

GENERAL FACILITY RULES

FACILITY ROOM SET-UP DIAGRAM

- Tables and chairs are provided with rental. Facility staff will set-up tables and chairs based on the table preference and estimated attendance listed on the Facility Rental Application.
- Custom set-up requests must be submitted along with a completed Amendment Form, no fewer than 14 days prior to the rental date, and are subject to supervisor approval.
- Room maximum capacity is determined by the set-up selected.

AMENDMENT/CANCELATION POLICY

- Any changes to the original rental request as detailed on the rental application, require the Permit Holder to submit a completed Rental Amendment/Cancelation form.

AMENDMENTS:

- All amendments must be submitted at least 14 days prior to rental date, and are subject to Facility Supervisor approval.
- Amendments submitted within 30 days of the rental date are subject to a \$25 administration fee.

CANCELATIONS:

- All cancelation requests must be received in writing.
- Rescheduling the date of a reservation must be done 30 days in advance of the current reservation date to avoid cancelation penalties.
 - *If reservation is cancelled at least 61 days prior to the rental date, the Permit Holder will receive a full refund of any deposit and rental fees collected, minus a \$25 administration fee.*
 - *If cancelled between 60 days and 31 days prior to event, the Permit Holder forfeits the full damage deposit.*
 - *If cancelled between 30 days and 10 days prior to event, the Permit Holder forfeits the full damage deposit and half of all fees collected.*
 - *If cancelled less than 10 days prior to event, the renter forfeits all deposits and fees collected.*
- Reservations may not be transferred, assigned, or sublet.
- The City of San Leandro reserves the rights to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.

ALCOHOL USE

- The Permit Holder must inform the Recreation and Human Services Department of intention to serve alcoholic beverages at the time of application, and submit a completed Wine and Beer Service Application.
- Beer, wine, and champagne are the only alcoholic beverages permitted. No hard liquor is permitted.
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- Food must be served when alcoholic beverages are served.
- If wine or beer is to be sold, the renter must apply for a Special Daily License with Alcoholic Beverage Control. A copy of the license must be provided to the City prior to the reservation.
- Alcohol may not be served during the set-up and clean-up.
- Alcohol may only be consumed within the reserved room. No alcohol is permitted in hallways, lobbies, or the parking lot.

EQUIPMENT, FURNITURE, AND SUPPLIES

- You must provide your own supplies (stapler, tape, scissors, etc.) and equipment (ladders with rubber feet, easels, etc.) to complete decorating and registration for your event.
- Tables and chairs are provided with rental. Facility staff will set-up tables and chairs based on the table preference and estimated attendance listed on the Facility Rental Application.
- Furniture must remain indoors. Do not stand, sit, or lie on tables.
- The City reserved the right to make any physical or furniture changes to the building.

FACILITY USE

- The Department will provide a comfortable temperature in all buildings. Buildings will not maintain temperature if doors are repeatedly opened or left standing open.
- All exits and exit signs are to be kept clear and unobstructed at all times.
- Use of City facilities will not be granted to a group or individual where such use would result in individual/private profit.
- Facilities are rented in as-is condition.
- Lobbies and hallways must remain clear of guests. Rental includes only the reserved rooms, not the hallways, lobbies, or parking lot. Food, beverages, furniture, decorations, etc., must remain in your rented room. No use of rooms not included on the reservation permit will be granted. Children must be supervised at all times.
- Other than service animals, animals are not permitted in the building.

KITCHEN

- The kitchen is only available for rental in conjunction with the Titan Auditorium and Main Hall (Entire)/Main Hall A/Main Hall B.
- Groups wishing to do on-site food preparation/cooking/heating must clean-up following use of the kitchen and assume all liability for damage or accidents that may occur.
- No kitchen utensils will be available for your use. The facility attendant will provide directions regarding the stove, oven, and dishwasher.

MAXIMUM CAPACITY

- Room maximum capacity is determined by the set-up selected.
- Events are limited to the maximum capacity of the selected set-up. If an event exceeds the limit, the Fire Department may be called to reduce the overcrowded conditions. Events are subject to on-site cancellation. You will be billed for all costs related to a service call for the Fire Department, and will risk losing your damage/cleaning deposit.

PARKING

- Parking is available on a first-come, first-serve basis. Parking spaces will not be reserved for your event.

RENTAL TIME

- You must enter and leave within the time specified on your agreement which includes set-up and clean-up (we recommend allowing one (1) hour for each). Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time. Renters reserve and pay for a continuous time block. Renters will not receive a refund or credit for time reserved, but not used.
- Rentals must conclude by 10:00pm, and the facility must be cleaned and vacated no later than 11:00pm. All music, live or recorded, must conclude by 10:00pm.

SMOKING

- Smoking is prohibited in ALL facilities and within 20 feet of any doors or windows.

STORAGE

- Storage is not available, either before or after your event. At the conclusion of the event, all materials and supplies must be removed from the facility. The City is not responsible for items left after designated rental times.

ADVERTISING

- No advertising may be posted, petitions circulated, or solicitations or sales made in the building or on the facility grounds without written permission from the Facility Supervisor.

DECORATIONS

- Do not use confetti, glitter, sequins, rice, birdseed, or rose petals in or around the building (including patios and porches). Smoke/fog machines of any kind are not allowed in City facilities.
- Decorations may not be adhered to wall using anything other than painter's tape. No nails, tacks, staples, duct tape, Command Strips, etc.
- Candles are not permitted.

RECYCLING

Alameda County Waste Management Authority (ACWMA) Mandatory Recycling Ordinance 2012-01 requires recyclables to be separate from trash. This includes cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, PET (#1) and HDPE (#2) plastic bottles, food scraps and compostable paper. These items MUST be placed in the proper recycling receptacle.

ASBESTOS DISCLOSURE

In 2011, the City of San Leandro had a Limited Asbestos Survey conducted and found that the Marina Community Center has asbestos-containing materials (ACM) and/or asbestos-containing construction materials (ACCM). As such, the City of San Leandro is providing you notice required by the California Health and Safety Code 25915-25919.7.

Although ACMs are present, the health of occupants is not endangered. The identified materials are in good, undisturbed condition; therefore, exposure to building occupants is expected to be negligible. If these materials deteriorate over time, are damaged or disturbed (such as during renovation or demolition operations), then asbestos fibers may be released, creating a potential health hazard for building occupants, maintenance personnel, and contractors. Any identified ACM/ACCM in damaged condition should be promptly reported to the City for immediate repaired or abatement by a licensed asbestos abatement removal contractor. The Limited Asbestos Survey is available for review upon request.

Do NOT poke holes in the ceilings or any of the exterior or interior walls of the Marina Community Center.

BBQ/OPEN FLAME DEVICES

- Cooking devices/BBQs may only be operated outdoors in designated patio areas. Oil used at event must be removed from the premises; it cannot be disposed of in City dumpsters, trash cans, or down any drains. Sterno canisters are allowed.
- Candles are not allowed.

CLEAN-UP

- You are responsible for the clean-up and condition of the facility at the end of your rental. You will be charged for damage/abuse beyond normal wear and additional clean-up, if required. The renter's responsibilities for clean-up include, but are not limited to:
 - All food, decorations, table coverings, etc. must be removed from facility.
 - All garbage cans must be emptied and trash disposed of in dumpster.
 - Floor must be swept/mopped/vacuumed. Spills on carpet must be spot cleaned if necessary.
 - Chairs and tables must be free of spills and debris.
 - All toilets must be flushed and bathroom floors cleared of toilet paper and paper towels.
 - All kitchen surfaces must be free of grease, food particles, and spills.
 - Dishwasher must be cleaned and turned off.
 - Freezer and refrigerator must be empty and cleaned.