



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

STANDING COMMITTEE – LILLARD HALL – AGENDA September 14, 2026, at 10:00 AM

Location: Fire Station
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Roos)
2. Public Comment
(NOTE: public comment in this section is restricted to items not otherwise on the Agenda; per the Ralph M. Brown Act, Committee members may briefly respond to statements made or questions posed during this section of the Agenda, but may not take action on such items other than to direct the Board Clerk to put the item on a future Committee or Board Meeting Agenda, as appropriate.)
3. Discussion / Action – Revisions to *Lillard Hall Use/Rental Policies* (Including Possible Increase to Rental Fees) Document (All) **(Pgs 2 - 10)**
4. Discussion / Action – Annual Increase to Lessee's Monthly Rental Fee (Chair Roos) **(Pgs 11 - 14)**
5. Discussion / Action – Maintenance / Capital Improvements (Chair Roos and Staff)
6. Open Forum – Other Hall Business (Chair Roos)
7. Calendar (Chair Roos)
 - a. The Next Lillard Hall Committee Meeting to be Determined
8. Adjourn Meeting (Chair Roos)

LILLARD HALL USE/RENTAL POLICIES

Thank you for your interest in renting Lillard Hall. The Hall has been a community hall for over forty years and has hosted many happy events.

Below are rules to keep in mind.

At a moment's notice the fire house next door can become active; so, NO PARKING off the graveled area for the Hall.

Leave the Hall as you find it. You and your attendees will need to be cleaned up and gone by 11:00 pm. Staff are sleeping next door and naturally cannot be disturbed by a late-night rager.

Alcohol and DJ events are OK but need to meet security conditions spelled out in this document.

The following pages contain the Lillard Hall use and rental policies and represent the rental agreement. Read this document carefully.

Lillard Hall is managed by the person or persons designated by the West Plainfield Fire Protection District ("WPFPD") to manage Lillard Hall operations. All references herein to "Hall Management" shall refer to any such person or persons.

Public parking is limited to the gravel area south and west of the Lillard Hall building and includes handicapped parking (the "public parking area"). Public parking on the concrete to the west or in front of the fire station house is not permitted under any circumstances.

As used herein "premises" or "Lillard Hall" refers to the Hall building, the area east of the Hall building, the lawn south of the Hall building, and the parking area reserved for Hall use. "WPFPD grounds" refers to all other areas, buildings, and equipment. **WPFPD grounds are strictly off-limits.**

Applicant Name

Event Date

LILLARD HALL USE/RENTAL POLICIES

APPLICATION PROCESS / APPROVAL

A calendar of Lillard Hall availability is available online. Once the applicant has determined if Lillard Hall is available for rent on the desired event date, the applicant shall complete and return the following documents to lillardhallrentals@westplainfieldfire.gov:

[Lillard Hall Rental Application](#)

[Lillard Hall Use/Rental Policies](#) *(Rental Agreement)*

Application review will not occur unless both documents are fully completed and received by Hall Management.

Prior to providing the application packet, the potential applicant may schedule a site visit. **NOTE:** We apologize if at the time of your scheduled appointment Hall Management is unavailable as timing for requests for emergency services are, by nature, unpredictable. Some requests for emergency services are completed fairly quickly, so you may wait if you would like to do so.

Once your application has been approved, you will need to provide the rental fee, security deposit, proof of insurance coverage, and any other required documentation within the timelines set forth below at *Use and Rental Conditions*.

All applicants are required to meet with Hall Management to complete the *Lillard Hall Rental Checklist (Pre-Event Walk Through)* document.

The applicant should consult with the Hall Manager to determine if Lillard Hall is available for rental. The applicant can also arrange to preview the facilities for suitability and limitations.

If Lillard Hall is available, an "Application for the Use of Lillard Hall" must then be completed and presented to the Hall Manager. The Hall Manager shall review the application and approve or deny it as outlined below.

The application shall be approved by the Hall Manager. At the Hall Manager's discretion, the Hall Manager may request that a Board member approve the application.

RENTAL FEE AND SECURITY DEPOSIT

	<u>Rental Fee</u>	<u>Security Deposit</u>
Personal Function - WPPFD Personnel	\$50.00 per hour	\$800.00
Personal Function - WPPFD Resident	\$50.00 per hour	\$800.00
Meeting and Class	\$50.00 per 2-hour block *	\$200.00 **
Other Function – Duration 1-2 hours	\$125 150.00 per hour	\$1,500.00
Other Function – Duration 3-8 hours	\$120 125.00 per hour	\$1,500.00
Other Function – Over 8 hours (Daily)	\$960 1,200.00	\$1,500.00

* Community groups meeting for any purpose which benefits the District may apply for an exemption to the

LILLARD HALL USE/RENTAL POLICIES

meeting rental fee and security deposit. Any such exemption shall be approved by Hall Management and a Lillard Hall committee member.

****** A non-profit meeting may request a waiver on the deposit. Any such waiver shall be approved by Hall Management at Hall Management's sole discretion.

The security deposit must be made no later than 7 days after application approval. The rental fee must be paid no later than 21 days prior to the event, or upon approval of the Application if the event date is within 21 days. If the event is within 21 days of approval, Hall Management may require that the security deposit and rental fee payment be made by money order or cash.

If payment is made by check, money order or cashier's check (check), two checks shall be presented to Hall Management: one for the rental fee and the other for the security deposit. **Checks shall be made payable to WPPFD.**

USE AND RENTAL CONDITIONS

Following are the conditions for the use/rental of Lillard Hall, ~~the surrounding lawns, and the public parking area~~:

1. The applicant must be at least 18 years of age.
2. If alcohol is to be served at the event the applicant must:
 - a. be at least 21 years of age and able to show current and valid identification upon request;
 - b. either (i) hire a licensed bartender or (ii) require that the applicant (or a designee of the applicant, who must be at least 21 years of age) remain on the premises for the duration of the event; the applicant (or designee) must complete, and provide proof of completion of, the California Alcohol and Beverage Control Board *California Responsible Beverage Service (RBS) Certification Course*; and
 - c. obtain and provide an appropriate ABC license, if required; and
 - e.d. during the event, the applicant (or designee) will be responsible for cutting off alcohol service as necessary; and
 - d.e. contract for and provide, from Lillard Hall's preferred list (see Contract Addendum), two uniformed security guards ~~from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services~~ and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to Hall Management no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days.; and
 - e.f. no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days, the applicant must provide (i) ~~proof of RBS course completion or a~~ copy of the bartender's license or proof of RBS course completion and (ii) a copy of the

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paid security firm contract to Hall Management.

NOTE: Security guards must remain on-site for the duration of the event. Security guards must also check-in with on-duty fire personnel upon arrival.

3. The applicant must obtain liability insurance listing "West Plainfield Fire Protection District" as an additional insured for the use of the venue Lillard Hall in the minimum amount of \$1,500,000.00 against property damage, personal injury, and wrongful death (Event Insurance). Additional Event Insurance will be required if Bouncy Houses/Carnival Rides are present at the event or if alcohol will be served. The applicant must provide proof of appropriate Event Insurance no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days.
4. If the event will have a live band, DJ or music, the applicant must hire two uniformed security guards as outlined at Section 2.d. above (only two uniformed security guards are required at an event requiring security guards) from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall Manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days. **Security guards must remain on-site for the duration of the event. Security guards must also check-in with on-duty fire personnel upon arrival.**
5. If the applicant is neither a resident of WPPFD nor District personnel, at the discretion of Hall Management Hall Management may require that the applicant appear before the Board of Commissioners (Board) for approval. NOTE: The Board meets monthly, typically on the 3rd Tuesday of each month.
6. "Sub-leasing" of Lillard Hall is not allowed.
7. The applicant must attend, and personally supervise, the entire event and shall meet all conditions outlined herein as appropriate to the event. Hall Management must be able to reach the applicant by phone (text or voice) at all times during the event.
8. The maximum permitted size of any group is 150.
9. The Hall may be reserved from 10:00 am to 11:00 pm. The reservation period includes setup through cleanup of the premises.
10. Events must end by 10:00 pm and the premises must be cleaned ,inspected, and vacated by 11:00 pm. All applicants must secure and lock all windows and doors and turn off the lights, heater, or air conditioner prior to vacating the premises. The surrounding WPPFD grounds shall be inspected for litter that originated from the event and such items shall also be cleaned up.
11. **No weapons of any kind are allowed on the premises or anywhere on WPPFD grounds.**
12. All alcoholic beverages must remain inside Lillard Hall. No glass beverage containers will be permitted in Lillard Hall or on WPPFD grounds.
13. Live bands, DJs and music must cease no later than 10:00 pm. While music is playing all doors

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and windows must be closed.

14. At no time shall any of the building exits and door/panic hardware (push bars) be obstructed by decorations, chairs, tables, or any other item in any manner whatsoever.
15. All drapery and decorations must be inherently flame retardant or treated with State Fire Marshal approved fire retardant chemicals. The use of straw, hay and similar materials is not permitted.
16. The use of nails, screws, tacks, staples, etc. is prohibited. Cellophane tape may be used to secure decorative materials to walls and tables only and all tape must be removed after the function. Tape is not to be applied to any painted surface. The use of straw, hay and similar materials is not permitted.
- ~~17. All WFPD equipment and buildings are off limits, except Lillard Hall, the gravel parking area south of the fire station, and the handicap parking area.~~
- ~~18. Parking on the concrete to the west, or in front, of the fire station house is not permitted under any circumstances; event parking is permitted only on the gravel area south of the fire station and in the handicap parking area.~~
- ~~19.~~17. Activities that violate federal, state or local laws, codes, standards, or regulations are not permitted.
- ~~20.~~18. The WFPD reserves the right to cancel or suspend any event for just cause, including, but not limited to the consumption of alcoholic beverages by minors, disorderly conduct, vandalism, destruction of property or the violation of any conditions contained in this Agreement. **If WFPD cancels or suspends the event, all fees and deposits are forfeited.**
- ~~21.~~19. The applicant is responsible for any damage caused during the event
- ~~22.~~20. The WFPD specifically reserves the right to seek recovery from the applicant for any damages to the premises, facilities, fixtures, or furnishings.
- ~~23.~~21. The WFPD is not responsible for damage or loss of property, nor for claims arising from personal injury to, or death of, any guest of the applicant or the actions of any guest of the applicant.
- ~~24.~~22. Applicant agrees to respect and follow direction from all WFPD staff.
- ~~25.~~23. Applicant agrees to indemnify and hold harmless the WFPD, its officers, agents and employees from and against all loss or expense, including costs and attorney fees, by reason of liability imposed upon the WFPD, including, but not limited to: bodily injury or death, damages to property, including loss of use thereof, arising out of or in consequence of the performance of the Agreement and these conditions, providing such injury or death to persons or damage to property is due or claimed to be due to the acts or omissions of the WFPD, its officers, employees or agents.
- ~~26.~~24. Instructions for key access shall be Keys to Lillard Hall will be supplied provided to the applicant ~~as arranged by the Hall Manager.~~

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27-25. Hall Management and one member of the Board may modify the Lillard Hall use/rental policies in specific instances as they deem appropriate.

RETURN OF RENTAL FEE AND/OR SECURITY DEPOSIT

The applicant shall notify Hall Management of any cancellation as soon as possible. To receive a refund of the rental fee, the applicant must notify Hall Management of the cancellation at least 12 days prior to the scheduled event.

To receive a full refund of the security deposit, all conditions listed on the *Lillard Hall Rental Checklist (Post-Event Walk Through)* document shall be satisfactorily completed (see below at *Damage and Cleaning; Use of Security Deposit to Make Corrections*).

~~If the application states that alcohol will not be served and alcohol is found on the premises, and is determined to be associated with the event or anyone attending the event, the event will be immediately terminated and neither the security deposit will be returned to the applicant.~~

FORFEITURE OF RENTAL FEE AND/OR ~~RENTAL~~ SECURITY DEPOSIT

The following actions can result in full or partial loss of the rental fee and/or security deposit, as follows:

1. If the application states that alcohol will not be served and alcohol is found on the premises or on WPPFD grounds, and it is determined to be associated with the event or anyone attending the event, the event will be immediately terminated and neither the security deposit nor the rental fee will be returned to the applicant.
2. If weapons of any kind are found on the premises or on WPPFD grounds, the event will be immediately terminated and neither the security deposit nor the rental fee will be returned to the applicant.
- 1-3. Lillard Hall premises and WPPFD grounds must be cleaned, inspected, and vacated by 11:00 pm on the date of the event. **Failure to comply WILL result in forfeiture of 100% of the security deposit.**
- 2-4. Live bands, DJs and music must cease no later than 10:00 pm. **Failure to comply MAY result in forfeiture of 100% of the security deposit, at the discretion of Hall Management.**
- 3-5. While music is playing all doors and windows must be closed. **Failure to comply MAY result in the following forfeitures of the security deposit, at the discretion of Hall Management, as follows:**
 - a. Sound level below 85 decibels (measured at the frontage of the property) subject to 25% forfeiture of security deposit; and
 - b. Sound level above 85% decibels (measured at the frontage of the property) subject to 50% forfeiture of security deposit. (If you need to raise your voice to speak to someone standing three feet away, the noise level is likely at or above 85 dB)

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DAMAGE AND CLEANING; USE OF SECURITY DEPOSIT TO MAKE CORRECTIONS

Prior to the start of the event, Hall Management and applicant will inspect the premises and complete the Lillard Hall Rental Checklist (Pre-Event Walk Through) document.

After each event ~~and prior to the applicant vacating the premises~~, Hall Management will inspect the premises. As noted above, The entire security deposit will be refunded to the applicant if all conditions listed on the Lillard Hall Rental Checklist (Post-Event Walk Through) document have been satisfactorily completed only if the Hall Manager determines the following conditions have been met:

1. All debris has been deposited in the dumpster located in the parking area south of Lillard Hall and the lids are closed tightly.
2. All exterior grounds and parking lot were thoroughly cleaned of debris immediately following termination of the event.
3. All decorations and materials used to affix the decorations have been properly removed.
4. All chairs and tables have been cleaned and properly restored.
5. The floors have been swept clean and wet mopped.
6. The bathrooms (including the sinks, toilets, and floors) have been cleaned.
7. The kitchen sinks, counters, refrigerator, range, grill, and floor have been cleaned.

Hall Management shall notify the applicant of any deficiencies and may allow the applicant to correct the deficiencies. If the applicant satisfactorily corrects the deficiencies, the entire security deposit will be returned. If the applicant fails to correct the deficiencies within a 24-hour period, Hall Management shall use the security deposit to correct the deficiencies and any remaining funds shall be returned to the applicant.

Any damage to the premises and/or to WPPFD grounds will be repaired with funds from the security deposit.

If the Hall Manager determines that additional cleaning or repairs are required the Security Deposit will be withheld until the cleaning is complete. The cost of the cleaning or repairs will be deducted from the deposit and the balance returned to the applicant.

If the cost to bring the premises or WPPFD grounds back to theirs original condition exceeds the deposit amount, the applicant will be billed the excess charges. Additionally, the ~~The~~ applicant shall be denied further use of the Hall. If the applicant fails to pay the additional charges the West Plainfield Fire Protection District will take legal action to secure payment.

RIGHT TO CANCEL OR SUSPEND AN EVENT, IMPOSE ADDITIONAL PENALTIES

THE WPPFD RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT FOR JUST CAUSE, INCLUDING, BUT NOT LIMITED TO: THE CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS, DISORDERLY CONDUCT, VANDALISM, DESTRUCTION OF PROPERTY OR THE VIOLATION OF ANY CONDITIONS CONTAINED IN THIS AGREEMENT.

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FAILURE TO MEET ANY OTHER USE AND RENTAL POLICY TERM AND CONDITION MAY RESULT IN FOREFITURE OF SECURITY DEPOSIT, AT THE DISCRETION OF HALL MANAGEMENT.

I, _____, applicant herein, have read and understand the above Lillard Hall Use/Rental Policies.

Signature _____ Date _____

REVISED DRAFT v091426

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CONTRACT ADDENDUM

Required for all users after June 23, 2021

If alcohol will be served at the event and/or if the event will have a live band, DJ or music, the applicant must contract for and provide two uniformed security guards from this list:

Solid Phase Private Security (www.solidphaseprivatesecurity.com)

Chaudhry (www.chaudhrybodyguard.com)

All users of Lillard Hall will follow any posted rules at the Hall, and the most recent guidelines set by California Department of Public Health (CDPH), the State of California and/or Yolo County. The following websites will provide the most recent guidelines and information.

California Department of Public Health

www.cdph.ca.gov

State of California

www.covid19.ca.gov

Yolo County

www.yolocounty.org

California Alcohol and Beverage Control Board – RBS Course

<https://www.abc.ca.gov/education/rbs/>

Signature _____

Date _____



West Plainfield Fire Protection District

24901 County Road 95, Davis, CA 95616

(530) 756-0212

September 14, 2026

Son Chong
Common Grounds
4030 Tahoe Street
West Sacramento, CA 95691

Re: Annual Rent Increase

Mr. Chong,

As you are aware, Section 4 of your Lease allows for increase of your rent on an annual basis. This letter will serve as formal notice of this year's increase.

Your current rental payment per month is \$1,458.00. Pursuant to the terms of the Lease and based on the CPI (San Francisco-Oakland-Hayward CA) of 3.4% reported for August 2026 (see enclosed screenshot), your new monthly rental payment is \$1,492.00. This increase is effective with your rental payment for October 2026, which is due October 1.

If you have any questions or concerns, please let us know.

Sincerely,

WARREN ROOS
Chair / Lillard Hall Committee

Taken from https://www.bls.gov/regions/west/news-release/consumerpriceindex_sanfrancisco.htm
on 09/12/2026

Chart 1. Over-the-year percent change in CPI-U, San Francisco-Oakland-Hayward, CA, August 2023–August 2026

Month	All items	All items less food and energy
Aug 2023	3.4	3.6
Oct 2023	2.8	3.1
Dec 2023	2.6	2.5
Feb 2024	2.4	2.2
Apr 2024	3.8	3.1
Jun 2024	3.2	2.9
Aug 2024	2.7	2.9
Oct 2024	2.4	2.7
Dec 2024	2.4	2.5
Feb 2025	2.7	3.1
Apr 2025	1.3	1.6
Jun 2025	1.5	1.6
Aug 2025	2.5	2.4
Oct 2025	-	-
Dec 2025	3.0	3.0
Feb 2026	2.5	2.2
Apr 2026	3.8	3.0
Jun 2026	3.8	3.1
Aug 2026	3.4	3.0

Note: The October 2025 data values are not available due to the 2025 lapse in appropriations.

CALIFORNIA COMMERCIAL LEASE

LILLARD HALL

This Lease Agreement made the 17th day of August, 2023, by and between WEST PLAINFIELD FIRE PROTECTION DISTRICT, whose address is 24901 County Road 95, Davis, California 95616, hereinafter referred to as "Lessor", and SON CHONG, doing business as COMMON GROUNDS, whose address is 4030 Tahoe Street, West Sacramento, California 95691, hereinafter referred to as "Lessee", collectively referred to herein as the "Parties", agree as follows:

1. **DESCRIPTION OF LEASED PREMISES:** The Lessor agrees to lease to the Lessee 296 square feet (SF), plus or minus, of kitchen space inside the building identified as LILLARD HALL, located at 24905 County Road 95, Davis, California, hereinafter known as the "Premises". Lessor's rights to the Premises are defined in a lease agreement between it and the County of Yolo dated May 10, 1965. As amended on July 25, 2023, the lease agreement allows Lessor to sublease up to 50% of the interior space of the Premises subject to certain terms and conditions. Relevant here is the following condition:

In its sole discretion, the Yolo County Board of Supervisors may unilaterally revoke the District's authority to enter into or extend subleases entered into pursuant to this section at any time by majority vote. The revocation shall take effect upon written notice to the District. Any such revocation shall not affect the term of a sublease then in effect (including any term extension already exercised by a sublessee prior to notice of revocation). Notice of this provision shall be included in all subleases signed by the District after July 25, 2023.

2. **USE OF LEASED PREMISES:** The Lessor is leasing the Premises to the Lessee and the Lessee is hereby agreeing to lease the Premises for the following use and purpose: Lessee shall use the premises to prepare coffee for his coffee catering business.

Any change in use or purpose of the Premises other than as described above shall be upon prior written consent of Lessor only.

3. **TERM OF LEASE:** The term of this Lease shall be for a period of sixty (60) months commencing on the 1st day of October, 2023, and expiring at Midnight on the 30th day of September, 2028. ("Initial Term").

4. **BASE RENT:** The monthly payment shall be One Thousand Dollars (\$1,000.00), with the first payment due upon the commencement of the Lease and each monthly installment payable thereafter on the first (1st) day of each month. Said monthly

payment is hereafter referred to as the "Base Rent". Rent for any period during the term hereon, which is for less than one (1) month shall be a pro-rata portion of the monthly rent. Base Rent shall increase annually and be calculated by multiplying the Base Rent by the annual change in the Consumer Price Index – San Francisco-Oakland-Hayward CA (CPI) published by the Bureau of Labor Statistics.

5. **OPTION TO RENEW:** (Check One)

☐ - Lessee may not renew the Lease.

☒ - Subject to the County's rights as set forth in Section 1, above, Lessee has the right to renew the Lease with a total of one (1) renewal period with each period being sixty (60) months which may be exercised by giving written notice to Lessor no less than sixty (60) days prior to the expiration of the Lease or renewal period.

Monthly rent during the option period shall: (Check One)

☐ - Not increase.

☒ - Increase by multiplying the Base Rent by the annual change in the Consumer Price Index – San Francisco-Oakland-Hayward CA (CPI) published by the Bureau of Labor Statistics as shown in the most recent publication to the option period start date and increase annually thereafter as calculated by multiplying the Base Rent by the annual change in the Consumer Price Index – San Francisco-Oakland-Hayward CA (CPI) published by the Bureau of Labor Statistics by the most recent publication to the option period annual start date.

☐ - Increase by _____%

☐ - Increase by _____ dollars (\$_____)

If Lessee does not exercise the option to renew the lease, then at the end of the Initial Term Lessor and Lessee shall negotiate repayment of the remaining balance due Lessee under Section 8 with respect to the reimbursement of costs advanced by Lessee for the initial leasehold improvements outlined in the Addendum.

6. **EXPENSES:** [Check and Initial whether this Lease is Gross, Modified Gross, or Triple Net (NNN)]

☐ - **GROSS**. Tenant's Initials _____ Landlord's Initials _____

It is the intention of the Parties that this Lease be considered a "Gross Lease" and as such, the Base Rent is the entirety of the monthly rent. Therefore, the Lessee is not obligated to pay any additional expenses which includes utilities, real estate taxes, insurance (other than on the Lessee's personal property), charges or expenses of any