



142 Bolinas Road  
Fairfax, California  
94930  
415/453-1584

# TOWN OF FAIRFAX

## APPLICATION FOR USE OF TOWN FACILITIES

- WOMEN'S CLUB  
 PAVILION  
 BOLINAS PARK  
 PICNIC AREA

Date paid:

Rental Date:

Hours x Rate=Rental Fee:

Deposit:

Bldg. Maint. Fee:

Deposit Receipt #:

Rental Receipt #:

### DATE MUST BE CONFIRMED BY TOWN PRIOR TO PAYMENT BEING MADE

One time  On-going

Day:

From: \_\_\_ M to \_\_\_ M (total time)

Name of Organization, Club, Group, Individual:

Age range of participants:

Total expected attendance:

Is admission to be charged?  Yes  No If so, for what purpose?

Is food to be served?  Yes  No

Is alcohol to be served?  Yes  No

Describe event:

### REFUND DEPOSIT CHECK TO:

NAME:

ADDRESS:

CITY:

ZIP:

### APPLICATION FOR USE OF TOWN FACILITIES

*I have read and agree to the Town of Fairfax Rules and Regulations for use of the Town's facilities and further agree to the following condition:*

*Use of the Town's facilities is conditional upon adherence to State Law, Town of Fairfax Ordinances, and rules of the Fairfax Parks and Recreation Commission. Any significant discrepancy between the rules listed on the application and conditions actually occurring may cause the approval to be revoked. Any person supplying a false name, false address, or who misrepresents association with an organization will be subject to immediate revocation of the authorization. Any Fairfax Police Officer may revoke the approval upon serious breach of the peace, or under conditions likely to create a threat to public health or safety.*

PRINT NAME

SIGNATURE OF OFFICIAL REPRESENTATIVE

MAILING ADDRESS

CITY

ZIP

TELEPHONE

### FOR STAFF USE – Reviewed and initialed by a representative of each department

POLICE DEPARTMENT:

DPW:

APPROVED BY:

Condition of Building After Rental:

**TOWN OF FAIRFAX**  
**Rules and Regulations for**  
**Use of Women's Club and Pavilion**

**GENERAL**

1. The Town of Fairfax is not responsible for accidents, injury or any loss of individual property in Town rented facilities.
2. All property brought into the buildings for use during the scheduled time by a renting party shall be removed immediately following the function.
3. All side doors of the buildings must be kept clear at all times.
4. Use of an amplified sound system at the Women's Club must be approved by the Town.  
**The stage in the Women's Club is not available for use.**
5. The buildings shall be available for use on all days, from 9:00 A.M. to 1:00 A.M. and music must cease on Friday and Saturday nights at 9:30 p.m.
6. **Groups must enter and leave the facility at the times designated on the application, which includes set-up and clean-up time.**
7. SMOKING is not allowed in Town buildings (Ordinance No. 579). Adults may smoke in outside areas at least twenty (20) feet from doorways, however, groups shall be responsible for any accidents, damage, or litter occurring because of smoking by members of its group.
8. The serving of food must meet the requirements of the Marin County Health Department. This includes approved catering services.

**DECORATIONS**

1. Plans for decorations must be approved at the time the permit is granted. Only fireproof or fire retardant material may be used in decorations.
2. Decorations must be removed before the group leaves the building. Any and all garbage created by renters that does not fit easily into the trash containers provided must be removed from the premises and disposed of by the host.
3. Nails, thumbtacks or other materials which might deface the property shall not be used. Easily removable masking tape is recommended.
4. At no time are exits to be covered or obstructed by decorations.
5. Helium balloons shall be secured at all times and at no time shall balloons be released out-of-doors.

### **KEYS**

Keys shall be obtained from and returned to the Police Department, located at 144 Bolinas Road. A credit card or driver's license is required as deposit. Groups are responsible for the replacement of any lost keys and changing of locks if required. A mop and broom are located in the Women's Club closet outside the kitchen on the deck. The key to the closet is on the building key-chain.

### **SECURITY/CLEANING DEPOSIT**

A security/cleaning deposit will be charged to all users of the buildings. The \$75 maintenance fee for PARC Sponsored events is retained by the Town to offset the cost of regular building maintenance. The Additional Cleaning Fees of \$325 (Pavilion) and \$200 (Women's Club) for any size events are Non-refundable. The Damage deposit \$450 – no alcohol or \$550 if alcohol is served) shall be refunded if the building is left in a clean and orderly condition, as determined by the Town. The Town shall make a before and after inspection of the premises to determine the condition of the building. If there are damages resulting from use of the facility, or if the facility is not cleaned properly, the Town will deduct the appropriate charges from the deposit. A mop and broom are located in the Women's Club closet outside the kitchen on the deck. The key to the closet is on the building key-chain.

The buildings are heavily used. **By signature of application, official representative for event or activity accepts that room condition is on an “as is” basis at time of rental.** The Town does not guarantee the level of cleanliness of the buildings.

### **DEPOSIT REFUNDS**

Refunds shall be returned within ten (10) working days after the scheduled use of the building. Any group not giving sufficient notice of cancellation (two weeks) shall forfeit a portion or all of the deposit and shall jeopardize its future use of the facilities. See the fee schedule for actual refund amounts.

### **INSURANCE**

**Any organization or group renting a facility for any event shall furnish the Town with a certificate of insurance in the following amounts:**

1. General Liability Insurance: In an amount of no less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. Town of Fairfax City and its officers, officials, employees, and agents shall be named as additional insured on this policy.

### **ALCOHOLIC BEVERAGES**

A LICENSE from the Alcoholic Beverage Control Board (ABC) is required if alcohol is being sold or an entry fee is charged at the door. The license must be approved by the Fairfax Police Chief and authorized by the Town prior to the event. The Alcoholic Beverage Control Board is located in Santa Rosa and may be reached at (707) 576-2165.

**TOWN OF FAIRFAX**  
**Rules and Regulations for**  
**Use of Women's Club and Pavilion**

**HOLD HARMLESS AGREEMENT**

1. The individual signing the application agrees to hold the Town, its elective and appointive boards, officers, agents, and employees harmless from any liability for damage or claims for damage for personal injury, including death, as well as from claims for property damage which may arise from the operations by the organization or group, or by any one or more persons directly or indirectly employed by, or acting as agent for the organization or group. The organization or group shall agree to indemnify and defend the Town and its elective and appointive boards, officers, agents and employees from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of any of the aforesaid operations.
2. The Town does not, and shall not, waive any rights against said organization or group which it may have by reason of the aforesaid hold harmless agreement, because of the acceptance by the Town, or the deposit with the Town, of any of the insurance policies described above.
3. The aforesaid hold harmless agreement by organization or group shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations, regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

**By signing the application, the lessee acknowledges that they have read, and agree to the above rules and regulations relative to rental and use of Town owned facilities.** Rules include, but are not restricted to, those outlined above. Applicants would be informed prior to their event if additional restrictions were to apply.

**PLEASE NOTE:** Deposit must be paid to reserve your date. Rent must be paid in full prior to your event. Insurance documents, special permits, and additional charges, if any, must be produced prior to your rental date. The Police Department will not release building keys unless all conditions of the rental approval have been met.

# FAIRFAX WOMEN'S CLUB

The Fairfax Women's Club is a one-story shake shingle building with a fenced yard and deck, located at 46 Park Road in a "park setting" (and residential neighborhood), one block west of the Fairfax Town Hall.

## Women's Club Rates:

\$450 damage/security deposit (\$550 if alcohol is served) is required to reserve the building. The deposit is refunded if the building is left clean and in the same or better condition and no damage has occurred. A \$200 non-refundable Maintenance Fee is applied to private events. Non-refundable Maintenance Fee for PARC sponsored events with less than 75 attendees is \$75. Non-refundable Maintenance Fee for PARC sponsored events with 75 attendees or more is \$325.

## Fairfax Resident rates:

## Day rates:

Non-profit groups: \$55 per hour	\$330
Private events: \$110 per hour	\$660
Youth Rate: \$55 per hour (\$150 security deposit)	\$330

## Non-residents rates:

Non-profit Groups: \$80 per hour	\$480
Private events: \$135 per hour	\$810
Youth Rate: \$55 per hour (\$150 security deposit)	\$330

***Groups requesting non-profit rates must show IRS certification of tax-exempt status to qualify for lower rate.***

- Capacity 100 seated
- Available between the hours of 9 a.m. and 1 a.m. (includes set-up and clean-up time)
- Small limited kitchen (with electric induction stove, microwave, dishwasher, and refrigerator)
- 10 long 6 ft tables, 2 8 ft tables
- 70 chairs (approximately) – small stacking
- Smoking not allowed in Town buildings
- **Amplified music must be approved by the Town. All music must end on Friday and Saturday nights at 9:30 p.m. at the Women's Club.**
- Wheelchair accessible
- 2 bathrooms
- A mop and broom are located in the Women's Club closet on the deck. Key is provided.
- Limited on-street parking only

- Limited garbage service provided

### **Women's Club Event Waste Instructions**

The Women's Club is equipped with Eco stations. Each station is comprised of 3 metal frames with lids and bags on hooks under each lid. The green is for organic waste, blue for recycling of bottles and cans and black is for landfill waste/trash. The station is located at the front of the building. Please sort your food and recycling and other materials at the end of your event. Please replace empty stations with bag refill supplies found in the lower wooden cabinet near the door in the kitchen. The bags are green for compost, clear for recycling bottles and cans and black for landfill/trash.

After sorting, please take the bags outside the building to the alley side to the colored containers and place inside. *Please keep small children away from the stations.* Thank you!

**Green** – Compostable (Food & Cardboard that has touched food, e.g. Pizza boxes)

**Brown** – Bottles & Cans

**Black** – Trash only (Landfill items) – see lids for samples of acceptable items

\*There are also **blue** containers for recycling clean paper outside of the Women's Club.

**To book the Women's Club or for a self-guided tour of the facility, please contact Susan Waters at (415) 453-1584.**

# FAIRFAX PAVILION

\*3 hour minimum rental

The Fairfax Pavilion is a basketball gymnasium, located on a hill in the downtown area between Fairfax Town Hall and the Bank of America, adjacent to Contratti Field.

## Pavilion Rates:

Damage/security deposit: \$450 if no alcohol is served/\$550 if alcohol is served is required to reserve the building. The damage/security deposit is refunded if the building is left clean and in the same or better condition and no damage has occurred. A \$75 (non-refundable) Maintenance fee is charged for all PARC sponsored events (less than 75 attendees). A \$325 (non-refundable) Maintenance fee is charged for all PARC sponsored events with 75 attendees or more. A \$325 (non-refundable) Maintenance fee is charged for all other private events of any size at the Pavilion.

## Fairfax Resident rates:

	Day rate:
Non-profit Group events: \$80 per hour	\$ 480
Private events: \$190 per hour	\$1,140
Youth rate: \$55 per hour (\$150 damage/security deposit)	\$ 330

## Non-resident rates:

	Day rate:
Non-profit Groups: \$135 per hour	\$ 810
Private events: \$225 per hour	\$1,360
Youth rate: \$55 per hour (\$150 damage/security deposit)	\$ 330

***Groups requesting non-profit rates must show IRS certification of tax exempt status to qualify for lower rate.***

- Capacity 700 (400 seated)
- Available between the hours of 9 a.m. and 1 a.m. (includes set-up and clean-up time)
- 106 chairs (approximately)
- 20 tables
- Dance floor
- Basketball courts
- Smoking not allowed in Town buildings
- No working kitchen – Commercial refrigerator, microwave, and sink with hot water
- Stage – built in, raised platform stage
- **Amplified sound systems are allowed. All music must end by midnight unless the Town determines otherwise at the Pavilion.**
- Wheelchair accessible at rear of building
- Limited parking available in nearby parking lots (approximately 30 spaces)

- 2 multi-stall bathrooms
- Garbage service not provided

### **Pavilion Event Waste Instructions**

The Pavilion is equipped with Eco stations. Each station is comprised of 3 metal frames with lids and bags on hooks under each lid. The green is for organic waste, blue for recycling of bottles and cans and black is for landfill waste/trash. The station is located at the rear of the building. Please sort your food and recycling and other materials at the end of your event. Please replace empty stations with bag refill supplies found on the wooden cabinet behind the station. The bags are green for compost, clear for recycling bottles & cans and black for landfill/trash.

After sorting, please take the bags outside the building at the rear right hand side to the containers and place inside. ***Please keep small children away from the stations.*** Thank you!

**Green** – Compostable (Food & Cardboard that has touched food, e.g. Pizza boxes)

**Brown** – Bottles & Cans

**Black** – Trash only (Landfill items) – see lids for samples of acceptable items

\*There are also **blue** containers for recycling clean paper outside of the Pavilion.

**To book the Pavilion or for a tour of the facility, please contact Anne Mannes at (415) 256-9207. You may also go to the website [www.fairfaxfocas.com](http://www.fairfaxfocas.com).**



## **SCHEDULE OF FEES AND DEPOSIT**

### **DEPOSIT FEE**

The rental application and initial deposit fee of \$450 must be received in order to consider the requested date confirmed. If alcohol will be served at the event, the deposit is \$550. A \$200 building maintenance fee is non-refundable.

An event date is NOT confirmed until the deposit and rental applications have been received and approved by the Town. All rentals are on a first-come first- served basis.

Organizations with positive proof of IRS tax exempt status may request non-profit rates. Application must be made out in the same name as appears on the IRS letter. Applications made out in an individual's name, but sponsored by a separate organization, will not be accepted.

All fees and documentation must be submitted (ABC license and insurance certificates) not less than two weeks in advance of the event.

### **RENTAL FEE**

The total hourly rental fee must cover all set-up and clean-up time. Should the rental time be greater than was estimated, the log at the Fairfax Police Department will be used as reference and the renter will be billed the difference.

The Police Chief may determine that additional police coverage is needed for a particular event. The renter will be informed of any additional fees to be paid in advance.

### **REFUNDS**

A refund of the deposit and rental fees for canceled reservations will be made in accordance with the following schedule:

Cancellation at least two weeks before the scheduled use date:	100% refund of all fees.
Cancellation within one to two weeks – 50% refund of deposit: refund of rental fee	Refund of deposit, 75%
Cancellation within one week of scheduled use date: refund of rental fee	Refund of deposit, 50%
No show at time of scheduled rental: of rental fee	Refund of deposit, No refund

### **SCHEDULE OF FEES AND DEPOSIT**

The refund of the security deposit will be returned to the applicant within an approximate two to three-week period, subject to the following limitations:

1. A representative of the public works department will inspect the facility on the next regular business day following the rental. The representative will then notify the facilities rental coordinator of the condition of the rental facility.

2. Based on this information, the facilities rental coordinator will determine the amount of the refund to be made, and submit it to the finance department to be paid within the next regular billing cycle.
3. The cost of repairs, maintenance and associated labor will be deducted from the deposit. The renter will be liable for these costs to the extent that they exceed the amount of the deposit.
4. Renters using the facilities on a continuous basis must be current on all fees. Any unpaid rent will be deducted from the deposit. The renter will be liable for any additional rent not covered by the deposit.

## BOLINAS PARK

<u>Non-profit Group</u>	\$55 per hour (2 hr. minimum)	Day rate:	\$275
<u>Private Event</u>	\$80 per hour (2 hr. minimum)	Day rate:	\$320



## PICNIC AREA

<u>Non-profit Group</u>	\$75 per hour (2 hr. minimum)	Day rate:	\$275
<u>Private Event</u>	\$80 per hour (2 hr. minimum)	Day rate:	\$320



**WOMEN'S CLUB PHOTOS**



Exterior, front of building



Interior



Exterior, patio area



## PAVILION PHOTOS



Exterior of building



Interior of building