



## Meeting Room Conditions of Use

**Hours:** Meeting room use at community buildings and park facilities use may be reserved by groups and individuals for a minimum of 2 hours between 8:00 am until 10:00 pm Monday through Friday.

**Time Limits:** Renters are expected to abide by the reservation times indicated on the facility reservation permit. If the time limits are exceeded by early entry or late exit, the Permittee will be charged for the excess time at 1-1/2 times the hourly rental rate. The fee will be deducted from any deposit or an invoice will be sent.

**Change to the Permit:** Any changes to the permit such as change of hours or date, must be made in writing by the permittee. Any changes made within one month of the reserved date(s) are subject to a \$50 fee.

**Cancellations:** Reservation cancellations must be made in writing. Cancelled reservations up to two weeks prior to the reservation are subject to a fee of 50% of the reservation charge. Cancellations of less than two weeks receive no refund of fees.

**Set-Up and Clean-Up Guidelines:** Renters are responsible for all set-up (chairs, tables, etc.) and clean-up of premises. Trash and recyclables must be placed in appropriate containers. Light adhesive, removable tape (i.e. poster tape or painter's tape) and florist wire are the only fasteners permitted. No staples, tacks and nails. Candles, fuels and hazardous materials will not be permitted in the park buildings and facilities. Fires must be confined to fireplaces and barbecue areas.

**Park Services Officer:** A Park Services Officer may be assigned to all Live Oak meeting room reservations that go beyond 8:00pm to make sure that the facility is secured properly. A 2-hour staffing fee will be applied.

**Reservations:** No facility can be reserved more than 12 months in advance. Minors (under 18) are not eligible to reserve facilities.

**Damage:** Damage done during events that do not have a deposit or is not covered by the amount of the deposit, will be sent an invoice. Labor to repair the facility is charged at current maintenance staff hourly rate. Bills unpaid after 30 days are sent to collections.

**Smoking:** Smoking and tobacco products are prohibited in Santa Cruz County Parks.

**Insurance Requirements:** The Department may require a Certificate of General Liability and Property Damage Insurance for activities which it deems to be high risk.

**Checks:** Checks returned for insufficient funds and chargebacks are charged at the current processing fee. Please note that credit cards are charged by ACT\*SCCountyParks.

**Sub-Lease:** Permittee shall not assign or sub-lease any portion of the premises, or any rights under approved permit, without prior written approval of the Department.

**Activities for Minors:** Groups which are comprised predominately of participants under 18 years of age must be chaperoned at a ratio of one adult (over 18 years) to 12 minors.

**Thank You For Choosing Santa Cruz County Parks**