

**City of Auburn  
1225 Lincoln Way  
Auburn, CA 95603**

*Maximum Occupancy: 114 Persons*

**Rose Room Rental  
Agreement and Permit for use**

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Today's Date:

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Organization/Username:

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Contact Person: Phone:

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Address: City: Zip:

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Rental Date & Time Requested:

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Type of Event: Estimated Attendance:

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Open to Public: Y/N Admission Charge: Y/N Refreshments: Y/N

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Fundraising Event: Y/N Live Music: Y/N Recorded Music: Y/N

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Catering: Y/N Person in Charge: Phone:

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Checks made payable to City of Auburn Service Groups Only

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Security Deposit \$100.00 (a separate check) \$ \_\_\_\_\_

Rental Fee: Hourly rates to include time for set-up and clean-up

1<sup>st</sup> Hour @ \$25.00 \$ \_\_\_\_\_

Total Additional # of Hours \_\_\_\_\_ @ \$5.00 \$ \_\_\_\_\_

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

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Liability Insurance: Certificate of Insurance protecting City of Auburn in the amount of \$1 million is required. User hereby waives all claims and recourse against the 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, it's 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.

By: \_\_\_\_\_  
(please print)

By: \_\_\_\_\_  
(signature)

Date: \_\_\_\_\_

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Security Deposit: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_  
Rental Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Proof of Insurance: \_\_\_\_\_

## Rose Room Rental Policy and Procedures

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Total Room Capacity: 114 Persons

Seating Capacity: 100 Persons

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98 Chairs	9 tables, 8; long (8 chairs per table)
4 sinks	Refrigerator
Dish soap	Trash can liners
No garbage disposal	One microwave oven
1 table, 6' long (6 chairs per table)	Paper towels
Stove and oven	Podium
PA system available upon request	Large TV screen for Zoom or presentations
American Flag	(must bring a connection cord)
WiFi Password	

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Contact:

Shari Harris (530) 823-4211 x113

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General Rental Information:

Rented only to non-profit civic organizations active in community service, Federal, State, County, or City governments, (reservations may be subject to City Council policies, Resolution No. 96-112).

Available for rent daily from 8:00am – 9:00pm (Monday – Friday).

Hours requested should include time for setup and cleanup. Individuals associated with event will not be allowed to enter facility before the time requested. If user requests changes from time originally requested, City will attempt to accommodate; however, it reserves the right to deny such changes.

Room will be pre-inspected by City staff 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 Building Department 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.

Access cards are available at the City Manager's Department in Room 7. Access Cards may be picked up prior to use between the hours of 8:00am and 4:00pm, Monday through Friday. Access Cards must be returned the first working day after use. If a access card is lost, User must advise Shari Harris asap. When leaving, all doors must be tightly closed and locked, all lights and heating/air conditioning turned off.

An elevator is available.

Restrooms are available on the first floor of the building.

### Parking

Users and/or attendee/guests may use up to 6 parking stalls in the lot behind City Hall for their event. User shall be responsible for informing attendees/guests of the limited parking at City Hall and of alternative parking locations. If you need additional parking spaces, there is a public parking lot across from the Placer County Courthouse. Violation of these terms is a material breach of this Rose Room Rental Agreement and Permit and City staff may immediately terminate the Agreement and revoke the permit upon such breach.

### Decorations and Equipment

No items are to be nailed, taped or stapled to the ceiling, walls, tables, chairs, or brass handrail. All decorations and User's equipment must be removed immediately after event. Decorations must be UL approved (non-flammable).

Fire Code does not permit open flame devices, such as candles.

### Kitchen/Room Use

User is responsible for setting up tables and chairs needed for event and restoring tables and chairs to their original locations(s) when finished.

User or caterer is responsible for restoring kitchen to clean condition.

The kitchen table is not to be moved from the kitchen.

All trash is to be bagged and take to dumpster at the rear of the building.

### Smoking & Alcoholic Beverages

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

### Liability Insurance Coverage

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 the general public.

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 Rose Room or furnishings.

**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 room use.**

### Security Deposit

A \$100.00 security deposit is required for any and all Users. Security Deposit will be held uncashed, but will not be refunded until there is a satisfactory post-inspection by City staff. 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 City 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 Access cards are the sole property of the City of Auburn. 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. Events which exceed the allowable attendance of 114 may be immediately canceled with no refund. 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.