

RESOLUTION NO. 2018 - 63
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COTATI ADOPTING THE
UPDATED CITY OF COTATI FACILITY USE AND RESERVATION POLICY AND
THE CITY OF COTATI PARK USE AND SPECIAL EVENT PERMIT POLICY

WHEREAS, the City of Cotati last updated the Facility Use Policy and Park Permit Policy in 2017; and

WHEREAS, the City conducted a review of each policy and found them to need updates; and

WHEREAS, Facility Rental Fees and Park Permit Fees will now be incorporated into the City's Master Fee Schedule; and

WHEREAS, it has been determined that in the interest of efficiency, administrative or non-substantive changes to these policies should be authorized by the City Manager; and

WHEREAS, attached to this resolution are an updated Facility Use and Reservation Policy (Exhibit A) and an updated Park Use and Special Event Permit Policy (Exhibit B) (Policies); and

WHEREAS, the attached Policies are effective November 1, 2018 for any new reservations made; and

WHEREAS, the action of adopting a Facility Use and Reservation Policy and Park Use and Special Event Permit Policy does not constitute a project as defined by California Environmental Quality Act Guidelines Section 15378; therefore, no further environmental review is required.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Cotati hereby determines that:

1. The City of Cotati Facility Use and Reservation Policy (Exhibit A) and the City of Cotati Park Use and Special Event Permit Policy (Exhibit B) are approved and adopted.
2. The attached Policies are effective November 1, 2018 for any new reservations made.
3. Administrative or non-substantive changes to these policies may be authorized by the City Manager.

IT IS HEREBY CERTIFIED that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Cotati held on the October 23rd, 2018, by the following vote, to wit:

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: John A. Dell'Osso, Vice Mayor

SECONDER: Wendy Skillman, Councilmember

AYES: Landman, Dell'Osso, Skillman, Moore, Harvey

Approved: _____

Mayor

Attest: _____

Lauren Berges, City Clerk

Approved as to form:

Robin Paige Donoghue

City Attorney

Attachments:

EXHIBIT A: FACILITY USE AND RESERVATION POLICY AND APPLICATION
PACKET (PDF)

EXHIBIT B: PARK USE AND SPECIAL EVENT POLICY AND APPLICATION (PDF)

CITY OF COTATI FACILITY USE AND RESERVATION POLICY AND APPLICATION PACKET

Revised 10/23/2018

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HOW TO REQUEST THE USE OF A CITY FACILITY

- Complete application packets must be submitted at least 30 days prior to the requested date. A complete application packet contains the following items:
 1. Completed and signed *Request for Use of Facilities* application form.
 2. Payment for facilities use. Checks may be made payable to the City of Cotati.
 3. Payment of deposit. Application and deposit may be paid with a single check. Checks may be made payable to the City of Cotati.
 4. Insurance endorsement certificate
- Your completed application may be reviewed by several City departments. You may be contacted by individual staff members during the review process.
- To check room availability please call (707) 665-4222 or visit our website at www.cotaticity.org.
- Telephone reservations are not accepted.
- Application packets for request for use of facilities may be obtained from the Cotati City Hall Recreation Department, 201 West Sierra Avenue, Cotati or on our website: www.cotaticity.org.
- Please call (707) 665-4222 to request a faxed application packet or if you have any questions.
- Reservations may be made up to one year in advance.

AVAILABILTY

- Facilities are available for rental seven days per week when the facilities are not in use for City sponsored functions.
- Facilities may not be available on holidays when City Hall is closed.
- If concurrent applications are received for the same facility, preference will be given in the order that follows: Cotati (Resident) Youth groups, Cotati (Resident) Adult groups, Non-Cotati youth groups, Non-Cotati adult groups.

FACILITIES LIST AND DESCRIPTIONS

EVENT ROOM

Cotati Room And Barbeque Area

216 East School Street

Cotati, CA 94931



The Cotati Room adjacent to the Ray Miller Community Center is a great location for large parties and is centrally located next to City Hall. The room rental includes a full kitchen and a dance area, as well as complimentary Wi-Fi. The building holds a maximum of 205 people standing, 80 seated at tables. Included in the rental are 9-5' round tables, 10-8' rectangular tables and 80 folding chairs. Use of the barbeque area may be requested at no additional charge and includes a large barbeque and picnic area. Restrooms are located next door in the Community Center. The following items are not available from the City so you would need to make your own arrangements for: Linens, table settings, cooking utensils. A portable sound system is available for an additional fee.

MEETING ROOMS

Mountain Room

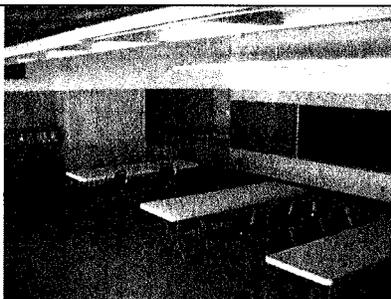
Willow Room

Stony Point Room

Copeland Room

216 East School Street

Cotati, CA 94931



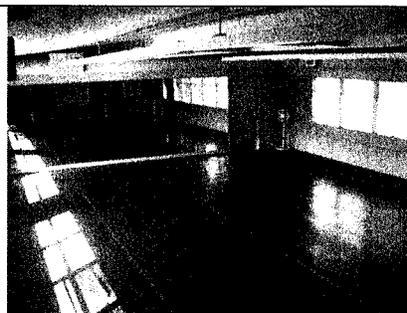
These meeting rooms in the Ray Miller Community Center are perfect for meetings, small gatherings, workshops and seminars. Each room can be equipped with tables and chairs and includes a small sink. Some rooms have chalk and/or whiteboards. Mountain Room and Willow Room have tiled floors. Stony Point Room and Copeland Room have carpeted floors. Each room holds a maximum of 49 people standing.

DANCE/EXERCISE STUDIO

Eagle Room

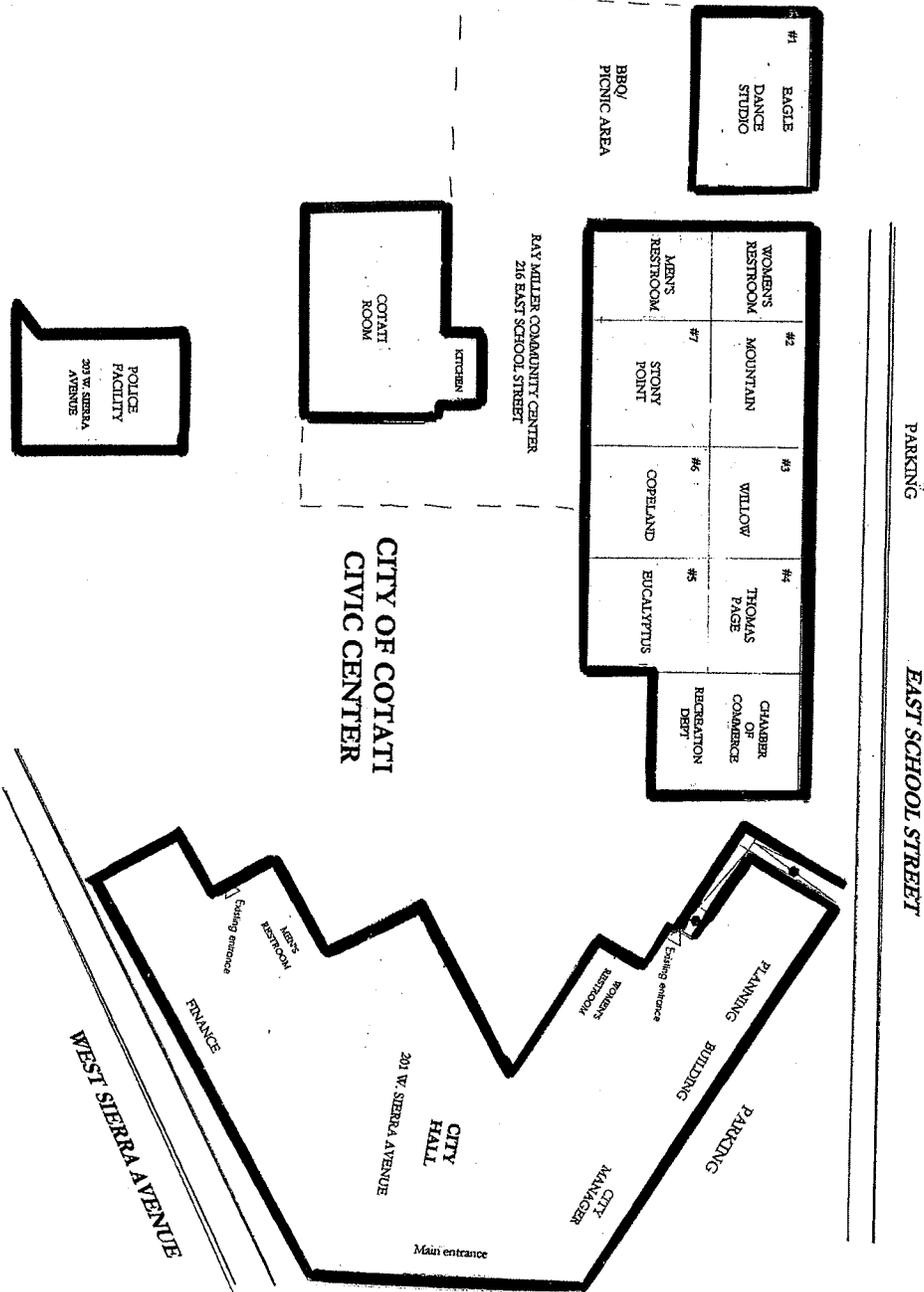
216 East School Street

Cotati, CA 94931

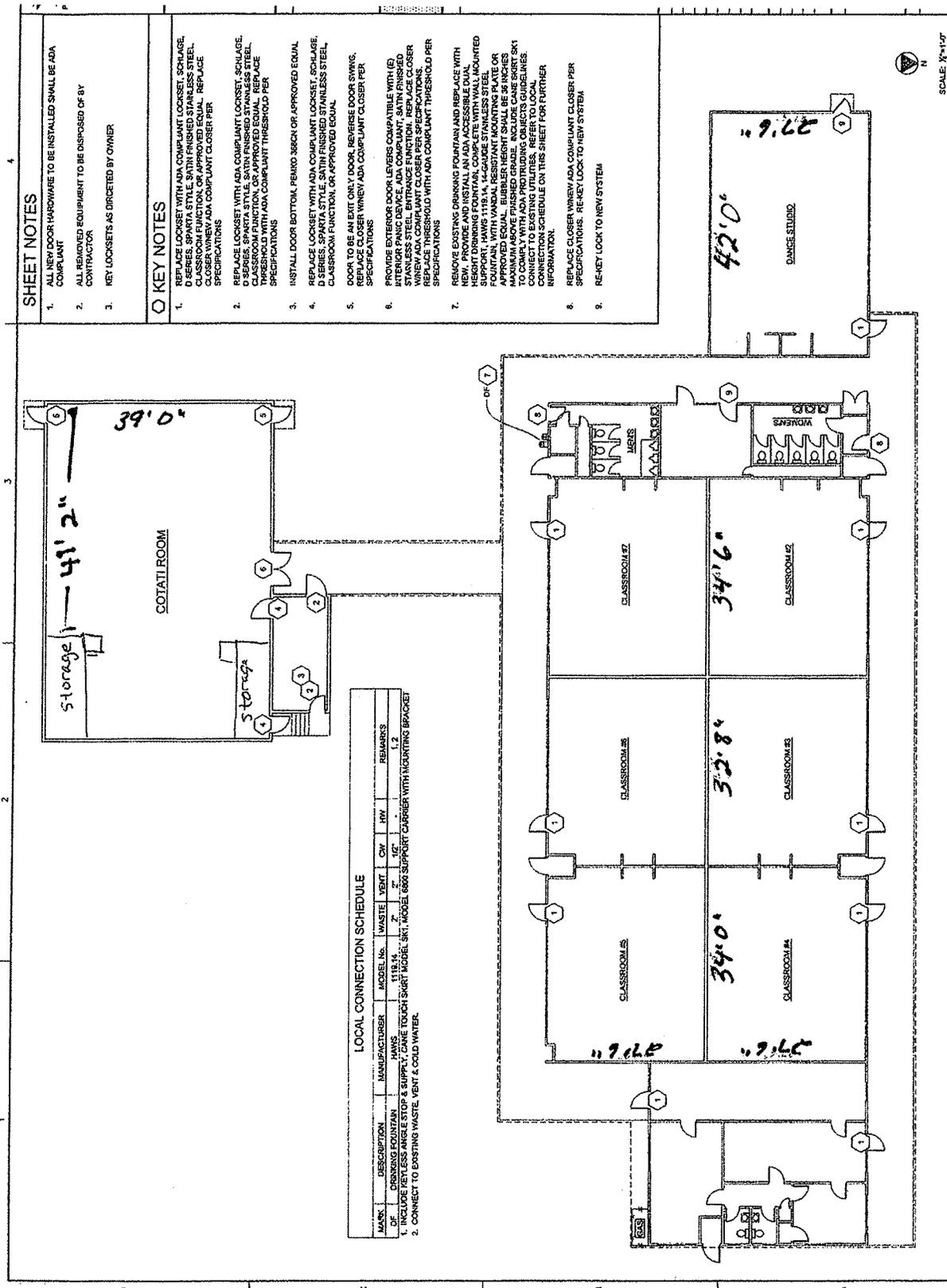


This dance/exercise studio in the Ray Miller Community Center is suitable for dance or exercise classes. The room contains ballet barres, mats and a mirrored wall. This room holds a maximum of 49 people.

COMMUNITY CENTER MAP



FLOOR PLANS



SHEET NOTES

1. ALL NEW DOOR HARDWARE TO BE INSTALLED SHALL BE ADA COMPLIANT
2. ALL REMOVED EQUIPMENT TO BE DISPOSED OF BY CONTRACTOR
3. KEY LOCKSETS AS DIRECTED BY OWNER

KEY NOTES

1. REPLACE LOCKSET WITH ADA COMPLIANT LOCKSET, SOLRAGE, D SERIES, SPARTA STYLE, SATIN FINISHED STAINLESS STEEL, CLASSROOM FUNCTION, OR APPROVED EQUAL. REPLACE CLOSER WINEY ADA COMPLIANT CLOSER PER SPECIFICATIONS
2. REPLACE LOCKSET WITH ADA COMPLIANT LOCKSET, SOLRAGE, D SERIES, SPARTA STYLE, SATIN FINISHED STAINLESS STEEL, CLASSROOM FUNCTION, OR APPROVED EQUAL. REPLACE CLOSER WINEY ADA COMPLIANT CLOSER PER SPECIFICATIONS
3. INSTALL DOOR BOTTOM, PENKO 3860K OR APPROVED EQUAL
4. REPLACE LOCKSET WITH ADA COMPLIANT LOCKSET, SOLRAGE, D SERIES, SPARTA STYLE, SATIN FINISHED STAINLESS STEEL, CLASSROOM FUNCTION, OR APPROVED EQUAL
5. DOOR TO BE AN EXIT ONLY DOOR, REVERSE DOOR SWING. REPLACE CLOSER WINEY ADA COMPLIANT CLOSER PER SPECIFICATIONS
6. PROVIDE EXTERIOR DOOR LEVERS COMPATIBLE WITH (6) INTERIOR PANIC DEVICE, ADA COMPLIANT, SATIN FINISHED STAINLESS STEEL, ENTRANCE FUNCTION. REPLACE CLOSER WINEY ADA COMPLIANT CLOSER PER SPECIFICATIONS. REPLACE THRESHOLD WITH ADA COMPLIANT THRESHOLD PER SPECIFICATIONS
7. REMOVE EXISTING SPRINKLER FOUNTAIN AND REPLACE WITH NEW, PROVIDE AND INSTALL AN ADA COMPLIANT HEIGHT DRINKING FOUNTAIN, COMPLETE WITH WALL MOUNTED SUPPORT, HANS 1119.1/4, 14-GAUGE STAINLESS STEEL APPROVED EQUAL. BUILD RESISTANT MOUNTING PLATE OR MAXIMUM ABOVE FINISHED GRADE. INCLUDE CASE SKIT SK1 TO COMPLY WITH ADA PROTRUDING OBJECTS GUIDELINES. CONNECT TO EXISTING UTILITIES. REFER TO LOCAL CODES, SPECIFICATIONS, SCHEDULE OR THIS SHEET FOR FURTHER INFORMATION.
8. REPLACE CLOSER WINEY ADA COMPLIANT CLOSER PER SPECIFICATIONS. REKEY LOCK TO NEW SYSTEM
9. REKEY LOCK TO NEW SYSTEM

LOCAL CONNECTION SCHEDULE						
MARK	DESCRIPTION	MANUFACTURER	MODEL No.	WASTE	VENT	REMARKS
1	DRINKING FOUNTAIN	HANS	1119.1/4	7"	10"	L 2
2	CONNECT TO EXISTING WASTE VENT & COLD WATER	TOUCH SMART	MODEL 6880	SUPPORT CARRIER WITH MOUNTING BRACKET		

SCALE: 1/4" = 1'-0"

J:\02077 - Colet\02077 08 013 Civic Center ADA and Collet Room Inter\Colet\0207705012A-103

FEES SCHEDULE

All rental fees are must be paid in full by 30 days prior to event. Fees will be accepted in cash, check payable to "City of Cotati" or credit card. All refunds will be paid by check.

For a complete list of required fees, please refer to the current adopted Master Fee Schedule.

FEE CATEGORIES

A. Non-Profit Groups/ Community Service Organizations and Government Agencies	1. Organizations which have an IRS Code 501(c) determination letter. OR 2. Government agencies which includes federal, state and local government agencies.
B. Private Individual, Group or Business (Resident)	Applicant lives within City limits. Proof of residency such as utility bill in the name of the applicant is required.
C. Private Individual, Group or Business (Non-Resident)	Applicant does not live within City limits.

- Exceptions to the fee schedule may be made for organizations on an administrative level by the City Manager or his or her designee.
- All rental times must include setup and takedown time in reservation.

SECURITY DEPOSIT

- Clean-up charges will be automatically deducted from the deposit. Additional charges such as a lost key or damages may be deducted if warranted. The remaining balance will be refunded to the applicant.
- If additional cleaning of the facility is required in order to return it to pre-rental condition, charges will be deducted from the deposit. Applicants will be charged for replacement of damaged or broken equipment.

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

CANCELLATIONS

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

INSURANCE

- Use of City facilities requires insurance documentation to be approved by the City's Risk Manager. Applicant must furnish the City with a certificate of Endorsement naming the City of Cotati as an additional insured. Language required should read as follows: **The City of Cotati, its officers, officials, employees and volunteers**". **NOTE: PLEASE INFORM YOUR INSURANCE AGENT THAT A "Certificate of Insurance" on form Accord 25 by itself is NOT SUFFICIENT. A CERTIFICATE OF ENDORSEMENT NAMING "The City of Cotati, its officers, officials, employees and volunteers" AS ADDITIONAL INSURED IS REQUIRED.**
- Minimum coverage required is \$1,000,000 General Liability.
- Insurance must cover all contractors, such as caterer, decorator and security personnel.
- If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City's Risk Manager. A daily license must be obtained from the Department of Alcoholic Beverage Control and a copy must be provided to the City.
- Special event insurance has been purchased by applicants from their homeowner/renter insurance agent or from the following (the City is not recommending or endorsing any of these companies):

www.galescreek.com

www.statewideins.com/special-events-insurance.html

www.eventinsure.com

ALCOHOLIC BEVERAGES

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

EVENT SECURITY

- Event security may be required at any event, whether or not alcohol is served.
- The cost of security guards will be paid by the applicant.
- Security arrangements must be reviewed and approved in advance of your event by the Chief of Police or his/her designee.
- Private security must be obtained from any security agency licensed by the State of California, Department of Consumer Affairs.
- Security guards must be at the event the entire time guests are present. Security may be required overnight at the event site for multi-day events as deemed necessary by the Chief of Police or his/her designee.

KEYS AND PARKING

- Keys are to be picked up from, and returned to, the Police Department. For multi-day events the key is to be returned and picked up each day.
- Guests are not permitted to leave parked vehicles at the Police Department during an event.
- A fee for lost keys will be taken from the deposit or charged to the applicant.

SET-UP, DECORATIONS AND CLEAN-UP

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

9. Will food be served?
 Yes No

10. Will Alcoholic Beverages be served?
 Yes No

11. Will Alcoholic Beverages be available for sale?
 Yes No

12. Will decorations be put up?
 Yes No

Use of the above facilities may be pre-empted if City business so requires.

As an applicant for use of City of Cotati facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or any expense that may arise during or be caused in any way by use or occupancy of any area or facility of the City of Cotati. I further agree that in consideration of being permitted to use said facility, I will hold the City of Cotati, its officials and employees free and harmless from any loss, liabilities, damages, and/or injuries to persons and property occurring during applicant's use or public liability insurance as stated in "facility use and reservation policy" with the City of Cotati named as additional insured. I have read the Facility Use and Reservation Policy carefully and agree to it as written.

Applicant Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Date of Application: _____

Received by: _____

Fee Category: A B C

Room Use Fee: \$ _____
101-00-60700-000000

Paid by: Cash
 Check No.
 Credit Card (Credit Card payment information attached)

Deposit Fee: \$ _____
101-00-35002-000000

Cleaning Fee: \$(_____) _____
101-21-80188-CLEANS

Paid by: Cash | Check No. _____
 Credit Card (**NOTE:** Deposits paid by credit card will be refunded by check) (Credit Card payment information attached)

Deposit Returned: see attached payment request \$ _____

Date: _____

Application completeness:

Application form completed and signed Deposit paid
 Room use fee paid Insurance received

Additional Conditions and/or Comments:

CITY OF COTATI

Park Use and Special Event Permit Policy and Application

Adopted by the Cotati City Council October 23, 2018

Special events held on City property are subject to an application and permitting process. This policy details the rules and processes regarding the use of City space for special events. The application process for requesting and receiving a permit provides the City with an opportunity to review the activity as described by the Applicant and determine how the activity impacts public property and other activities. The City recognizes the substantial community benefits that may result from events and wishes to encourage such activities. At the same time, the City must take into consideration public safety, impacts on neighborhoods and businesses, and the routine and customary use of public property, and the potential draw on City resources and services.

Permit applications may be obtained from Cotati City Hall, Recreation Department, 201 West Sierra Avenue, Cotati or on our website: www.cotaticity.org. Please call (707) 665-4222 to request a faxed or emailed application or if you have any questions. Applications and fees must be received at least 30 days (for staff-approved permits) or 45 days (for City Council-approved permits) before the requested event date. Applications may be submitted up to one year in advance. Permit will not be finalized until proof of insurance is received.

Events requiring a Special Event permit include, but are not limited to film production, block parties, festivals, outdoor markets, concerts, parades, walks, runs, cycling events, athletic tournaments, day camps, weddings, social gatherings, concerts, and fundraisers that take place on public streets, sidewalks, alleys, parking areas, civic sites, or parks, above and beyond the normal pattern of use.

Most park uses related to casual enjoyment of the park by members of the public do not require a permit. Some uses do require a permit. Check these lists to determine if a permit is required:

Administratively Issued Permits

You will need a permit if your event includes any of the following:

- ◆ More than 20 people
- ◆ Jump house(s)
- ◆ Organized sports use
- ◆ Use of electricity
- ◆ Beating on drums
- ◆ Amplified music

City Council Issued Permits

Your permit must be approved by the City Council if your event includes any of the following:

- ◆ Park closures
- ◆ Sale of alcoholic beverages
- ◆ Any type of sales, including food, drinks, tickets for attractions, or any other items that require payment by attendees
- ◆ Full or Partial Closures of the Public Right of Way (Streets, Sidewalks, etc.)

- ◆ Closures of parking spaces
- ◆ Animals in City parks, including pony rides and/or dogs, unless otherwise permitted (i.e. dog park areas, etc.)

AVAILABILTY

Parks and other public space are available for special events when not in use for City or Recreation Department sponsored functions or users with a valid License Agreement with the City.

RESERVATIONS

The City does not monitor or enforce the informal reservation or use of facilities by the general public. Obtaining a permit for a special event does not constitute a reservation. Unless closure of a portion of a park or public space is requested and approved by the City Council, reservations are non-exclusive uses and parks are open to the public on a first - come, first - serve basis. Persons interested in having a gathering in one of the City parks are advised to arrive at the park early on the day of the event and remain there to secure use of the desired facilities. Leaving a tablecloth on a table does not reserve the table for use later in the day. You must remain at the facility to ensure its availability for your event.

FACILITIES

<p>LA PLAZA PARK OLD REDWOOD HWY & WEST SIERRA AVE</p> <ul style="list-style-type: none"> • Bandstand • Picnic tables • Playground equipment • Restrooms 	<p>SUNFLOWER PARK E COTATI AVE & SUNFLOWER DRIVE</p> <ul style="list-style-type: none"> • Tennis courts • Pickleball courts • Small playing field • Restrooms
<p>CIVIC CENTER PARK (Cator) 216 EAST SCHOOL STREET</p> <ul style="list-style-type: none"> • Baseball Field • Basketball courts • Large playing field • Group Barbeque • Picnic tables <p>The property is also the site of City Hall, the Ray Miller Community Center and the Cotati Police Department.</p>	<p>PUTNAM PARK MYRTLE AVE</p> <ul style="list-style-type: none"> • Baseball Field • Soccer fields • Playground equipment • Horseshoe pit • Picnic tables • Restrooms • Dog park
<p>FALLETTI PARK GRAVENSTEIN WAY & VILLAGE CT</p> <ul style="list-style-type: none"> • Playground equipment 	<p>KOTATE PARK LASALLE & LINCOLN AVE</p> <ul style="list-style-type: none"> • Playground equipment

<ul style="list-style-type: none"> • Barbecue • Picnic tables • Small playing field 	<ul style="list-style-type: none"> • Large playing field • Picnic tables
<p>VETERANS MEMORIAL PARK PARK AVE & OLD REDWOOD HWY</p> <ul style="list-style-type: none"> • Horseshoe pit • Picnic tables • Sand volleyball court <p>The property is also the site of the Veterans Memorial building, operated by Sonoma County. For building rental info – 707-565-2158</p>	<p>SANTERO PARK SANTERO WAY</p> <ul style="list-style-type: none"> • Toddler Playground • Petanque Court • Picnic tables • Small playing field
<p>DRAPER PARK WILFRED AVE</p> <ul style="list-style-type: none"> • Picnic tables • Small playing field 	<p>DELANO PARK VALPARISO AVE & PAGE ST</p> <ul style="list-style-type: none"> • No facilities
<p>POCKET PARK LASALLE & LORETTO AVE</p> <ul style="list-style-type: none"> • No facilities 	

FEE SCHEDULE

All rental fees are must be paid in full by 15 days prior to event. Fees will be accepted in cash, check payable to “City of Cotati” or credit card. All refunds will be paid by check.

For a complete list of required fees, please refer to the current adopted Master Fee Schedule.

SECURITY DEPOSIT

Clean-up charges may be deducted from this deposit.

For groups with 50 or more guests, a restroom cleaning fee will be deducted from the deposit.

Please allow up to **4 weeks** for processing the return of your deposit.

FEE WAIVERS & DISCOUNTED FEES

For large multi-year events, the City may waive the rental fees in the first year of the event. Rental fees will be 50% of the scheduled amount in year 2. In year 3 and on, with the event well established, the rental fees will be fully assessed.

Groups with an IRS non-profit designation, or other governmental organizations, can request a 50% discount in the permit fees if there are no admission fees associated with the planned event. Governmental organizations are entities with an elected governing board, or a governing board appointed by elected officials.

In all cases, the City will charge direct costs for services requested for the event (set up, clean up, banners, etc.).

TERMS AND CONDITIONS

A completed application with all required attachments must be submitted prior to a proposed event being considered for approval.

Costs associated with City staff time and City equipment necessary to provide traffic control, parking restrictions, special barricading, on-site monitoring of events or other special event needs shall be the responsibility of the applicant and shall include all costs incurred by the City, including actual time, materials and equipment.

Applications must be received at least 30 days (for staff-approved permits) or 45 days (for City Council-approved permits) before the requested event date. Applications may be submitted up to one year in advance.

Applicant shall remit payment to the City any balance of permit fees no less than 15 days prior to the event.

Applicant is responsible for planning and implementing the event, and determining resources and approvals that are needed to conduct the event, including whether permits from the City or other agencies are required.

Applicant may be required to notify residents and businesses potentially impacted by an event.

One or more pre-event meetings with the applicant and City staff may be required to review the details of the application, determine required City services, and establish permit conditions.

One or more post-event meetings with the applicant and City staff may be required to evaluate the event, determine if permit conditions were met, and provide feedback and recommendations to the event organizer.

Clean-up costs and the costs to repair or restore property shall be paid by permittee. The City may deduct such costs from the security deposit as well as bill the permittee for costs in excess of the deposit.

Small-scale events may be reviewed and approved by the Recreation Manager, with or without interdepartmental review. Events of eight hours or more in duration or events of any duration which in the judgment of the City raise unusual issues will be subject to an interdepartmental review prior to a decision

being made. Interdepartmental review may result in recommended conditions of approval for the proposed use.

Cleanup

Applicants are responsible for all trash and debris cleanup and removal. All decorations and materials use must be removed at the completion of the event. During an event, trash receptacles should be serviced as needed and liners replaced, to be provided by the applicant. If there is excess trash or debris that will not fit into public receptacles, groups are responsible for removing and properly disposing of it at the end of their event. Under no circumstance is trash to be allowed to enter the storm drain system. Extra trash, recycling, and compost receptacles may be required at the applicant's expense.

Restroom Facilities

All events utilizing public restrooms shall be required to provide restroom monitors to ensure that no vandalism occurs during the course of the event and that restrooms are vacated and locked at the close of the event. Events requiring permits shall be responsible for ensuring that the restrooms are clean following the event.

Portolets may be required at the applicant's expense.

Vendors/Concessions

Applicants with food vendors or concessions shall obtain the required permits and follow all regulations from the Sonoma County Environmental Health Department, and shall ensure each food vendor complies with Health Department requirements.

Food must be served in non-polystyrene containers.

Applicants shall obtain a business license if applicable by the City Business License Ordinance.

Party Jumps/Pony Rides

Groups renting party jumps and/ or pony rides must note this activity on their application. Companies providing the jump/ponies must have liability insurance on file with the City of Cotati naming the City as an additional insured, any needed business license, in accordance with the City's business license regulations. Request must be made in advance for electrical service by indication on the application.

Park Hours

City parks are open seven days a week, year-round from dawn to dusk. All unreserved areas remain open to the public at all times during park hours.

First Aid

Events anticipated to attract over 500 patrons (participants, spectators, vendors, entertainers, staff, and volunteers) will be required to provide a first aide booth at the applicant's expense.

Noise

It is unlawful in any park to play or beat on any drum or play any musical instrument employing amplified sound. Authority for amplified sound may be granted through the permit process.

Animal Restrictions

It is unlawful to allow animals, including dogs, in City Parks, with the exception of the Cotati Dog Park. Special events in which permission has been granted by the City are the exception. Events including animals

will require permission from the City. Restraint/control of all animals is required. Violations of this provision may result in fines as well as impound fees if your animal is taken to the animal control shelter.

Fires

In accordance with the Cotati Municipal Code 9.36.070 (Ord. 639 § 1(part), 1995), it is unlawful to make or kindle a fire for any purpose except in barbeque pits or other places provided for that purpose in any park. Authority for outside barbeques or fire may be granted through the permit process.

INSURANCE

- Use of City parks or public spaces requires insurance documentation to be approved by the City's Risk Manager. Applicant must furnish the City with a certificate of Endorsement naming the City of Cotati as an additional insured. Language required should read as follows: **The City of Cotati, its officers, officials, employees and volunteers**". **NOTE: PLEASE INFORM YOUR INSURANCE AGENT THAT A "Certificate of Insurance" on form Accord 25 by itself is NOT SUFFICIENT. A CERTIFICATE OF ENDORSEMENT NAMING "The City of Cotati, its officers, officials, employees and volunteers" AS ADDITIONAL INSURED IS REQUIRED.**
- Minimum coverage required is \$1,000,000 General Liability.
- Insurance must cover all contractors, such as caterer, decorator and security personnel.
- If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City's Risk Manager. A daily license must be obtained from the Department of Alcoholic Beverage Control and a copy must be provided to the City.
- Special event insurance has been purchased by applicants from their homeowner/renter insurance agent or from the following (the City is not recommending or endorsing any of these companies):

www.galescreek.com

www.statewideins.com/special-events-insurance.html

www.eventinsure.com

The organizer(s) shall provide a detailed map of the event layout. All paperwork shall be submitted at least 30 days prior to the event to allow for proper review time.

ALCOHOLIC BEVERAGES

The sale of alcohol may be permitted to groups with City Council approval for exclusive use of a park or public space.

All groups selling alcoholic beverages in any fashion must conform to all State Alcoholic Beverage rules and regulations and must obtain any and all permits required by the State Department of Alcoholic Beverage Control. The approved license must be posted at the dispensing location for the duration of the event.

Copies of all State Department of Alcoholic Beverage Control permits must be submitted to the City of Cotati prior to the event.

Groups of more than 50 serving alcohol must provide general liability insurance coverage in the amount of \$2,000,000 naming the City of Cotati as additional insured.

The Police Department will review and will need to approve all applications for events where alcohol is being served. They may require that servers receive training in responsible beverage service.

California State Law prohibits the sale or service of alcoholic beverages to persons under 21 years of age. If minors are in possession of alcohol, the event will be closed immediately. Persons serving alcohol to minors during events are solely responsible for any criminal or civil penalties imposed.

All paperwork shall be submitted to the Police Department at least 30 days prior to the event to allow for proper review time.

The use of alcohol in City parks and public spaces without an Approved Alcoholic Beverage Control permit and City Council approval is prohibited.

USE OF STREETS, SIDEWALKS, ALLEYS, OR PARKING AREAS

A Traffic Control Plan, approved by the Public Works Director or designee, is required for closure of public right of way permitted through a Special Event Permit. The cost of preparing and implementing a Traffic Control Plan is the responsibility of the applicant.

The applicant is responsible for all fees associated with public right of way closures.

For events where "No Parking" restrictions will be in effect, signs shall be posted a minimum of 24 hours in advance. The cost of the "No Parking" signs and posting of signs is the responsibility of the applicant.

The use and loan of City-owned traffic control devices, including signs, barricades and cones, is administered by the Public Works Director or designee. Damaged or lost items will be charged from the Applicant's deposit and billed if in excess of the deposit.

Street closures for block parties on a closed residential street are intended for residents and neighbors to encourage neighborhood gatherings. A street may not be closed for a block party if any of the following conditions exist: the speed limit is greater than 25 mph; the street has more than two lanes; the street is categorized as an arterial or collector street; or there is a bus stop within the boundaries of the closure. Only readily removable barricades may be used for block party street closures, and a 20 -foot lane of clearance is required for emergency vehicle access at all times. A limited number of traffic control devices will be available for residential neighborhood block parties at no cost. The number of barricades must not exceed four per block party and the permittee must pick up and return the devices from and to the corporation yard as arranged with the Public Works Department at 707-665-3637.

The applicant shall provide the Recreation Coordinator with a detailed map of the event layout. All paperwork shall be submitted prior to the event to allow for proper review time.

SECURITY

Event security may be required at any event, whether or not alcohol is served.

The cost of security guards will be paid by the applicant.

Security arrangements must be reviewed and approved in advance of your event by the Chief of Police or his/her designee.

Private security must be obtained from any security agency licensed by the State of California, Department of Consumer Affairs.

Security guards must be at the event the entire time guests are present. Security may be required overnight at the event site for multi-day events as deemed necessary by the Chief of Police or his/her designee.

FILM PRODUCTION

Filming that takes place over multiple days or requires use of the public right of way requires approval of a Limited Term Permit issued through the Community Development Department. Please contact them no less than 60 days prior to your event to ensure that it can proceed as planned.

CANCELLATIONS

If cancellation is necessary, the City must be notified immediately. If a reservation is cancelled more than 30 days prior to event, the entire deposit will be refunded. If a reservation is cancelled less than 30 days prior to the event, the deposit will not be returned.

A Park Use and Special Event Permit may be canceled by the City for any of the following reasons:

Information contained in the application is found to be false.

The applicant modifies the event in a material way from that described in the permit.

The applicant fails to meet any of the conditions listed in the permit.

Weather, such as heavy rain, creates saturated ground or other park conditions that may be damaged by the event. Events that are canceled due to ground conditions are eligible for a fee refund or rescheduling.

r Driving School



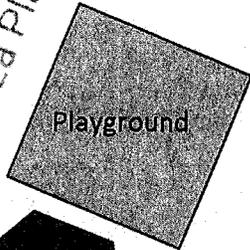
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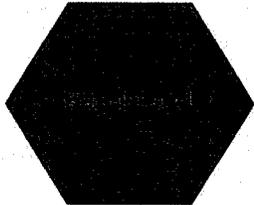
La Plaza Park Events: Indicate layout of event on this map.

Map not to scale

La Plaza



Playground



Laplaza Park

Public Parking

Ave

La Plaza

Old Redwood Hwy



W Sierra Ave

La Plaza

W Sierra Ave

La Plaza



La Pla

