

**CONTRACT NAME: AGREEMENT BETWEEN GLIDE RANCH  
AND DAVIS JOINT UNIFIED SCHOOL DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** This Agreement is between Glide Ranch and DJUSD for rental of the facility to conduct professional development for staff members on December 9, 2015.

There is a \$200 rental fee. The costs for the rental fee are being paid from the Administrative Services budget.



## GLIDE RANCH • VENUE RENTAL PACKET

### Use Agreement

In consideration for the payment of fees/deposits as set forth herein below, and for the promises, covenants and agreements set forth below, the Community Alliance with Family Farmers (hereafter referred to as "CAFF") hereby grants PTUSD (hereafter referred to as "User") the use of the grounds of the Glide Ranch on 12/09/15 between the hours of 8:00am and 1:00pm for a meeting to be attended by not more than 30 people.

- Rental includes the following time blocks:

Block A: 2 hours on Friday

Block B: 8 hours on Saturday

Block C: 2 hours on Sunday or Monday by 12:00pm, depending on venue schedule

The User shall pay a reservation fee of \$ 200. The User shall pay a reservation deposit of \$ 200 (half of the reservation fee) between the time the reservation is made and this agreement is signed. ~~This deposit is non-refundable and is credited toward the reservation fee.~~ This agreement will be considered cancelled if CAFF does not receive full payment of the fee within this timeframe. 12/2/15  
mc

The User shall pay a Security Deposit of \$ 500. This deposit is refundable. The grounds are expected to be returned to their original clean condition after the event is over. If the User does not leave the grounds in the condition specified above, CAFF may keep all or part of the deposit for returning the grounds to such conditions. If the costs and expenses exceed the deposit amount, the User shall be liable for all excess costs and expenses and shall pay the excess amount within ten (10) days of being sent notice by CAFF.

The user agrees to and shall hold harmless, indemnify and defend CAFF, its officers, agents and employees, and the County of Yolo, its officers, agents and employees, from and against any and all demands, claims, actions, lawsuits, judgments and settlements of every type and nature arising out of or connected with, in whole or in part, the use of the grounds by the User, its guests and/or invitees, including but not limited to, personal injury, wrongful death and property damage, whether the same is suffered by the User, its guests or invitees, of others on the grounds during the event, or by third party persons who suffer such injury on or off the grounds as a result of or in any way connected with the use of the grounds.

The User agrees to and shall faithfully observe the procedures for using the grounds.

IT IS SO AGREED.

By User:

Signature

Print Name

Date

By CAFF:

Signature

Print Name

Title

Date

Reviewed by: KATE SNOW  
[Signature]



## GLIDE RANCH • VENUE RENTAL PACKET

### Indemnity Form

#### **Please Read Before Signing – Indemnity and Hold Harmless**

The Applicant and/or Organization (Renter) is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to the Glide Ranch and Community Alliance with Family Farmers (CAFF) property, or for any claims made as a result of any accidents or injuries to the Renter, guests, or invitees or any person providing services to the applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Renters shall assume the defense of and indemnity and hold harmless CAFF, its officers, employees and agents from all claims, loss, damage, injury and liability of every kind, nature and description directly or indirectly arising from the performance of his/her operation under the Agreement. Acceptance of the CAFF Insurance Certificate does not relieve the Renter from liability under the Indemnity and Hold Harmless Clause.

I have read the above Reservation Policies and Regulations and agree to abide by all of the conditions of this application and of any contract or permit issued base on this application.

Signature

Bruce Colby

Printed Name

12/4/2015

Date



# GLIDE RANCH • VENUE RENTAL PACKET

## Payment Form

Event Date: 12/09/15

As part of my Glide Ranch grounds rental, I am using the credit card number below for the Required Fees. I understand the credit card is being charged at this time. If no violations of permit occur, my security deposit will be processed within 7 to 14 days of the event.

Renter's Name (Printed)	DAVIS JOINT UNIFIED SCHOOL DISTRICT
Renter's Signature	
Name on Credit Card	
Billing Address	526 B ST
City, State Zip	DAVIS, CA 95618
Telephone	530-312-4672
Email	ksnow@djsd.net
Check <input checked="" type="checkbox"/>	# 4350
Credit Card <input type="checkbox"/>	Card Type <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Other _____
Credit Card Number	
Expiration Date	____ / 20 ____
CSC#	_____

### OFFICE USE ONLY

Fee	AMT	Due	Processed
Reservation Deposit	\$		
Security Deposit	\$ 500	12/2/15	
Reservation Balance	\$ 200	12/02/15	
Deposit Return	\$		
Insurance Certificate	.		



## GLIDE RANCH • VENUE RENTAL PACKET

### Facility Evaluation Form

**A COPY OF THIS FORM WILL BE PROVIDED ON THE RENTAL DATE**  
**After your event, please take a few minutes to let us know how we are doing.**

Name (optional) \_\_\_\_\_

Event Date (optional) \_\_\_\_\_

1. How did you hear about Glide Ranch Venue Rental?

	Strongly Disagree 1	Disagree 2	Neutral 3	Agree 4	Strongly Agree 5	N/A
2. The staff was knowledgeable and helpful during the reservation process						
3. The fees for the venue were reasonable						
4. The staff was friendly and helpful during the event						
5. The hours were convenient for my use						
6. The venue was suitable for my function						
7. I would recommend the venue to friends/associates						
8. I would host future events at the venue						

9. What improvements would you recommend?

10. Other comments/Suggestions

**Thank you for taking the time to complete this survey. Your feedback is important!**  
Return to: [events@caff.org](mailto:events@caff.org) • 530 756 7857(fax) • PO Box 363 Davis CA 95617



## GLIDE RANCH • VENUE RENTAL PACKET

### Rental Checklist

#### Rental Fees

00 - 50 Guests

~~\$2500~~

51 - 100 Guests

~~\$3000~~

100 - 250 Guests

~~\$4000~~

*discount  
meeting rate \$200  
per 12/01/15*

Prices vary depending on group size and type of event. Call for pricing for smaller/larger parties and events. Discounts may apply for non-profits and CAFF business members.

\*\*\*\*\*

✓		NOTES	
	Rental Fee \$_____	Reservation Deposit is 50% of Rental Fee	\$_____
		Reservation Balance	\$_____
	Security Deposit – (Required 30 days Before Event)	Refundable if left in pre-occupancy condition	\$500
	Kitchen Use	Included in Full Day Rentals	\$0
	Conference Tables	Four 8 ft. tables included	\$0
	Highback Chairs	20 included	\$0
	Folding Chairs	40 included	\$0
	Additional Tables	Four 6 ft. tables available	\$0
	Additional hours	\$200/hr billed at the nearest 1/4 hour (available on day of event and 1 business day before event)	\$
		<b>TOTAL</b>	

	Signed Agreement Packet (Due upon making a reservation)
	Reservation Deposit (Due upon making a reservation)
	Security Deposit (To be submitted at least 30 days before event)
	Reservation Balance (To be submitted at least 30 days before event)
	Insurance Certificate ( <input type="checkbox"/> Alcohol -- \$1 M) ( <input type="checkbox"/> No Alcohol -- \$500 K) (To be submitted at least 30 days before event)
	Caterer-Name & Phone Number (To be submitted at least 30 days before event)



## GLIDE RANCH • VENUE RENTAL PACKET

# Welcome to the T.S. Glide Ranch

### History

Thornton ("Tawney") S. Glide, Jr. and his wife Katrina ("Scatter") Dangberg Glide, longtime residents of the T.S. Glide Ranch, owned and operated farms and ranches in Northern California. Their interests were horses and other animals, farming, preserving open spaces, and civic endeavors.

The "Home Ranch" was built and given to the Glides as a wedding present in 1908. As well as a family home, it was utilized as the headquarters for Hillcrest Stock Farms. Upon their respective deaths in July 1995, they established the Thornton S. Glide, Jr. and Katrina D. Glide Foundation, a perpetual California charitable trust.

The Glide Foundation operates out of the Pierce Ranch, the sister ranch to the Glide Ranch. The Glide Foundation's purpose is to provide benefits for qualified organizations committed to: animal protection; land and wildlife conservancy; agricultural purposes; preservation of land in its natural state; and opera, symphony, and other similar civic causes.

The Community Alliance with Family Farmers (CAFF) operates out of the Glide Ranch. CAFF is a non-profit organization that advocates for California's family farmers and sustainable agriculture. Proceeds from the venue rental support the projects and efforts of CAFF.

### Guidelines for Guests

1. Enjoy your visit!
2. Stay within in the designated boundaries of the venue rental area (marked by fencing, signs, and silver gates). Any children must be supervised by an adult at all times.
3. Smoking is prohibited on the T.S. Glide Ranch.
4. For your safety, do not touch the horses, cattle, or other animals on the ranch.
5. Park your vehicles only in the designated parking areas.
6. Music must be turned off by 10:30PM, and guests must depart by 11:00PM.
7. Show proper care and regard for the T.S. Glide Ranch property, employees, and for the tenants who live onsite.

*Failure to comply with these standards of conduct could result in a forfeiture of the renter's security deposit, cancellation of the event, and/or your dismissal from the property.*

Resource page:

<http://www.glideranchevents.com/reservation-details/>  
password: glide#2015



## GLIDE RANCH • VENUE RENTAL PACKET

### Packet Contents

	PAGE
<b>To Make An Appointment .....</b>	<b>1</b>
<b>Reservation Policies and Regulations.....</b>	<b>2</b>
General	2
Alcohol	2
Cancellations/Changes	3
Decoration Guidelines	3
Deposits	3
Equipment	3
Insurance Requirements	3
Music and Sound	3
Parking	4
Promotions	4
Set Up/Clean Up Responsibilities	4
Standards of Conduct	4
<b>Preferred Partners List .....</b>	<b>6</b>
<b>Non-registered Vendor Application .....</b>	<b>7-9</b>
<b>Renter's Cleaning Responsibilities Form .....</b>	<b>10-11</b>
<b>Music and Sound Policy Form .....</b>	<b>12</b>
<b>Payment Form .....</b>	<b>13</b>
<b>Facility Evaluation Form.....</b>	<b>14</b>
<b>Rental Checklist .....</b>	<b>15</b>
<b>Indemnity Form .....</b>	<b>16</b>
<b>Use Agreement .....</b>	<b>17</b>

Thornton "Tawny" S. Glide, Jr. and his wife, Katrina "Scatter" Dangberg Glide, owned and operated the Glide Ranch. They established a charitable foundation to protect animals, wildlife, agriculture and the environment of Yolo County.

The Glide Foundation operates out of Pierce Ranch, the sister ranch to Glide Ranch. Both are located in the outskirts of Davis, only minutes from downtown.

The Community Alliance with Family Farmers (CAFF) operates out of Glide Ranch. CAFF is a non-profit organization that advocates for California's family farmers and sustainable agriculture. Proceeds from the venue rental support the projects and efforts of CAFF.

Nestled in an oasis of palm trees, the Glide Ranch is an ideal location for meetings and events. The rooms of the Glide house are available for business meetings, workshops, staff retreats, and other small to mid-size gatherings. All of the rooms have views of the beautiful ranch and grounds.

### To Make An Appointment / For Venue Rental Inquiries

Email us [events@caff.org](mailto:events@caff.org) or call (530) 756-8518 x12. An appointment must be made to review this packet and sign pages 3, 7, 10, 12, 13, 16 and 17.





## GLIDE RANCH • VENUE RENTAL PACKET

### Reservation Policies and Regulations

#### General

1. Individuals renting the grounds must be 18 years or older (and 21 years or older if alcohol is being served). A valid photo ID with the applicant's address and birth date must be submitted at the time of the application for reservation.
2. For commercial events or those open to the public, Glide Ranch must be named on all printed material regarding the event.
3. Events can begin as early as 8:00 AM and must end by 11:00 PM with personal and rental equipment removed from the facility by midnight (this includes clean-up time).
4. If the event goes beyond the scheduled hours or there is any damage to the facility or equipment used, charges will be billed at the applicable rate.
5. If food will be served to guests, the food must be prepared with the proper permitting. (See page 7.)
6. Renter is responsible for ice and water. If water will be served to guests, bottled water is required.
7. For catering services, renters must select from the Glide Ranch's "Preferred Partners List." If the caterer is not from the list, then fees will apply. *N/A for meetings. ACC 12/2/15*
8. In the event of an emergency, such as power outage, natural disasters, etc., the Glide Ranch will not be held responsible for interruption of an event. The Glide Ranch reserves the right to cancel a scheduled event without notice or liability. Refunds will be made if cancellation is necessary due to an emergency.
9. The individual or group reserving the facility assumes full responsibility for the conduct of the guests at this function.
10. Fights, vandalism, or destructive behavior are grounds for immediate cancellation of the contract (and all future contracts). The party will be asked to leave the facility immediately. In such cases, all fees will be forfeited.
11. Renters and guests must adhere to the "Guidelines for Guests," posted in each room.
12. There is no refund of unused reservation time or equipment.
13. The Glide Ranch is a working cattle ranch and horse sanctuary. As such, there are animals on the property and within proximity of the venue.
14. Pets are not permitted at Glide Ranch.
15. Smoking in designated areas only

#### Alcohol

1. Renter accepts the responsibility for use of alcohol at the venue and agrees to prohibit use of alcohol by minors. A violation will result in immediate termination of event.
2. Renters must obtain a temporary Liquor License from the State of California Alcohol Beverage Control Board (ABC). Evidence of such a License must be on file at the CAFF Office prior to the event, and it is the Renter's responsibility to have the ABC license on site during their event.
3. Alcohol may only be served by an employee of the catering company or licensed bartender. Wine; beer; and two signature, mixed drinks are permitted. CAFF reserves the right to limit the amount of alcohol allowed on the premises.
4. Events with alcohol may require additional security at Renter's expense.
5. Alcohol may be served or sold up to one (1) hour prior to conclusion of event.



## GLIDE RANCH • VENUE RENTAL PACKET

6. Alcoholic beverages require additional insurance unless provided and served by a Registered Caterer. The Caterer's insurance will be considered adequate if the amount of coverage is sufficient (at least \$1 million) and there is a rider specifying the date(s) and location of the event being covered.
7. The Caterer's insurance only covers the alcoholic beverages, not the facility.
8. Alcohol can be consumed only in the area rented.

### Appointments

An appointment is required for all site visits. BK (Please initial)

### Cancellations/Changes

Cancellation of the event or date changes must be submitted in writing and are subject to the following fees: BK (Please initial)

100% refund minus \$500 processing fee, if 90 or more days prior to event.

0% refund if 90 days or less prior to event.

Pricing is based on time of reservation and is subject to change with changes in the reservation.

### Decoration Guidelines

In order to maintain our facility, we request that you comply with the following guidelines:

1. All decorations should be self-contained and removed after the ceremony.
2. Attach decorations using only tape or string. No nails, tacks, staples or pins.
3. The Renter assumes full responsibility to remove all decorations within allotted rental times. The staff reserves the right to require the removal of any decorations that are considered offensive.
4. Balloons must be secured and weighed down and must be removed by the Renter immediately following the event. Balloons are not to be released. No free-floating balloons are permitted. Balloons may not be tied on fences/items near the horses.
5. If an outside rental company provides tables, chairs, or equipment for the event, the Renter is responsible for this equipment.
6. Staff is not responsible for any items left at the facility after your scheduled event has concluded.
7. No rice, birdseed, glitter, confetti, hay/straw, sparklers or items of similar nature.

### Deposits/Payment

Reservation Deposit is due at the time the reservation is made. Agreement shall be signed no later than thirty (30) days prior to event. Rental Fee and Security Deposit is due thirty (30) days prior to the event.

*less than 30 OK for meeting.*

*12/05/15*

*12/02/15*

*12/2/15*

### Equipment

Under no circumstances shall Glide Ranch-owned equipment be removed from the facility.

### Insurance Requirements

A certificate of liability insurance must be provided by the Renter. This can normally be obtained from the Renter's insurance agent. The certificate must name CAFF and provide at



## GLIDE RANCH • VENUE RENTAL PACKET

least \$500,000 (if no alcohol) and \$1,000,000 (if alcohol) of general liability coverage.

- Evidence of insurance must be on file at the CAFF Office ~~thirty (30) days prior to the event.~~ *by 12/28/15*

CAFF must be named as an additionally insured:

Community Alliance with Family Farmers

36355 Russell Blvd. Davis, CA 95616

One-day event insurance is available from CAFF's insurance carrier. Contact CAFF for more information.

### Music and Sound

The Glide Ranch is closely adjacent to residences and families. Because of this proximity, it is the Glide Ranch policy that: "Out of courtesy to our neighbors, music must be played at a reasonable volume. The volume must be lowered at 10:00 PM and all music must end at 10:30 PM." Music must be set up in the designated areas. Any violation of this policy can result in the cancellation of your event.

### Parking

Parking availability is not guaranteed and may be limited due to other scheduled events.

There is on-site parking for 50 cars. Driveways are fire lanes and must be kept open. Gates cannot be obstructed and all "No parking" areas must be observed. Some events may require a parking attendant.

### Promotions

No outside advertising shall be exhibited and no solicitations or sales made in the building or on the grounds without the permission of the Facility Manager or designee. All posting (including advertising) must be approved by CAFF. CAFF will not provide free advertising other than posting time and place.

### Set Up/Clean Up Responsibilities

1. Hours requested include time for the Renter's set up and clean up needs. Individuals associated with the event will not be allowed to enter the area before the time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
2. Tables, chairs, kitchen facility must be cleaned and wiped down. All food shall be removed from premises.
3. Clean up is the responsibility of the Renter. The area needs to be returned to the same condition it was in prior to the event.
4. Delivery/pick up of all supplies or equipment must occur at the facility during the rental. CAFF is not responsible for any items left in the facility after your scheduled event has concluded.
5. Persons in charge during the event will meet with staff at the designated starting time to sign in and do a walk through. This same person must be available to staff throughout the event and will sign-off at the conclusion of the event.
6. Candles, open flame, or pyrotechnics of any kind are not permitted at the Glide Ranch.
7. CAFF supports a recycling program that includes paper, glass, aluminum, plastic, and cardboard. All recyclables should be kept separate from trash and placed in the



## GLIDE RANCH • VENUE RENTAL PACKET

designated receptacles.

8. A Clean-up Checklist will be provided for each rental. (See page 11.)

### **Standards of Conduct**

Under no circumstances shall the Renter sublease or allow any other organization or individual to use the facility during the contracted time.

All participants, facility users, program participants, clubs, organizations, groups, volunteers and visitors to the Glide Ranch grounds or programs are expected to treat all members of the community with respect and to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.

Renters and guests must adhere to the "Guidelines for Guests," posted in each room.

Please show proper care and regard for Glide Ranch property and the property of others and make a reasonable effort at cleanup, returning facilities to the condition they were in immediately prior to use. Do not interfere with programs being conducted on the premises of the Glide Ranch, or classes or programs that CAFF plans to hold or conduct. Do not harass, either orally or in writing, or physically threaten people. Do not impede access to the Glide Ranch grounds.

Failure to comply with these standards of conduct may result in disciplinary actions, up to and including being banned on a long-term basis from the Glide Ranch grounds. A guest may be required to immediately leave the area depending on the severity of the infraction and is not eligible to return to the facility until final action has been determined by CAFF.

## CERTIFICATE OF LIABILITY COVERAGE

**COVERAGE PROVIDER:**

BAY AREA SCHOOLS INSURANCE COOPERATIVE (BASIC)  
(a California Joint Powers Authority)  
1750 Creekside Oaks Drive, Suite 200  
Sacramento, CA 95833

**NAMED COVERED MEMBER:**

North Bay Schools Insurance Authority  
Davis Joint Unified School District  
P. O. Box 4000 526 B Street  
Davis CA 95617

THE REFERENCED MEMORANDUM OF COVERAGE(S) ("MOC") AND/OR INSURANCE POLICY(IES) EXTEND INDEMNITY PROTECTION TO THE NAMED COVERED MEMBER, IN KEEPING WITH THE TERMS AND CONDITIONS OF THE COVERAGE AGREEMENTS/ POLICIES, FOR THE EFFECTIVE COVERAGE DATES, AND WITH THE STATED COVERAGE LIMITS. COVERAGE PROVIDED BY MOCS IS EXTENDED PURSUANT TO THE RIGHTS AND LIMITATIONS OF CALIFORNIA GOV'T CODE § 990 & 6500, ET SEQ.

TYPE OF COVERAGE	COVERAGE AFFORDED	MOC/POLICY NUMBER	EFFECTIVE DATE(S)	EXPIRATION DATE(S)	LIMITS	LIABILITY SELF INSURED RETENTION
<b>GENERAL LIABILITY</b>	General Liability Employment Practices Educators' Legal Liability Products Liability Completed Operations Liability	BGL07012015	07/01/2015	07/01/2016	\$ 1,000,000	\$350,000
<b>AUTOMOBILE LIABILITY</b>	Automobile Liability (All Owned, Hired, Leased, and Borrowed)	BAL07012015	07/01/2015	07/01/2016	\$ 1,000,000	\$350,000

THIS CERTIFICATE CONFERS NO RIGHT, BENEFIT, OR INTEREST IN THE REFERENCED MEMORANDUM(S) OF COVERAGE OR INSURANCE POLICY(IES), NOR DOES IT AMEND, MODIFY, ENLARGE OR ALTER THE COVERAGE AFFORDED BY SUCH DOCUMENTS. IF THE CERTIFICATE HOLDER IS CONTRACTUALLY ENTITLED TO BE NAMED AS AN ADDITIONAL COVERED MEMBER ("ACM") UNDER ANY COVERAGE AGREEMENT OR POLICY, THE CONTRACT IMPOSING THE OBLIGATION MUST BE PROVIDED TO THE NAMED COVERED MEMBER LISTED ABOVE FOR REVIEW AND APPROVAL BEFORE SUCH AN ENDORSEMENT WILL BE ISSUED; ACM COVERAGE IS NOT AUTOMATICALLY GRANTED.

**Description and Date (s) of Event/Operations/Locations/Vehicle:**

Additional remarks/schedule may be attached if more space is needed.

Additional Covered Member - Designated Person or Organization RE: Use of Glide Ranch during current policy term. Community Alliance with Family Farmers is named as additional insured under the general liability per the attached endorsement referenced above but only as to the liability arising out of the negligent acts of the named covered member, with respects to use of facilities referenced above.

**CERTIFICATE HOLDER:**

Community Alliance with Family farmers  
36355 Russell Blvd.  
Davis, CA 95616

**Cancellation of Coverage:** If any of the policies described herein be cancelled before their expiration dates, notice will be delivered in accordance with policy provisions.

**Issuer of this Certificate:**

Commercial Lines - (707) 769-2900  
Wells Fargo Insurance Services USA, Inc. - CA Lic#: 0D08408  
1039 N. McDowell Blvd.  
Petaluma, CA 94954-1173



277304

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/3/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Wells Fargo Insurance Services USA, Inc. 1039-A North McDowell Blvd. Petaluma, CA 94954 707-769-2900	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Safety National Casualty Corporation <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 15105
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**INSURED**  
North Bay Schools Insurance Authority JPA  
Davis Joint Unified School District  
P. O. Box 4000 526 B Street  
Davis CA 95617

## COVERAGES

CERTIFICATE NUMBER: 9851206

REVISION NUMBER: See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COM/OP AGG	\$
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	SP4050839	07/01/2015	07/01/2016	X PER STATUTE	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Evidence of coverage.

## CERTIFICATE HOLDER

## CANCELLATION

Community Alliance with Family Farmers  
36355 Russell Blvd.  
Davis, CA 95616

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

The ACORD name and logo are registered marks of ACORD

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# GLIDE RANCH • VENUE RENTAL PACKET

## Renter's Cleaning Responsibilities Form (Page 1 of 2) SAMPLE

**A COPY OF THIS FORM WILL BE PROVIDED TO RENTER ON DAY OF EVENT**

RC (Please initial)

The venue must be returned to its pre-event condition. If additional clean up or repair is required by CAFF, the deposit (or a portion) will be retained to cover cost of clean up or repairs. **NOTE:** Cleaning supplies (other than those noted below) must be furnished by the caterer or renting party.

Pre-event		Post-event	
CAFF	Renter	CAFF	Renter
✓ Satisfactory Notes	✓ Unsatisfactory Notes	✓ Satisfactory Notes	✓ Unsatisfactory Notes

### KITCHEN/MUDROOM

Trash can emptied				
Recycling in bins				
Equipment clean + stored				
Refrigerator clean				
Sink clean				
Counters clean				
Floors clean				
Diningware (set of 40)				

### NORTH ROOM/FOYER

Furniture condition				
Furniture set up				
Floors clean				
Blinds open				

### EAST ROOM

Furniture condition				
Furniture set up				
Trash cans emptied				
Floors clean				
Blinds open				
Bookshelf re-set				

### RESTROOM

Trash can emptied				
Floors clean				
Blinds closed				

### SOUTH ROOM

Trash can emptied				
Floors clean				
Blinds open				
Bookshelf re-set				
Coatrack (20 hangers)				

### OUTDOORS/LOADING

North Porch				
South Porch				
Ramp/Room				
Parking areas				

**Cleaning Supplies Available onsite:** All-purpose dish soap; cleaning spray; sponges; rags; trash can liners; mop; mop bucket; broom and dust pan



## GLIDE RANCH • VENUE RENTAL PACKET

### Renter's Cleaning Responsibilities Form (Page 2 of 2) **SAMPLE**

#### CLEANING CHECKLIST FOR RENTER

Prior to your walkthrough, make sure all items on this list are complete.

- ✓  
☐ 1 Remove all trash to outside trash bin (located outside near the ramp). Place new liners in all trash receptacles. If trash bin is full, take bags of trash to the dumpster in the parking lot.
- ☐ 2 Place all recyclables (glass, metal, plastic, paper, plastic and cardboard) in the recycling bins (located in the mudroom or near the ramp). Cardboard boxes should be flattened before recycling.
- ☐ 3 Each piece of equipment (projector, coffee pot, drink dispenser, etc.) used must be cleaned. Clean any spills in oven and on oven racks.
- ☐ 4 Empty refrigerator(s) and freezer(s) space used of all food and beverage, wipe up any spills, wipe off all racks/shelves with a damp cloth.
- ☐ 5 Remove all food particles from sink. Please note that the sink does not have a disposal.
- ☐ 6 All surfaces (counters, stove top, tables, etc.) should be wiped down with cleaning spray and/or a damp cloth.
- ☐ 7 Sweep all debris from floors. Mop if needed.
- ☐ 8 Re-set all furniture to how it was upon arrival. (Refer to "Post-Event Reference Guide")
- ☐ **9 Remove all decorations that were brought in for the event (flowers, tablecloths, balloons, signs, etc.) from indoors and outdoors.**
- ☐ **10 Check each room for personal belongings.**
- ☐ 11 Open all blinds (except in restroom) and lock all doors.

I have completed all of the above tasks prior to the post-event walkthrough.

Signature

Date

Renter: \_\_\_\_\_





## GLIDE RANCH • VENUE RENTAL PACKET

### Music and Sound Policy Form

The Glide Ranch is closely adjacent to many residences and families. Because of this close proximity, it is the Glide Ranch policy that:

**“Out of courtesy to our neighbors, music must be played at a reasonable volume. The volume must be lowered at 10:00 PM and all music must end at 10:30 PM.”**

Music must be set up in the designated areas.

Any violation of this policy can result in the cancellation of your event.

KATE SNOW

Print Renter's Name

Date: 12/4/15

Renter's Signature

(Copy of this agreement must be given to DJ or band)