

## FACILITY RESERVATION PROCEDURE

### AVAILABILITY

- Select a facility and room. Call (510) 577-3462 or go online to [www.sanleandrorec.org](http://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.

Marina Community Center	Senior Community Center
15301 Wicks Boulevard San Leandro, CA 94579 Phone: 510-577-6080  Monday-Friday: 11:30 am to 7:00 pm Saturday: 10:00 am to 2:00 pm	13909 E. 14 <sup>th</sup> Street San Leandro, CA 94578 Phone: 510-577-3462  Monday-Friday: 8:30 am to 5:00 pm

### 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 renter. 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, 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 Facility User is responsible for any and all damage, loss or extensive clean-up to the equipment or facility. If the charges exceed the deposit, the Facility User will be required to pay additional fees to cover the balance.
- Costs related to Police or Fire response due to a public safety intervention will result in loss of the damage deposit. Renter is responsible for false alarms caused by unsupervised children/guests/attendees 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 applicant and mailed to the address indicated on the application within 30 days of the rental.

## 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.

## SECURITY

- Security is required for all reservations 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.

## INSURANCE

- Liability Insurance is required for any event with an estimated attendance of more than 99 people.
- The Insurance must be General Liability coverage in the amount of \$1,000,000.00 coverage naming the City of San Leandro (835 E. 14th Street San Leandro, CA 94577) as additionally insured.
- The certificate holder must be the same as the contract holder, have date and location of event on the certificate of coverage, and be received by the City of San Leandro no less than 14 days before event.
- Insurance may be obtained through your homeowner's insurance policy or through Gale's Creek Insurance. More information available at [www.sanleandro.org](http://www.sanleandro.org).

## ALCOHOL USE

- Renter must inform the Recreation and Human Services Department of intention to serve alcoholic beverages at the time of application and a Wine and Beer Service Application must be completed.
- Beer, wine, and champagne are the only alcoholic beverages allowed.
- Hard liquor is never permitted.
- Food must be served when alcoholic beverages are served.
- If wine or beer is to be sold, application must apply to the ABC for a one-day permit. A copy of the permit must be provided prior to the reservation.

## FACILITY ROOM SET-UP DIAGRAM

- Tables and chairs are provided. Facility staff will set-up and tear-down tables and chairs.
- A facility set-up diagram must be submitted at least 14 days prior to the rental date. The diagram submitted will be used by facility staff to set-up tables and chairs. Sample layouts provided upon request.
- Room maximum capacity is determined by the set-up selected.

## CANCELATION POLICY

- All notices of cancellation must be received in writing.
  - *A full refund of deposit and fees, minus a \$25 administrative fee, will be provided if reservation is cancelled more than 90 days prior to event.*
  - *If reservation is cancelled between 90 days and 30 days prior to event, the full damage deposit will be forfeited.*
  - *If reservation is cancelled between 30 days and 10 days prior to event, the full damage deposit and half of all fees collected will be forfeited.*
  - *If reservation is cancelled less than 10 days prior to event, all deposits and fees collected will be forfeited.*
- 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.
- Rescheduling the date of a reservation must be done 30 days in advance of the current reservation date to avoid cancellation penalties.

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**

NAME \_\_\_\_\_ ORGANIZATION NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 DRIVER'S LICENSE # \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 EMAIL \_\_\_\_\_ PHONE # \_\_\_\_\_  
 PRIMARY PHONE # \_\_\_\_\_  NONPROFIT IRS # \_\_\_\_\_  BUSINESS  
 DAY OF EVENT CONTACT \_\_\_\_\_ DAY OF PHONE # \_\_\_\_\_

**FACILITY INFORMATION**

**Marina Community Center**

Multipurpose Room A\*       Multipurpose Room B       Multipurpose Room C  
 Patio Room       Thunderbolt Presentation Room       Titan Auditorium  
 Add Kitchen     Yes     No

**Senior Community Center**

Activity Lounge       Meeting Room C       Computer Room\*  
 Arts & Crafts Room       Meeting Room D       Health and Fitness Room\*  
 Main Hall—Entire       Main Hall A ONLY       Main Hall B ONLY  
 Add Kitchen     Yes     No      (Not available on Saturdays)      (Not available on Saturdays)

\*Special Use Room

**EVENT INFORMATION**

DATE OF EVENT \_\_\_\_\_ DAY (Please select one) Mon    Tues    Wed    Thurs    Fri    Sat    Sun  
 TYPE OF EVENT/ACTIVITY (Please be specific) \_\_\_\_\_  
 SET-UP TIME \_\_\_\_\_ to \_\_\_\_\_ ATTENDANCE \_\_\_\_\_  
 EVENT TIME \_\_\_\_\_ to \_\_\_\_\_  
 CLEAN-UP TIME \_\_\_\_\_ to \_\_\_\_\_

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

ALCOHOL SERVED       Yes     No     Sold  
 (If Yes, Wine & Beer Service Application required; If Sold, ABC License required)  
 OPEN TO THE PUBLIC       Yes     No  
 ADMISSION CHARGED       Yes     No      Proceeds for \_\_\_\_\_  
 PRODUCTS SOLD       Yes     No

**FOR OFFICE USE ONLY**

Received by \_\_\_\_\_ Permit Request # \_\_\_\_\_ Permit# \_\_\_\_\_

## FACILITY RESERVATION AGREEMENT/CONTRACT

1. I have read and understand the Facility Reservation Procedure including the **Cancellation 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 with in 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 Cancellation 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 authorize the use of my image by the City.
8. Storage is not available, either before or after your 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 insuring 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 cancellations.

*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 \_\_\_\_\_

## 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, 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

Permitee 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 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.

Permitee 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: \_\_\_\_\_

## City of San Leandro Recreation and Human Services Department

# FACILITY GENERAL RULES

### 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.

### ALCOHOL USE

- Beer, wine, and champagne are the only alcoholic beverages allowed. Hard liquor is never permitted.
- Food must be served when alcoholic beverages are served.
- If wine or beer is to be sold, application must apply to the ABC for a one-day permit. A copy of the permit must be provided prior to the reservation.
- Alcohol may not be served during the set-up and clean-up.

### 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 must be placed in designated area of patio. Oil used at event must be removed from the premises; it cannot be dumped 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 emptied and trash disposed of in dumpster.
  - Floor swept/mopped/vacuumed, if needed.
  - All spills and debris cleaned from tables and chairs.
  - All spills from floors or rugs cleaned. Spot treat, if necessary.
  - All toilets flushed and floors cleared of toilet paper and paper towels.
  - All kitchen surfaces must be free of grease, food particles, and spills.
  - Dishwasher cleaned and turned off.
  - Freezer and refrigerator cleaned and wiped down.

### 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.

## **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.
- The City of San Leandro Recreation and Human Services will provide and set-up tables and chairs for your event based on the room set-up diagram submitted. Interior furniture must remain indoors and outdoor furniture must remain outdoors. 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 with doors repeatedly opened or left standing open.
- All exits and exit signs are to be kept clear and unobstructed at all times.
- Use of recreation 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. You reserve only a room, not the building, lobby, or parking lot. Food, beverages, furniture, decorations etc. must remain in your rented room. Use of other rooms not included on the reservation permit will not 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.

## **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.

## **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.