

# Facility Rental Policies

Thank you for your interest in holding your event at International House Davis (I-House Davis). As a non-profit community organization, we take pride in making our space available for our local community to rent. We look forward to making your event a positive experience. This short version of our rental policies is not legally binding. It is representative of the policies included in our rental contract.

## General Rental Information

Rental hours: 8:30 AM - 11:00 PM every day of the week, depending on availability. The minimum reservation time is 2 hours on weekdays and 4 on weekends. I-House spaces are available to rent in 30min increments only.

Your reservation must include time for your set up, decoration, and clean up. Clean up includes removing decorations, food, and garbage. Any food or equipment from catering/event companies must be dropped off and picked up during your reservation time. The facility must be left clean and promptly vacated at the ending time of your rental.

I-House staff will set up tables and chairs prior to the start of your reservation and will take them down after your reservation ends. Staff will be on-site during your rental to address any issues that arise.

Your rental includes access to the room(s) listed in your contract, bathrooms, and the hallways/stairway/elevator as needed to access your reserved room(s) and the bathrooms.

No smoking is allowed in the facility or on I-House property.

## Parking

You are welcome to use the I-House parking lot during your event. I-House also has a limited number of permits that your guests may use to park on the street during your event. However, parking availability at I-House is not guaranteed and may be limited due to other scheduled events.

## Deadlines and Cancellation

Your reservation is secured by signing the rental agreement. The security deposit (\$150) is due five business days after the rental agreement is signed. The outstanding payment balance is due 30 days prior to your event. Failure to make timely payments may result in the cancellation of your event.

Changes in rental times or equipment needs must be submitted at least 30 days before your event to ensure that we can accommodate your request, and may incur additional charges. Once you accept these additional fees, they will be subject to the cancellation policy. Unused rental time is not refundable.

Cancellations more than 60 days in advance will be fully refunded. If you cancel 30-60 days before your event, your security deposit will not be refunded. Canceling less than 30 days prior to the event will result in forfeiting all fees.

During the summer and fall, air quality is unpredictable and may impact your ability to hold your event. You can cancel your event 1 to 3 days ahead of time if unhealthy air quality is predicted during your event (AQI of 151 or above on [airnow.gov](http://airnow.gov)). You must email I-House your intent to cancel no more than 72 hours (3 days) before the event, and at least 24 hours (1 day) before the event, in order to receive a refund. In that case, I-House will retain your security deposit and refund all other payments you have made for your event.

## Permits

You are responsible for complying with state and local permitting laws for your event. These may include food, alcohol, and sound permits. The most common need our renters have is for an alcohol permit. You may need an alcohol permit if your event is open to the public, people pay for their drinks, or you charge a ticket/entrance fee. Check the regulations and get a permit at <https://www.abc.ca.gov/>.

## Decorations

Please discuss any hanging decorations with staff before your event. Duct tape, nails, screws, tacks, staples, etc. on walls, woodwork, or windows are prohibited. Zero residue tape may be used (example: painters' tape). Decorations may not cover or be attached to safety/fire equipment, any hanging art, or signs. This includes but is not limited to: doors, pipes, and sprinkler heads.

**Dance wax, cornstarch, birdseed, confetti, glitter, rice, straw, sand, bubbles, fog, smoke, and similar materials are not allowed; clean up and damage fees will be charged if used.**

Open flame devices are prohibited. Candles placed within glass containers need prior approval.

## Discounts

- I-House provides a 10% discount on one rental annually for Ambassador Circle Supporters.
- UC Davis departments and offices receive a 10% discount and are not required to place a security deposit. UC Davis clubs receive a 10% discount but are still required to place a security deposit.

## Emergencies

I-House will not be held responsible for interruption of your event due to an emergency such as a power outage, natural disaster, etc. No refund will be issued if your event is interrupted or cut short due to an emergency. If I-House must cancel your reservation due to inclement weather, public safety orders, or other similar reasons, you will receive a full refund.

## Community Code of Conduct

I-House is committed to creating a safe, productive, and welcoming space and to combating the racism and systems of oppression that often come through in our interpersonal interactions.

I-House expects that you:

- Treat everyone with respect, dignity, kindness, and consideration.
- Communicate in a spirit of collaborative inquiry and learning.
- Welcome and listen to diverse views and opinions, and respect cultural differences.
- Approach other people's experiences, impressions, and understanding with an open mind, even if their experience does not match your own.
- Recognize the right of individuals to think, speak, express, and debate any idea freely within the bounds of courtesy, sensitivity, and respect.
- Reflect on your own ideas and stereotypes, and avoid using language based in racism, prejudice, discrimination, or stereotypes.
- Behave in a safe and responsible manner.
- Treat the premises with care, leaving the venue clean and orderly.
- Understand that engaging with difficult issues may be uncomfortable and recognize the difference between uncomfortable and unsafe.

At I-House you may not:

- Harass or intimidate others, nor discriminate against them.
- Physically or verbally abuse others.
- Display inappropriate anger or disruptive behavior.
- Disrupt presentations, classes, or any other events.
- Damage any property.