



# FACILITY RENTAL APPLICATION

San Rafael Community Center - 618 B Street, San Rafael, CA 94901 - (415) 485-3333 - recreation@cityofsanrafael.org  
Terra Linda Community Center - 670 Del Ganado Road San Rafael, CA 94903 - (415) 485-3344 - terralindapool@cityofsanrafael.org  
Albert J. Boro Community Center - 50 Canal Street, San Rafael CA 94901 - (415) 485-3077 - ABC.Counter@cityofsanrafael.org

Please review all rules and regulations in our Rental Information Packet & Clean-up Requirements Checklist prior to completing this application. Return your completed and signed Rental Application to the appropriate Community Center.

Name of Rental Applicant (please print clearly)		Home Phone	Work Phone	Cell Phone #
Address	Street	Apt #	City	Zip Code
Organization Name (if applicable)		Address	Phone	

**Primary e-mail address of Rental Applicant :** \_\_\_\_\_

**Designated Event Representative (Person attending the day of event as point of contact for staff, if Rental Applicant will not be present):**

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Type of Event** (e.g., Wedding, Reception, and Family Reunion; if Party, Celebration, Workshop, etc., please be specific when describing):  
\_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_ **Day (check one):** Mon Tues Wed Thurs Fri Sat Sun

**Rental Hours (include set-up & clean-up time):** Start of Rental: \_\_\_\_\_ End of Rental: \_\_\_\_\_

**Start time of event (when guests arrive):** \_\_\_\_\_ **End time of event (when guests leave):** \_\_\_\_\_

**Minimum Number of Attendees:** \_\_\_\_\_ **Maximum Number of Attendees:** \_\_\_\_\_ **# of Minors:** \_\_\_\_\_

**PAYMENT INFORMATION FOR DEPOSIT:** Accepted forms of payment: **Credit Card** **Cash** **Check** (payable to "City of San Rafael")

When paying by credit card, list appropriate name & phone for staff to call for card details: \_\_\_\_\_

<b>REQUIRED INFORMATION (check Y or N)</b>	<b>YES</b>	<b>NO</b>	<b>ROOMS REQUESTED</b>	<b>OPTIONAL EQUIPMENT</b>
<b>Are you a non-profit organization?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>San Rafael Community Center</b>	Lectern <input type="checkbox"/> Piano <input type="checkbox"/>
<b>If YES, Non-profit #</b> _____			Auditorium <input type="checkbox"/> Kitchen <input type="checkbox"/>	Movie Screen <input type="checkbox"/> Service Bars <input type="checkbox"/>
Is the event a fundraiser?	<input type="checkbox"/>	<input type="checkbox"/>	Clubrooms #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/>	PA System <input type="checkbox"/> TV/VCR <input type="checkbox"/>
Will you sell any items?	<input type="checkbox"/>	<input type="checkbox"/>		Tables and chairs available.
Admission fee/donation requested?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the event open to the general public?	<input type="checkbox"/>	<input type="checkbox"/>	<b>Terra Linda Community Center</b>	Tables and chairs available.
Will you have amplified music?	<input type="checkbox"/>	<input type="checkbox"/>	Meeting Rooms #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/>	
Will alcoholic beverages be served?	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen <input type="checkbox"/>	
Will alcoholic beverages be sold?	<input type="checkbox"/>	<input type="checkbox"/>		
→If yes, ABC License is required. The ABC liquor license needs to be presented 30 days before your rental. The license will need to be approved by the Police Department and Community Center before it can be approved by ABC.			<b>Albert J. Boro Community Center</b>	PA System <input type="checkbox"/>
<b>Insurance (please check one)</b>			Multi-Purpose Room <input type="checkbox"/>	TV/DVD <input type="checkbox"/>
<input type="checkbox"/> Will provide own insurance			Gymnasium <input type="checkbox"/>	Bars #1 <input type="checkbox"/> #2 <input type="checkbox"/>
<input type="checkbox"/> Will purchase insurance through City of San Rafael			Meeting Rooms #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/>	6' Diameter Round Tables (20) # _____
			Kitchen Art Room Teen Lounge <input type="checkbox"/>	Chairs (200) # _____

### RELEASE AND HOLD HARMLESS AGREEMENT

The applicant, in consideration of the rental aforementioned facilities and equipment, agrees to indemnify and hold harmless, and to release, waive and discharge the City of San Rafael and its officers and employees, from any and all liability for any injury or property damage arising out of or in any way connected with the rental of the facilities and equipment under this contract, including injuries and property damage due to the active or passive negligence of the City, its officers and employees. I HAVE READ THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE SUFFERED.

I have read the Rental Application Requirements and agree to abide by all terms and provisions included therein.

I have read and agree to abide by the Cleaning Requirements Checklist.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## RENTAL APPLICATION REQUIREMENTS

Reservations will be accepted on a first come first serve basis, accompanied with deposit.

To secure a date the following are required:

1. A thoroughly completed contract application must be submitted, accompanied by the appropriate reservation deposit (see Facility Reservation Rate sheet).
2. The facility booking is confirmed only after Community Services Department approval. Upon approval you will receive a contract signed by a Department representative.

### 1. Deposit

- a) See Facility Rate sheet for applicable reservation deposit amount.
- b) The deposit is separate from rental fees and will not be applied toward rental balance.
- c) The deposit is fully refundable except:
  1. **The deposit will be retained if the applicant cancels contract at any time.**
  2. The deposit refund will be reduced to cover any extra costs due to cleaning, damage to facility or grounds, overtime hours and additional equipment used during event. Additional charges may be required if damage exceeds deposit amount.

### 2. Insurance Requirements

- a) All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000.
- b) Certificate must include endorsements naming "City of San Rafael" as additional insured.
- c) Rental insurance certificates must be received by the Community Services Department 45 days prior to the event
- d) Organizations/Individuals that have insurance through a parent organization may issue one proof of insurance which names "City of San Rafael" as an additional insured for a full year for all the organization's uses
- e) Insurance is available for purchase through Diversified Risk/HUB International Insurance. Contact the Community Services Department office for procedure and rates.

### 3. Alcoholic Beverages

- a) Applicants must comply with all the rules and regulations of the State Department of Alcoholic Beverage Control. Upon request, the Community Services Department will provide a letter to Alcoholic Beverage Control confirming facility use authorized by the City of San Rafael.
- b) If alcohol will be sold at the event (applicable to non-profit agencies only), applicant must provide to the City a copy of the Alcoholic Beverage Control license 45 days prior to the event.
- c) City of San Rafael Alcohol Management Policy must be read, signed and adhered to by applicant.

### 4. Rental Fee

- a) Refer to Facility Reservation Rate sheet for fees.
- b) Rental fee balance is due 45 days prior to the event.
- c) All checks should be made payable to "City of San Rafael".
- d) If cancellation occurs within 45 days of the event, all monies will be retained.
- e) **Rentals that exceed stated hours will be charged at a rate of double the stated hourly rate.**

### 5. Security

- a) All major events will have application forwarded to San Rafael Police Department. Police Department will determine if security will be required for the event. Should security be required San Rafael Police officers and/or authorized security service must be retained at a cost to the applicant. Please contact Community Services Department for rates.

## RULES AND REGULATIONS

1. Hours stated on application MUST include set-up and clean-up which are the responsibilities of the applicant. All events, activities and clean-up must conclude by: 11:00pm on Fridays & Saturdays at the San Rafael Community Center and Albert J Boro Community Center and 10:30pm on Fridays and Saturdays at the Terra Linda Community Center, and by 10:00pm Sunday-Thursday at all community centers.
2. Music MUST stop one (1) hour before your scheduled end-time.
3. Weekend rentals, including weekday rentals after 9PM Monday through Thursday and Fridays after 5:00PM and holidays, require an additional staff attendant charge.
4. Reservations will be accepted 1 year in advance to date of event or less. All fees, insurance forms and confirmed hours of rental must be submitted no later than 45 days prior to the event.
5. Application permits are non-transferable.
6. Applicant must be 21 years of age.
7. At the discretion of the Senior Community Services Supervisor and/or Director, additional security police officers, staff attendants, bonds or insurance may be required at the applicant's expense.
8. The applicant whose signature appears on the rental contract should be present for the full length of the event. If the applicant cannot be present, he/she should designate an individual and write that name on the contract. The designated person MUST check-in with facility attendant on the day of event.
9. All facilities must be returned to the condition previous to the event. A clean-up checklist will be provided.
10. Applicant is responsible for adhering to and enforcing the non-smoking ordinance.
11. Decorations must be removed when the group leaves the building.
  - a) Cellophane adhesives, nails, screws, staples, etc., in walls, woodwork or on windows is prohibited.
  - b) All decorations must be fireproof or of fire retardant materials.
  - c) At no time shall exits be covered or obstructed.
  - d) No candles are allowed.
  - e) Balloons and/or balloon string to be removed and disposed of. Any balloons that become entangled in fans will need to be removed using scissor lift at the expense of the client
12. Birdseed, rice, confetti, rose petals, etc. are not allowed at the event.
13. Reservations may be revoked at any time whenever the use of buildings or facilities may interfere with Department program activities or where there has been a violation of approved regulations.
15. The City reserves the right to make any physical or furniture changes to the building.