



# Redwood City Parks, Recreation & Community Services

## Facility Use Application and Rental Agreement

Red Morton Community Center

Community Activities Building

Sandpiper Community Center

Veterans Memorial Senior Center

Fair Oaks Community Center

The Armory @ Red Morton Park

Other

First Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Type of Event/Activity: \_\_\_\_\_ Attendance: \_\_\_\_\_

Food/Beverages Served: Yes No  
 If yes: Light Snacks Meal

Alcohol Served: No Yes Sold

Insurance: N/A No Yes On File

Charging for Event: No Yes

Open to Public: No Yes

Non-Profit: No Yes (IRS Letter Required)

IRS Non-Profit Number: \_\_\_\_\_

Event Co-Sponsored by Redwood City: No Yes

If yes, list Department Name & Contact Person: \_\_\_\_\_

List Equipment Needed (AV, Furniture, Piano, etc.): \_\_\_\_\_

Responsible Person Day of Event: \_\_\_\_\_ Cell #: \_\_\_\_\_

Room Name	Day of the Week	Start Date & End Date	Set Up Time	Event Start Time	Event End Time	Exit Time/ Clean Up Time	Total Rental Hours	Event Frequency
Eve								ONE TIME: DAILY: WEEKLY: MONTHLY: EXCEPTIONS:

### TERMS OF AGREEMENT

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 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. I have also read and reviewed the rental conditions on the back of this form.

### FOR OFFICE USE ONLY

Application:  APPROVED  DENIED

Facility Leader: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

SET-UP DIAGRAM:  N/A  RECEIVED

NON-PROFIT STATUS:  N/A  RECEIVED

INSURANCE:  N/A  RECEIVED

DEPOSIT AMOUNT: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

TOTAL RENTAL FEE: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

PAID IN FULL:  DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ CREDIT CARD NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

Credit Card (REQUIRED) I understand that payment for the deposits and fees associated with this permit must be made by the indicated date(s). I hereby authorize the City of Redwood City to charge past-due balances and cleaning/damage fees associated with this permit to the card listed on file.

## RESERVATIONS

A completed facility application and security deposit is due upon reservation. **Room rental charges apply during set-up time, event time, and clean-up time.** Rental deposit will be refunded in full approximately 4-6 weeks after event, if all facility rules and policies are followed. **Rental fees are due no later than 14 business days prior to your event.** If a reservation is made within two weeks of the event date, the rental deposit and rental fee are due, in full, at the time of the reservation **(Cash or credit card only).**

Event start/end time and room relocation requests must be submitted a minimum of two weeks in advance of event date. Approval is not guaranteed and will be at the discretion of the facility.

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.

Available rooms and length of rentals vary by facility, staffing availability, and neighborhood agreements which dictate the time in which an event must be completed.

Facilities are not available for "For-Profit" ventures. Non-Profit fundraisers are allowed.

Weekend bookings are limited to 6 months in advance. Weekday bookings are limited to 3 months.

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 up to twice per month during weekday business hours for community meetings and based on availability. Additional meetings or weekend rates are set at 50% of rental fee. Weekend use and applicable rate begins at 4:00pm on Fridays and ends at 11:00pm on Sunday evenings.

A facility staff will be on duty at all times and is responsible for general conduct in the facility. Staff has the authority to enforce all 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 & Community Services Department may require insurance coverage for any event.

Use of additional facility equipment must be requested at least two weeks in advance of your event (Ex: easels, overhead projector, etc.). There is no additional charge, 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. Please confirm availability at the time of final payment.

Renter agrees to notify Department immediately if they change their address and/or phone number after making their building reservation.

Initial \_\_\_\_\_

Signature:

## REGULATIONS & RENTAL DEPOSITS

If renter cancels their event 30 days or less prior to date of the event, their entire security deposit is forfeited.

Initial \_\_\_\_\_

If all payments and/or permits are not received 14 business days prior to the event, the event will be canceled and deposit forfeited. Notification will not be provided.

Initial \_\_\_\_\_

Any organizations who do not give at least a three (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 \_\_\_\_\_

If alcohol is being served at your event, a security guard is required. One security guard is required for every 50 people in attendance. Security Guard(s) must be scheduled from the start of your event time, until 30 minutes after the end of your event. If the event is over 5 hours, it is up to the facility's discretion to determine the start time of the security guard(s). We require that a copy of your service contract with a security company be presented at least two weeks prior to your event. Failure to provide contract will result in loss of deposit and cancellation of event.

Initial \_\_\_\_\_

Alcohol can only be served for a maximum of 5 hours, regardless of event time. If event time is over 5 hours, alcohol can only be served during the last 5 hours of the event. Only beer, wine, and champagne are allowed at any event. NO hard liquor and/or kegs are allowed.

Initial \_\_\_\_\_

A security guard may be required if you host an event for 50 or more people, even if alcohol is not being served. Security Guard(s) must be scheduled from the start of your event time, until 30 minutes after the end of your event.

Initial \_\_\_\_\_

Under-age 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-age drinking does not take place.

Initial \_\_\_\_\_

If the police are called for a disturbance at your event, you will forfeit your deposit, all rental fees, and this could be cause for immediate shutdown of your event.

Initial \_\_\_\_\_

No partial refunds will be given if event ends early. Renter will lose their deposit if they extend their rental time past the time listed on permit.

Initial \_\_\_\_\_

Please provide the final number count two weeks prior to your event. If you have more people at your event than are listed on your permit, it could result in the loss of your deposit, rental fees, and/or stoppage of your event.

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 our facilities in the future.

Initial \_\_\_\_\_

Date:

Name of Organization:

## GENERAL ROOM USE

There will be facility staff on site throughout your event. Our facility staff will set up tables and chairs prior to your set-up time based on the room set-up diagram you provide. If you wish to make changes to the set-up, please request the facility staff to do so.

All decorations must be approved by the Redwood City PRCS Department prior to the event. No tape (except masking or painters tape), nails, screws, staples, etc. Confetti and glitter are not allowed. The use of helium balloons is not allowed at the Red Morton Community Center (RMCC), the Veterans Memorial Senior Center (VMSC), or Sandpiper Community Center (SCC).

Amplified sound will be regulated by facility staff. If facility staff requests rental representative to turn down music and this request is not followed, you will be asked to stop your event and will forfeit your deposit.

Event time at the VMSC and SCC must end at 9:00pm. All clean-up must be completed by 9:30pm at SCC and 10:00pm at the VMSC. Rentals at RMCC, the CAB Building, and Fair Oaks Community Center will end no later than 11:00pm, with an additional hour for clean-up (completely out by Midnight).

No candles, open flame, or use of fog machines allowed in any facility.

Smoking is **NOT** allowed in any facility.

## CLEAN-UP/CHECK-OUT PROCEDURES

Upon arrival on the day of your rental, facility staff will have renter review and sign a "Pre-Rental Understanding" form to ensure all clean-up policies are clearly understood.

For events that do not require custodial service, renters are typically responsible for:

- Removal of all decorations
- Placement of trash into appropriate receptacles
- Clear and wipe down counters and tables
- Removal of all supplies/food brought for the event
- Clean & leave kitchen in same condition

**A mandatory custodial fee of \$100.00 is required for all rentals of 50 people or more in attendance.**

If your party has over 50 people, the mandatory custodial fee includes restroom cleaning, scrubbing all floors, and general cleaning. You will still be required to perform the duties listed above.

All renters are required to check-out with facility staff prior to leaving facility to sign "Renter Check Out Sheet" to ensure all deposit refund requirements are met.

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.

**PLEASE RETAIN OF COPY OF BOTH PAGES OF THIS CONTRACT FOR YOUR RECORDS**