

Today's date _____

Redwood City Parks, Recreation and Community Services Department

RED MORTON COMMUNITY CENTER
1120 Roosevelt Ave, Redwood City, CA 94061
(650) 780-7311 - fax (650) 780-9684

FACILITY USE APPLICATION

Date requested _____ Day of the week _____ Organization name _____

Private Party _____ Non-profit group _____ For-profit or business group _____

Type of activity _____ Estimated attendance _____ Alcohol served? _____

Applicant's name _____

Address _____ zip _____

Home Phone _____ Work phone _____ Fax _____ E-mail _____

Rooms requested:

Full Gym _____ ½ Gym _____ Classroom 3 _____ Classroom 4 _____ Kitchen _____
Aerobics Rm. _____ Conference Rm. _____ Patio _____ Entire facility _____ Other _____

Times requested:

Room(s) _____ Room(s) _____
-set up time _____ to _____ = _____ hrs -set up time _____ to _____ = _____ hrs
-event time _____ to _____ = _____ hrs -event time _____ to _____ = _____ hrs
-clean up time _____ to _____ = _____ hrs -clean up time _____ to _____ = _____ hrs
_____ hrs @ \$/hr _____ = Rental fee \$ _____ _____ hrs @ \$/hr _____ = Rental Fee \$ _____

Total Rental fees \$ _____

Equipment needed:

Tables* (size & #) 12ft _____ 8ft _____ 6ft _____ Chairs # (45 max) _____ TV/VCR _____ Slide Projector _____
(Conf. Only)
Overhead projector _____ Podium _____ Screen _____ Gym sound system _____ Microphone(s) _____ Scoreboards _____
Extension Cords _____ BBQ _____ Hospitality cart _____ 100 C coffee pot** _____ 2 pot coffee maker** _____
Other _____

*tables available: Classrooms and Gym– four 12’ tables (seats 10-12 people) and two 8’ tables (seats 6-8 people)
Conference room – three 6’ tables (seats 4-5 people)

**we supply coffee filters - user supplies coffee, cups, sugar, spoons etc.

Please read, sign and return the attached “Use Policies and Regulations” sheet with your application and deposit.

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(this section to be filled out by staff)

Cleaning, maintenance or cancellation deposit \$ _____ . Rental fees due \$ _____ by date _____

Event insurance coverage required _____ in the amount of \$ _____
(attach copy of certificate to permit when final payment is made)

Deposit submitted \$ _____ on date _____ Receipt # _____ by _____

Rental fees paid \$ _____ on date _____ Receipt # _____ by _____

Deposit refund of \$ _____ approved on date _____ by _____

Completed by _____

RULES AND REGULATIONS

RESERVATIONS

- Deposit is due when reservation is made. Deposit will be refunded in full, approximately 2-3 weeks after event, if facility is left clean and undamaged and rules and policies are followed. If reservation is made within two weeks of the event date, deposit and rental fees must be made, at that time, in cash or money order.
- Rental fees are due no later than two weeks before the event. If event is booked within two weeks of date, deposit and rental fee are due, in full, at time of reservation.
- The City of Redwood City is not responsible for accidents, injury or loss of group or individual property. The Parks, Recreation and Community Services Department may require insurance coverage for any activity.
- Private parties of 25 or more people in attendance (i.e. weddings, birthdays and other celebrations) may rent the building for a total of 6 hours (including 1 hour for set-up and 1 hour for clean-up). Actual event time can not extend past 4 hours. You may purchase extra hours for set-up time only (on a per hour charge).
- Organizations who are planning to host conferences, workshops or special (non-party) events may rent rooms beyond the 4 hour limit, with department approval, and will be charged an hourly rate. You must notify the department about purchasing extra hours at the time of final payment (two weeks in advance of your event).
- Facilities are not available for "For-Profit" ventures.
- Organizations or individuals can reserve most rooms no longer than 6 months in advance for weekend use and 3 months in advance for weekday use.
- Redwood City based non-profit organizations (or those approved by the department) have use of all rooms free during the week for community meetings only (based on availability). All rooms on the weekend requires a fee, please see listed rates. Weekend use is defined as beginning on Fridays at 4:00pm and ending on Sunday evenings at 11:00pm. For non-profit groups who request that the fees be waived on weekend use, you must submit a letter in writing to the Director of Parks, Recreation and Community Services.
- Deposit must first be submitted with application in order to rent any room.
- Persons and/or organizations renting the facility are responsible for:
 - Providing diagrams or descriptions for set-up of tables, chairs and equipment prior to the date of the event.
 - Any damage done to the facility.
 - Leaving the facility clean.
 - Monitoring the conduct of all participants and guaranteeing that they follow building rules and are under control.
 - Completing all activities within the hours rented. Failure to vacate the premises at the agreed time will result in loss of deposit and/or being barred from future use of facility space.
- A Recreation Department employee will be on duty at all times and is responsible for general conduct in the facility. He/she has authority over enforcement of the rules governing the building.

LOSS OF DEPOSIT

- Only beer, wine and champagne are allowed at any celebration (no hard liquor and/or kegs are allowed). A security guard may be required if alcohol is being served during your event; and/or if your event will have 75 people or more (required documentation of a contract with a security company must be presented at least two weeks prior to your event. Failure to provide contract or other proof will result in loss of deposit and cancellation of event).
- Under-aged drinking at any event is strictly prohibited. If this occurs, your party will be stopped immediately. You will be personally responsible for making sure that under-aged drinking does not take place.
- Loss of deposit will result if renter vacates facility beyond time listed on permit.
- You are limited to the number of people listed on your permit. You have two weeks prior to your event to give us the final number count. Exceeding the number of people in attendance over what is listed on the permit could result in the loss of deposit, cancellation of your event, and loss of rental fees.
- If a renter ends an event early, no partial refunds will be given.
- Upon checking if the room was left in an acceptable condition, deposit refunds may take up to 4-6 weeks to be returned to you. If room is left in an unacceptable condition, all or a portion of your deposit will be forfeited (based on staff review).

LOSS OF DEPOSIT (cont.)

- If user cancels the event 30 days or less prior to the event, the security deposit is forfeited.
- If all payments and/or permits are not received 14 days prior to the event, the event will be cancelled and deposit forfeited. Notification will not be provided.
- Any organizations or individuals who do not give at least a 3 days notice for cancellation of weekday activities (M-F until 4:00pm Friday) or a one month notice for weekend activities may not be allowed use of space in the future and will forfeit your deposit.

GENERAL ROOM USE

- There will be a facility staff person on site throughout the event. The facility staff will have set up tables and chairs prior to your set-up time. Please do not move once in place, request the facility staff to do this for you.
- Use of any additional equipment must be requested at least two weeks in advance of your event (equipment such as easels, overhead projector, TV/VCR, etc.). There is no additional charge to use such items, however, any damage to these items will be deducted from your deposit. If damages exceeds the amount of your deposit, you are fully liable for the complete cost of replacement. We do not guarantee that requested equipment items will automatically be available at the time of your event. Please confirm at the time of final payment.
- Permittee assumes all risk and is solely responsible. The department may require proof of insurance for any event.
- All decorations must be approved by the Parks and Recreation Department prior to the event. No cellophane adhesive, nails, screws, staples, etc. Please no confetti or glitter. The use of helium balloons are not allowed at the Red Morton Community Center, the Veterans Memorial Senior Center and the Sandpiper Community Center.
- Any amplified sound must be cleared by prior permission and may be regulated by staff. If staff requests permit holder or other representative to turn down music and this does not happen, you will be asked to leave and there will be a loss of deposit.
- All private events will end no later than 11:00pm, with the additional hour for clean-up (completely out by Midnight). Only exception is at the Sandpiper Community Center where the event must end at 9:00pm and all clean-up crew out by 9:30pm (based on neighborhood agreement).
- No candles, open flame or use of fog machines allowed in any facility.
- Accurate set-up diagram due to the facility at least one week prior to event.
- There is no access to room earlier than your scheduled set-up time.
- No smoking is allowed in any facility.

CLEAN UP PROCEDURES AND INFORMATION

- A mandatory custodial fee of \$100 is required for all party and meeting rentals of 75 people or more in attendance.
- City staff provides clean-up instructions and user must check with facility staff member prior to leaving. Users are typically responsible for:
 - Dry or wet mopping floors as appropriate (and spills)
 - Empty and rinse coffee pots
 - Putting all trash into provided receptacles
 - Cleaning kitchen counters and appliances
 - Clearing and wiping counters and tables
- If your party is over 75 people, the mandatory custodial fee pays for restroom cleaning, scrubbing of floors, general cleaning and restocking of supplies. You will still be required to perform the duties listed above.
- Check-out with staff member before leaving. He/she will approve clean-up and verify deposit return.

In signing this application, I certify that I have read and understand the facility rules and instructions and I (and this organization) will abide by any conditions set forth therein. I also agree not to hold the City of Redwood City, its City Council and Commissions, the individual members thereof, and all of its officers, agents and employees, free and harmless from any loss, damage, cost of expense that may arise during or caused in any way by such use or occupancy of recreational facilities. Applicant certifies that he/she (or organization represented) will be responsible for any damages sustained by the buildings, furniture or equipment through occupancy or use of said building by the applicant. Any lost equipment or damages sustained shall be compensated within seven days.

Date _____ Signature of Applicant _____ Representative of _____
(name of organization)

RED MORTON COMMUNITY CENTER FACILITY RENTAL RATES

ROOM	SIZE	CAPACITY (LECTURE)	CAPACITY (AT TABLES)	CAPACITY (PARTY)	\$ RESIDENT / NON- PROFIT	\$ NON-RESIDENT	DEPOSIT (FOR EVENTS ETC)
Conference Rm.	20'x20'	20	15-18	NA	\$40/hr	\$60/hr	\$100
One Classroom (Rm. 3 or 4)	20'x30'	35	30	20	\$50/hr	\$75/hr	\$100
Both Classroom (Rms. 3 and 4)	30'x40'	60	50	45	\$75/hr	\$115/hr	\$200

Conference Room and Classroom rentals offer these options by prior reservation:

- Stack chairs in classrooms
- Upholstered chairs in Conference
- Overhead projector
- Screen
- Easels (user provides tablets)
- Podium

- Folding rectangular tables (8' & 12')
- TV and VCR
- Slide projector
- White boards and pens
- Coffee Pot or 100 cup coffee maker

Classroom Only:

- Counter with sinks
- Patio with gas BBQ
- Kitchen

RED MORTON COMMUNITY CENTER FACILITY RENTAL RATES

ROOM	SIZE	CAPACITY (LECTURE)	CAPACITY (AT TABLES)	CAPACITY (BLEACHERS) /	\$ RESIDENT \$ NON-PROFIT	\$ NON-RESIDENT	DEPOSIT (FOR EVENTS ETC)
Full Gymnasium	90'x120'	1200	750	500	\$150/hr weekday \$200/hr weekend	\$225/hr weekday \$300/hr weekend	\$500
Half Gymnasium	90'x60'	NA	NA	150	\$75/hr weekday \$100/hr weekend	\$115/hr weekday \$150/hr weekend	\$250
Floor Covering (mandatory for non-athletic events) = \$15 per 10'x120' section, 10 sections cover entire Gym.							
Aerobics RM	40'x60'	NA	NA	30 (dancing)	\$100/hr	\$150/hr	\$300

Gymnasium rentals include the following options:

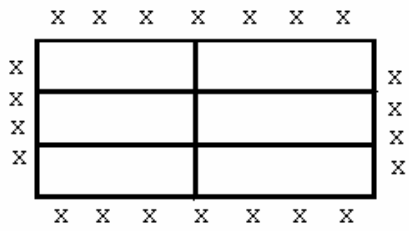
- 1 regulation sized main basketball court, 2 middle school sized cross courts
- Glass backboards (crosscourt baskets are adjustable to 8') all can be lifted to ceiling
- Mid-gym divider curtain
- Bleachers (main court seats 350, crosscourt seats 150)
- Volleyball standards and nets (competition main court or 3 cross courts), official stands
- Badminton standards and nets for 6 courts
- 2 scoreboards can be run together or separately
- 2 shot clocks
- Sound system (mics, speakers, cassette, CD)
- Roll-out floor cover
- Shower/locker rooms, family changing room (users provide own padlocks)

Please note:

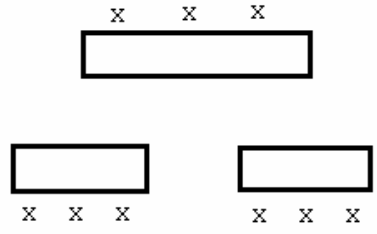
- No food or drinks are allowed in gymnasium or Aerobics/dance Rm.
- Any seating beyond capacity of bleachers must be provided by users
- Large events must clear seating arrangements with Redwood City Fire Inspector
- Event Insurance may be required
- Any amplified sound must be cleared by prior permission and may be regulated by staff

ROOM SET-UP DIAGRAM (PLEASE SELECT ONE)

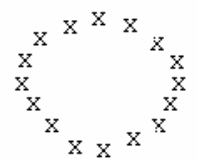
_____ MEETING STYLE



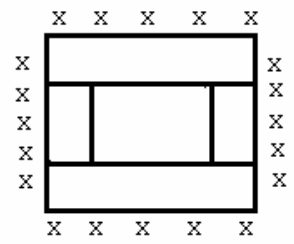
_____ CLASSROOM STYLE



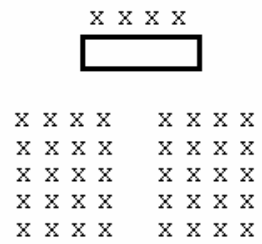
_____ GROUP



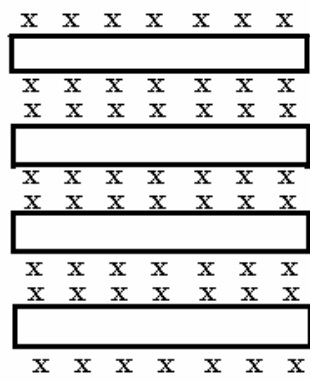
_____ OPEN BOX



_____ LECTURE



_____ LARGE GROUP



_____ OTHER SET-UP

