

**AUBURN AIRPORT ROOM FACILITY  
RENTAL AGREEMENT & PERMIT FOR USE  
13650 NEW AIRPORT ROAD, AUBURN CA 95602  
Maximum Occupancy: 100 persons**

Organization/User Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
First Last

Phone \_\_\_\_\_  
Business Home

Address \_\_\_\_\_  
Street/P.O. Box City Zip Code

**THE EVENT**

Type of Event/Use: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Dates or Day: \_\_\_\_\_

Time: \_\_\_\_\_

Reoccurrence: Annual Monthly Weekly

Open to public? Yes  No

Live music? Yes  No

Admission charge? Yes  No

Recorded music? Yes  No

Caterer? Yes  No

Name of Caterer: \_\_\_\_\_

Person in charge of event: \_\_\_\_\_ Phone: \_\_\_\_\_

**SERVICE ORGANIZATIONS ONLY**

Organization Name \_\_\_\_\_

Non-Profit? Yes \_\_\_\_\_ No \_\_\_\_\_

Airport Affiliated? Yes \_\_\_\_\_ No \_\_\_\_\_

**LIABILITY INSURANCE: Certificate of Insurance protecting City of Auburn in amount of \$1 million is required.**

User hereby waives all claims and recourse against City of Auburn, including the right to contribution for loss or damage by reason of death or injury to person or damages to property, whether the person or property of User, its agents, or employees or third persons, arising from, growing out of, or in any way connected to this Agreement. User shall indemnify, hold harmless and defend City of Auburn, its officers, directors, agents, employees, and volunteers against any and all claims, demands, damages, costs, expenses (including attorney's fees), actions or liability whatsoever arising out of City of Auburn's operation or maintenance of the facility. If permit for use is granted, I or my representative agree to be present during the entire use of the facility. I have read and accept the Policy and Procedures and the Agreement and Permit for use.

By \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
(Please Print) (Signature)

Security Deposit \_\_\_\_\_ Receipt No. \_\_\_\_\_ Deposit Returned \_\_\_\_\_

Rental Fee \_\_\_\_\_ Receipt No. \_\_\_\_\_ Proof of Insurance \_\_\_\_\_

**CONTACT PERSON:**

Amy Franklin: 1(530)823-4211 Ext. 136 or afranklin@auburn.ca.gov

**GENERAL RENTAL INFORMATION:**

MONDAY - FRIDAY 8:00 a.m. to 10:00 p.m.  
 SATURDAY & SUNDAY 8:00 a.m. to Midnight

Total room capacity: 100 persons	Seating capacity: 100 persons	** No hot water in the Kitchen
108 Chairs	13 tables, 8' long	8 tables, 4' square
1 Sink	Coffee Maker	Microwave Oven
No Garbage Disposal	1 Refrigerator	Miscellaneous Pots/Pans/Coolers
3 Trash Cans	Dish Soap	Paper Towels

1. Rented only to non-profit civic organizations active in Airport Activities, Community Service, Federal, State, County, or City governments. (Reservations may be subject to City Council policies, Resolution No. 08-132).
2. Keys are available at Threshold Technologies Inc. Building, 13630 New Airport Road, Auburn, CA 95602. Keys may be picked up prior to use between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. For weekend use, keys must be picked up on Friday. Keys must be returned the first working day after use. If key is lost, User will be responsible for any charges incurred for new locks.
3. When leaving, all doors must be tightly closed and locked, and all lights and the heating/cooling system turned off.
4. Hours requested should include time for permittee to set-up and clean up. All persons associated with event must vacate premises by indicated time.
5. Responsible representative of permittee must be present at all times during rental.
6. If User requests changes from time originally requested, City will attempt to accommodate, however, it reserves the right to deny such changes.
7. Room will be pre-inspected for condition prior to your use. If you discover a breakage or a condition that needs to be reported, please bring it to the attention of City of Auburn staff. Likewise, a post-inspection is required in order to release your security deposit. It is not necessary for user to be present for either inspection.
8. Restrooms are available on the first floor of the building.

**DECORATIONS AND EQUIPMENT**

1. No items are to be nailed, taped or stapled to ceiling, walls, tables, chairs, or handrails.
2. All decorations and User's equipment must be removed immediately after event. Decorations must be UL approved (non-flammable).
3. Fire Code does not permit open flame devices, such as candles.

**KITCHEN/ROOM USE**

1. User is responsible for setting up tables and chairs needed for event and restoring tables and chairs to their original location(s) when finished.
2. User or caterer is responsible for restoring kitchen to clean condition.
3. Please note: There is no hot water available.
4. All trash is to be bagged and taken to dumpster at the rear of the building.

### **SMOKING & ALCOHOLIC BEVERAGES**

1. Per City ordinance, smoking is not permitted in any City building.
2. Alcoholic beverages are not permitted at any time on the premises.

### **LIABILITY INSURANCE COVERAGE**

1. All Users must accept the facilities and areas in the condition found. City of Auburn makes no warranty as to the safety and usability of any facility beyond that afforded to the general public.
2. All persons, groups and organizations shall agree to hold the City of Auburn, its elective and appointive boards, commissions, officers, agents, and employees harmless from any liability for damages and claims for personal injury, including death, as well as from claims for property damage which might arise from the use of the Auburn Airport Room.
3. Additional liability insurance may be required at the discretion of the City.

**Liability insurance is required in the amount of \$1 million, naming the City of Auburn as an additional insured. A Certificate of Insurance is required prior to use.**

### **SECURITY DEPOSIT**

A \$100.00 security deposit is required for all for-profit Users. Security deposit will be held uncashed but will not be refunded until there is a satisfactory post-inspection by City staff.

Any damage or loss to facility or equipment is the responsibility of permittee, who shall be liable for all costs for restoring or replacing damage or loss.

If you will be using the facility on a regular basis, the security deposit can be cashed and placed into a City of Auburn security account until User requests release and the post-inspection approval for refund is granted by City staff.

Any damage or loss to facility or equipment is the responsibility of User, who shall be liable for all costs for restoring damage or replacing loss.

Before and after each use, an inspection of the facility will be made by Threshold Technologies Inc. staff to assess property before security deposit is returned.

### **CHANGES AND CANCELLATIONS**

City of Auburn must be notified of any changes in event, participants, or time at least three (3) working days in advance. If necessary, additional fees may be charged in accordance with applicable rates.

If event/rental cancellation is necessary, City of Auburn must be notified immediately. Cancellation must be made at least three (3) working days in advance of use date or User will be held liable for all charges. **REFUNDS WILL NOT BE HONORED.**

### **PERMIT REVOCATION**

The keys are the sole property of City of Auburn. Duplication of keys is not permitted. A permit for use may be revoked if the keys are duplicated. A permit for use may also be revoked for failure to observe any rules, regulations, or ordinances of the City of Auburn, for improper conduct or for other reasons as determined by the City. Incomplete or incorrect information regarding either the nature of the event or the expected number in attendance may immediately cancel the application for use with no refund of fees.

**RENTAL FEES**

**HOURLY RATES TO INCLUDE TIME FOR SET-UP AND CLEAN UP**

**SECURITY DEPOSIT:** \$100.00 (a separate check) \$ \_\_\_\_\_

**AVAILABILITY:** MONDAY – SUNDAY @ \$50.00 per hour TWO (2) HOUR MINIMUM

Total number of Hours \_\_\_\_\_ @ \$50.00 per hour \$ \_\_\_\_\_

**Total Due** \$ \_\_\_\_\_

**Checks made payable to City of Auburn**

**Mail Checks to:**  
ATTN: Counter Services  
City of Auburn  
1225 Lincoln Way,  
Auburn, CA 95603

**OR**

**Pay in person:**  
City of Auburn  
Counter Services Room 3  
1225 Lincoln Way,  
Auburn, CA 95603

FULL RENTAL FEE INCLUDING DEPOSIT MUST BE PAID 2 WEEKS PRIOR TO EVENT

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I have read and understand the Auburn Airport Facility Rental Rules and Procedures and agree to abide by same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name