



## TERRA LINDA COMMUNITY CENTER RENTAL FEES AND DEPOSITS - 2019

**Phone (415) 485-3344 Fax (415) 485-3345 Office Hours Monday-Friday, 8:30 am – 5:00 pm**

**R=Resident/NR=Non-Resident**

Room Type	Non-Profit Organizations (Tax I.D. # Required) Proof of IRS 501C3 Status	Private Use & Non-Profit Fundraising Events	Commercial Groups
<b>Clubrooms</b> Reservation/Damage Deposit: \$300	1 Room \$23/hr (R) \$26/hr (NR) 2 Rooms \$35/hr (R) \$40/hr (NR) 3 Rooms \$46/hr (R) \$53/hr (NR)	1 Room \$34/hr(R) \$38/hr (NR) 2 Rooms \$45/hr(R) \$50/hr(NR) 3 Rooms \$57/hr(R) \$64/hr (NR)	1 Room \$45/hr (R) \$50/hr (NR) 2 Rooms \$58/hr (R) \$65/hr (NR) 3 Rooms \$70/hr (R) \$81/hr (NR)
<b>Clubrooms - Closing &amp; Weekend</b> -Monday-Thursday After 8pm -Friday after 5pm -Saturday and Sunday, all day	1 Room \$48/hr(R) \$51/hr(NR) 2 Rooms \$60/hr(R) \$65/hr(NR) 3 Rooms \$71/hr(R) \$78/hr(NR)	1 Room \$59/hr(R) \$63/hr(NR) 2 Rooms \$70/hr(R) \$75/hr(NR) 3 Rooms \$82/hr(R) \$89/hr(NR)	1 Room \$70/hr(R) \$75/hr (NR) 2 Rooms \$83/hr(R) \$90/hr (NR) 3 Rooms \$95/hr(R) \$106/hr(NR)
<b>Kitchen-Flat Fee</b>	\$60(R) \$66(NR)	\$60(R) \$66(NR)	\$60(R) \$66(NR)

- **A Certificate of Insurance is required for all functions \*Please inquire with staff for current rates, a \$25 processing fee will be applied to purchase insurance through the Terra Linda Community Center.**

- **Security may be required for an event. \*Please inquire with staff for current rates, a \$25 processing fee will be applied to book security.**
- **Music must be off at 9:30pm and clean up done and out the door by 10:30pm.**

- Deposit is due at time of booking to reserve your space.
- Full payment is due 45 days prior to event.
- Cash, VISA, MasterCard, Discover and checks, payable to the City of San Rafael are acceptable.
- The time frame of rental includes set-up and clean-up time.
- Events and all clean up activity must be concluded by the contract ending time.
- Changes to a contract must be requested at least 10 business days in advance and are subject to approval.
- Refunds of fees will be processed in 1-2 weeks, if paid by credit card or 6-8 weeks, if paid by cash or check. PLEASE SEE BACK FOR REFUND POLICY

## 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:

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

### 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:
  - The deposit will be retained if the applicant cancels contract at any time.
  - 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.

### 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.