

# TOWN OF COLMA RECREATION SERVICES DEPARTMENT

## Recreation Facilities Master Fee Schedule & Rental Policies and Procedures

### Reservations

To make a reservation the renter (must be 21 years or older) must visit the Sterling Park Recreation Center or the Colma Community Center during the following times:

#### Colma Community Center Hours of Operation:

Monday – Friday      8:00 am – 6:00 pm  
Saturday & Sunday    10:00 am – 3:00 pm

#### Sterling Park Recreation Center Hours of Operation:

Monday – Friday      1:00pm – 6:00 pm  
Saturday & Sunday    11:00 am – 4:00 pm

Rental reservations are taken on a first paid, first served basis. The Recreation Services Department accepts cash and checks as forms of payment. Reservations cannot be taken until payment is received.

**All applicants must meet with the Director of Recreation Services or the Recreation Services Coordinator prior to their reservation being approved.**

The rental schedule is as follows:

#### **Sterling Park Recreation Center**

Priority	Renter Type	When Can Schedule
1	Town of Colma	Anytime
2	Town of Colma Non Profits	3 months in advance
3	Residents/Public Entities (Schools)	3 months in advance
4	Non-residents & Town of Colma Staff	Not Available

#### **Colma Community Center**

Priority	Renter Type	When Can Schedule
1	Town of Colma	Anytime
2	Residents & Town of Colma Non Profits	12 months in advance
3	School District, County, Cities, Non Resident Non-Profit Groups, Colma Businesses, Elected Officials, & Non Residents	6 months in advance *
4	Town Staff	6 months in advance

\* **May book Community Center on Monday – Friday only, no weekends.**

Residents who rent Town of Colma recreation facilities at the resident rate must be a resident with a current Town of Colma I.D. card at the time the reservation is made as well as on the date of the event.

Town of Colma non-profit groups are eligible to reserve Town of Colma recreation facilities one time per month at no charge. If a Town of Colma non-profit group wishes to reserve a recreation facility more than one time per month, they will be required to pay the resident rate for their additional facility rental during that month. To determine whether a non-profit group qualifies for rental use, please contact the Director of Recreation Services.

There is no limitation as to how many times someone can rent Town recreation facilities in a calendar year.

To assure staff availability, reservations or changes to reservations must be made at least twelve (12) working days in advance for rentals scheduled at the Community Center.

Town of Colma Recreation Department activities have priority in the Community Center and Recreation Center, which may prohibit conflicting reservations, i.e. yoga and Town Picnic.

### **Room Availability**

Rooms at the Sterling Park Recreation Center are **subject to availability** and may be reserved for all or part of the following periods:

Monday – Friday	6:00 pm – 9:00 pm - Director approved (meetings only/no parties)
Saturday & Sunday	11:00 am – 6:00 pm

1. Applicant will be allowed into Sterling Park Recreation Center at 11 am to set up.
2. Applicant should end event at 5 pm and begin cleanup to ensure the Sterling Park Recreation Center is cleaned and closed up by 6 pm.
3. Applicant must be out of the Sterling Park Recreation Center by 6 pm.
4. Amplified music (DJ or live band) and alcohol is prohibited at the Sterling Park Recreation Center.

Rooms at the Colma Community Center are **subject to availability** and may be reserved for all or part of the following periods:

Monday – Friday	10:00 am – 10:00 pm Director approved
Saturday & Sunday	10:00 am – 11:00 pm

Rental time includes the time needed for set-up, delivery of supplies, break down and clean up. The recreation facilities are closed on all city holidays. The facilities also may be closed on certain days of the year for maintenance at the discretion of the Director of Recreation Services.

### **Facility Rental Rates**

The facility rental rate for the Sterling Park Recreation Center is \$150. The refundable damage deposit for Sterling Park is \$50.

The facility rental rates and deposits for the **Colma Community Center** are as follows:

Room Name	Resident & Town Staff Fee (6 hours)	Res. Add. Hour Fee	Public Entity, NR Non Profit, Colma Bus. & Elected Off. (6 Hours) *	Pub. Entity, NR/NP, Colma Bus. & Elect. Off. Add. Hr. Fee. *	Non Resident Fee (6 hrs)*	Non Res. Add. Hour Fee *	Deposit
<b>Colma Community Center</b>	\$350.00	\$60.00	\$470.00	\$85.00	\$850.00	\$150.00	\$300.00
<b>Banquet Room</b>	\$225.00	\$40.00	\$300.00	\$55.00	\$525.00	\$90.00	\$200.00
<b>Banquet Rm., Side A</b>	\$125.00	\$25.00	\$175.00	\$35.00	\$300.00	\$55.00	\$150.00
<b>Banquet Rm., Side B</b>	\$100.00	\$20.00	\$125.00	\$25.00	\$300.00	\$55.00	\$150.00
<b>Conference Room</b>	\$50.00	\$10.00	\$75.00	\$13.00	\$180.00	\$35.00	\$50.00
<b>Kitchen</b> (must rent with room)	\$75.00	\$15.00	\$100.00	\$20.00	\$200.00	\$45.00	\$75.00
<b>Foyer</b>	N/A	N/A	N/A	N/A	N/A	N/A	N/A

\* **May book Community Center on Monday – Friday only, no weekends.**

If residents, outside groups, and non-residents wish to rent the conference room at the community center on an hourly basis instead renting it for a six hour block of time, they may do so at the following hourly rates.

- Residents \$15 per hour
- Outside Groups \$20 per hour
- Non-Residents \$40 per hour

All hourly rental reservations must be approved by the Recreation Coordinator or Director of Recreation Services.

### Damage Deposit

In addition to room rental fees, all renters will be charged a damage deposit for each event/room. Damage deposits are refundable as long as the following conditions are met:

- All rules/guidelines governing rental usage of the recreational facilities are met.
- The room and common areas (including surrounding outside areas) are left clean and orderly per the Rental Room Clean Up Check List.
- No rocks in fountain and/or on lawn area, and no trash or food in urns at front door.
- Use of room/facility does not exceed the scheduled time.
- All equipment is accounted for and undamaged.
- Additional staff time is not required.
- Damage to the building has not occurred.
- All rules/guidelines governing alcohol consumption as stated in this document are met.
- The renter does not misrepresent their event in order to have the serving of beer and wine permitted.

- The renter must be the first person on site prior to the rental beginning and the last to leave after cleanup and check out have been completed. The renter must be on site at all times during the event.
- All trash and recycling must be separated (cardboard boxes broken down) and disposed of in appropriate containers/bins.
- Renter, participants, and/or contracted staff do not cause a false fire alarm (for example, using the kitchen without turning on the fan, entertainment using a smoke or fog machine, smoking inside facility).

If these conditions are not met to the satisfaction of the staff, an appropriate fee will be deducted from the damage deposit. If any damage caused during the rental period exceeds the amount of the deposit, the renter will be charged the difference and may lose facility rental privileges for one year.

The renter should allow four weeks for the arrival of any damage deposit refund due.

### **Cancellations and Changes**

The cancellation policy follows:

1. To receive a full refund with no penalty, a renter may cancel facility reservations at Sterling Park 14 days in advance of their event or at Colma Community Center 60 days in advance. Full refund includes the rental fee and deposit.
2. If a renter cancels with less notice, they will lose their facility rental fee, but be reimbursed their deposit. However, if staff is able to re-book the facility, the renter will not pay any cancellation penalties.
3. If a renter does not cancel and does not show up to use the facility, they will lose both the facility rental fee and the deposit.
4. A renter may change the facility rental date with no penalty at Sterling Park 14 days or more in advance of the event and at Colma Community Center 60 days or more in advance of the event.
5. If a renter changes their facility reservation date with less notice, they will lose their facility rental fee, and have to pay an additional facility rental fee. Their deposit will be transferred to the new facility reservation date.

NOTE: The Town of Colma Recreation Services Department reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

### **Colma Community Center Kitchen Information**

The kitchen may be reserved for rental use only in conjunction with the rental of the meeting room at the Colma Community Center. An additional damage deposit may be collected for use of the kitchen.

Use of the kitchen includes the following:

- Coffeemaker & filters
- Refrigerator and freezer
- Commercial stove/oven
- Ice machine
- Microwave oven
- Dishwasher

**It is the responsibility of the renter to provide their own cooking equipment, serving and eating dishes, tablecloths, paper products, utensils, and all other kitchen related items.**

Renters may not store any items in the kitchen prior to their event or upon conclusion of their event. The Community Center should be contacted if additional rental time for the kitchen is needed.

Renters that would like to use the kitchen must review the kitchen operating procedures that are mounted on the wall in the kitchen. For more information regarding kitchen operations, please call (650) 985-5678.

### **Room Set-Up**

The renter is responsible for setting up Sterling Park for an event.

Community Center staff will set up the room (tables and chairs) according to the written set of instructions and/or room plan diagram provided by the renter. It is the responsibility of the renter to complete the room set-up form a minimum of seven days prior to the event and return it to the Recreation Services Department. Renters that do not return room set-up forms or submit them late will be responsible for their own set-up.

Additional set-up or changes that need to be made the day of the event will be the responsibility of the renter. Chair carts are provided to assist in moving the stacked chairs to protect the hardwood floors. **TABLES AND CHAIRS SHOULD NOT BE DRAGGED ACROSS THE FLOOR.** Renters should contact a staff member if assistance in locating a chair cart or other equipment is needed. Damage that occurs to the floor is the responsibility of the renter and may result in forfeiture of the entire damage deposit.

The renter will not be allowed access to the room prior to the start time designated on the rental contract. Please be sure to allow enough time to complete the room set-up and decorating when booking the rental. The renter will be charged for any and all time used for set-up and clean up.

The renter is responsible for cleaning the tables and chairs prior to putting them back in the storage areas upon the conclusion of their event. Please refer to the clean up checklist for more information regarding clean up.

The Town of Colma does not rent or supply linens for events and receptions. Linens are the responsibility of the person renting the facility.

## Youth & Teen Events

Renters must notify and receive approval from the Director of Recreation Services prior to rental applications being accepted for events where youth and teen guest participation outnumbers the adult participation.

For these types of events the renter may be asked to meet the following conditions:

- Provide chaperones for minors at a ratio of 1 adult for every 10 youth/teen
- Hire security through the Town of Colma
- Pay additional deposit fees
- Purchase special event liability insurance through the Town of Colma

The Recreation Services Department may also require the renter to limit the number of minor participants.

Failure to notify the Director of Recreation Services of youth and teen events where the youth and teen guest participation outnumbers the adult participation may result in the renter losing their rental deposit, additional deposit fees being charged, and the renter may lose facility rental privileges for up to 1 year.

The serving and/or consuming of alcohol is not permitted for youth oriented events.

## Charging for Events or Cover Charges

Renters must notify and receive approval from the Director of Recreation Services prior to rental application being accepted for events where the renter intends to charge admission to their event.

For these types of events the renter may be asked to meet the following conditions:

- Hire security through the Town of Colma
- Pay additional deposit fees
- Purchase special event liability insurance through the Town of Colma

Failure to notify the Director of Recreation Services when charging guests for events may result in the renter losing their rental deposit, additional deposit fees being charged, and the renter may lose facility rental privileges for up to 1 year.

## Alcohol Information

Alcohol is prohibited at the Sterling Park Recreation Center and the Sterling Park Picnic Site.

**Beer and wine** are permitted at the Colma Community Center for adult oriented events only. Youth oriented events such as 1<sup>st</sup> birthdays, baptisms, graduations, teen birthdays, etc., will not be permitted to serve beer and wine. **Hard alcohol or spirits such as vodka, gin, bourbon, scotch, tequila, brandy, etc. are prohibited at all events.**

If the renter would like to serve alcohol during their event at the Colma Community Center, they **MUST** have approval from the Director of Recreation Services and purchase event insurance and arrange for security through the Director at least one month prior to their event.

Insurance rates range from \$100 - \$600 depending on how long alcohol is served or sold and the attendance. Security costs range from \$40 - \$65 per hour depending upon availability.

If a renter wishes to sell alcohol, they must obtain an Alcohol Beverage Control (ABC) permit. ABC permits may be obtained from:

**The State of California**

The Alcoholic Beverage Control Department  
185 Berry Street  
San Francisco, CA 94107  
(415) 557-3660  
www.abc.ca.gov

Renters serving alcohol during their event without approval from the Town of Colma will forfeit their entire damage deposit, may face additional criminal charges, and may forfeit all future facility rental privileges.

**Alcohol Rules and Regulations**

- Alcohol is only permitted, if approved, in the Banquet Room and adjoining patio, the Conference Room and the Kitchen at Colma Community Center. Alcohol is prohibited in all other portions of the Colma Community Center (including the front grounds, parking lot, park area, and remainder of the facility), except by special permission of the Director of Recreation Services.
- Renters are responsible for the conduct and behavior of their participants and any problems related to the presence of alcohol.
- THE USE OF KEGS IS LIMITED TO THE KITCHEN AND FOYER ONLY. Renters that would like to bring kegs into the facility will be required to rent the kitchen or entire facility.
- Minors, under 21 years of age, may not consume or distribute alcoholic beverages.
- Renters must not misrepresent events (stating an adult oriented event when in fact it is a youth oriented event) in order to have the serving of alcohol permitted.
- The serving of alcohol will not be permitted when the purpose for the event is both a youth and adult oriented. For example, the event is a 75<sup>th</sup> birthday party and 1<sup>st</sup> birthday.

Failure to follow these rules will result in forfeiture of the damage deposit, possible criminal charges, and possible loss of future facility rental privileges.

**Maximum Room Capacities**

Sterling Park Recreation Center:

- 99 Standing Reception
- 50 Banquet Style Seating
- 45 Auditorium Seating without tables
- 30 Classroom Seating with tables

### Colma Community Center

<b>Room</b>	<b>Square Footage</b>	<b>Banquet Maximums (All tables)</b>	<b>Classroom Maximums (With Tables/Without Tables)</b>
Banquet Room	2100	150	70/140
Banquet Room, Side A	1260	90	40/65
Banquet Room, Side B	840	50	25/35
Conference Room	400	N/A	12 – tables only
Kitchen	510	N/A	0/12
Foyer	625	50 (Reception)	N/A

### **Equipment included in the Rental**

Sterling Park	50 chairs 5 ten foot tables 5 - 60 inch round tables
Colma Community Center	150 chairs 15 eight foot tables 5 six foot tables 18 - 66 inch round tables

### **Check In Prior to the Event**

The applicant must be on-site prior to anyone else in the party in order to enter the Facility. Upon arrival at the Recreation/Community Center, the applicant must check in at the front desk in the main lobby. The applicant, if a resident must have their Town of Colma I.D. and copy of the rental agreement. The applicant must remain on-site at all times and sign out prior to leaving the facility, after the facility has been cleaned and inspected. If the applicant leaves the premises during the event he/she may forfeit their deposit. There will be a staff person on duty at all times during every facility rental. For weekend rentals, the facility will be open at the time of the beginning of the rental. If the renter finds the facility locked upon arrival, the Colma Police Department Dispatch should be called at (650) 997-8321, and our Police Department Dispatch will contact appropriate Recreation Staff.

Staff members will conduct a pre-event room inspection prior to the start of the rental to ensure cleanliness of the facility.

Animals, other than service animals, are not permitted inside Town of Colma recreation facilities.

### **Loading, Deliveries, and Storage**

All delivery vehicles must remain in the parking lot or on the street for loading and unloading of vehicles. Vehicles may not pull up on grass areas, in front of doorways, in handicapped parking spaces or on sidewalks.

All deliveries must occur during designated rental times only. Deliveries that arrive early will not be accepted. Recreation/Community Center staff will not sign for any delivery items. All items must be removed from the Recreation/Community Center at the conclusion of the rental event. Renters are not allowed to store items at the Recreation/Community Center under any



circumstances. Failure to adhere to these policies may result in forfeiture of the entire damage deposit.

### **Cleaning the Facility**

Renters are responsible for cleaning the room(s) in accordance with the supplemental Check In/Out Form. The staff person on duty will assist in putting the tables and chairs away after they have been cleaned. All garbage and recycling (cardboard boxes broken down) is to be removed from the facility and put in the appropriate bins at the conclusion of the event.

The renter should contact the staff person on duty for cleaning equipment. To ensure the return of the damage deposit, the renter should have the staff person complete a post-event inspection at the conclusion of the rental. Any cleaning and/or repairs that require staff time and materials will be deducted from the damage deposit and remainder charged to the renter. If the time reserved is exceeded, the additional time will be deducted from the damage deposit and any remainder charged to the renter. Failure to sign the Check In/Out Form may result in forfeiture of the damage deposit and could also result in denial of future rental usage.

### **Trash and Recycling**

All trash and recycling must be put in appropriate bins. Once a bin is full it is the responsibility of the renter to take the bin to the trash/recycling enclosure and empty it or replace the bin with an empty one.

Eighty percent (80%) of all cans, bottles and clean cardboard must be recycled in the provided recycling bins or the renter may forfeit their deposit.

### **Entertainment**

DJs, bands, clowns, magicians, etc. are permitted at the Colma Community Center. However the use of smoke/fog machines is not permitted, for they activate the fire alarm. The Director of Recreation Services must approve any stage brought into the facilities. No form of adult entertainment (stripping, pole dancing, etc) is permitted at the Town of Colma Recreation Facilities.

### **Audio Visual Equipment**

The Sterling Park Recreation Center has boom box and TV that may be used if the renter wishes to play music or watch TV during their event. No other audio-visual equipment is available at Sterling Park. No amplified music or entertainment is permitted at Sterling Park.

The Colma Community Center has audio-visual equipment that can be made available to renters for a fee. Please inquire with recreation staff at the time of your reservation to make arrangement for renting the equipment listed below.

<b>Equipment</b>	<b>Fees for use</b>
CD/DVD/VHS Player	\$25
Microphone/Stand	\$10 per Microphone/Stand
IPOD Connector	\$10
Projector	\$25

Lap top Computer	\$30
Easel, Flipchart & Pens	\$10
Portable Radio/CD Player	\$10
Large Coffee Maker/Air pots	\$10

## Decorations

Only freestanding decorations are permitted. Do not affix any items to the ceiling, cross beams, doors, columns, walls, partitions, light fixtures, or windows. Tacks, nails, tape, and staples are prohibited everywhere. Violation will result in forfeiture of the entire damage deposit.

## Candles and Flammable Materials

The only type of candle allowed at the Colma Community Center is the floating candle centerpiece. The wick of the candle must be at least 4 – 6 inches below the opening. The use of any other type of candle or open flame is strictly prohibited and will result in forfeiture of the damage deposit. Heating devices for food must be used with cloth tablecloths.

## Rice, Birdseed, Confetti, Dance Wax, Etc.

The use of rice, birdseed, confetti dance wax and similar materials is strictly prohibited at the Recreation/Community Center (inside or outside) and will result in forfeiture of the deposit.

## Parking

Guests of the Colma Community Center are encouraged to use the parking lot on Hillside Boulevard and street parking on lower F Street (between Clark St and 601 F Street) and on Hillside Boulevard north of F Street. As a courtesy to the homes on upper F Street this area should be avoided for street parking.

## Smoking

The Sterling Park Recreation Center and Colma Community Center are smoke free and tobacco free facilities and, therefore, smoking, chewing, etc. is prohibited inside the facilities. **Persons that wish to smoke at a Town facility may do so OUTSIDE at least 25 feet from the facility and from the park area.** The renter is responsible for cleaning of debris as a result of smoking/chewing during their rental.

## Barbecues

With prior approval from the Director of Recreation Services or Recreation Services Coordinator, the use of barbecues is allowed in the pre-determined barbecue area only at the Sterling Park Recreation Center and the Colma Community Center. No grills of any kind are permitted inside the building.

The only types of barbecues permitted are the home-type, kettle style or propane-style barbecues. Ashes and briquettes from a kettle-style barbecue should be disposed of at a location OTHER THAN the Town facility.

The renter will be held responsible for any and all damage in relation to the use of a barbecue.

When a renter reserves Sterling Park Recreation Center they are renting the exclusive use of the building. The rental does not include exclusive use of the playground, picnic area (unless otherwise rented), BBQ, basketball court, etc. The BBQ at Sterling Park is available on a first come first serve basis if the picnic site has not been rented. If the renter chooses to bring a BBQ, they may, see above policy for acceptable BBQ types and locations. If the BBQ in the picnic area is not available to the renter, and they did not bring their own BBQ, they may use the Recreation Department gas grill located in the outside storage area. If the renter would like to use the Recreation Department gas grill they should request it prior to their event and be prepared to fill the propane tank (at an authorized dispensary) if it is empty.

### **Piñatas**

The use of piñatas is permitted at both Sterling Park and Colma Community Center; however they are not permitted inside the facilities. If a renter would like to bring a piñata to Sterling Park they may hang it from the basketball court just behind the backboard. If a renter would like to bring a piñata to the Colma Community Center it must be self supporting for there is no safe place to hang it from at the Community Center. The renter may use a self supporting piñata over the grass area at the Colma Community Center.

If a piñata is used the renter must clean up and dispose of all debris that is created by the piñata.

### **Fireworks**

Fireworks (including sparklers, firecrackers, bottle rockets, and all other types of fireworks) are not permitted at the Town of Colma Community/Recreation Centers.

Use of fireworks at Town facilities and surrounding parks will result in the forfeiture of the damage deposit and may result in forfeiture of future facility rental privileges.

### **Additional Equipment/Bounce Houses**

Renters may bring in barbeques, taco carts, band equipment, DJ equipment, jumpers and bounce houses when renting the Sterling Park Recreation Center or Colma Community Center. All equipment must be set up in predetermined areas (grass areas only) of the park.

Prior to the day of the facility rental, the renter must fill out the Town of Colma Equipment Liability Waiver and have the equipment approved by the Director of Recreation Services or Recreation Services Coordinator. Additional insurance naming the Town of Colma as additionally insured is required for some equipment such as taco carts and bounce houses. Additional Insurance naming the Town as additionally insured must be received 3 business days prior to the renter's event. All certificates of liability insurance must be sent to the Colma Community Center and have the renters name and date of event listed with the certificate.

### **Selling Items**

Renters that would like to sell items other than alcohol during an event must obtain a Town of Colma Business License. A copy of the Business License must be on file with the rental

application seven days prior to the event. Business Licenses may be obtained by contacting Town Hall at (650) 997-8300 or the Town Planning Department at (650) 757-8888.

### **Sterling Park Picnic Site Rental**

The Town of Colma Picnic site at Sterling Park can host picnics between **15-20 people**. The site can be rented from 11am-6pm at a rate of \$34 for Colma residents and \$45 for non-residents. The deposit is for renting the picnic site is \$30. Colma residents can reserve the picnic site up to three months in advance, similar to the rental schedule for the Sterling Park Recreation Center. Non-residents can rent the picnic site one month in advance of the event. Renter may cancel their picnic site reservation up to 14 days in advance of their reservation without penalty. All reservations cancelled inside of 14 days, will forfeit their rental fee.

The renter must be on site at all times and is responsible for cleaning up the site and disposing of all trash. The picnic site allows the renter to have exclusive use of the picnic site and BBQ. There is no amplified music or alcohol permitted at Sterling Park and all park rules as described in the above policies and procedures will apply to the use of the picnic site. If the picnic site renter chooses to have a bounce house or jumper they must provide proof of liability insurance naming the Town as additionally insured. All jumpers and bounce houses must be set up on the back grass area and not on the basketball court or near the playground. No food carts or trucks will be permitted when renting the picnic site.

If the picnic site is not rented, it can be used on a first come first serve basis.

***Town of Colma Recreation Services Department Staff reserves the right to stop an event should an unsafe situation occur and/or the guests violate any of the policies and procedures in this manual. If an event is stopped for violation of policy or unsafe situation, all rental fees and deposits will be forfeited.***