



## **Snack Shack & Cribbs Field Facility Use Policy:**

1. The City reserves the right to limit use of the Snack Shack & Cribbs Field.
2. No application for use of the room/facility will be processed until all information is provided. Deposit fees are due when the application is turned in for processing (if applicable).
3. Food service and / or preparation will meet guidelines established by the Amador Department of Health and Human Services.
4. Youth activities involving participants less than 18 years of age must have a responsible adult(s) present at all times. This adult must be a minimum of 21 years of age.
5. Applications requesting the Snack Shack &/or Cribbs Field for a function must be presented a minimum of fifteen (15) days prior to the function.
6. Cancellations must be made no less than 48 hours (for single reservations) or 60 days (for ongoing reservations) or charges will apply.
7. Arrangements for the key to enter must be made at least one week prior to the event. If this contact is not made, charges will apply and use of the facility will be lost.
8. Activities may be scheduled for up to a 12-week period of time after which a new application must be completed.
9. Check list of City property must be completed and returned within one week of the completion of the event. Any items not belonging to the City must be removed after the term of the agreement.
10. The entire site is tobacco free.
11. 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 should alcohol be sold. Permits may be obtained at [abc.ca.gov](http://abc.ca.gov).
12. No physical modifications to the building infrastructure are permitted.
13. All matters concerning use must be handled by the applicant and the City representative coordinating use.
14. Groups will be financially responsible for damage to the facilities and equipment.
15. The City is not responsible for any lost or stolen articles.
16. The building is to be cleaned and left in the order in which it was found.
17. A rental fee and refundable clean-up and key deposit is required as per attached fee schedule.
18. A liability insurance policy for \$2,000,000, naming the City of Sutter as additionally insured, is required. (This insurance can be obtained from the City.)
19. The renter is responsible for cleanup and offsite disposal of all trash/waste.
20. Any decorations must be removed immediately after use.
21. The league is responsible for management of practice times and game schedules, coordination of time slots between teams & any disputes that may arise.