



SAN RAFAEL
THE CITY WITH A MISSION

Agenda Item No: 5.e

Meeting Date: August 16, 2021

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Library and Recreation

**Prepared by: Steve Mason,
Senior Recreation Supervisor**

City Manager Approval: _____

TOPIC: ALBERT J. BORO COMMUNITY CENTER COMMUNITY USE POLICY

**SUBJECT: RESOLUTION APPROVING THE UPDATED ALBERT J. BORO COMMUNITY
CENTER COMMUNITY USE POLICY**

RECOMMENDATION:

Adopt a resolution approving the updated Albert J. Boro Community Center Community Use Policy.

BACKGROUND:

In 1997, the City Council first approved policy changes that allowed for increased community use of the Albert J. Boro Community Center (Community Center) for little or no charge. In 2005, the Pickleweed Advisory Committee (formerly the Pickleweed Advisory Board) reviewed the policy and recommended revisions to allow for balanced and equitable provision of space at the newly renovated Community Center. The updated Pickleweed Park Community Center Community Use Policy was approved by City Council in 2006 and is included as Attachment 2. The 2006 Community Use Policy laid out the priority by which the City allocates space at the Community Center as well as the guidelines for waiving fees through a Co-Sponsorship Program.

Through the Co-Sponsorship Program, non-profit organizations are able to apply to the City and the Pickleweed Advisory Committee (Advisory Committee) for a reduction or full waiver of rental fees at the Community Center and Pickleweed Park. This process has supported organizations in providing timely programs for Canal residents, while also saving the City of San Rafael administrative costs of providing similar programs in-house. The intent is that working together, the City, community-based organizations, and the community itself can create a web of supporting programs that ebbs and flows with current needs and trends to enrich Canal residents.

In addition to the co-sponsorship guidelines and the application process, the 2006 Community Use Policy also contained information on general facility rental policies, fees, and processes.

FOR CITY CLERK ONLY

File No.: _____

Council Meeting: _____

Disposition: _____

ANALYSIS:

Given the Community Use Policy has not been updated since 2006, the time was right for staff to conduct a thorough review of the policy and to propose updates to better align with the current needs of the City and the community. Attachment 3 to this staff report is a proposed revised Albert J. Boro Community Center Community Use Policy that includes updates to the 2006 Community Use Policy. Outlined below are the primary areas in which staff are recommending changes. At their regular meeting on July 7, 2021, the Advisory Committee accepted the proposed Albert J. Boro Community Center Community Use Policy and supported staff recommendations. The Park and Recreation Commission reviewed the revised policy during their regular meeting on July 15, 2021, and recommended that the policy be approved by the City Council.

Usage Priority

The 2006 Community Use Policy sets out the usage priority for the Community Center as: 1. City Programs; 2. City Co-Sponsored Programs; and 3. Room Rentals, without any restrictions on days, times, or room types. However, in practice, the Advisory Committee has avoided allowing co-sponsored programs to access the multi-purpose room on Fridays, Saturdays, and Sundays, as those days are popular for large event rentals that are critical to the financial health of the Community Center and often serve members of the community. Staff are proposing that this restriction be formally adopted in the updated Community Use Policy.

Additionally, staff recommend the inclusion of regional and local emergency use as the top usage priority in the updated policy. The City has experienced an increased need to utilize community centers for charging stations, cooling and clean air centers, testing and vaccination sites, and more, over the past few years. This proposed policy would reflect that growing need.

Co-Sponsorship Application Process

Currently, the 2006 Community Use Policy states that co-sponsorship applications must be received no later than 45 days prior to the program start date. In practice, this has meant that organizations have been allowed to apply for co-sponsorship at any Advisory Committee meeting. While this approach provides flexibility for organizations in administering their programs, it also limits the Advisory Committee's ability to evaluate the program offerings of the Community Center in a holistic manner. By accepting applications on an ongoing basis, the Advisory Committee cannot easily identify programmatic gaps or areas where they may be receiving multiple applications to provide similar services to the same community. Additionally, those organizations that apply early are able to secure desirable dates and times, perhaps at the expense of those that apply later in the year.

To ensure that the Advisory Committee can effectively and fully evaluate its co-sponsorship program and that all organizations have an equal opportunity to apply for facility usage, City staff are proposing that the Advisory Committee review all applications on a semi-annual basis. Applications would be due by a specific date and the Advisory Committee would then have time to review and rank all applications, and decide to award a full waiver, a partial waiver, or deny the fee waiver. Staff, the Advisory Committee, and the Park and Recreation Commission, recommend establishing two application periods, one intended but not limited for summer programs (June – August) and a second intended but not limited for school year programs (September – May). Organizations could apply in between application periods providing they demonstrate the urgency of their application and explain why they were not able to apply during the standard timeframe.

This approach would both fulfill the desire to strengthen the application process and still provide seasonal opportunities for agencies to request support for their Canal neighborhood-serving programs.

An additional benefit of a semi-annual process is that the sponsorship becomes more meaningful to the applying organization and more like a formal grant process for the City.

Should a new co-sponsorship application process be adopted, staff recommends that it be implemented starting summer 2022.

Co-Sponsorship Fee Waiver Amount

Additionally, staff and the Pickleweed Advisory Committee recommend setting an annual dollar amount, based on the Albert J. Boro Community Center's non-profit fee rate, that the Committee is able to waive. While the current level of co-sponsorship can be absorbed by the Department and the City, there is a concern that if applications were to increase substantially, there is no established ceiling to protect the City's financial position. The goal of setting a maximum annual co-sponsorship amount is not to reduce the number of programs, but rather to ensure the ongoing fiscal sustainability of the Community Center as a whole.

Considering the City would like to continue to co-sponsor a similar number of programs as it currently does through the Pickleweed Advisory Committee, staff, supported by both the Pickleweed Advisory Committee and the Park and Recreation Commission, recommends setting an annual fee waiver limit of \$140,000 which would cover all recent co-sponsored programs. Historically, the co-sponsorship program has waived approximately \$120,000-\$130,000 per year. Of this amount, approximately \$50,000 has been allocated for "Kids Club," a robust, low-cost after school program for the Canal community, and \$15,000-\$20,000 has been allocated for the Kids Club summer camp program. There is a huge need for affordable youth programming in the Canal neighborhood and staff would encourage the Advisory Committee to continue to set aside a similar allocation for this type of program moving forward.

Staff also recommends that the approved annual fee waiver amount be adjusted an equal percentage with any future increase of the Community Center's non-profit rental rate.

Rental Policies and Fee Schedules

Staff is also recommending the removal of general Rental Policies and Rental Fee Schedules from the proposed Community Use Policy. Those items are already included in detail in the Department-wide Rental Reservation Policies and Regulations and the Ongoing Facility Rental Allocation Process, which were recently updated and implemented. If the guidelines are replicated across multiple policies, it will create challenges and process barriers to keeping all of the documents consistent and current.

Application Documents

Finally, staff recommends the removal of the application documents from the revised Community Use Policy. Similar to the Rental Policies, staff recommends that these documents be managed separately so that they can be more regularly updated by the Department to remain effective and contain current legal terminology.

COMMUNITY OUTREACH:

Co-sponsored program providers were invited to participate in both the Pickleweed Advisory Committee's review of the policy as well as the Park and Recreation Commission's review. The Pickleweed Advisory Committee provided direction on the co-sponsorship process and both the Advisory Committee and the Park and Recreation Commission recommend approval of the revised policy. No community opposition to the revisions was received.

FISCAL IMPACT:

Although not a direct expense to the City, waiving or reducing rental fees for co-sponsored programs restricts Albert J. Boro Community Center space and reduces the time available for potential revenue generating rentals and programs. The proposed policy also establishes a \$140,000 maximum fee waiver amount for the Co-Sponsorship program. If used in full, this maximum would be approximately \$10,000-\$20,000 more in fee waivers than previous years. However, many of the co-sponsored programs take place during times and in rooms that do not typically experience a high demand for paid rentals and the impact to revenue is not a direct one-to-one correlation.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt resolution to approve the updated Albert J. Boro Community Center Community Use Policy, as proposed.
2. Adopt resolution with modifications.
3. Direct staff to return with more information.
4. Take no action.

RECOMMENDED ACTION:

Adopt a resolution approving the updated Albert J. Boro Community Center Community Use Policy.

ATTACHMENTS:

1. Resolution
2. 2006 Pickleweed Park Community Center Community Use Policies
3. Proposed Albert J. Boro Community Center Community Use Policy

RESOLUTION NO.

RESOLUTION OF THE CITY OF SAN RAFAEL CITY COUNCIL APPROVING THE UPDATED ALBERT J. BORO COMMUNITY CENTER COMMUNITY USE POLICY

WHEREAS, in 1997, the City Council approved policy changes allowing for increased community use at the Albert J. Boro Community Center (formerly Pickleweed Park Community Center) for little or no charge; and

WHEREAS, in 2005, the Pickleweed Advisory Committee (formerly known as the Pickleweed Advisory Board) reviewed these community use policies and recommended revisions to allow for balanced and equitable provision of program space at the newly expanded community center; and

WHEREAS, in 2006, the City Council approved the update to the community use policies and procedures; and

WHEREAS, the policy created a more vital and inclusive community center by allowing valuable new programs and services to use the space, and included a co-sponsorship process allowing for full or partial fee waivers for facility use; and

WHEREAS, the City is desirous of continuing to utilize the community use policy to provide timely programs for Canal residents while also saving the City the administrative costs of providing similar programs; and

WHEREAS, in July 2021, the Pickleweed Advisory Committee reviewed proposed updates to the community use policy and recommended changes to the co-sponsorship process to allow for a more robust evaluation of the programs provided; and

WHEREAS, in July 2021, the proposed updated Albert J. Boro Community Center Community Use Policy was reviewed and approved by the Park and Recreation Commission; and

WHEREAS, the City Council has reviewed the updated Albert J. Boro Community Center Community Use Policy and the recommendations of staff and the Park and Recreation Commission for its approval;

NOW, THEREFORE BE IT RESOLVED, that the City Council hereby approves the updated Albert J. Boro Community Center Community Use Policy.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 16th day of August 2021, by the following vote, to wit:

AYES: **Councilmembers:**
NOES: **Councilmembers:**
ABSENT: **Councilmembers:**

Lindsay Lara, City Clerk



Pickleweed Park Community Center & Library
San Rafael Community Services Department
50 Canal Street
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(415) 485-3077

Community Use Policies

- Section 1 Usage Priority
- Section 2 Programming Guidelines
- Section 3 Rental Policies & Fees
- Section 4 Room Descriptions and Use Guidelines

Section 1

Usage Priority

Definitions

- City Programs:** All programs and activities developed and maintained by San Rafael Community Services Department staff. Includes programs, activities and events.
- City Co-Sponsored Programs:** All programs, activities and/or events provided through a partnership, collaboration or other agreement with the San Rafael Community Services. All City Co-Sponsored programs will be required to complete a Community Use Agreement with San Rafael Community Services Department.
- Facility Rentals:** Private party rental usage of community center.

Usage Priority

City Programs

- City Programs will have first priority usage of Community Center space. City programs are scheduled on a three times per year (seasonal) basis. (Fall/Winter, Spring & Summer)
- Previously scheduled activities will not be cancelled or relocated without permission from the scheduled group except in case of emergencies.
- In advance of the current season, established programs will not be bumped for other types of uses unless alternative times, dates and/or locations are provided.

City Co-Sponsored Programs

- City co-sponsored programs will have priority usage of Community Center space behind City programs. City co-sponsored programs are scheduled on a three times per year (seasonal) basis. (Fall/Winter, Spring & Summer)
- Previously scheduled activities will not be cancelled or relocated without permission from the scheduled group except in case of emergencies.
- Requests for facility use in advance of the current season will be considered and are subject to staff and advisory board review in order that a balance of programming be maintained at the Community Center among age groups and interests.
- In advance of the current season, established programs will not be cancelled for other types of uses unless alternative times, dates and/or locations are provided.
- All City co-sponsored programs must have an approved Community Use Agreement before any program/activity/event may begin.
- All City co-sponsored programs will be subject to all rules, regulations and procedures contained in the Community Use Agreement.

Room Rentals

- Community Center room rentals have priority behind City-Sponsored and Co-Sponsored programs to the extent that they do not impact historical levels of seasonal programming. Rentals may be scheduled up to twelve months in advance.

Section 2 Programming Guidelines

City Programs

City Programs are coordinated by San Rafael Community Services Department staff. Programs/activities/events are advertised in the department's seasonal Activity Guide, the biannual Center newsletter and various press releases.

City Co-Sponsored Program

It is the policy of the Community Services Department to consider co-sponsorship of programs, activities or events based on the established criteria listed below. A Co-sponsored program/activity/event may be established between the department and one or more groups or organizations. Co-sponsored programs/activities/events may receive a waiver of facility use fees of up to 100%, may be advertised through department marketing materials, and may receive approval for facility use for up to 12 months.

Applications will be considered prior to each program season, and all applications must be reviewed by the Pickleweed Park Advisory Board. Community Center programming is scheduled on a three times per year (seasonal) basis. (Spring, Summer & Fall/Winter). City Co-Sponsored Programs are further defined as follows:

- The program/activity/event must be open to all residents of San Rafael.
- The program/activity/event is of direct benefit to residents of San Rafael.
- The program/activity/event is low or no fee to participants.

Co-sponsored programs/activities/events are cooperatively arranged by the department and community groups and organizations. Co-Sponsored programs/activities/events may be advertised in the department's seasonal brochure, and/or biannual Center newsletter as space allows. A completed Community Outreach Plan must be submitted as part of the application process.

Application Process: Submission of a completed Co-Sponsored Use Agreement application must be received no later than 45 days prior to the start date of the proposed program/activity/event. To be considered for inclusion in department marketing materials, applications must be received no later than 90 days prior to the start of the upcoming season. All submissions will be reviewed by department staff. The following criteria will be considered:

1. The program/activity/event is within the scope of department's mission.
2. Availability of requested facility date/time.
3. The proposed programs/activities/event is available to all residents of San Rafael (special requirements may apply; minimum age, skill level, etc.).
4. The City will maintain a balance of programming to serve all age groups.

5. There shall be a current community interest in the proposed programs/activities/event.
6. Programs/activities/events that duplicate established offerings may be limited in number to reflect community need.
7. The number of community members likely to participate in proposed program/activity/event.
8. Impact of proposed program/activity/event on facilities and/or community.
9. If fees are charged for program/activity/event, on a separate sheet, please outline the following: Amount charged, type of charge (material fee, etc.) total program budget, scholarship policy.
10. The proposed program/activity/event will not be part of any private commercial enterprise of promotion thereof.

SECTION 3

RENTAL POLICIES AND FEES

Reservations will be accepted on a first come first served basis. To secure a date the following are required:

- A completed Rental Contract Application must be submitted, accompanied by the appropriate cleaning/damage deposit.
- The facility booking is confirmed only after Community Services Department approval. Upon approval you will receive a contract signed by a Department representative.

APPLICATION PROCESS FOR RENTAL

1. Applications for facility use must be made in writing on forms provided by the Department.
2. As you plan for your event, be sure to consider the amount of time needed for the following:
 - a. Set-up and Decorations.
 - b. Deliveries *.
 - c. Program.
 - d. Clean-up.
 - e. Plan to be present for deliveries. Deliveries and pick-up can only be made during the time for which your facility/room use is approved. The City cannot accommodate overnight storage of equipment and supplies.
 - f. Events must conclude no later than 10:00pm, Sun.–Thurs., and by 11:00pm Fri. & Sat.
3. A cleaning/damage deposit is due at time the initial reservation is made. The cleaning/damage deposit is separate from rental fees and is not be applied toward rental balance.

The cleaning/damage deposit is fully refundable except if the applicant cancels contract at any time. The reservation deposit shall be refunded, less 25%, if Community Services Department is able to rebook the date.

The cleaning/damage 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 security deposit amount.

Failure to pay rental fee balance forty-five (45) days prior to reservation date may result in cancellation of your event without refund.

4. Any applicable permits (Alcohol Sales Permit, etc.) are due to the Pickleweed office thirty-five (35) days prior to the event. Reservations that do not comply with these deadlines are subject to cancellation.

5. Applications will be confirmed and final when signed by authorized City staff, required fees are paid, and appropriate permits (if any) have been obtained.

6. All rentals are subject to staff approval. Approved reservations cannot be transferred, assigned or sublet. City reserves the right to deny any facility use request at the City's discretion.

7. The Center may have simultaneous rentals at any given time.

8. The person signing the application for private use or as an authorized representative of the sponsoring organization is responsible for assuring compliance with all City policies and payment of fees, charges, and deposits concerning the rental, and any permits needed. The person who signs the application must be in attendance at the rental event, and will be considered the *Person-in-Charge* of the event. All deposit refunds will be made to the *Person-in-Charge*. Deposit refunds can be made to the organization at the request of the applicant. To reduce the possibility of confusion, correspondence will be sent to the address listed on the application and all communication between the City and the applicant will be through the *Person-in-Charge* on the application.

REFUNDS AND CANCELLATIONS

1. If notice of cancellation is given less than ten (10) working days before the scheduled event, the rental fee is forfeited. If cancellation occurs fourteen (45) or less days in advance of the event, 50 percent of rental fee is forfeited. If cancellation occurs forty-five (45) days or more in advance of the event, the 25% payment will be forfeited. In the event of cancellation by the City, all applicable deposit and rental fees will be refunded.

2. Inclement weather or emergency circumstances may cause late opening, early closure, and/or cancellation of classes, activities, and rentals. If the facility is closed due to hazardous conditions, rentals will be cancelled and all fees refunded or the event rescheduled at the next available date.

3. Rentals canceled due to violations of City policies forfeit all rental fees.

CONDITIONS OF RENTAL USE

1. Rentals that extend beyond established rental hours of the facility incur an additional cost for hourly rental rates and staffing.

2. The *Person-in-Charge* must be present at all times during the rental, including set-up and clean-up.

3. A chaperone is required for every 15 youths under age 18 at a dance or social function. Chaperones must be at least 21 years of age. A list of chaperones may be requested before the event.

4. Children must be supervised at all times during your event. If behavioral problems arise, children and the adults responsible for their care may be asked to leave the facility.

5. Renter must be as accurate as possible when estimating attendance for the event. **The number of people allowed into the facility/room is limited to the capacity assigned to the space rented as specified by Fire Code.** Authorized City personnel may deny or close event if the number of people exceeds the original estimate. The City reserves the right to terminate any rental to protect public safety and/or City property. Refunds will not be made in this instance.

6. The use of tobacco and tobacco related products is prohibited within 50 feet of the Community Center. Violations may result in suspension from future use and/or forfeiture of cleaning deposit.

7. Be courteous and aware of sound impacts to other building users. Amplified live music or pre-recorded dance music may necessitate an exclusive building rental.

8. 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. If alcohol will be sold at the event, applicant must provide to the City a copy of the Alcoholic Beverage Control license 35 days prior to the event. Also, the City of San Rafael Alcohol Management Policy must be read, signed and adhered to by applicant. Alcohol must stay within the rented room only, and is not allowed in hallways, restrooms, lobby, lounge, or outside the building. The City reserves the right to terminate any rental if alcohol is not kept within designated area. Refunds will not be made in this instance.

INSURANCE

1. All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000.

2. Certificate must include endorsements naming "City of San Rafael" as additional insured, and state that insurance will not be canceled without 30 days advance written notice to City.

3. Rental insurance certificates must be received by the Community Services Department 45 days prior to the event

4. 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.

5. Insurance is available for purchase through Diversified Risk Insurance. Contact the Community Services Department office for procedure and rates.

SECURITY

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.

1. If an event involves alcohol, professional security may be required. Determination will be made by the building supervisor.

2. All arrangements and expenses for security will be borne by the renter.
3. Security shall be scheduled to arrive at the Pickleweed Park Community Center rental one-half hour before event starting time, and will leave one-half hour after event is concluded.

CHECK-IN / CHECK-OUT

1. The renting party may occupy the facility **only** during the times listed on the rental agreement. If the facility is locked at the time your event is scheduled to begin, renter may call the Police non-emergency at 485-3000 for assistance.
2. Upon arrival on the day of the event, the Person-in-Charge should check in with the Facility Attendant and/or Front Desk.
3. Facility users are asked to return all areas used, inside and outside, to the condition in which they were found. Any staff costs involved in extra clean-up will be deducted from the cleaning/damage deposit. Responsibilities of the Person-In-Charge are:
 - a. Deposit all bottles, cans, cups, paper products, and other refuse in proper receptacles.
 - b. Wipe off sinks and table tops.
 - c. (If applicable) Clean kitchen; e.g., wipe up spills, clean range tops, remove food from storage, refrigerator, etc.
 - d. Sweep and mop floors, as necessary.
 - e. Clean restrooms(?)
 - f. Remove and dispose of any decorations brought into the facility/room as part of the rental.
 - e..Check that all windows and doors are firmly secured. Doors should be physically closed shut to make sure that they have latched.
 - f. Clean and return tables and chairs to their proper storage.
 - g. Check that the facility/room is left in the condition found upon your arrival.
 - h. Sign Check-Out Form with Facility Attendant.
 - e. All event guests have safely exited the building.

EVENT SET-UP

1. City-owned equipment and furniture may not be removed from the Community Center. Any non-City equipment to be brought in (wedding arches, decorative lamp posts, cocktail tables, etc.) must be approved by authorized Community Center staff. All non-City equipment is the applicant's responsibility and expense.
2. Please do not drag tables, chairs, or other objects across floors as damage could occur.

3. Due to limited space, storage will not be provided for Community Center rentals. All equipment, supplies, food stuffs, and decorations brought in by rentals must be removed by the renter by the end of the rental time.

4. To provide a safe, attractive building, the following regulations are necessary:

a. All decorations must comply with the City's fire regulations. Any open flame (such as candles) is not allowed.

b. Mounting putty is the only approved method to affix decorations. **Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.**

c. Do not throw confetti, birdseed, popcorn, glitter, silly string, rose petals, rice, or other material inside or outside the Community Center. Such materials are very difficult to clean up and create unsafe conditions. Bubbles **may** be used outside the building.

d. At no time shall exits be covered or obstructed.

DAMAGES

1. Any group, individual, or organization using the facility/room is responsible for damages incurred during use. If damage occurs, the Person-in-Charge and/or the organization represented will be responsible for any costs incurred to repair the damage or for excessive cleanup.

2. The City will retain all or a portion of the damage/cleaning deposit to cover:

a. Cost of repairing the facility/room damaged during the rental period.

b. Costs for staff involved in clean-up for which the renter is responsible.

c. Costs for staff should rental event exceed the ending time indicated on the application.

d. Replacement of stolen or missing items from the premises while under the responsibility of the renter.

3. For damage/cleaning deposit and fee amounts, refer to the current fee schedule. Deposits will be processed after completion of rental following City Finance procedure guidelines.

STORAGE

1. Storage is not provided for Community Center rentals.

2. There will be limited storage for only the essential items needed to operate ongoing programs (e.g., bridge cards, computer, board games.)

3. Large-item storage may be approved by staff based on the program and on available storage space within the building. Staff reserves the right to terminate storage availability.

SUSPENSION FROM FUTURE USE

Individuals or groups found in violation of established rules and regulations pertaining to rentals may be suspended from use of the facility and/or participation in future programs by authorized City personnel. This shall include overcrowding of the maximum capacity for the room used. Refunds will not be granted when events are interrupted by policy violations.

Additional Information:

1. Weekend rentals, including weekday rentals after 5:00PM and holidays, require an additional staff attendant charge.
2. 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.
3. Application permits are non-transferable.
4. Applicant must be 21 years of age. An adult sponsor must complete reservations for use of Centers by youth groups.
5. 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.
6. 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 should designate an individual and write that name on the contract.
7. All facilities must be returned to the condition previous to the event. A clean-up checklist will be provided.
8. Applicant is responsible for adhering to and enforcing the non-smoking ordinance.
9. 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.
10. The City reserves the right to make any physical or furniture changes to the building.

RENTAL FEE SCHEDULES

The San Rafael Community Services Department publishes a Fee Schedule annually. All room rental rates for the Pickleweed Park Community Center shall be exactly 50% of the department's rates for similar facilities at the San Rafael and Terra Linda Community Centers.

A three-tier rate structure applies to all rental contracts:

- 1. Non-Profit Organizations-** Proof of non-profit/tax exempt status is required to qualify for these rates.
- 2. Private/Non-Profit Fundraising** – Private rental or Non-Profit Fundraising rental.
- 3. Commercial** – All events for business or commercial use, for profit or gain, qualify for the Commercial rate.

Fee structure relates to one-time rentals (i.e., weddings, anniversaries, reunions, corporate meetings, fundraisers, art shows) and Recurring Resident rentals. Fees are hourly.

Rental Fee Waiver: As per city Council Policy, rental fees may be waived if the applicant meets the criteria listed below:

Rental Fee Waiver Criteria:

1. The date requested is within 30 calendar days of activity.
2. The proposed activity is open to the public.
3. The proposed activity is of direct benefit to the community.
4. The proposed activity is free of charge to the participants.
5. The proposed activity is within regular facility operating hours.
6. Availability of space and compatibility of other programs operating at the time of request will be considered.
7. There exists a demonstrated community interest in the proposed activity.
8. The number of community members likely to participate in proposed activity shall be considered.
9. Impact of proposed event/activity/program on facilities and/or community shall be considered.
10. The proposed event/activity/program will not be part of any private commercial enterprise of promotion thereof.

SECTION 4 ROOM DESCRIPTIONS AND USE GUIDELINES

MULTI-PURPOSE ROOM

The Multi-Purpose Room is 3,300 square feet in size and has the capacity to hold 196 people seated, 400 standing. The room may be rented for non-profit, private/non-profit fundraising or commercial events. The room(s) may be rented for use during times when programs and or activities are not scheduled.

• Room Guidelines

- Food and drink are allowed in this room.
- Dance wax may not be used.
- Only free-standing decorations are permitted. Do not affix any items to the windows.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or other fastening method is not permitted.

GYMNASIUM

The Gymnasium facility is primarily used for sports and fitness related activities. It has a "sports floor", sound and scoreboard systems, basketball backboard/hoops, and is equipped to accept volleyball standards (2 sets). It may be rented for use during times when classes and activities are not scheduled.

• Room Guidelines

- Food is not allowed in this room.
- Sport drinks or water are the only beverages allowed in this room.
- Use of sound and/or scoreboard systems by approval only.

CLASSROOMS (1, 2 & 3)

The Classrooms have the capacity to hold 30 (?) people. They are multi-purpose rooms that can be used for meetings, lectures, and small group recreational activities. The classrooms may be rented for use during times when programs or other activities are not scheduled.

• Room Guidelines

- Food and drinks are allowed in this room.
- Mounting putty is the only approved method for affixing items to the walls and ceilings. Tacks, nails, staples, cellophane tape, duct tape, or any other fastening method is not permitted

ART ROOM

The Art Room has the capacity to hold 40 people seated, 48 standing. It has a concrete floor. This room is used for arts and crafts activities and educational classes that are scheduled by the San Rafael Community Services Department. It may be rented for use during times when classes and activities are not scheduled.

• Room Guidelines

- Food and drink are allowed in this room.
- Storage space is limited. Do not leave arts and crafts supplies in the room unless you have made arrangements with the Community Services Department to do so.
- All spills must be cleaned up immediately.
- After using the room, please make sure all sinks, tables, chairs and floor areas are clean.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.

TEEN ACTIVITY ROOM

The Teen Activity Room has the capacity to hold 30 people. This room is primarily used for teen recreational and educational programs, as well as to provide meeting space for various groups. It has a sink and a counter area. The room may be rented for use during times when no classes or other activities are scheduled.

• Room Guidelines

- Food and drink are allowed in this room.
- Storage space is limited. Do not leave supplies in the room unless you have made arrangements with the Community Services Department to do so.
- All spills must be cleaned up immediately.
- Sink and/or counter area, must be cleaned.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or any other fastening method is not permitted.

COMPUTER LAB

The Computer Lab has 16 computer workstations. It is available to the public for classes and open lab. Schedules will be available in the Community Services Activity Guide, or in the Pickleweed Park Community Center's Biannual Newsletter. San Rafael Public Library Staff will be present during open lab time (30 hours/week).

****Each prospective user must attend an orientation session before being granted endorsement to access the internet. The orientation will include training in the use of computer hardware and software, and will provide guidelines for responsible use of the internet. After attending the orientation session, each person must sign an Internet Users Agreement stating that he or she will follow the Community Center's guidelines for internet use. Dependent children under the age of 18 must attend the***

orientation with a parent or guardian, who will then sign an Internet Users Agreement granting internet access to the child.

• **Room Guidelines**

- Food and drinks are not allowed in this room.
- Computer stations are available on a first-come, first-served basis.
- There is no monitoring or control of the material that may be accessed through the internet. It is the responsibility of individual users (for minors, their parents/guardians) to restrict access to inappropriate web sites and to determine the suitability of information received on-line.
- Responsibility for internet use by children rests with parents or legal guardians. The City will not limit access to the internet based on the age of the user. Parents are encouraged to work closely with their children to select material that is consistent with personal and family values.
- Each prospective user (or, if a dependent minor, his/her parent or guardian) must sign an Internet Use Agreement.
- Failure to responsibly use the internet as defined in training and in the Internet User Agreement may result in revocation of internet use privileges.
- Loading personal software on Computer Lab equipment is not allowed. Only software provided by the Computer Lab is allowed on the computers.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nail, staples, cellophane tape, duct tape, or other fastening method is not permitted.

KITCHEN

The kitchen facility is open seven days a week during the Center's normal operational hours. Kitchen may be rented only in conjunction with rental of the Community Hall.

LOBBY

The Lobby is 1,700 square feet in size. The Reception Desk, which serves as the hub of the Community Center, is located in the Lobby and provides information and/or registration for Community Services Department programs and activities.

The Lobby has a large sitting area that is for general leisure use by the public. It may be used as a conversation area, a reading area, or just a place to relax and enjoy the lovely view. No activities or programs are scheduled in the Lobby, with the exception of special occasions, when authorized by the Community Services Department.

• **Room Guidelines**

- Food and drink are allowed in this area.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or any other fastening method is not permitted.

RENTAL FEE WAIVER APPLICATION

As per San Rafael City Council Policy, rental fees may be waived if the applicant meets the criteria listed below:

1. The date requested is within 30 calendar days of activity.
2. The proposed activity is open to the public.
3. The proposed activity is of direct benefit to the community.
4. The proposed activity is free of charge to the participants.
5. The proposed activity is within regular facility operating hours.
6. Availability of space and compatibility of other programs operating at the time of request will be considered.
7. There exists a demonstrated community interest in the proposed activity.
8. The number of community members likely to participate in proposed activity shall be considered.
9. Impact of proposed event/activity/program on facilities and/or community shall be considered.
10. The proposed event/activity/program will not be part of any private commercial enterprise of promotion thereof

Facility Usage Requirements:

1. Upon arrival on the day of the event, the Person-In-Charge listed on the application must check in with the Facility Attendant and/or Front Desk.
2. Rentals that extend beyond stated hours of facility operations will be assessed the cost for hourly rental rates and staffing.
3. The Person-In-Charge must be present at all times during the specified rental hours, including set-up and clean-up
4. Attendance at an event is limited to the capacity assigned to the space as specified by Fire Cod. Authorized City personnel may deny or close an event if the attendance exceeds the Fire code. The City reserves the right to terminate any event to protect public safety and/or City property. Refunds will not be made in this case.
5. Facility renters must return all areas utilized inside and outside the facility, to the condition in which they were found. Staff costs involved in additional clean-up will be deducted from the cleaning/damage deposit.

Please complete the attached application and sign below. Department staff will contact you within two working days regarding your request.

I have read and understand the above information:

Name

Date

Signature

Received by

RENTAL FEE WAIVER APPLICATION

Date Submitted: _____

Sponsoring Agency/Group: _____

Address: _____

Contact Person: _____ Title: _____ Phone: _____ Email: _____

Program/Activity/Event Title: _____

Category: ☐ Educational ☐ Vocational ☐ Recreational ☐ Cultural ☐ Social ☐ Other: _____

Description of Program/Activity/Event:

Name(s), Title(s) and contact information of on-site staff (Person in Charge):

Room(s) Requested:

☐ Classroom(s) (#:____)
☐ Teen Activity Room
☐ Gymnasium

☐ Community Room
☐ Computer Lab
☐ Playing Field: (#:____)

☐ Art Room
☐ Kitchen
☐ Picnic Area

Target Age Group: _____ Expected Attendance: _____ Max. # Of Participants: _____

Day(s) Requested: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Times: Start: _____ a.m./p.m. End: _____ a.m./p.m.

Start Date: _____ End Date: _____ Total # of Uses: _____

How does this activity benefit the community: _____

Describe your community outreach strategy: _____

What outcomes do you expect for the participants and how do you plan on measuring it? _____

OFFICE USE ONLY:

Value of Request: \$ _____



Pickleweed Park Community Center & Library
San Rafael Community Services Department
50 Canal Street
San Rafael, CA 94901
(415) 485-3077

USE AGREEMENT APPLICATION FOR CO-SPONSORED PROGRAMS

- **Guidelines for Eligibility**
- **Application Form**
- **Outcome Statement Form**
- **Community Outreach Plan & Attendance Reporting Requirements**
- **Program Evaluation Form**

Pickleweed Park Community Center

Use Agreement Application for Co-Sponsored Program

Guidelines for Eligibility City Co-Sponsored Programs

It is the policy of the Community Services Department to co-sponsor programs, activities or events with community organizations based on the established criteria listed below. Co-sponsored programs/activities/events may receive a waiver of facility use fees of up to 100%, may be advertised through department marketing materials, and may receive approval for facility use for up to 12 months.

Applications will be considered prior to each program season, and all applications must be reviewed by the Pickleweed Park Advisory Board. Community Center programming is scheduled on a three times per year (seasonal) basis. (Spring, Summer & Fall/Winter).

Co-Sponsored programs/activities/events may be advertised in the Department's seasonal brochure, and/or biannual Center newsletter as space allows.

A completed Community Outreach Plan must be submitted as part of the application process.

Co-Sponsored programs/activities/events are further defined below:

- The program/activity/event must be open to all residents of San Rafael.
- The program/activity/event is of direct benefit to residents of San Rafael.
- The program/activity/event is low or no fee to participants.

Application Process

Submission of a completed Co-Sponsored Use Agreement application must be received no later than 45 days prior to the start date of the proposed program/activity/event. To be considered for inclusion in department marketing materials, applications must be received no later than 90 days prior to the start of the upcoming season. All submissions must adhere to the following criteria to be considered:

- The program/activity/event is within the scope of department's mission.
- Availability of requested facility date/time.
- The proposed programs/activities/event is available to all residents of San Rafael (special requirements may apply; minimum age, skill level, etc.).
- The City will maintain a balance of programming to serve all age groups.
- There shall be a current community interest in the proposed programs/activities/event.
- Programs/activities/events that duplicate established offerings may be limited in number to reflect community need.

- The number of community members likely to participate in proposed program/activity/event.
- Impact of proposed program/activity/event on facilities and/or community.
- If fees are charged for program/activity/event, on a separate sheet, please outline the following: Amount charged, type of charge (material fee, etc.) total program budget, scholarship policy.
- The proposed program/activity/event will not be part of any private commercial enterprise of promotion thereof.

Co-sponsorship Use Agreement applications include:

1. Program Proposal Form.
2. Program Outcome Statement
3. Community Outreach Plan Form
4. Attendance Reporting Requirements
5. Program Evaluation Form

All applications must be reviewed by the Pickleweed Park Advisory Board (PWAB). The PWAB meets on the first Wednesday of each month. Program representatives are encouraged to attend their review by the board.

Please submit completed application to:

Pickleweed Park Community Center & Library
 ATTN: Supervisor
 50 Canal Street
 San Rafael, CA 94901

For more information, call (415) 485-3077



Pickleweed Park Community Center

CO-SPONSORED USE AGREEMENT APPLICATION

Date Submitted: _____

Co-Sponsoring
Agency/Group: _____

Address: _____

Contact Person: _____ Phone: _____ Email: _____

Program/Activity/Event Title: _____

Category: ☐ Educational ☐ Vocational ☐ Recreational ☐ Cultural ☐ Social ☐ Other: _____

Description of Program/Activity/Event:

Name(s), Title(s) and contact information of on-site staff:

Requested Room:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Classroom (#:____) | <input type="checkbox"/> Community Room | <input type="checkbox"/> Art Room |
| <input type="checkbox"/> Teen Activity Room | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Playing Field: (#____) | <input type="checkbox"/> Picnic Area |

Target Age Group: _____ Expected Attendance: _____ Max. # Of Participants: _____

Day(s) Requested: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Times: Start: _____ End: _____

Start Date: _____ End Date: _____ Total # of Weeks: _____

How does this activity benefit the community: _____

Request for Fee Waiver of: ☐ 25% ☐ 50% ☐ 75% ☐ 100%

OFFICE USE ONLY: Value of Request: \$ _____



Pickleweed Park Community Center

CO-SPONSORED USE AGREEMENT PROGRAM OUTCOME STATEMENT

Program/Activity/Event _____

Please use this form to outline the expected outcomes for participants involved in this project and how the outcomes will be measured.

Outcome Statement #1

Measurement tools to be used for Outcome #1

Outcome Statement #2

Measurement tools to be used for Outcome #2

Outcome Statement #3

Measurement tools to be used for Outcome #3



Pickleweed Park Community Center

CO-SPONSORED PROGRAM USE AGREEMENT

COMMUNITY OUTREACH PLAN

Program/Activity/Event: _____

Please detail your community outreach plan to advertise your program/activity/event:

Which language(s) will your marketing materials be distributed in? _____

If no, please tell us why:

ATTENDANCE REPORTING REQUIREMENTS (to be submitted within two weeks of end of use)

Program/Activity/Event Title: _____

Please check which the appropriate category for your request:

One Time Use (one day program/activity/event) ☐

Ongoing Use (multiple dates) ☐

For both types of user categories, how many people do you expect to attend your activity:? _____

One Time Uses:

If you are having participants sign-in or pre-register for your activity, please submit your attendance totals with your required follow-up paperwork. If you are not tracking your visitors, please submit attendance estimates. In addition, our facility staff will submit attendance estimates as a part of their daily reporting requirements.

Ongoing Uses:

Please submit the following attendance reports:

1. Total number of people registered at start of activity.
2. Average attendance per class.



san rafael
COMMUNITY SERVICES

Pickleweed Park Community Center

PROGRAM EVALUATION FORM

Program _____

Name: _____

Instructor(s) Name(s): _____

How did you learn about this program?

What factors made you decide to participate?

Did this program meet your expectations?

☐ Yes

☐ No

☐ Somewhat

If no, please tell us why:

Did the instructor meet your expectations?

☐ Yes

☐ No

☐ Somewhat

If no, please tell us why:

What did you like most about this program?

How do you feel this program could be improved?



SAN RAFAEL
THE CITY WITH A MISSION

**ALBERT J. BORO COMMUNITY CENTER
PROPOSED COMMUNITY USE POLICY**

50 Canal Street
San Rafael, CA 94901
(415) 485-3077

Section 1: OVERVIEW

As one of three of the City of San Rafael's community centers serving the City and County of Marin, the Albert J. Boro Community Center is located in the Canal neighborhood and is considered a gathering place for the surrounding community. The Center provides classes, activities, and events for children, adults, and older adults. The Center additionally partners with local organizations to provide programs as well as space for non-profit, private businesses and individuals to rent and hold activities for the community or their families. The purpose of this policy is to provide guidance on the process and regulations associated with community use of the Albert J. Boro Community Center.

Section 2: USAGE PRIORITY

The City prioritizes use of the Albert J. Boro Community Center in the following order:

1. Regional and Local Emergencies: Emergency use of Community Center, as determined by the City of San Rafael, to support the community during a regional or local emergency. Possible uses include but are not limited to: Power Safety Power Shutoff charging and information center, emergency shelter, and emergency resource center.
2. City Programs: All programs, activities, and events developed and maintained by San Rafael Library and Recreation Department staff.
3. City Co-Sponsored Programs: All programs, activities and/or events provided through a partnership, collaboration or other agreement with the San Rafael Library and Recreation Department. All City co-sponsored programs are required to complete a Community Use Agreement with San Rafael Library and Recreation Department and are subject to approval by City staff with guidance from the Pickleweed Advisory Committee.
4. Facility Rentals: Paid usage of City facilities by non-profit, private, or commercial entity.

Exception:

- Ongoing City co-sponsored programs are not permitted in the Multi-Purpose Room on Fridays, Saturdays, and Sundays to ensure sufficient space for large event rentals and other activities.

While the City has established the usage priority above, the timeline for which these events are scheduled can conflict with the City's stated priorities. For example, large event rentals are often planned up to a year in advance, while community classes or free programs are organized on a much shorter timeframe. As such, the City's approach to allocating facility space must remain flexible to both honor the desired prioritization of community use at the Albert J. Boro Community Center while at the same time reflecting the realities of the diverse program needs.

Except in the case of an emergency or important City function, established programs will not be bumped for other types of uses unless alternative times, dates, and/or locations can be mutually agreed upon.

Section 3: CITY CO-SPONSORSHIP PROGRAMS

It is the policy of the Library and Recreation Department and the Pickleweed Advisory Committee to consider co-sponsorship of programs, activities, or events based on the established criteria outlined in this policy. A co-sponsored program/activity/event may be established between the Department and one or more groups or organizations. Co-sponsored programs/activities/events may receive a reduced or waiver of facility use fees of up to 100% and may receive approval for facility use for up to 12 months.

Co-Sponsorship Applications are accepted twice a year to accommodate program seasons. Annually, the Committee shall award a maximum of \$140,000 worth of fee waivers. This amount shall be updated and increased proportional to any rental fee increases adopted by City Council.

Co-sponsorship applications must be reviewed and approved by staff, with guidance from the Pickleweed Advisory Committee. City co-sponsored programs are required to abide by the below criteria:

- The program/activity/event must be open to all residents of San Rafael (special requirements may apply; minimum age, skill level, etc.).
- The program/activity/event is of direct benefit to residents of San Rafael.
- The program/activity/event is low or no fee to participants (Program budget required in application).
- The proposed program/activity/event will not be part of any private commercial enterprise of promotion thereof.

In addition to the above requirements, the following criteria will be considered when evaluating co-sponsorship applications:

1. Is the program/activity/event within the scope of the Department's mission?
2. Is there current community interest in the proposed programs/activities/event?
3. Does this help the City maintain a balance of programming to serve all age groups?
4. What is the impact of the proposed program/activity/event on facilities and/or community?
5. How many community members are likely to benefit from the proposed program/activity/event?
6. Is the facility available during the requested date/time?
7. Is the program being offered during normal Albert J. Boro Community Center operating hours and during times and in rooms intended for co-sponsored programming?
8. Programs/activities/events that duplicate established offerings may be limited in number to reflect community need.

Co-sponsored programs/activities/events are cooperatively arranged by the Department and community groups and organizations and require an approved Co-Sponsored Use Agreement before any program/activity/event may begin.

Co-Sponsored programs/activities/events may be advertised in the department's seasonal brochure as space allows.

All City co-sponsored programs will be subject to all City of San Rafael rules, regulations, and procedures. This includes the facility use terms and conditions, as defined in the City of San Rafael Facility Rental Reservation Policies and Procedures and Regulations, including all insurance requirements. However, if available, the City *may* choose to provide limited storage for only those essential items that are needed to operate ongoing programs (e.g., bridge cards, computer, board games). For co-sponsored programs, large-item storage may be approved by staff based on available storage space within the building. Staff reserves the right to terminate storage usage at any time and for any reason.

Section 4: ROOM DESCRIPTIONS AND USE GUIDELINES

Unless otherwise noted below, the following guidelines apply to all rooms in the Albert J. Boro Community Center in addition to those stated in the City of San Rafael Facility Rental Reservation Procedures and Regulations:

1. Rooms are to be left clean with tables wiped down, floors swept, and chairs placed neatly under the table upon completion of use. Rooms are used by multiple groups daily and respect should be given for the next group using the space.
2. Blue painter's tape or mounting putty are the only approved method for affixing items to the walls. Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.
3. Items may not be affixed to the windows.
4. Supplies may not be left in rooms.
5. Spills must be reported immediately.
6. Do not move tables without first consulting with staff.
7. Sounds, including amplified music, must be kept at a reasonable level and not audible outside of the rooms when the doors are closed.

Below are descriptions of each room along with guidelines specific to their use.

Multi-Purpose Room

The Multi-Purpose Room is 3,300 square feet in size and has the capacity to hold 200 people seated, 455 standing. The room also has access to a spacious deck (included) and kitchen (for an additional fee). The room may be rented for non-profit, private, non-profit fundraising or commercial events. Co-sponsorship of ongoing programs is not permitted in the Multi-Purpose Room on Fridays, Saturdays, and Sundays to ensure sufficient space for large event rentals and other activities. Advance notice of 72 hours is required for access to Assistive Listening System or ADA wheelchair access to Multi-Purpose Room stage.

Specific Multi-Purpose Room Guidelines

1. External doors are to remain closed when amplified music is being played.
2. Dance wax may not be used.

Gymnasium

The Gymnasium facility is intended for sports and fitness related activities. It has a "sports floor", sound and scoreboard systems, basketball backboard/hoops, and is equipped to accept volleyball standards (2 sets). It may be rented for use during times when classes and activities are not scheduled.

Specific Gymnasium Room Guidelines

1. Food is not allowed in Gymnasium.
2. Sport drinks or water are the only beverages allowed.
3. Indoor sports shoes are required.
4. Use of sound and/or scoreboard systems with staff approval only.

Classrooms (3, 4 & 5)

The Classrooms have the capacity to accommodate 25 people. They are multi-use rooms that can be used for meetings, lectures, classes, and small group recreational activities. The classrooms may be rented for use during times when programs or other activities are not scheduled.

Art Room

The Art Room has the capacity to seat 30 people. It has a linoleum floors and is used for arts and crafts activities and educational classes. It may be rented for use during times when classes and activities are not scheduled.

Specific Art Room Guidelines

1. All spills must be cleaned up immediately.
2. Sink, tables, chairs, and floor must be left clean following use.
3. Tables may not be moved by dragging nor removed from the Art Room. Please ask staff if tables must be rearranged.

Teen Activity Room

The Teen Activity Room has the capacity to accommodate 6 people. This room is primarily used for small recreational and educational programs, as well as to provide meeting space for various groups that do not require a formal classroom

setting. The room contains three computer terminals with internet access. The room may be rented for use during times when no classes or other activities are scheduled.

Computer Lab (Available for City and City Co-sponsored programs only)

The Computer Lab has 16 computer workstations and is available to the public for classes and during open lab hours. Public hours are determined and posted by the Pickleweed Library. San Rafael Public Library Staff will be present during public open lab time.¹ The Computer Lab is for City and Co-Sponsored programs only and is not available for rent.

Specific Computer Lab Room Guidelines

1. Food and drinks are not allowed.
2. Computers are available on a first-come, first-served basis and can be checked out by Library staff.
3. There is no monitoring or control of the material that may be accessed through the internet. It is the responsibility of individual users (for minors, their parents/guardians) to restrict access to inappropriate web sites and to determine the suitability of information received on-line.
4. Responsibility for internet use by youth is the responsibility of their parents or legal guardians. The City will not limit access to the internet based on the age of the user. Parents/legal guardians are encouraged to work closely with their children to select material that is consistent with personal and family values.
5. Failure to responsibly use the internet may result in revocation of internet use privileges.
6. Loading personal software on Computer Lab equipment is not allowed. Only software provided by the City of San Rafael is allowed on the computers.

Kitchen

Kitchen may be rented only in conjunction with rental of the Multi-Purpose Room. Kitchen contains sinks, oven, stove, microwave, ice machine, dishwasher, refrigerator and counterspace. Renters and program providers must provide their own needed supplies, i.e.: pots, pans, cutlery, cutting boards, dish soap, etc. Access to Kitchen is not permitted prior to contracted Multi-Purpose Room start time.

Lobby

The Lobby is 1,700 square feet in size. The Reception Desk, which serves as the hub of the Albert J. Boro Community Center, is located in the Lobby and provides information and/or registration for Recreation programs and activities.

The Lobby has a large sitting area that is for general leisure use by the public. It may be used as a conversation area, a reading area, or just a place to relax and enjoy the lovely view. No activities or programs are scheduled in the Lobby, with the exception of special occasions as authorized by the Library and Recreation Department.

¹ Each prospective user must have a San Rafael Library card, which can be obtained at the Pickleweed Library.