

SPECIAL FACILITY USE REQUIREMENTS FOR HISTORIC SUTTER CREEK GRAMMAR SCHOOL

1. In addition to meeting the conditions listed below, a standard City of Sutter Creek Use of Facility Application must be obtained from the City of Sutter Creek.
2. Vehicular and pedestrian access to the property is via Cole or Fullen St.
3. Visitors/tenants of the site are not permitted onto the Sutter Creek Primary School property without prior permission from the primary school administration.
4. The entire site is tobacco free.
5. Alcohol service for special events may be allowed with the following conditions:
 - a. as per section 25608 of California Business and Professions Codes
 - b. with the permission of the City of Sutter Creek
 - c. a Special Event Permit by the Alcohol Beverage Control Board is required for the sale of alcoholic beverages. Permits may be obtained at abc.ca.gov.
 - d. Alcohol may not be served while any regular or extended elementary school program is in session.**
6. Professional contractors or volunteers working on site must be supervised by the City of Sutter Creek or SCCBF personnel.
7. Children are not allowed in the building unless under the direct supervision of their parent, guardian or teacher,
8. No physical modifications to the building infrastructure are permitted without prior approval by the City.
9. A liability insurance policy for \$2,000,000, naming the City of Sutter Creek and Amador County Unified School District as additionally insured, is required.
10. The renter is responsible for cleanup and offsite disposal of all trash/waste.
11. Access is allowed only to the specific area/s of the building actually used for the event.
12. Special conditions and rates may be applied for long-term or recurrent uses.
13. Sixteen 3X8 ft tables and 75 folding chairs are available for the entire building. The renter is responsible to provide any additional units which may be needed.
14. Renters' are responsible for all setup, teardown and cleanup of the facility

rooms and furnishings. Cleaning supplies such as mops, brooms etc are available.

15. The kitchen may not be used to prepare food for sale.
16. The kitchen as designed is intended to provide a facility for the finishing and serving of prepared food and is not intended for the preparation of meals from scratch.
17. No deep frying is permitted in the kitchen per Fire District.
18. Only dogs licensed under Ca Health and Safety Code 114259.5 are allowed in the building.

Facilities Description

UPPER FLOOR

The upper floor is accessed through the east side ramped entrance.

The upper floor includes handicapped accessible restrooms.

Rental spaces include:

Room 5, "the classroom" 1000 sq ft

Room 6, the kitchen, 1000 sq ft designed to support catered and prepared food events. Renters are required to provide all utensils and glassware for their event.

Lower Floor

Room 1 "The front room" is accessed either through the main front stairway entrance or the south side ramp entrance.

Room 2 "The dance room" is accessed through the south side ramp entrance only.

Each room is approximately 1000 sq ft. Limited restroom facilities are located on the lower floor. Handicapped restroom facilities are available on the upper floor accessed through the East ramp entrance or internal stairway.