

Today's Date _____

Redwood City Parks, Recreation and Community Services Department

**Community Activities Building
1400 Roosevelt Avenue, Redwood City, CA 94061
(650) 780-7250**

FACILITY USE APPLICATION

Date Requested _____ Day of the Week _____

Private Party: _____ Non-Profit Event: _____

Name of Organization (if applicable): _____

Type of Activity: _____

Estimated Attendance _____ Alcohol Served? _____

Applicant's Name: _____

(This person is designated to be responsible for the party, must be present at the event, and must adhere to all rules in this agreement.)

Address: _____

City: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone _____ FAX: _____

E-Mail: _____

Room(s) Requested: 1 2 3 4 5 Conference Room Kitchen

Times Requested:

Set-Up Time: _____ to _____ = _____ hours

Event Time: _____ to _____ = _____ hours*

Clean-Up Time: _____ to _____ = _____ hours

Total Hours: _____ hours @ \$_____/hr = \$_____

Custodial Fee (for groups of 50 or more) \$100.00

Total Charge \$_____ (Due 2 weeks before event)

***Note: Event must end at the time listed above and party guests must also leave at that time.**

Equipment Needed:

Tables _____ Chairs _____ TV/VCR__ Overhead Projector__ Podium__
(2.5' x 8' in size)

Please read and sign the attached "Rules and Regulations" with your deposit.

.....
(This section to be filled out by staff)

Deposit Submitted \$ _____ on (date) _____ Receipt # _____ Staff Initials _____

For Groups of 50 or more, Cleaning Fee of \$100.00

Paid on (date) _____ Receipt # _____ Staff Initials _____

Rental fees paid \$ _____ on (date) _____ Receipt # _____ Staff Initials _____

If Security Guard required, copy of contract received on (date): _____

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

If Event Insurance required, copy of certificate received on (date) _____ in the amount of \$ _____.

RULES AND REGULATIONS

RESERVATIONS

- A completed facility application and security deposit is due when reservation is made. Deposit will be refunded in full approximately 3-4 weeks after event, if facility is left clean and undamaged and rules and policies are followed. Rental fees are due no later than two weeks before your event. If reservation is made within two weeks of the event date, deposit and rental fees must be made at that time.
- Persons 18 and over may complete the facility use application and use City facilities. However, if alcohol will be served at the event, the person completing and signing the facility use application must be 21 years and over.
- Private parties of 25 or more people in attendance 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.
- Organizations who are planning to host conferences, workshops or special 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 rental time at least 30 days before date of 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.

- Proof of residency may be required in order for Redwood City residents to receive the “Resident” rental rate.
- Redwood City-based non-profit organizations (or those approved by the Department) have use of all rooms free of charge during the week for community meetings, based on availability. All rooms on the weekend require a fee, please see listed rates. Weekend use is defined as beginning at 4:00pm on Fridays and ending at 11:00pm on Sunday evenings. For non-profit groups who request that the fees be reduced or waived on weekend use, you must submit a letter in writing to the Director of Parks, Recreation and Community Services.
- Persons and/or organizations renting the facility are responsible for:
 - Providing diagrams or descriptions for set-up of tables, chairs and equipment at least one week prior to the date of your event.
 - Any damage done to the facility.
 - Leaving the facility clean.
 - Monitoring the conduct of all participants and ensuring that they follow building rules. You are responsible for the actions of your guests.
 - 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. You will not be allowed into the facility earlier than your scheduled set-up time.
- A 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.
- 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.

REGULATIONS AND REASONS FOR LOSS OF DEPOSIT

- If renter cancels their event 30 days or less prior to date of the event, their entire security deposit is forfeited. Initial _____
- A security guard may be required if you host an event for 50 or more people. Initial_____
- Only beer, wine and champagne are allowed at any celebration. No hard liquor and/or kegs are allowed. If alcohol is being served as your event, a security guard is required. One security guard is required for every 50 people in attendance. We will require that a copy of your rental contract with a security company 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. Initial_____
- Under-aged drinking at any event is strictly prohibited. If this occurs, your party will be stopped immediately. You are personally responsible for making sure that under-aged drinking does not take place. Initial_____
- If the police are called for a disturbance at your event, you then forfeit your deposit, all rental fees and the possibility of your event closing immediately at that time. Initial_____

- Renter will lose their deposit if they extend their rental time past the times listed on their permit. Initial_____
- You are limited to the number of people listed on your permit. Please provide us with the final number count at least two weeks prior to your event. If you have more people at your party than are listed on your permit, it could result in the loss of your deposit, rental fees, and/or cancellation of your event. Initial_____
- If a renter ends an event early, no partial refunds will be given. Initial_____
- If you leave the room/facility in an unacceptable condition (based on staff review), all or a portion of your deposit will be forfeited and you may not be permitted to rent any of our facilities in the future. Initial_____
- 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. Initial_____
- Any organizations who do not give at least a 3 day notice for cancellation of weekday activities (M-F until 4:00pm Friday) or a 30 day notice for weekend activities, may not be allowed use of space in the future and will forfeit their deposit. Initial_____
- Renter agrees to notify Department immediately if they change their address and/or phone number after making their building reservation. Initial _____

GENERAL ROOM USE

- There will be a facility staff person on site throughout the event. Our facility staff will set up tables and chairs prior to your set-up time. Please do not move once in place. If you need something moved, please 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 (Example: 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 damage costs 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.
- All decorations must be approved by the Parks and Recreation Department prior to the event. No tape (except masking or painters tape), nails, screws, staples, etc. Please no confetti or glitter. The use of helium balloons is not allowed at the Red Morton Community Center, the Veterans Memorial Senior Center and the Sandpiper Community Center.
- Amplified sound may be regulated by staff. If staff requests renter 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). The only exception is at the Sandpiper Community Center where the event must end at 9:00pm and all clean-up is completed by 9:30pm (based on neighborhood agreement).
- No candles, open flame or use of fog machines allowed in any facility.

- No smoking is allowed in any facility.

CLEAN UP PROCEDURES AND INFORMATION

- A mandatory custodial fee of \$100.00 is required for all party and meeting rentals of 50 people or more in attendance.
- City staff will provide 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
 - Empty and rinse coffee pots
 - Putting all trash into provided receptacles
 - Cleaning kitchen counters and appliances (if used)
 - Clearing and wiping counters and tables
- If your party has over 50 people, the mandatory custodial fee pays for restroom cleaning, scrubbing all floors, and general cleaning. You will still be required to perform the duties listed above.
- Renter will check-out with staff member before leaving.

In signing this application, I certify that I have read and understand the facility rules and instructions and I (and my organization, if applicable) will abide by any conditions set forth therein. I also agree 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 to 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, if applicable)