

# 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. Reservations must be made in 30 min increments on the hour/half hour (ex: 12:00pm or 12:30pm start time, not 12:15pm or 12:45pm). Staff will be on-site during your rental to address any issues that may arise.

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 end 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.

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.

## Food/Catering

I House has no restrictions on what caterers a renter can use. Per Yolo County guidelines, please confirm whatever caterer you choose has a valid yolo county catering permit. I House can provide a list of frequently used caterers as requested.

If your event includes food, you are required to have tablecloths for all the tables you use. You can either rent tablecloths from I house or bring your own. If you decide to bring your own, I House can provide a list of all necessary table measurements if requested.

## Sound/Noise Restrictions

All outdoor amplified sound must be turned off by 9pm. All indoor amplified sound must be low enough to not disturb neighbors by 9pm and must be turned off by 10pm. I House staff will alert you if the sound is too loud.

## 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. Street parking outside of I-House is open & free weekdays after 5pm and all-day Saturdays and Sundays.

## 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 90 days in advance will be fully refunded. If you cancel 30-90 days before your event, your security deposit (or equivalent cost if your security deposit was waived) will not be refunded. Cancelling 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

### Alcohol

If your event is open to the public, a fundraiser or if guests pay for drinks, food or tickets then you will need to hire a licensed bartending service and provide a copy of the business alcohol license to I House.

### Sound

If your event will have 100 persons or more & amplified sound, you must get an approved sound permit from the Davis Police Department and provide a copy to International House staff a week before the event date. Please contact the facility manager Check the requirements and get a permit at the city of Davis website [here](#).

### Event Insurance

For events with alcohol, weddings, and events with over 100 people, I-House requires renters to obtain event insurance and provide the certificate of insurance to I-House. We require **\$1,000,000 Occurrence / \$2,000,000 Aggregate**. You can obtain event insurance [here](#).

For any permit questions, please contact the rental manager at [michael@ihousedavis.org](mailto:michael@ihousedavis.org).

## 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. Velcro-type command strips work well on the Community Room walls and may be used in the Community Room. **No tape is allowed on the walls of the lounge.**

**Dance wax, cornstarch, birdseed, confetti, glitter, rice, straw, sand, bubbles, fog/ fog machines, smoke, and similar materials are not allowed; clean up and damage fees will be charged if any of the above are used and/or if fire alarm system is triggered.**

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

## Discounts

- Nonprofit organizations receive a 10% discount.
- UC Davis student clubs & organizations receive a 5% discount.
- UC Davis departments and offices receive a 10% discount and are not required to place a security deposit.

## Rush Fee

A Rush Fee of \$150 will be charged if a rental request is made within two weeks of the rental event date.

## Contract Change Fee

A fee of \$50 will be charged if you request to change your event date, rental space needs, event time or other changes that require a new contract to be sent.

## 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.