

**CONTRACT NAME: AGREEMENT BETWEEN CITY OF DAVIS  
AND DAVIS JOINT UNIFIED SCHOOL DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** This agreement is between the City of Davis and DJUSD for rental of the Veteran's Hall Multipurpose Room to hold the Winter Feast for DaVinci Charter Academy on December 7, 2016.

The approximate cost of the rental will be \$82.50 and will be paid by site funds.

CITY OF DAVIS  
COMMUNITY  
SERVICES DIVISION  
600 A STREET, SUITE C Davis, CA 95616  
530.757.5626 Fax 530.750.2742



DATE STAMP

# CITY FACILITY APPLICATION FOR DJUSD USE

EXCLUDES THEATRES & POOLS

FACILITY RESERVATION INFORMATION		
* Please See Back for Additional Information		
FACILITY TYPE <input type="checkbox"/> FIELD <input type="checkbox"/> GYM <input type="checkbox"/> PARK <input checked="" type="checkbox"/> MEETING ROOM <i>Club</i>		
FACILITY <i>Veteran's Memorial Center</i> ROOM(s) <i>MPR main room, kitchen, side rooms</i>		
EVENT INFORMATION		
EVENT DESCRIPTION <i>Winter Feast</i>	ESTIMATED ATTENDANCE <i>330</i>	RATIO OF ADULTS <i>35</i>
NAME OF DISTRICT STAFF ATTENDING EVENT <i>Tyler Millsap</i>	HOME / CELL PHONE NUMBER <i>916 284-8161</i>	
EVENT SCHEDULE		
(Include Set-Up and Clean-Up Time)		
<i>Arrive 9am to decorate. Parents begin dropping of food to kitchen. Share a meal. Enjoy entertainment</i>		
Facility will not be available before your starting time. No exceptions.		
DATE(s) <i>Wed. Dec 7, 2016</i>	IN <i>9am</i>	OUT <i>1pm</i>
APPLICANT		
SCHOOL <i>DAVINCI CHARTER ACADEMY</i>	SCHOOL PHONE # <i>757-7154</i>	
GROUP <i>DAVIS JOINT UNIFIED SCHOOL DIST.</i>	FAX <i>759-2178</i>	
ADDRESS <i>1400 E. 8th St DAVIS 95616</i>		
CONTACT NAME <i>Adela Johnson</i>	HOME PHONE # <i>757 7154</i>	
EMAIL <i>ajohnson@djUSD.net</i>	CELL <i>220-4250</i>	
DJUSD AUTHORIZATION		
* I authorized & acknowledged that this is a school sponsored event.		
NAME OF PRINCIPAL / ATHLETIC DIRECTOR'S NAME <i>Tyler Millsap / Jeff Lorensen</i>	PHONE <i>757-7154 / 757-5400 x111</i>	
1st SIGNATURE <i>Tyler Millsap</i>	DATE <i>9/1/16</i>	
DISTRICT FACILITY STAFF (Not required for use of picnic areas)	PHONE	
2nd SIGNATURE	DATE	

\* PLEASE FILL OUT FACILITY INFORMATION BELOW.

FACILITY RESERVATION INFORMATION			
Please provide additional information corresponding to your event facility. Please read, understand, and comply with all information per application and per supplemental rules & regulations handout. Please visit <a href="http://www.cityofdavis.org">www.cityofdavis.org</a> for room capacities and descriptions.			
VETERANS MEMORIAL CENTER & SENIOR CENTER			
Facility staff requested for set-up & clean-up?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	VMC & Senior Centers ONLY. Service Fee Applies.
Exclusive use of kitchen?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Must be booked with MPR or Club Room.
Food or refreshments?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Food is not permitted in the VMC Game Room.
Food served by caterer?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Name of Caterer (optional) _____
Amplified sound?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	ONLY VMC MPR & Senior MPR. Additional Fees Apply
Use of stage?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	ONLY VMC & Senior MPR. Additional Fees Apply

P:\RENTAL FACILITIES\Forms - Letters - signs\DJUSD\SD\DJUSD Facility Application revised 6-5-13

OVER ➡

**Redwood Community Building, Chestnut Roundhouse, Community Chambers, Hattie Weber Museum, Pool Building**

*These rooms are not City staffed.  
You need to pick up and return a key at the Parks & Community Services Office.  
\$62 fee to open building if you forget to pick up the key.*

Food or Refreshments?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	NO food in Hattie Weber Museum or Community Chambers.
Video Equipment Services?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	ONLY Community Chambers with approval of Video Technician. Fees Apply.
TV / VCR?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	ONLY Redwood Community Building or Conference Room.

**FIELDS**

Do you need lights?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Do you need field preparation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Playfields Baseball and Softball Require preps

**COMMUNITY GYM**

Do you need City staff to open or close?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Do you need the bleachers out?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

**OFFICE USE ONLY**

TENTATIVE RESERVATION EVENT #	INITIALS	DATE
C.S. MANAGER'S SIGNATURE	APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/> DATE
PCS FACILITY APPROVAL SIGNATURE		DATE
SET-UP FEE (Hours x Rate)	CLEAN-UP FEE (Hours x Rate)	FIELD PREP FEE
TAKE DOWN FEE (Hours x Rate)	SUPERVISION FEE (Facility Attendants / Lifeguards)	
TOTAL FEES		
COMMENTS		
FIRM RESERVATION EVENT #	INITIALS	DATE
COPIE <input type="checkbox"/> DJUSD <input type="checkbox"/> BINDER <input type="checkbox"/> PCS FACILITY SUPERVISOR <input type="checkbox"/> C.S.M.		