

# FACILITY RENTAL APPLICATION

San Rafael Community Center  
618 B Street  
San Rafael, California 94901  
phone (415) 485-3333  
fax (415) 485-3186

Terra Linda Community Center  
670 Del Ganado Road  
San Rafael, California 94903  
phone (415) 485-3344  
fax (415) 485-3345

Albert J. Boro Community Center  
50 Canal Street  
San Rafael, California 94901  
phone (415) 485-3077

**PLEASE REVIEW ALL RULES AND REGULATIONS PRIOR TO COMPLETING APPLICATION.  
PLEASE RETURN ALL COPIES FOR APPROVAL.**

|                                  |            |            |              |
|----------------------------------|------------|------------|--------------|
| Name of Applicant (please print) | Home Phone | Work Phone | Cell Phone # |
| Address                          | Street     | City       | Zip Code     |
| e-mail address: _____            |            |            |              |

|                                      |         |       |
|--------------------------------------|---------|-------|
| Name of Organization (if applicable) | Address | Phone |
|--------------------------------------|---------|-------|

**CONTACT PERSON ON DAY OF EVENT** \_\_\_\_\_ Phone \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Day (please circle one) Mon Tues Wed Thur Fri Sat Sun

Hours (include set-up & clean-up time) Starting from: \_\_\_\_\_ To: \_\_\_\_\_ Actual Start time of Event: \_\_\_\_\_

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

Type of Event (Description): \_\_\_\_\_

**Caterer** \_\_\_\_\_ **Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**PAYMENT INFORMATION**

Credit Card Info (Circle One): Visa MasterCard Discover American Express \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC# \_\_\_\_\_

Insurance (please check one)  Will provide own insurance  Would like to purchase insurance

|  | <b>YES</b>               | <b>NO</b>                | <b>YES</b>   | <b>NO</b>                |
|--|--------------------------|--------------------------|--|--------------------------|
| Are you a non-profit (tax exempt) organization? <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the event open to the public? <input type="checkbox"/>    | <input type="checkbox"/> |
| If YES. Non-profit # _____   |                          |                          | Admission fee/donation requested? <input type="checkbox"/>   | <input type="checkbox"/> |
| Is the event a fund-raiser? <input type="checkbox"/>                     | <input type="checkbox"/> | <input type="checkbox"/> | Will alcoholic beverages be served? <input type="checkbox"/> | <input type="checkbox"/> |
| Will you sell any items? <input type="checkbox"/>                        | <input type="checkbox"/> | <input type="checkbox"/> | Will alcoholic beverages be sold? <input type="checkbox"/>   | <input type="checkbox"/> |
| Will you have amplified music? <input type="checkbox"/>                  | <input type="checkbox"/> | <input type="checkbox"/> | If <b>YES</b> . ABC Permit # _____                           |                          |

## Rooms Requested

|  |   |  |
|--|---|--|
| <p><b><u>San Rafael Community Center</u></b><br/>Auditorium <input type="checkbox"/> Lounge <input type="checkbox"/> Kitchen <input type="checkbox"/><br/>Clubroom #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/><br/>Stage Dressing Room(s) #1 <input type="checkbox"/> #2 <input type="checkbox"/></p> <p><b><u>Additional Optional Equipment</u></b><br/>Movie Screen <input type="checkbox"/> Lectern <input type="checkbox"/><br/>Bars #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/></p> | <p><b><u>Terra Linda Community Center</u></b><br/>Clubroom #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/><br/>Kitchen <input type="checkbox"/></p> | <p><b><u>Albert J. Boro Community Center</u></b><br/>Multi-Purpose Room <input type="checkbox"/> Gymnasium <input type="checkbox"/><br/>Clubroom #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 <input type="checkbox"/><br/>Kitchen <input type="checkbox"/> Art Room <input type="checkbox"/> Teen Lounge <input type="checkbox"/><br/>CPU Lab <input type="checkbox"/> (must be approved by Supervisor)<br/><b><u>Additional Optional Equipment</u></b><br/>PA System <input type="checkbox"/> TV/VCR <input type="checkbox"/> Bars #1 <input type="checkbox"/> #2 <input type="checkbox"/></p> |
|--|---|--|

### **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 terms and provisions on both sides of this application and the rules and regulations which are incorporated herein by reference and agree to be bound thereto.**

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

Driver's License NO. \_\_\_\_\_ State \_\_\_\_\_

## 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**

Community Services Department may require security services for all major events. Should security be required, authorized security service of our choice, must be retained at a cost to the applicant. Please contact Community Services Department for rates.

## RULES AND REGULATIONS

1. Music **MUST** stop one (1) hour before your scheduled end-time.
2. 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 1:00AM—San Rafael Community Center, 11:00pm—Terra Linda Community Center, 12:00AM (mid-night)—Albert J Boro Community Center (events at the Albert J Boro Community Center must end at 11:00pm on Friday and Saturday evenings, and by 10:00pm Sunday-Thursday evenings, with event take-down/cleaning allowed until 12:00AM)
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
13. Birdseed, rice, confetti, rose petals, etc. are not allowed at the event.
14. 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.