



Community Services Department

2001 East Street, Woodland, CA 95776

530-661-2000

woodlandcsd@cityofwoodland.org

PERMIT #2236

Authorized On: 01/08/2019 02:39 PM

NOTE: Rental: Set up 30 in a round, extra chairs to the side, extra garbage cans

Location

Woodland Community & Senior Center
2001 East Street
Woodland, CA 95776

Permit Holder

Woodland Soccer Club
P.o. Box 1746
Woodland, CA 95776

Authorized Agent

Cathy Haynie
530-661-2000
WoodlandCSD@cityofwoodland.org
<http://www.cityofwoodland.org/csd>

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Woodland Community & Senior Center	M 2	Wed, Jan 9th 2019	05:30 PM-09:00 PM	3.50	\$0.00
Woodland Community & Senior Center	M 2	Wed, Feb 20th 2019	05:30 PM-09:00 PM	3.50	\$0.00
Woodland Community & Senior Center	M 2	Wed, Mar 13th 2019	05:30 PM-09:00 PM	3.50	\$0.00
Woodland Community & Senior Center	M 2	Wed, Apr 10th 2019	05:30 PM-09:00 PM	3.50	\$87.50
Woodland Community & Senior Center	M 2	Wed, May 8th 2019	05:30 PM-09:00 PM	3.50	\$0.00
Woodland Community & Senior Center	M 2	Wed, Jun 12th 2019	05:30 PM-09:00 PM	3.50	\$0.00
Woodland Community & Senior Center	M 2	Wed, Jul 10th 2019	05:30 PM-09:00 PM	3.50	\$87.50
Woodland Community & Senior Center	M 2	Wed, Aug 14th 2019	05:30 PM-09:00 PM	3.50	\$0.00
Woodland Community & Senior Center	M 2	Wed, Sep 11th 2019	05:30 PM-09:00 PM	3.50	\$0.00

Location	Facility	Date	Time	Hours	Fee
Woodland Community & Senior Center	M 2	Wed, Oct 9th 2019	05:30 PM-09:00 PM	3.50	\$0.00
Woodland Community & Senior Center	M 2	Wed, Nov 13th 2019	05:30 PM-09:00 PM	3.50	\$0.00
Woodland Community & Senior Center	M 2	Wed, Dec 11th 2019	05:30 PM-09:00 PM	3.50	\$0.00
				TOTAL:	\$175.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Woodland Community & Senior Center	M 2	Jan 9, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	Feb 20, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	Mar 13, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	May 8, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	Jun 12, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	Aug 14, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	Sep 11, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	Oct 9, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	Nov 13, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	Dec 11, 2019 5:30 PM-9:00 PM	\$0.00	\$87.50	\$0.00
Woodland Community & Senior Center	M 2	Apr 10, 2019 5:30 PM-9:00 PM	\$87.50	\$175.00	(\$87.50)
Woodland Community & Senior Center	M 2	Jul 10, 2019 5:30 PM-9:00 PM	\$87.50	\$175.00	(\$87.50)
TOTAL:			\$175.00	\$1,225.00	(\$175.00)

PAYMENTS

RECEIPT #	DATE/TIME	DESCRIPTION	AMOUNT
12423638	01/08/2019 08:34 AM	User Credit	\$87.50
12423660	01/08/2019 08:35 AM	User Credit	\$87.50
12423777	01/08/2019 08:39 AM	User Credit	\$1,050.00
12432007	01/08/2019 02:39 PM	User Credit	(\$175.00)
12432007	01/08/2019 02:39 PM	User Credit	\$175.00
12432026	01/08/2019 02:40 PM	User Credit	(\$175.00)

RECEIPT #	DATE/TIME	DESCRIPTION	AMOUNT
12432026	01/08/2019 02:40 PM	User Credit	\$175.00
			TOTAL: \$1,225.00

PROMPT RESPONSES

Location	Facilities	Date	Days
Woodland Community & Senior Center #1 - Do you need a Bar?	M 2	01/09/2019-12/11/2019	Wed
Response: No			
Woodland Community & Senior Center #2 - Insurance is required for your reservation.	M 2	01/09/2019-12/11/2019	Wed
Response: Agreed			
Woodland Community & Senior Center #3 - Do you need a mic?	M 2	01/09/2019-12/11/2019	Wed
Response: No			
Woodland Community & Senior Center #4 - Do you need the PA System for your event?	M 2	01/09/2019-12/11/2019	Wed
Response: No			
Woodland Community & Senior Center #5 - Do you need a podium?	M 2	01/09/2019-12/11/2019	Wed
Response: No			
Woodland Community & Senior Center #6 - Security Deposit	M 2	01/09/2019-12/11/2019	Wed
Response: Agreed			
Woodland Community & Senior Center #7 - Will you be selling alcohol at your event?	M 2	01/09/2019-12/11/2019	Wed
Response: No			
Woodland Community & Senior Center #8 - Do you need a Stage?	M 2	01/09/2019-12/11/2019	Wed
Response: No			

Decoration Guidelines

City of Woodland staff takes pride in being able to offer a quality facility. Thank you for reviewing and observing our policies. In order to maintain our facility we request that you comply with the following guidelines:

- Candles (this includes birthday and Unity Candle), open flames, or pyrotechnics of any kind are not permitted.
- At no time shall fire exits be covered or obstructed.
- Decorations must be non-flammable.
- The Renter assumes full responsibility to remove all decorations within allotted rental times as

stated on permit. Any time that exceeds the scheduled permit time will be charged to the Renter, including staff overtime charges and hourly room rental fee. The staff reserves the right to require the removal of any decorations that are considered offensive.

- Storage facilities are not available for Renter's use (this includes caterer's equipment or special rental items such as tables to be stored before or after the event).
- No cellophane tapes, adhesives, staples, tacks, nails, or screws may be used to hang decorations. Carpenter and painters tape are acceptable.
- Glitter, hay, straw, silly string, confetti, dance wax, cornstarch, sand, bubbles or rice is prohibited inside or outside of the facility. Birdseed is suggested for outside use.
- If a Public Address system is to be used outdoors, a sound permit is required.
- Fog or smoke machines are not permitted in the facility.
- Balloons must be secured and weighed down when utilized in the facilities and must be removed by the Renter immediately following the event. Balloons are not to be released outside the facility. No free-floating balloons are permitted inside the building because of lights, air vents and high ceilings. Failure to remove balloons may result in additional fees charged to the Renter.
- ***If an outside rental company provides tables, chairs, or equipment for the event, the Renter is responsible for setup and takes down of this equipment.***
- Staff is not responsible for any items left in the facility after your scheduled event has concluded.
- All or a portion of security deposit will be charged for items left after you event has concluded.

I agree to accept and abide by the rules and regulations of the City of Woodland.

Signature of Authorized Representative or Organization Date

Signature of Department Representative Date