



## **Facility Use Policies and Guidelines**

A Fiddletown Preservation Society Rental Application must be obtained, completely filled out and turned into the FPS Board Representative a minimum of 14 days prior to your event date. Your signature on the Rental Agreement is a signed acknowledgement of these Policies and Guidelines.

A Certificate of Insurance naming the Fiddletown Preservation Society for \$1,000,000 must be obtained and submitted with the application.

Rental fees are:

- For Non-Profit organizations - \$50; \$25 if event is not a fundraiser
- Private organizations or parties - \$100
- Along with \$25 charge for utility usage

Additionally, refundable Deposits for Cleaning of \$150 and for the two door padlocks of \$20 will be charged. The amounts, or a portion thereof, will be refunded upon inspection by the FPS after your event.

Types of Activities allowed include weddings, funerals or memorial services, lectures, concerts or classes, birthday parties or family parties, including retirement, baby or bridal showers, baptisms, anniversaries, etc. Any other activity must have prior approval.

Events must end no later than 10:00 pm. No music or excessive noise after 10:00 pm is allowed.

If alcohol is to be served at an event, a Special Event Permit from the State of California Alcohol Beverage Control Board is required and must be posted. [abc.ca.gov](http://abc.ca.gov) Only beer and wine is permitted. See Attached document.

Parking is not allowed on the road and is only allowed in the parking area next to the Schoolhouse.

The entire site is tobacco and vaping free, inside and outside.

There are no facilities for cooking. Prepared foods only may be served.

Keep both doors unlocked and open during your event for fire safety. Relock the padlocks on the U-hooks on each of the two open doors while the building is occupied. Do not block access to any door.

Maximum number of people is **56**.

There are two restrooms, but they are not handicap accessible.

Floor must be kept dry (i.e., place ice chests on plastic on floor.)

No nails, screws, push pins, tape, staples or damage to wood, walls or floors. Do not drag objects across the floor. Renter agrees to pay for any damage that occurs during the rental period.

There is cleaning equipment such as brooms & cleaners. Use them and clean the entire premises before leaving, including restrooms. Clean spills on floors. Anything used or moved for your event should be put back in the original places. Unplug all electrical equipment. Turn off lights and lock doors.

There is no trash disposal at this building. All garbage and recyclables must be hauled off the property by you.

There are no tables or chairs, except old wooden chairs, available for use on the premises. The Fiddletown Community Center has tables and chairs for rent. You should plan on providing tables and chairs for your event.