

# Community Room Rental Agreement



Thank you for reserving the Sequoia Park Zoo Community Room for your event! The following are guidelines to keep your experience safe and enjoyable. ***Please read thoroughly and return a signed copy of this document to a Foundation employee prior to your rental.***

Community Room rental includes 3 hours use of the community room, up to 8 tables and 50 folding chairs, and access to zoo exhibits during normal operating hour. Rentals lasting longer than 3 hours will be charged an additional fee.

## FACILITY USE POLICIES

1. Foundation staff will be responsible for opening/closing the facility in accordance with contract hours.
2. City staff requires access during zoo operating hours into the adjacent Education Office.
3. If the facility requires any repairs after the event, the entire security deposit will be forfeited. In addition, the building applicants shall be invoiced for all damages sustained to the facility.
4. Responsibility of Users- Users of facility shall be responsible for damage or theft of City property during the period of use. Any user group failing to exercise proper care and responsibility may be denied future use of City facilities.
5. ***Decorations must be fire proof or fire retardant materials. No decorations are allowed outside the building. No staples, tacks, or nails can be used. Tape is only allowed on the closet doors and window frames, not on painted walls. All decorations must be removed immediately following the event. Birdseed, balloons, straws, crepe paper, rice or confetti may not be used at any time.***
6. ***Clean-up – Users are responsible for cleaning the facility before leaving. Clean-up includes depositing all trash/recycling in provided containers and cleaning floors/furniture of spilled food or refreshments.***
7. Lost articles will not be the responsibility of the Sequoia Park Zoo Foundation.
8. Cancellations made thirty (30) calendar days or less prior to the event date will result in forfeiture of 100% of the rental fees collected. Notice of cancellation must be submitted in writing.
9. The organization or group representative who applied for use must be present at the facility during the time of use. The facility cannot be left with a minor in charge.
10. Permission for use of facilities will be granted upon the condition that all rules governing the use of said facilities are followed and all necessary fees and deposits are paid.
11. Permission for use may be revoked at any time if user fails to do so.
12. The City and Foundation reserves the right to cancel, reassign or otherwise adjust reservations to comply with the demands of its own programs, community programs, or emergency requirements.

## Some things to remember

The zoo is home to dozens of honored zoo residents. We ask that you respect their health and well-being by following a few rules:

### *Respect Animal Diets – Do Not Feed!*

Our animals have carefully formulated diets to meet their specific nutritional needs and we request that you please do not feed them. Because some animals are under strict diets for medical reasons, it is vitally important that this policy is followed. Do not take food or drink into the Contact Corral at the Barnyard – the goats will find them!

### *For the Safety of the Animals*

Please no piñatas, balloons, crepe paper, straws, birdseed, rice or confetti in the zoo.

### *Leave Your Pets At Home*

Dogs and other pets are not allowed on Zoo grounds, for the safety of zoo animals as well as your pets. Service dogs may enter the zoo, but we respectfully request they not enter areas where animals are free roaming, such as the Aviary & Barnyard. Please notify the gift shop if you have a service dog so that zoo keepers can anticipate this event appropriately.

### *Save Your Coins for a Wishing Well*

Do not throw coins or any other objects into animal exhibits, including the aviary pond. These items can injure or kill zoo animals. If you notice such an object in an exhibit, please notify a staff member. There are now 3 wishing wells in the zoo: in Secrets of the Forest, in the Barnyard, and in the Aviary foyer.

### *Teasing Is Rude!*

For the welfare of our animals, we ask you not to tease, whistle or yell at the animals at the Zoo, and to refrain from chasing or holding Barnyard animals (including chickens!) No weapons of any kind are allowed in the zoo. If you bring them in you will be asked to leave immediately and the police will be called.

### *Park Your Bikes Outside*

...as well as your tricycles, scooters, skateboards and rollerblades. And please, no running. This adds to the safety and enjoyment of all zoo visitors.

### *Petting the Animals OK at the Barnyard ONLY*

Our other zoo residents are wild animals, and can bite or otherwise injure you. For your safety and theirs, do not attempt to touch or get closer to an animal than the safety barrier allows. Those who break this rule may be asked to leave the zoo.

### *Photography is Welcome!*

You are welcome to photograph or videotape any Zoo animals, but you must stay safely behind any barriers and remain in the public areas at all times.

I, \_\_\_\_\_, have read the above rules and understand that I am responsible for my party and if any of my guests disrupt the zoo or if a zookeeper feels that my group is an unsafe disturbance we will be asked to leave. Parties asked to leave will not be refunded room rental payment.

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Signature

Date