

## Alcouffe Community Center Rental/Use Information

The policies listed below are general rental/use policies. A Rental Agreement is required for all uses and provides for detailed agreements for use of the Center. Please request a Rental application if you feel the Center will fit your rental/use needs.

- A "Facility Rental Application" is required with 50% of fees paid upon submission of the Application (see Application Form and Fee Schedule).
- The Center has a maximum capacity of 240.
- Reservations are made in person only, first come-first served, at Community Center by appointment after calling the Site Co-coordinator, Curtis Canfield 530-415-8061. Reservations may be scheduled up to twelve (12) months in advance.
- A 30 day cancellation policy will apply for a full refund of fees paid.
- Center rental use hours are from as early as 7:00 a.m. and to be vacated and cleaned not later than 11:00 p.m.
- The Center is a non smoking facility with smoking permitted only in outside designated areas.
- Liquor may be provided at events (other than youth oriented events) with the approval of DOHIF. Renter must provide insurance and approved ABC license acceptable to DOHIF.
- A Renter must provide liability coverage in the minimum amount of \$1,000,000.
- Renters must be at least 21 years of age and in possession of a valid CA driver's license, DMV ID or military ID
- DOHIF practices a good neighbor policy, with residential properties abutting the Community Center grounds. Use is not permitted for any event that creates noise or provides for activities that would be an annoyance for neighbors or result in damage to Community Center or that is adverse to the vision and mission of DOHIF. DOHIF is the sole determiner of a proposed use or event meeting policy standards
- The DOHIF grounds and buildings are designated as an emergency relief site and emergency use facility for natural disasters and evacuations. Emergency services precludes all other uses. In such event, scheduled events may be canceled with little or no notice (a full refund of fees paid will be made, however, any other costs incurred by the Renter will not be reimbursed).
- Center sound/video equipment is available for use at an additional charge. DOHIF coordination prior to the event is required.
- DOHIF provides tables and chairs as part of the rental charge, the Renter is responsible for set up, cleaning and placement back into racks.
- Renter is fully responsible for any damage to real or personal property of the facility.

DOBBINS OREGON HOUSE IMPROVEMENT FOUNDATION

Dedicated to improving life in Dobbins-Oregon House Community – “An Equal Opportunity Facility”