

ESPARTO VOLUNTEER FIRE DEPARTMENT  
P.O. BOX 366  
16960 YOLO AVENUE  
ESPARTO, CA 95627  
530-787-3300

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APPLICATION FOR USE OF ESPARTO SCOUT CABIN

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**GENERAL LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000.00 IS REQUIRED**  
**YOU MUST PROVIDE A CERTIFICATE OF LIABILITY INSURANCE IN THE AMOUNT OF \$1000,000.00 NAMING**  
**ESPARTO FIRE DISTRICT AS THE HOLDER**

Type of Event : \_\_\_\_\_

Date Of Event : \_\_\_\_\_ Hours of Event : \_\_\_\_\_

Applicant Name : \_\_\_\_\_

Address : \_\_\_\_\_ City : \_\_\_\_\_ Zip \_\_\_\_\_

Telephone : Home \_\_\_\_\_ Work : \_\_\_\_\_

I HAVE PREVIEWED THE FACILITY TO BE USED AND HAVE RECEIVED A COPY OF THE RULES AND REGULATIONS THAT ARE TO BE FOLLOWED DURING THE ENTIRE TIME I USE THE FACILITY, AND UNDERSTAND THE CONDITIONS FOR USE.

**I UNDERSTAND THAT IF I DO NOT HAVE THE CERTIFICATE OF INSURANCE I WILL NOT BE ALLOWED TO OCCUPY THE ESPARTO COMMUNITY HALL/SCOUT CABIN**

**I UNDERSTAND FAILURE TO COMPLY WITH THE RULES AND REGULATIONS WILL RESULT IN THE COMPLETE LOSS OF DEPOSIT.**

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**PICK UP KEY NO LATER THAN 5 P.M. ON FRIDAY OR DAY PRIOR TO EVENT**

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**Rental**

Fees: Rental \$500.00 Check # \_\_\_\_\_ Cash \_\_\_\_\_ Date Paid: \_\_\_\_\_

Deposit \$500.00 Cash \_\_\_\_\_ Date Paid : \_\_\_\_\_

TOTAL RECEIVED \$ \_\_\_\_\_

RECEIVED BY : \_\_\_\_\_

CLEANING / DAMAGE DEPOSIT RETURNED \_\_\_\_\_ YES \_\_\_\_\_ NO

Deposit returned to: \_\_\_\_\_

**ESPARTO SCOUT CABIN**  
**~RULES AND RATES FOR FACILITY RENTAL~**

1. The applicant may arrange to preview the facility for suitability and limitations. Such arrangements can be made by contacting the ESPARTO FIRE DISTRICT OFFICE between the hours of 8:00 a.m. and 5:00 p.m. M-F or call 530-787-3300.
2. **FEES AND DEPOSITS MUST BE PAID WHEN RESERVATION IS MADE.** One check or cash for the rental and **CASH ONLY** for the cleaning / damage deposit. Checks are to be made payable to the Esparto Volunteer Fire Department.

**Hall Rental                      \$500.00**

**Cleaning / Damage Deposit                      \$500.00 (refundable providing no damage and cleaned properly)**  
**Cleaning deposit MUST BE CASH and the EXACT amount (we do not make change)**

**ANY DAMAGE INCURRED OVER THE DEPOSIT AMOUNT WILL BE THE SOLE RESPONSIBILITY OF THE RENTER**

**There must be someone present who speaks and understands ENGLISH when the key is picked up.**  
**The hall is to be clean and all personal items removed by 8:00 a.m. the day keys are to be returned.**

3. Cancellations made within thirty (30) days prior to the event will result in forfeiture of rental fees. Exceptions for extenuating circumstances will be at the reasonable discretion of the management.
4. There will be a \$25.00 returned check fee.
5. **Maximum capacity of the Scout Cabin is 100**
6. **NO VEHICLES ARE TO BE DRIVEN BETWEEN THE BUILDINGS (HALL & CLINIC) OR PARKED ON THE PATIO**
7. **No push pins or tacks are to be used to secure decorations. Only Blue Painters tape is to be used on walls and is to be removed from all surfaces. No exceptions**
8. All beverages are to be served from the kitchen. There is to be no buckets or cans for kegs placed on the wood flooring.
9. **THE FIREPLACE IS NOT TO BE USED**
10. **THERE IS TO BE NO SMOKING IN THE BUILDING**
11. All trash is to be put in the dumpster behind the fire station an. **Trash cans are not to be used without liners.**
12. All tables and chairs are to be taken down and returned to storage area.
13. Bathroom and kitchen counters and fixtures are to be cleaned.
14. **All spills are to be cleaned up immediately.**
15. When leaving the building all lights and heat or air are to be turned off.
16. **THE ESPARTO FIRE DEPARTMENT RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT FOR JUST CAUSE, SUCH AS THE CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS, DISORDERLY CONDUCT, OR FAILURE TO COMPLY WITH THE RULES.**
17. **THE ESPARTO FIRE DEPARTMENT SPECIFICALLY RESERVES THE RIGHT TO SEEK RECOVERY FROM THE APPLICANT(S) FOR ANY DAMAGES TO THE FACILITY, FIXTURES AND OR FURNSHINGS AND FOR LOSS OF USE.**

**FAILURE TO COMPLY WITH THE ABOVE STATED RULES FOR RENTAL WILL RESULT IN LOSS**  
**OF DEPOSIT**  
**DEPOSIT WILL NOT BE RETURNED IF HALL IS NOT IN THE SAME CONDITION AS WHEN KEY**  
**WAS RECEIVED**

*ESPARTO SCOUT CABIN / COMMUNITY HALL*

**CLEANING & USE INSTRUCTIONS**

1. There is to be **no parking** on the lot of the Burger Barn, to the south of the Scout Cabin.
2. **No push pins or tacks will be used to secure decorations. Only Blue painters tape** is to be used and is to be removed from all surfaces. **No exceptions.**
3. **THE FIREPLACE IS NOT TO BE USED.**
4. All trash is to be put in the dumpster behind the Fire Station. **TRASH CANS ARE NOT TO BE USED WITHOUT LINER BAGS.**
5. All tables and chairs are to be taken down and returned to the storage area. They are to be stacked in an orderly manor in the same place they were taken from.
6. Bathroom and kitchen counters and fixtures are to be cleaned.
7. **Any spills on the wood floor are to be wiped up immediately.**
8. Do not slide ice chests or other objects across the wood floor.
9. Buckets of ice are to be kept in the kitchen or on the counters. Nothing wet or leaking is to be placed on the wood floor.
10. When leaving the building turn off all lights and heat or air.
11. **THE ESPARTO FIRE DEPARTMENT RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT OR USE FOR JUST CAUSE, SUCH AS DISORDERLY CONDUCT, OR FAILURE TO COMPLY WITH THE RULES AND CLEANING INSTRUCTIONS.**
12. **THE ESPARTO FIRE DEPARTMENT SPECIFICALLY RESERVES THE RIGHT TO SEEK RECOVERY FROM THE APPLICANT (s) FOR ANY DAMAGES TO THE FACILITY, FIXTURES AND OR FURNSHINGS.**

**ESPARTO SCOUT CABIN**

Applicant agrees to be responsible for all persons in attendance of said event at the Esparto Scout Cabin on the date of \_\_\_\_\_.

The Esparto Fire Department has the right to notify the Yolo County Sheriff's Department in the event of any disorderly conduct, destruction of any property, failure to follow rental agreement and rules, or any other action by the renter or attendees in which the Fire Department deems unsuitable for the premises.

**RENTER ACKNOWLEDGES HE/SHE HAS READ AND AGREES TO THE ABOVE STATEMENTS :**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

Applicant agrees to indemnify and save harmless the Esparto Fire Department, it's Officers, Agents, and Employees from and against all losses and expense, including costs and attorney fees, by reason of liability imposed upon the Esparto Fire Department for damages including bodily injury and /or death at any time resulting there from sustained by any person or persons or on account of damages to property, including the loss thereof, to persons or damage to property is due or claimed to be due to the act or omissions of the Esparto Fire Department, it's Officers, Agents or Employees.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**LANDSCAPE AGREEMENT**

I understand that if there is any damage to the exterior fencing or landscaping I **will not receive the cleaning / damage deposit back and will be responsible to pay all costs for the repairs to be made.**

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

**ESPARTO SCOUT CABIN**

**CLEAN UP CHECK LIST**

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**PRE-EVENT INSPECTION**  
**INDICATE NUMBER OR INSPECTION**

Tables\_\_\_\_\_ Chairs\_\_\_\_\_ Counters\_\_\_\_\_ Oven / Stove Top\_\_\_\_\_

Restrooms\_\_\_\_\_ Walls\_\_\_\_\_ Floors\_\_\_\_\_ Trash Cans\_\_\_\_\_

Applicants Signature : \_\_\_\_\_

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**POST-EVENT INSPECTION**  
**INDICATE NUMBER OR CONDITION**

Tables\_\_\_\_\_ Chairs\_\_\_\_\_ Counters\_\_\_\_\_ Oven / Stove Top\_\_\_\_\_

Restrooms\_\_\_\_\_ Walls\_\_\_\_\_ Floors\_\_\_\_\_ Trash Cans\_\_\_\_\_

Applicants Signature : \_\_\_\_\_

Fire District Representative Signature : \_\_\_\_\_

**DEPOSIT RETURNED :** YES NO