



Facility Use Procedures for SRJC's Shone Farm Dutton Agricultural Pavilion

Dutton Pavilion at Shone Farm

The following facilities in the Dutton Pavilion may be rented on a space available basis:

Sonoma County Vintners Conference & Learning Center (PAV1&2)

This facility looks out over the Warren's Outlook and has access to the Merlo Culinary Center, Joe Vercelli Kitchen, entrance of the pavilion, lobby and restrooms.

Dimensions: 50' x 100'

Seating capacity 304

Sonoma County Vintners Conference & Learning Center (PAV1 only)

This part of the conference and learning center may be rented separately. It is included in the overall square footage of the center listed above. This facility has access to the entrance and lobby of the Dutton Pavilion, Joe Vercelli Kitchen and easy access to the restroom facilities.

Dimensions: 50' x50'

Seating capacity: 156

Sonoma County Vintners Conference & Learning Center (PAV2 only)

This part of the conference and learning center may be rented separately. It is included in the overall square footage of the center listed above. This facility has access to Warren's Outlook, Joe Vercelli kitchen and easy access to the restroom facilities.

Dimensions: 50' x50'

Seating capacity: 148

Richard and Saralee Kunde Showcase Arena

This covered arena is ideal for a variety of agricultural and related large community events.

Dimensions: 125' x 200'

Bleachers: moveable

Floor mats for community events

Capacity: up to 1,000 depending on set up

Floor Plan for Dutton Pavilion at SRJC's Shone Farm

The following facilities in the Dutton Pavilion may be rented on a space available basis, with an approved application:

Sonoma County Vintners Conference & Learning Center (A&B = PAV1&2)

This facility looks out over the Warren’s Outlook and has access to the Merlo Culinary Center and Joe Vercelli Kitchen (additional rental fees apply to the use of these facilities).

Dimensions: 50’ x 100’

Seating capacity 304

Sonoma County Vintners Conference & Learning Center (A=PAV2 only)

This part of the SCV conference and learning center may be rented separately. It is included in the overall square footage of the SCV center listed above. This facility has access to the entrance and lobby of the Dutton Pavilion and easy access to the restroom facilities.

Dimensions: 50’ x50’

Seating capacity: 148

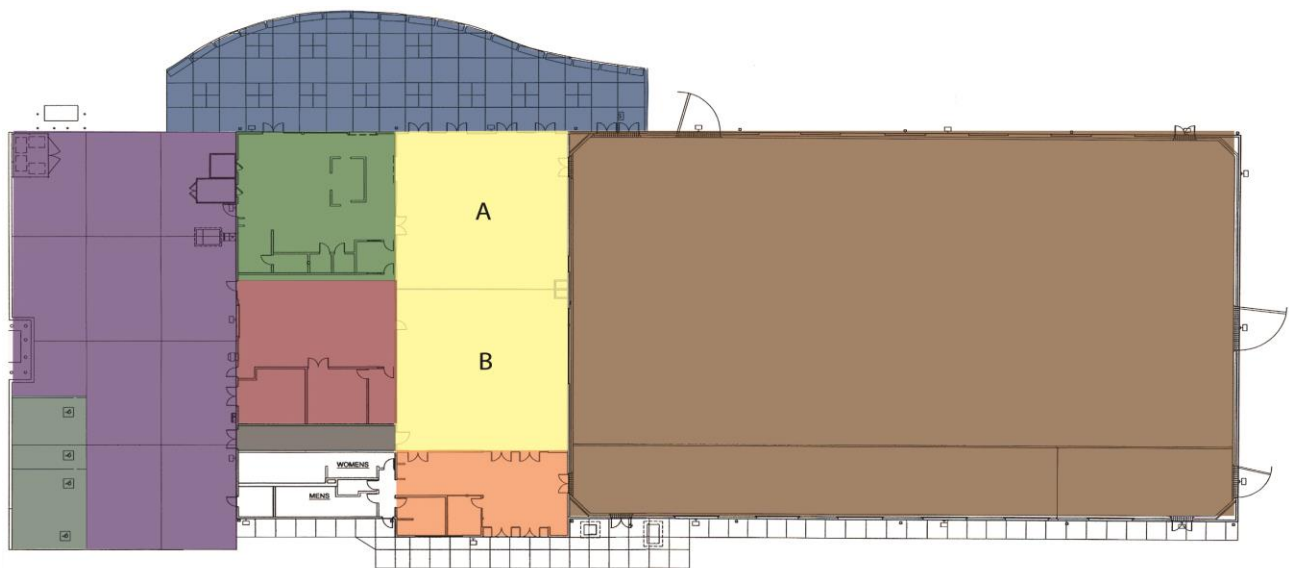
Richard and Saralee Kunde Showcase Arena

This covered arena is ideal for a variety of livestock, equine, horticulture and related community events.

Dimensions: 125’ x 200’

Bleachers: moveable

Capacity: up to 1,000, depending on set up



- | | |
|---|--|
|  Richard and Saralee Kunde Showcase Arena |  Lobby / Office / Dorm |
|  Sonoma County Vintners Conference and Learning Center
Conference Rooms A & B |  Table / Chair Storage |
|  Gallo Family Vineyards Winemaking Laboratory |  Crush / Produce and Fruit Processing Pad |
|  Merlo Culinary Center and Joe Vercelli Kitchen |  Handicap Parking |
|  Warren’s Outlook Patio | |

See accompanying fee schedule

For availability and/or tour, contact:
Chris Wills, cwills@santarosa.edu
535-3707

For application forms: www.shonefarm.com
or contact Chris Wills at cwills@santarosa.edu
535-3707

Applications for use of facilities at the Dutton Pavilion must be submitted at least 60 days in advance to give ample time for determining availability, form processing and personnel scheduling.

Applications for use by individuals cannot be considered.

Please read the following policies and procedures before completing the application

Insurance/Liability Requirement

A certificate of insurance must be submitted to the Agriculture/Natural Resources office before a final contract will be issued. The organization agrees to hold the Sonoma County Junior College District, its Governing Board, the individual members thereof, and all District officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.

Applicant shall obtain insurance acceptable to Sonoma County Junior College District from a company that is licensed to do business in the state of California at the time the policy is issued.

Applicant shall take out and maintain at all times for the term of the facility use the following policies of insurance:

- A. Public Liability Insurance: Personal injury and replacement value property damage insurance for all activities of the Applicant and its Participants arising out of or in connection with this Application, written on a comprehensive general liability form including Applicant's operations, vehicle coverage and Applicant's non-ownership liability coverage, in an amount not less than \$2,000,000 combined single limit personal injury and property damage for each occurrence.
- B. Endorsements: The Public Liability Policy specified above shall be endorsed with the following specific language:
 - (1) The District is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the Applicant and the Applicant's use of District facilities.
 - (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverages afforded shall apply as though separate policies have been issued to each insured.

- (3) The insurance provided herein is primary and no insurance held or owned by the District shall be called upon to contribute to a loss.
- (4) Coverage provided by this policy shall not be reduced or canceled without thirty (30) days written notice given to the Applicant by certified mail.
- (5) The certificates must state that the insurance is under an occurrence based, and not a claims-made, policy (policies).

C. **Documentation:** The following documentation of insurance shall be submitted to the District and approved prior to the issuance of the facility use permit: Certificates of insurance showing the limits of insurance provided, certified copies of all policies, and signed copies of the specified endorsements for each policy.

We will contact you for the insurance certificate once your application has been approved. Additional insurance will be required if wine/beer is to be sold or served at an event; if special equipment (tents, etc) is used for an event; for all sporting events; and for any horse/animal event. Facilities must be protected from damage and mistreatment. Rooms shall be left in a clean and orderly fashion, all trash placed in appropriate receptacles, and furniture and equipment replaced to original position. In cases where District property has been damaged or abused, the cost of repair or replacement shall be paid by the organization involved.

Food/Kitchen Use Policy

The college's food service operator has first-refusal rights for all catering events at Shone Farm. Costs of food service and kitchen use are in addition to the facility rental charges. If the college's food service operator provides catering services, the kitchen use fee is waived. Otherwise, there will be a kitchen use fee for the provision of a kitchen supervisor during use.

Personnel Costs Associated with Rental

The college may assign personnel to an event, including security, custodial, technical, supervisory or other as needed. The organization will be billed, and agrees to pay, for personnel at current rates or overtime rates (depending on the date/time of the event) and in an amount sufficient to cover all costs to the college. The organization agrees to abide by directives issued by college supervising staff in regard to health and safety compliance issues.

Alcohol

Alcohol will be limited to wine and beer sales and service only and, pursuant to the California Business and Profession Code section 25608. Beer and Wine service and sale will be permitted by application and at the discretion of the college for events at Dutton Pavilion hosted by non-profit organizations only. A request to serve or sell wine/beer on college property must be approved by the SRJC President or his designee.

The approved wine form and if necessary proof of a valid license from the Department of Alcohol and Beverage Control will be required before a permit for use of a District facility will be issued. In addition, the organization will be required to obtain and show proof of Liquor Liability/Host Liquor Liability insurance with limits of not less than \$2,000,000.

It will be the sole responsibility of the organization sponsoring the event to ensure that all individuals acquiring, possessing, using or serving wine at the event are 21 years or older and possess identification that confirms their age. The event sponsor is responsible for the proper and timely removal of all wine immediately following the event.

Beer and/or wine for special events may not be stored on campus prior to 48 hours before the event. All beer/wine storage arrangements for campus events must be in lockable areas. Individuals under the age of 21 shall not have access to these storage areas without the supervision of District staff members age 21 or over. Beer/wine may not be stored in open containers on District property. Appropriate storage arrangements must be described on the beer and wine service request form.

At events where beer/wine is served, the following must take place:

a. Written notice must be placed in a clear and open location indicating:

- No beer/wine will be served to individuals under the age of 21 and that identification verifying age must be provided. The consumption of beer/wine by a minor at an event on District property will result in appropriate action up to and including arrest of those parties involved.
- Beer/wine consumption is limited to the indoor facilities being rented
- The sponsoring organization reserves the right to refuse service.
- The consumption of alcoholic beverages may be harmful to health.

b. An individual over the age of 21 and separate from those individuals serving wine will be assigned to check identification during the event.

c. Beer/wine consumption must be stopped 1 hour before the end of a special event.

Livestock/Equine/Animal Events:

Events involving livestock, horses or other animals are limited to one-day events; animals may not be boarded overnight. All animals are the sole responsibility of the renter; the college will not be responsible for any loss, damage, exposure, etc. Additional insurance may be required, and depending on the event, spectator insurance may also be required.

Parking

Parking at Shone Farm is limited to ~ 200 vehicles with 3 spaces on the eastern side of the Dutton Pavilion allocated for parking for the disabled. Vehicles are not allowed outside of the designated parking area.

Off-site parking with shuttle service is required for events that will attract more vehicles than there is room to accommodate at the farm. It is the responsibility of the renter to arrange this service.

Smoking Not Allowed on College Property

Smoking is prohibited at all facilities owned by the Sonoma County Junior College District. Smoking is not allowed anywhere on Shone Farm property. Renters will be responsible for ensuring that this smoke-free policy is upheld and will be liable for any damages incurred as a result of the policy not being followed.

Decorations

Decorations must be approved in advance by the facility supervisor.

- No scotch tape, thumbtacks, nails, staples, etc. are allowed on walls, floors, etc. Decorations may not be taped to windows.
- All garland, cloth, trees, etc. used for decorations must be flame proof.
- Decorations must be painted at least one day before bringing inside the building. No painting is allowed inside the building.
- No heavy structures, foreign material (such as rocks, bricks, sand, ice sculptures, water fountains, pails with water and dry ice, etc.) will be allowed in the building.

- All decorations must be removed from the premises at the close of the event.
- Nothing may be attached to or hung from the sprinkler system

Garbage

Depending on the size of the event, the group or organization renting the facilities may be responsible for providing a debris box for garbage generated by the event.

Fees/Deposits

A nonrefundable \$35 application fee is required when the facility use application is submitted. A nonrefundable reservation fee equal to ½ of the estimated rental fees will be required at the time the reservation is confirmed. Balance of fees (rental & other estimated fees) will be due at the time the contract is signed.

Cancellation policy

Cancellations must be received in writing. Fees (less the non-refundable reservation fee) will be refunded if the cancellation is received no later than 60 days prior to the event. Fees will not be refunded if the cancellation is received less than 60 days prior to the event.



**FACILITY USE APPLICATION FOR
SRJC SHONE FARM DUTTON PAVILION**

Please make sure you read the policies prior to filling out this form

\$35 non-refundable processing fee required with submission of application (make check payable to SRJC)

Please check one:

On campus group: _____

Profit organization: _____

Non-Profit organization* _____

**Proof of non-profit status is required*

Name of Group/Organization: _____

Billing Address _____

City: _____ State _____ Zip: _____

Name of event: _____

Please list the name of the organization's representative who will **be on-site during the event** ensuring policies and procedures are followed:

Name/Title: _____

Phone: _____

Email: _____

Number of people anticipated: ____ Number of vehicles anticipated: ____

Will wine be served? Yes No

(if yes, completed wine service approval form and if necessary, ABC license application is required with application submission)

Will you be using: SRJC caterer (Fresh and Natural) Outside caterer

Facility Requested	Day/Date	Entry Time	Exit Time	Event Time

Media equipment provided by SRJC (please check what you will need for this event):

Pavilion A&B only:

- Computer PA System
- LCD projector
- Screen
- Internet access

Please list equipment you will be bringing in/setting up for your event:

Note: SRJC has some tables and chairs available for use. Please work with the Pavilion Manager to determine whether you need to rent additional tables and chairs for your event.

This is an application for use only. Once approved, a contract will be sent to the organization outlining the parameters of the facility use.

Chris Wills, Shone Farm Pavilion Manager
cwills@santarosa.edu

(707) 535-3707 FAX (707) 535-3700