

Westside Center – Franklin Center – Louise Lowry Davis Center
• Cooperation Statement •

Please read the following statements. Your signatures below will indicate that everyone has read and understands our facility guidelines. This document should be returned 2 weeks prior to your event by mail or fax (805) 963-7569.

1. I understand that a Facility Monitor is on duty at all events. I will check with that individual upon arrival and departure and if any problems should arise. At the end of the event, I understand that the Facility Monitor will walk through the facility with the renter to ensure that the facility is left as it was found. If any problems should arise during the event, I will check in with the monitor immediately.
2. I understand that the facility I am renting is located in a residential area surrounded by individual homes and apartments and that my guests, vendors and I must be considerate of the neighbors. I understand that I must keep noise and disturbances to the neighborhood to a minimum both inside the facility and outside in the adjacent common areas and parking lot. I understand that as a renter of a City facility, I am responsible for my conduct as well as the conduct of my guests and vendors.
3. I understand that the City of Santa Barbara, Parks and Recreation Department reserves the right to require uniformed security.
4. I understand that amplified music and DJs are permitted, but no live amplified bands are allowed. Acoustic bands (non-amplified) such as Mariachis are permitted. I understand that the music must stop no later than 9:30pm or at least (1) hour prior to the end of the event to allow for sufficient clean-up time and that my guests, vendors and I must be out of the facility and the adjoining parking lot no later than 10:30pm.
5. I understand that the sound level of the music will be monitored throughout my event. Should the decibel level exceed 60 decibels at any time when read from the sidewalk across the street from the facility or the assigned facility monitor determines that the music is too loud, I will be asked to turn the volume down immediately. I understand that the party may be shut down with security deposit and rental fees not refunded if I do not comply.
6. I understand that events with a large number of people under 21 years old (i.e. quinceañeras, sweet 16, bar/bat mitzvahs, teen parties, college fraternity/sorority events, etc.) are not allowed to have alcohol (even for the adults at these parties) and are required to hire security guards, at the event's expense.
7. I understand that only beer and wine can be served. No beer kegs or hard liquor are allowed. I understand that if alcohol is sold, purchased from my caterer or included in my entrance fee, an alcohol permit from the Alcohol Beverage Control Board must be obtained and displayed during the event. (Ask for the ABC rules)
8. I understand alcohol is prohibited from being served to anyone under 21 years old.
9. I understand that smoking is prohibited inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building.
10. Children under the age of 17 must be supervised by parents or other adults at all times.
11. I understand no early setups or after-hour breakdowns are allowed by the caterer, rental company, DJ/Band, lighting vendor, etc. outside of the rental span of time booked by the renter.
12. I understand that nails, staples, thumbtacks or tape with permanent adhesive may not be used to hang decorations and silly string, sequins, glitter, confetti, rice, bird seed are not allowed in and around the building.
13. I understand that any extension cords used must have mats laid over them or be duct-taped down to prevent tripping accidents.
14. I understand that propane burners are not allowed inside the building. Only electric warmers in the kitchen area and sternos in the room are allowed.

15. I understand that barbecuing or a taco cart is allowed by a licensed caterer only and per Facility Coordinator approval. The barbecue or grill unit must be positioned safely away from buildings, awnings and trees. I understand the caterer is required to use plywood or a tarp under barbecues or grills and is responsible to have a fire extinguisher near this equipment. Coals from barbecues must be taken away at the end of the event and not emptied anywhere in the parking lots or scrubs.
16. I understand that I or the caterer's staff is responsible for all trash to be bagged and taken to the dumpster after the event. If the event is self-catered, friends and/or family are responsible for doing this task. I also understand that my chosen caterer and I are responsible for recycling any bottles, cans and cardboard at my event.
17. I understand that the kitchen must be left in a clean and orderly. Sinks, refrigerators, counter tops and microwave must be wiped clean, along with the kitchen floor being swept clean after event. Patios should be picked up and left clean from all bottles, cans and debris.
18. I understand ice and water may be poured on the plants around the building, in the sinks and/or patio drains or on the surrounding park grounds.
19. I understand the Facility Monitor(s) have the right to end the event at any time during my rental if any rules or guidelines are violated.
20. I understand that a refundable \$500 security deposit is required to rent the facility. I understand that my security deposit may be withheld if the interior and exterior of the facility are not left in the same condition as found, if damages occur, or if facility rules and regulations are not followed.
21. I understand that it is each vendor's responsibility to pass these guidelines onto their staff.

I understand that no early setups or after-hour breakdowns are allowed by the caterer, rental company, DJ/Acoustic Band, other vendors, etc. outside of the following times booked by the renter. I understand that the renter's \$500 security deposit may not be refunded if his/her vendors and their staff do not adhere to the above statements.

Set-up Time	Event Time (when guests arrive/leave)	Breakdown Time
Renter's Signature	Date	
Caterer's Signature	Date	
Rental Company Representative's Signature	Date	
D.J. or Acoustic Band Representative's Signature	Date	
Event Coordinator's Signature	Date	