

City of San Leandro Recreation and Human Services Department

Facility Rental Rates

Surlene Grant Community Meeting Room

Room	Maximum Capacity*	Size	Nonprofit [†] Nonpeak	Nonprofit [†] Peak	San Leandro Resident [‡]	Non Resident [‡]	San Leandro Business	Others
Meeting Room	96 (Rects)	1,800 sq. ft.	\$32 per hr.	\$97 per hr.	\$97 per hr.	\$146 per hr.	\$146 per hr.	\$170 per hr.
Kitchen [^]			\$79 per day	\$79 per day	\$79 per day	\$118 per day	\$118 per day	\$178 per day
Security			\$65 per hr.	\$65 per hr.	\$65 per hr.	\$65 per hr.	\$65 per hr.	\$65 per hr.

Surlene Grant Community Meeting Room is available for business meetings and trainings only.

[†] 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.