

Cotati Veterans Memorial Building

Facility Fee Categories	
Category A Non Profit Groups/ Government Agencies	1. Organizations which have an IRS Code 501(c) determination letter 2. Government agencies which includes federal, state, and local agencies
Category B	Private Individual, Group, or Business

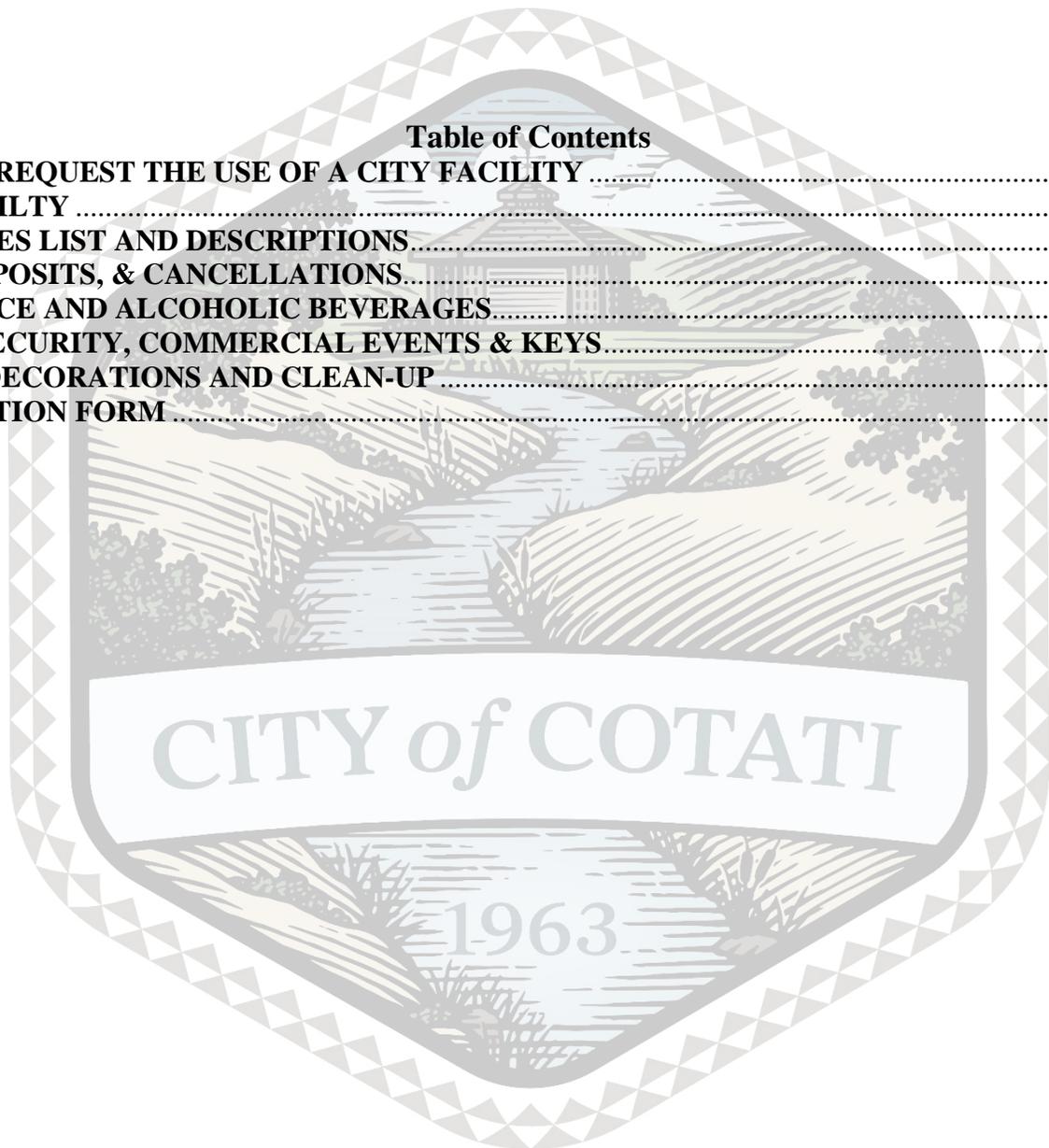
Facility Rental Fees		
Friday- Sunday		
Auditorium	Kitchen	Memorial Room (meetings only)
Category A \$75 per hour	Category A \$33 per hour	Category A \$55 per hour
Category B \$83 per hour	Category B \$33 per hour	Category B \$61 per hour
Monday-Thursday		
Auditorium	Kitchen	Memorial Room (meetings only)
Category A \$60 per hour	Category A \$33 per hour	Category A \$44 per hour
Category B \$66 per hour	Category B \$33 per hour	Category B \$49 per hour
Deposits		
Auditorium		Memorial Room/Parking Lot
\$500		\$225
Miscellaneous Fees		
Fee Type	Fee Amount	
Cleaning Fee for Auditorium Events (required for all rentals)	Actual Cost, current 2025 cost- \$125	
Processing Fee	\$25	
Late Booking Fee (less than 30 days) or Late Changes Fee	\$50	
Late Payment Fee (fees not paid in full by due date)	\$50	
Alcohol Fee	\$100	
Rescheduling 90 or more days in advance	\$25	
Cancellation Fees- 90 or more days in advance	50% of deposit	
Cancellation Fees- 31-89 days in advance	100% of deposit	
Cancellation Fees- 15-30 days in advance	50% of hourly rental fee or 100% of deposit, whichever amount is more	
Cancellation Fees- less than 15 days in advance	100% of hourly rental fee or 100% of deposit, whichever amount is more	
Holiday Rate, includes most federal holidays	additional 50% of base rent	
Parking lot only, no facility use	Fri-Sun \$75 per hour per lot	

**COTATI VETERANS MEMORIAL BUILDING
CITY OF COTATI
FACILITY USE AND RESERVATION POLICY AND
APPLICATION PACKET FOR**

Revised -7/12/2023

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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. The process of requesting a rental is as follows:

1. Turn in completed and signed *Request for Use of Facilities* application form and submit payment of processing fee and deposit. Events will not be added to the calendar and dates remain available for rental until the application and deposit have been received.
 2. Thirty days before scheduled rental- submit payment of hourly fees, and other additional fees as applicable. If payment is not received 30 days prior to event, the City may cancel the booking or require a \$50 late fee.
 3. Thirty days before scheduled rental- turn in insurance paperwork.
 4. If event requires security, proof of contract with security company must be turned in 30 days prior to scheduled rental.
 5. If event is selling alcohol, an ABC license is required. Proof of license must be turned in 30 days prior to scheduled rental.
 6. After conclusion of event, the City will process deposit refund as long as there was no damage to the facility or equipment and no city staff cleaning time was required. Deposits paid by credit card may be refunded back onto the card, deposits paid by cash or check will be issued a check. Deposits can take up to 4 weeks to be refunded.
- 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) 796-7301 or visit our website at www.cotaticity.gov.
 - 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.
 - Reservations may be made up to one year in advance.

AVAILABILITY

- 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.
- There is a two hour minimum for all bookings and bookings cannot be split up during the same day (ie renting in the morning and leaving and returning in the afternoon).
- The latest a rental may stay is 12am with all amplified sound being turned off by 10pm.
- All rental times must include setup and takedown time in reservation

FACILITIES LIST AND DESCRIPTIONS

Auditorium

8505 Park Ave
Cotati, CA 94931



The Auditorium Room adjacent at the Cotati Veterans Memorial Building is a great location for large parties. The room holds a maximum of 200 people. Included in the rental are, 27-8' and 7-6' rectangular tables and 200 folding chairs.

VETERANS MEMORIAL ROOM

8505 Park Ave
Cotati, CA 94931



The Veterans Memorial Room is perfect for meetings, workshops and seminars. This room is not available for private parties. The room holds a maximum of 60 people.

KITCHEN

8505 Park Ave
Cotati, CA 94931



The Kitchen can be added to any rental for an additional fee based on availability. It has a stove, oven, refrigerator, small freezer, and dish sanitizer.

FEE CATEGORIES

A. Non-Profit Groups/ 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 (Non-Resident)	

SECURITY DEPOSIT

- Any additional 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 or surrounding outdoor area 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, broken, or lost equipment.
- Deposits paid by credit card be refunded back onto the card used when possible. Deposits paid by cash, check, or credit card payments that can't be returned to the card used, will be refunded via a check. Our Administrative Services Department will reach out to you once the check is ready to be picked up. Refund checks must be picked up in person. 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. The Veterans Memorial Building cancellation policy is as follows:

Renters that wish to reschedule 90+ days out from scheduled event may do so with a \$25 processing fee kept from original deposit.

If renter cancels 31-89 days out from scheduled event, 100% of deposit will be kept.

If renter cancels 15-30 days out from scheduled event, 50% of hourly rental fees or 100% of deposit will be kept, whichever amount is more.

If renter cancels less than 15 days before the scheduled event, 100% of hourly rental fees or 100% of deposit will be kept, whichever amount is more.

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 and County of Sonoma as an additional insured. Language required should read as follows: **The City of Cotati and the County of Sonoma, their 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 and the County of Sonoma, their officers, officials, employees and volunteers" AS ADDITIONAL INSURED IS REQUIRED.**
- Minimum coverage required is \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations aggregate.
- All contractors, such as caterer, decorator and security personnel must also carry insurance.
- 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.
- If the renter has employees working at the event, Employers Liability Insurance is required.
- Special event insurance has been purchased by applicants from their homeowner/renter insurance agent or from the following (the City is not recommending the following company):

www.theeventhelper.com#mXbd2k

ALCOHOLIC BEVERAGES

- Groups serving alcohol will be subject to an alcohol service fee of \$100
- Groups serving alcohol with more than 100 attendees are required to have security, see Event Security section.
- Private groups serving alcohol with more than 100 attendees are required to have a licensed caterer/bartender with off-premise license to serve the alcohol.
- Non-Profit organizations serving alcohol to more than 100 attendees are required to obtain an ABC One Day Event Permit.
- 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 may review and may need to approve applications for events where alcohol is being served.
- No alcohol may be taken outside of event by guests or participants.
- Alcoholic beverage service shall terminate one hour before the scheduled end of the event, unless the event is 3 hours or less. Alcohol may be served for a maximum of 5 hours.
- 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.

EVENT SECURITY

- Event security is required at all events that will have more than 100 attendees and be serving or selling alcohol. A ratio of 1 guard per 50 attendees is required.
- Renter is responsible for arranging security, which must be provided by a security agency licensed by the State of California, Department of Consumer Affairs. Each guard must carry their current security guard card while on duty.
- The cost of security guards will be paid by the applicant.
- A copy of the contract between the renter and the security company must be submitted to the City 30 days prior to date of rental.
- 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.

COMMERCIAL EVENTS

The rent of the facility for ticketed events shall be 10% of gross receipts or the base rent, whichever is greater, with a maximum of \$1200 paid per event day. If event is paying base rate, the payment is due 30 days prior to the event. Events paying the percentage of admission fees shall be paid to the City during the business hours of the first business day following the event.

KEYS

- 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.
- A \$100 fee for lost keys will be taken from the deposit or charged to the applicant.
- Keys may be picked up at the start time of event, no earlier. Keys must be returned at the scheduled end time, no later.

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 is prohibited. No exits shall be blocked or covered.
- All use of confetti or glitter is prohibited.
- Accidental damage 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.
- Tables and chairs must be wiped clean before being put away.
- 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.
- Waste is to be emptied into the appropriate garbage, recycling, & compost containers located in the parking lot. Recycling cannot be bagged, it must be emptied into the dumpster loose.
- Renters are responsible for removing waste in excess of container capacity from the property. Recycling is required.
- 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. Any smoking trash left behind may result in additional fee.
- Tables and chairs must be put back correctly and all waste must be removed or renter will face additional staff cleaning up fees.

APPLICATION FORM

**CITY OF COTATI REQUEST FOR USE OF
 COTATI VETERANS MEMORIAL BUILDING**
 201 West Sierra Avenue, Cotati CA 94931
 (707)796-7301

1. Applicant Information
Name of individual/organization:
Address, City, State Zip:
Non-Profit Number (required if requesting non-profit rental rate):
Contact Person:
Phone: () Alt. phone: ()
Email:
2. Day(s)/Date(s) event will take place (month, date, year)
Day of week :
Month, date, year:
3. Facility Requested
<input type="checkbox"/> Auditorium
<input type="checkbox"/> Kitchen
<input type="checkbox"/> Veterans Memorial Room (meetings only)
<input type="checkbox"/> Parking Lot Only, no facility use
4. Intended use of facility
<input type="checkbox"/> Meeting
<input type="checkbox"/> Private party, what type of party? _____
<input type="checkbox"/> Other; please describe: _____
5. Will admission be charged?
<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Estimated number of attendees:

7. Arrival time (include set-up time):

8. Completion time (include clean-up time):
