowed for attaching anything to the woodwork. Painter's tape is recommended for this purpose.
- l. All damage to the building or equipment shall be reported immediately to the Public Works Director.

B. Municipal Auditorium

1. The duties of the custodian shall include the opening of the building at contracted hours, care of lights, heating and ventilation, public address system and set up and take down help with chairs. All general maintenance and janitorial work will also be done by the custodian.
2. The lessees of the auditorium shall pay all expenses connected with the employment of help or outside assistance in the handling of baggage, scenery or

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- other property of the lessees. The lessees shall remove said property from the auditorium before the next scheduled use or within 24 hours, whichever comes first.
3. Specific requirements may be made for the use of ushers if the activity so warrants.
 4. No person under the influence of alcohol are to be admitted to the building.
 5. Building capacities are as follows, and are not to be exceeded at any time:
 - a. Dances – 2,380 maximum
Balcony – 806
Main Floor – 1570
 - b. Boxing or wrestling – 1580 maximum
Balcony – 806
Main Floor – 1080
 - c. Lectures with chairs – 1890 maximum
Balcony – 806
Main Floor – 1080
 - d. Dining – 775 maximum
Main Floor 775
 - e. Pageants – 1720 maximum
Balcony – 806
Main Floor – variable with platform arrangement and size
 6. All fees and charges are payable 21 days in advance.
 7. Specific hours of building use are requested as city personnel are assigned for the hours that are requested.
 8. All activities must be over by 1 a.m. and the facility is to be empty by 2 a.m. Weeknight functions must end by 11 p.m. and the building emptied by 12 midnight.
 9. Rental Deposit – All commercial or profit making groups a refundable deposit. This deposit would be returned to the applicant only if they meet all requirements of their signed contract. All or any portion of this deposit may be held as a result of a contract violation.