SURLENE GRANT COMMUNITY MEETING ROOM
RESERVATION PROCEDURES (SGC)

AVAILABILITY

- Call (510) 577-6081 to check room 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.
- All applications are subject to approval from the Facility Supervisor.

RENTAL TIME

- Rentals may be schedule Monday - Friday and must conclude by 5:00pm, and the facility must be cleaned and vacated no later than 6:00pm. No rentals will be scheduled prior to 7:00am.
- Rental time must include all time needed for set-up 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.
- 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 of $150 is required at the time of booking.
- 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.

RENTAL FEES

- For detailed information and rental rates please refer to SGC 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.
- A fee waiver will be offered to community groups for their first-time meeting, within a 12-month period. Community Groups are defined as organizations for educational, cultural, intellectual, civic or charitable activities. Community meetings are meetings and events, sponsored by San Leandro neighborhoods or community-based organizations serving the San Leandro area, and are open to the general public. No admission may be charged; no collections may be taken on premises, no fund or business solicited or direct sales can be made.
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.

CANCELLATIONS:
- 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.

FACILITY USE
- The Surlene Grant Community Meeting Room is for business meetings and trainings only.
- The kitchen in the Surlene Grant Community Meeting Room is for non-commercial use only.
- 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.

FACILITY ROOM SET-UP DIAGRAM
- Tables and chairs are provided with rental. Facility staff will set-up tables and chairs based on the customer’s preference and estimated attendance as indicated 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.

EQUIPMENT, FURNITURE, AND SUPPLIES
- You must provide your own supplies (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.

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.
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 5:00pm, and the facility must be cleaned and vacated no later than 6:00pm. All music, live or recorded, must conclude by 5:00pm.

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.

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:
  o All food, decorations, table coverings, etc. must be removed from facility.
  o All garbage cans must be emptied and trash disposed of in dumpster.
  o Floor must be swept/mopped/vacuumed. Spills on carpet must be spot cleaned if necessary.
  o Chairs and tables must be free of spills and debris.
  o All toilets must be flushed and bathroom floors cleared of toilet paper and paper towels.
  o All kitchen surfaces must be free of grease, food particles, and spills.
  o Dishwasher must be cleaned and turned off.
  o Freezer and refrigerator must be empty and cleaned.

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.

ALCOHOL USE

- Alcohol use is not permitted on SGC premises.

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.

PARKING

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

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.
City of San Leandro Recreation and Human Services Department

Facility Rental Rates

Surlene Grant Community Meeting Room

<table>
<thead>
<tr>
<th>Room</th>
<th>Maximum Capacity</th>
<th>Size</th>
<th>*Nonprofit Nonpeak</th>
<th>*Nonprofit Peak</th>
<th>San Leandro Resident**</th>
<th>Non Resident**</th>
<th>San Leandro Business</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room</td>
<td>96 (Rects)</td>
<td>1,800 sq. ft.</td>
<td>$32 per hr.</td>
<td>$97 per hr.</td>
<td>$97 per hr.</td>
<td>$146 per hr.</td>
<td>$146 per hr.</td>
<td>$170 per hr.</td>
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<tr>
<td>Kitchen***</td>
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<td>$79 per day</td>
<td>$79 per day</td>
<td>$79 per day</td>
<td>$118 per day</td>
<td>$118 per day</td>
<td>$178 per day</td>
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<tr>
<td>Security</td>
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<td>$65 per hr.</td>
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<td>$65 per hr.</td>
<td>$65 per hr.</td>
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- Surlene Grant Community Meeting Room is available for community meetings, business meetings and trainings only. A fee waiver will be offered to community groups for their first-time meeting during normal business hours, (8:00am-5:00pm), within a 12-month period, (fiscal year July-June. Community Groups are defined as organizations for educational, cultural, intellectual, civic or charitable activities. Community meetings are meetings and events, sponsored by San Leandro neighborhoods or community-based organizations serving the San Leandro area, and are open to the general public. No admission may be charged; no collections may be taken on premises, no fund or business solicited or direct sales can be made.

*Proof of nonprofit status is required. Bookings are taken Monday - Friday, from 7am - 6pm.

**Proof of San Leandro residency required. Residents of UNINCORPORATED San Leandro will be charged the Non-Resident fee.

***Kitchen can only be rented on a per day basis. Commercial use of the kitchen is prohibited.

Room requires a refundable damage deposit of $150, to be submitted at the time of the application

- Changes made to reservations within 30 days of the rental date will be subject to a $25 administrative fee.
- Hourly rates are not prorated for partial hours.
City of San Leandro Recreation and Human Services Department

FACILITY RESERVATION APPLICATION

Please review the Facility Reservation Procedure, including the cancelation policy, and the Facility General Rules prior to completing application. All applicable fields must be completed prior to submitting the reservation application.

RENTER INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>ORGANIZATION NAME</th>
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<table>
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<tr>
<th>ADDRESS</th>
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<table>
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<tr>
<th>CITY/STATE</th>
<th>ZIP</th>
<th>CITY/STATE</th>
<th>ZIP</th>
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<tr>
<th>DRIVER’S LICENSE #</th>
<th>BIRTHDATE</th>
<th>EMAIL</th>
<th>PHONE #</th>
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<tr>
<th>PRIMARY PHONE #</th>
<th>NONPROFIT</th>
<th>IRS #</th>
<th>BUSINESS</th>
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EVENT COORDINATOR | CONTACT PHONE #
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FACILITY INFORMATION

Surlene Grant Community Meeting Room

Add Kitchen  □ Yes  □ No
(For non-commercial use only)

EVENT INFORMATION

<table>
<thead>
<tr>
<th>DATE OF EVENT</th>
<th>DAY (Please circle one)</th>
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<tbody>
<tr>
<td></td>
<td>Mon  Tues  Wed  Thurs  Fri  Sat  Sun</td>
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<table>
<thead>
<tr>
<th>TYPE OF EVENT/ACTIVITY (Please be specific)</th>
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<thead>
<tr>
<th>SET-UP TIME to</th>
<th>ESTIMATED ATTENDANCE</th>
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<tr>
<th>EVENT TIME to</th>
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<table>
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<th>CLEAN-UP TIME to</th>
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<thead>
<tr>
<th>PREFFERED SETUP (Please check one; subject to availability and capacity allowances)</th>
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<tbody>
<tr>
<td>Tables Only □  Chairs Only □</td>
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Note: Rental hours must include all time needed for decorating/set-up, main event, and clean-up. All events must end by 10:00pm or earlier. Clean-up time may extend until 11:00pm

<table>
<thead>
<tr>
<th>OPEN TO THE PUBLIC</th>
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<td>□ Yes  □ No</td>
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<tr>
<th>ADMISSION CHARGED</th>
<th>Proceedings for</th>
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<tr>
<td>□ Yes  □ No</td>
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<th>PRODUCTS SOLD</th>
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<tr>
<td>□ Yes  □ No</td>
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FOR OFFICE USE ONLY

Received by _________________________  Permit# ____________
1. I have read and understand the Facility Reservation Procedure including the Amendment/Cancelation Policy.
2. I have read the Facility General Rules, and agree to, and will abide by those rules before, during, and after the event.
3. I understand that only beer, wine, and champagne may be served at my event. Hard alcohol is not permitted. Alcohol cannot be served during the set-up and clean-up time of the reservation and may only be consumed within the reserved room. Failure to comply will result in the forfeiture of the damage deposit.
4. The hours I have noted on my application include the set-up/decorating time and the clean-up time, and under no circumstances may I enter the facility prior to the time listed on my application.
5. I have read and understand the City of San Leandro Recreation and Human Services Department’s Facility Cancelation Policy. I understand no exceptions will be made to this policy.
6. Damage deposit refund processing may take up to 30 days after the date of use, assuming no damages, violations, or additional fees were incurred.
7. City of San Leandro Staff reserves the right to take photographs or other recordings of its activities and events for publicity, and I authorize the use of my image by the City.
8. Storage is not available, either before or after the event. I am aware that the City of San Leandro is not responsible for any lost, forgotten, stolen, or damaged items.
9. I am responsible for the clean-up of my event including, but not limited to: removing all food, decorations, table coverings, etc. from facility, emptying all garbage cans and disposing of trash in the dumpster, sweeping/vacuuming floors, cleaning all spills and debris from tables and chairs, wiping down all kitchen surfaces ensuring they are free of grease, food particles, and spills.
10. I am aware that I am responsible for the facility and equipment during my event, as well as the actions of my guests. I understand that children must be supervised by an adult at all times.
11. Only the applicant may make changes to a submitted application including: payment of the damage deposit, requests for date/time changes, room set-up submittals, or cancelations.

I agree to comply strictly with the facility regulations, to supervise care in the use of all facilities and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the building.

Signature ____________________________________________ Date: ______________________

RELEASE OF LIABILITY

I, ____________________________________________, on behalf of myself and/or group, hereby agree to assume all risks inherent in and arising from participating in this activity and agree to hold harmless and indemnify the City of San Leandro, its officers, employees and agents from and against all loss and liability for injury to person or property (including, but not limited to, personal injury, disability, and death), illness (including, but not limited to, COVID-19), damage, loss, claim, liability, or expense of any kind, which I, or my group may incur by reason of or arising out of such participating in this activity. I, the undersigned, do hereby certify that I have read and understand the above rules and general statement of policy.

Signature ____________________________________________ Date: ______________________

HOLD HARMLESS AGREEMENT

The Permit Holder hereby agrees to, and shall hold the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any injury (including, but not limited to, personal injury, disability, and death), illness (including, but not limited to, COVID-19), loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

The Permit Holder agrees to and shall defend the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above Hold Harmless Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

Signature ____________________________________________ Date: ______________________