

FACILITY RESERVATION PROCEDURE

AVAILABILITY

- Select a facility and room. Call (510) 577-3462 or go online to www.sanleandrorec.org to check availability.

RESERVATION APPLICATION

- Reservation applications are accepted up to a year in advance on a first come, first served basis.
- Applications must be completed and signed by the person responsible for the rental. Renter must be (21) years of age.
- Proof of residency or non-profit status is required at the time of booking to be eligible for the discounted rates.
- Applications submitted less than 30 days prior to an event date are subject to approval from the Facility Supervisor.

RENTAL TIME

- Rentals must conclude by 10:00pm, and the facility must be cleaned and vacated no later than 11:00pm. No rentals will be scheduled prior to 7:00am.
- Rental time must include all time needed for set-up (decoration, caterer, equipment drop off, etc.) and clean-up which is the responsibility of the Permit Holder. Rental hours must be consecutive. Hourly rates are not prorated for increments of less than one hour.
- A 6-hour minimum is required in the Main Hall (Entire, A, or B) and Titan Auditorium during peak hours (Fridays after 5:00pm, and all day Saturdays and Sundays).
- Changes made to reservations within 30 days of the rental date will be charged a \$25 administrative fee. All changes to existing reservations must be made at least 14 days in advance and require approval of the Facility Supervisor.
- Reservations that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time. This fee will not be prorated for portions of an hour used.

DEPOSIT

- A refundable damage deposit (\$625 Titan/Main Hall (Entire)/Main Hall A/Main Hall B; \$125 for all other rooms) is required at the time of application submittal.
- The Permit Holder is responsible for any and all damage, loss or extensive clean-up to the equipment or facility. If the charges exceed the deposit, the Permit Holder will be required to pay additional fees to cover the balance.
- The Permit Holder is responsible for the conduct of their guests. Disruptive behavior on the part of the Permit Holder or any event attendees may result in the loss of the damage deposit.
- Costs related to Police or Fire response due to a public safety intervention will result in loss of the damage deposit. The Permit Holder is responsible for false alarms caused by unsupervised children/guests or any “prank” use of the fire alarm.
- Deposits will be refunded by the Finance Department assuming no damages or additional fees were incurred. Deposits paid by cash or check will be refunded as a check issued to the Permit Holder and mailed to the address indicated on the original application within 30 days of the rental.

SECURITY

- Security is required for all social events held in the Titan Auditorium/Main Hall (Entire, A, or B) and will incur an additional charge.
- Security is arranged by the City of San Leandro Recreation and Human Services Department. Security is required from the start time of the event through the conclusion of the event clean-up.

RENTAL FEES

- For detailed information and rental rates please refer to Facility Rental Rate Sheet.
- All fees are due 30 days prior to the reservation date. Reservations made within 30 days of the reservation date, after approval from the Facility Supervisor, must be paid in full at the time of reservation.
- Payments may be made by cash, check, or credit card. Please make checks payable to the City of San Leandro. Checks will not be accepted within 30 days of the rental.
- Rental fees will not be refunded for any portion of reserved time not used.

INSURANCE

- Liability Insurance is required for any event with an estimated attendance of more than 99 people.
- Insurance may be obtained through a homeowner's insurance policy or purchased through Gale's Creek Insurance. Please visit www.sanleandro.org for more information.
- The Insurance must:
 - Be General Liability coverage in the amount of \$1,000,000.00
 - Name the Permit Holder (as shown on the Facility Rental Application) as insured.
 - Name the City of San Leandro, City of San Leandro, 835 E. 14th Street San Leandro, CA 94577, as additionally insured.
 - Be received by the City no fewer than 14 days prior to the rental date.