

CITY COUNCIL MEETING

January 21, 1981

COMMUNITY USE
GUIDELINES OLD
LUHS CAFETERIA
APPROVED

RES. NO. 81-12

Proposed Community Use Guidelines for the use of the Old Lodi Union High School Cafeteria were presented for Council's perusal. Council discussion followed with the suggestion that the following amendment be made to the proposed guidelines:

6. Hours of Use

The facility is available from 8:00 a.m. to 12:00 midnight daily

8:00 a.m. to 2:00 a.m. on Fridays and Saturdays

On motion of Councilman Murphy, McCarty second, Council adopted Resolution No. 81-12 approving the Old Lodi Union High School Cafeteria Community Use Guidelines with the amendment heretcfore listed.

TO: CITY CLERK
FROM: CHARLENE LANGE
DATE: JANUARY 16, 1981
SUBJECT: COMMUNITY USE GUIDELINES - OLD LUHS CAFETERIA

The projected timetable for renting the Old LUHS Cafeteria is February 1, 1981. Together, Ed DeBenedetti and I have formulated the following guidelines for the use of this facility. Please instruct me as to the procedure of presenting this to either the City Manager and/or Council for information, or if needed, formal adoption.

It should be stressed that these guidelines are temporary -- even though the rules and fee schedules were constructed around similar facilities in the area, we have never rented out this particular room and we may encounter a variety of "unknowns."

I have also:

- contacted Bob Holm, Finance , to discuss additional insurance coverage by our carrier
- checked the wording of Liability Insurance section with Attorney Ron Stein

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OLD LODI UNION HIGH SCHOOL CAFETERIA
600 West Oak Street
COMMUNITY USE GUIDELINES

1. Reservations may be made through the Lodi Recreation and Parks Department, 125 N. Stockton Street - 369-5881. Reservations are not considered final until \$50.00 deposit is paid.
2. Fee Schedule

Option #1	- Main Hall, No Kitchen Facilities	\$50.00
Option #2	- Main Hall, Minimal Kitchen	\$80.00
Option #3	- Main Hall, Full Kitchen	\$125.00
3. Damage Deposit

Users will be assessed a \$50 damage deposit, due at least one month before the date of the event. If the total amount is not paid prior to the day of the function, the building will not be opened.
4. Clean-Up Charges

Clean-up fees will be \$5 per man hour following the use of the facility for Option #1 and Option #2; a \$175 fee will be charged for Option #3.
5. Broken or Missing Items

The building will be checked the first working day after the event; inventory taken and recorded. Any damage, excessive clean-up or missing items will be billed accordingly to the user.
6. Hours of Use

The facility is available from 8 a.m. to 12 midnight daily. Each fee covers 10 hours of time. This includes decorating, opening the door for catering or beer delivery, as well as the actual function itself. Additional hours will be charged at \$5 an hour. This should be anticipated and arranged for at the time the building is reserved.
7. Decorations

Decorations are permissible, but must meet fire code and be completely removed immediately after the function concludes.
8. Security

Security guards must be hired by the sponsoring group or organizations whenever a public function is held -- including wedding receptions and parties.
9. Liquor

No hard liquor is permitted.
10. Facilities

The building offers tables and chairs to seat 280 people, plus full kitchen facilities including table service.
11. Liability Insurance

Public functions must be sponsored by a bonafide group or organization with non-profit status that is able to submit proof of insurance (\$100-300 thousand, \$50,000 property damage.) The City of Lodi shall be listed on the Policy as additional insured. This type of reservation must be approved by the Director of Recreation and Parks. Wedding receptions limited by invitations, banquets and private parties do not need liability insurance.

RESOLUTION NO. 81-12

RESOLUTION ESTABLISHING COMMUNITY USE
GUIDELINES - OLD UNION HIGH SCHOOL
CAFETERIA

RESOLVED, that the City Council of the City of Lodi does hereby adopt the Community Use Guidelines for the Old Lodi Union High School Cafeteria as depicted on Exhibit "A" attached hereto and thereby made a part hereof.

Dated: January 21, 1981

I hereby certify that Resolution No. 81-12 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 21, 1981 by the following vote:

Ayes: Councilmen - McCarty, Murphy, Pinkerton, Hughes
and Katnich

Noes: Councilmen - None

Absent: Councilmen - None

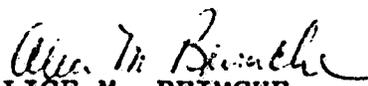

ALICE M. REIMCHE
City Clerk

EXHIBIT "A"

OLD LODI UNION HIGH SCHOOL CATERIA
800 West Oak Street
COMMUNITY USE GUIDELINES

1. Reservations may be made through the Lodi Recreation and Parks Department, 125 N. Stockton Street - 369-5881. Reservations are not considered final until \$50 deposit is paid.
2. Fee Schedule

Option #1 - Main Hall, No Kitchen Facilities	\$50.00
Option #2 - Main Hall, Minimal Kitchen	\$80.00
Option #3 - Main Hall, Full Kitchen	\$100.00
3. Damage Deposit

Users will be assessed a \$50 damage deposit, due at least one month before the date of the event. If the total amount is not paid prior to the day of the function, the building will not be opened.
4. Clean-Up Charges

Clean up fees will be \$5 per man hour following the use of the facility for Option #1 and Option #2; Option #3 will be charged \$175 fee for janitorial services, at the discretion of the Director of Recreation and Parks.
5. Broken or Missing Items

Inventory will be taken and recorded immediately following the event; any damage excessive clean-up or missing items will be automatically billed to the user.
6. Hours of Use

The facility is available from 8:00 a.m. to 12:00 midnight daily except 8:00 a.m. to 2:00 a.m. on Fridays and Saturdays. Each fee covers 10 hours of time, which includes decorating, opening the door for catering or deliveries as well as the function itself. Additional hours will be charged at \$5 per hour; this should be anticipated and arranged for at the time the building is reserved.
7. Decorations

Decorations are permissible, but must meet fire code and be completely removed immediately after the function concludes.
8. Security

Security guards must be hired by the sponsoring group or organization whenever a public function is held.
9. Liquor

Liquor is permitted; sponsoring group is required to obtain appropriate permits from ABC.
10. Facilities

The Building offers tables and chairs to seat 280 people, plus a full kitchen. Dishes and table service available upon request.
11. Liability Insurance

Users must sign a hold harmless clause and furnish the City with a certificate of insurance; said certificate must show the City as additional insured. (\$100-300 thousand, personal injury -- \$50,000 property damage.)