



## Facility Reservation Procedure

1. **Call Office for Availability (925-931-5340)** - A tentative hold will be placed on date requested and an appointment will be scheduled to process paperwork, collect reservation deposit, and view the facility.

**Pleasanton Residents** - may submit a Facility Rental Application no less than three (3) weeks, and not more than one (1) year, in advance of the planned event. *Proof of residency is required.* (For a wedding and/or reception, a parent of the bride or groom residing within the Pleasanton property tax limits qualifies for residency status.)

**Non-residents** - may submit a Facility Rental Application no less than three (3) weeks, and not more than six (6) months, in advance of the planned event.
2. **Complete an Agreement** - A duly authorized representative of the organization, or person responsible for the rental, must sign the completed agreement. Renter must be eighteen (18) years of age.
3. **Pay Reservation Deposit** - A nonrefundable reservation deposit (\$200 for the Senior Center Main Hall and Veterans Memorial Building Main Hall, and \$100 for the Amador Recreation Center) is required at time of application submittal.
4. **Cleaning/Damage Deposit** - A cleaning/damage deposit is required for use of the facilities, and is due 30 days prior to use. The cleaning/damage deposit will be returned within three (3) weeks if the facility is left in satisfactory condition. Additional cleaning costs are charged at \$50 per hour for labor. Any damage repairs will be charged at the actual cost. Applicant will forfeit entire cleaning/damage deposit and may be charged for costs related to Police or Fire response due to public safety intervention.
5. **Rental Fee Balance** - All fees are due **30 days prior** to your scheduled event. Checks should be made payable to: City of Pleasanton. Cash, VISA, MasterCard, and American Express are also accepted.
6. **Holiday Rentals** - City facilities are not available for rent on the following holidays: New Year's Eve, New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Easter Sunday, 4<sup>th</sup> of July, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
7. **Other Required Permits/Licenses** - If applicable, copies of the following permits/licenses must be submitted ten (10) business days prior to the scheduled use:
  - a) **Sale of Alcoholic Beverages or Exchange of Any type of Monetary Consideration that includes Alcohol, i.e. meal ticket** - This requires a permit from the Department of Alcoholic Beverage Control (ABC), 510-622-4970. Non-Profit groups are the only organizations properly permitted by the ABC to sell or exchange alcohol for monetary consideration.
  - b) **Business License** - A City of Pleasanton Business License is required of all businesses (caterers, DJs/bands, photographers, etc.) performing a service at an event. Contact the Business License Division at 925-931-5440.
  - c) **Fire Department Permits** - A permit is required for use of candles, clay ovens, fryers or any open flame devices. Sterno canisters and approved BBQ's are allowed in designated areas without a Fire Permit. If you have any questions, please check with facility coordinator. Permits may be obtained from the Livermore-Pleasanton Fire Department, 925-454-2361.
8. **Insurance Certificate** - Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance, written through an acceptable carrier. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$1,000,000. The Certificate shall name the City of Pleasanton, 400 Old Bernal Ave., Pleasanton CA 94566, as an Additional Insured, in conformance with the

Hold Harmless Agreement in the Facility Rental Application. If providing alcohol, the certificate must contain "host liquor liability." The Endorsements page must be included with the insurance certificate.

Typically, homeowners insurance can be extended to cover such events or you can purchase insurance by using this link: <https://bit.ly/COPInsurance> with Passcode: LJWAC

9. **Alcohol Use/Security**– If alcohol will be served, a uniformed security guard will be required, at the renter's expense. The City of Pleasanton will secure guards on behalf of renter for the duration of time alcohol is being served, plus 30 minutes thereafter. For rentals of up to 149 guests = 1 security guard, 150-250 guests = 2 security guards, and 251+ guests = 3 security guards. No alcohol may be served beginning one (1) hour prior to the end of the rental. **Alcoholic beverages may not be sold nor consumed at an event where the honoree is under 21 years of age.**
10. **Additional Fees** - are required for specific uses and equipment. See facility descriptions for more details.
11. **Cancellation Policy** - All cancellations must be in writing, and received at least 30 days prior to the event. The Reservation Deposit will be forfeited, but any other fees will be refunded. Reservations cancelled less than 30 days prior to a scheduled use will forfeit 50% of the Rental Fee; 10 days prior will forfeit 100% of the rental fee. Cleaning/Damage deposit will be fully refunded. Reservations may not be transferred, assigned, or sublet.
12. **The City of Pleasanton** reserves the right to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.

## Facility General Rules

### **Advertising**

No advertising may be posted, petitions circulated, or solicitations or sales made in the building or on the facility grounds without written permission from the Director of Library and Recreation.

### **Air Conditioning/Heating**

The Department will provide a comfortable temperature in all buildings. Buildings will not maintain temperature with doors repeatedly opened or left standing open.

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### **Banners or Signs**

Banners and/or signs may not be hung on the exterior of the facility or on the grounds unless previously approved by the Director of Library and Recreation. All signs must comply with the City Sign Ordinance.

### **Bar (locations and conditions)**

Use leak-free ice containers and mats to absorb condensation and protect the floor. Metal containers (i.e., buckets, tubs) are not allowed. No alcohol may be served beginning 1 hour prior to the end of the rental (including clean up).

**Senior Center Main Hall** - Kegs are only allowed in the south patio or the sink in the back of the main hall.

**Veterans Memorial Hall** - Kegs and ice chests/tubs are only allowed on the side patio or in the south side foyer.

### **Candles, Clay Ovens, Fryers or Open Flames**

These may not be used in/around any City facility without a Fire Permit. Cooking devices/BBQs must be placed in designated area of patio. Oil used at event must be removed from the premises; it cannot be dumped in City dumpsters, trash cans, or down any drains. Sterno canisters are allowed without a Fire Permit. If you have any question, please check with facility coordinator. For permit contact Livermore-Pleasanton Fire Department 925-454-2361.

### **Chaperones**

When the guest of honor is under 18 years of age, chaperones must be provided at a ratio of one (1) adult per every 20 minors. Names, addresses, and phone numbers of chaperones must be furnished at least 36 hours prior to the scheduled use.

## **Clean Up**

You are responsible for the clean-up and condition of the facility at the end of your rental. You will be charged for damage/abuse beyond normal wear and additional clean-up, if required.

The renter's responsibilities for clean-up include:

- All food removed.
- All garbage cans emptied and disposed of in dumpster.
- All kitchen surfaces must be free of grease, food particles, and spills.
- Floor swept and mopped, if needed.
- All spills and debris cleaned from tables and chairs.
- All spills from floors or rugs cleaned. Spot mop and sweep, if necessary.
- All toilets flushed and floors cleared of toilet paper and paper towels.
- Bar cleaned and wiped down.
- Coffee Urn cleaned and turned off. (Senior Center)
- Dishwasher cleaned and turned off. (Senior Center)
- Freezer and refrigerator cleaned and wiped down.
- Return chairs and tables to the original setup in all rooms used during the rental.

## **Coffee Urn Use (At Senior Center Main Hall only)**

The coffee urn is available for a fee. The City will provide coffee filters. You must supply coffee and service items for urn. The urn requires three (3) cups of coffee per 80 cups brewed.

## **Decorations**

All decorations must be either non-combustible or treated with State-approved flame-retardant solutions or processes. Some decorations, such as straw or cut holiday trees require a Certificate of Flame Retardance. Contact Livermore-Pleasanton Fire Department at (925) 454-2361. Do not conceal or otherwise obstruct any exit light, fire alarm, hose cabinet, fire extinguisher, or other fire protective device or system. Please note the following:

- Plants - live plants must be in waterproof, non-metal containers.
- Nails/Staples - are not allowed in any facility.
- Tacks - may be used on tack boards only (*Senior Center only*)
- Tape - Blue painters tape may be used on painted surfaces only (excluding *Veterans Memorial Hall*).
- *Senior Center Main Hall* and *Veterans Memorial Hall* - a room-decorating plan must be submitted (plan does not need to include table decorations).
- *Veterans Memorial Hall* - cannot attach decorations to any stage, curtain, batten, fixture, wall, and ceiling or cross beams. Veterans Organizations' banners are on permanent display and may not be removed.

## **Designated Representatives**

Identify two (2) representatives authorized to make decisions or respond to questions/problems on the day of the event.

## **Equipment/Supplies/Ice Machine**

Kitchen storage cabinets, closets, kitchenware and ice machine (Senior Center) are not available for use. Storage of supplies before or after event is not allowed.

## **Exit Doors and Paths**

Do not block or obstruct any stairway, hallway, corridor, vestibule, aisle, or exit door.

### **Hand Cart/Dolly**

Must have large, clean rubber wheels, with all projecting edges protected, to move heavy objects (i.e., speakers, plants, or cases of food). You will be charged for any damage to the floor, stairs, or walls.

### **Inappropriate Uses**

- Any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means.
- Consecutive time use of more than three months at a time.

### **Kitchen Use**

**Senior Center Main Hall** – Food needs to be prepared off site; kitchen is available for re-heating and serving only. You will have access to: stove, oven, steam trays and right side of the refrigerator and freezer. No kitchen utensils will be available for your use. The building attendant will provide directions regarding the stove, oven, steam trays and coffee urn. Cleaning towels will be provided. You will be charged \$5 for each towel not returned. When leaving the kitchen it should look the same as you received it.

**Veterans Memorial Hall** -- Food needs to be prepared off site; kitchen is available for re-heating and serving only. You will have access to: stove, oven, and refrigerator/freezer. No kitchen utensils will be available for your use. The building attendant will provide directions regarding the stove and oven. When leaving the kitchen it should look the same as you received it.

### **Kitchen Cleaning**

It is your responsibility to clean the kitchen. The building attendant will not clean for you after your event.

**Senior Center Main Hall** - Since the kitchen is used as a meal site during the week, it is imperative that you dispose of trash in dumpster. All surfaces must be wiped down, including steam trays, stove, oven, refrigerator/freezer, and floors must be swept (mopped if necessary). All food residues need to be cleaned.

**Veterans Memorial Hall** - It is imperative that you dispose of trash in dumpster. All surfaces must be wiped down, including but not limited to stove, oven, refrigerator/freezer, and floors must be swept (mop if necessary). All food residues must be cleaned.

### **Ladders**

City ladders are not available for public use. Please do not stand on tables or chairs. Any equipment brought into the facility must have protected feet (rubber or felt).

### **Leftover Food/Beverage**

Any leftover food and/or beverage must be removed from the premises.

### **Loading/Unloading**

**Senior Center Main Hall** - Must use the service bay and patio at the south end of the building ONLY (vehicles must be moved to the parking lot). Direct all deliveries to the service bay. The main entrance may not be used.

**Veterans Memorial Hall** - Must use the south side entry ramp and stairs (Old Bernal Ave). Direct all deliveries to the south entrance.

### **Office Supplies/Equipment**

You must provide your own supplies (stapler, tape, scissors, etc.) and equipment (ladders with rubber feet, easels, etc.) to complete decorating and registration for your event.

### **Overcrowding**

Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department may be called to reduce the overcrowded conditions. You will be billed for all costs related to a service call for the Fire Department, and will risk losing your damage/cleaning deposit.

**Parking**

**Senior Center Main Hall** - Paratransit vehicles remain in the lot, leaving 130 spaces available. The parking lot across the street is not considered overflow parking.

**Veterans Memorial Hall** - Limited street parking is available. The bank parking lot across the street is not considered overflow parking. Please direct your attendees to use the City Hall parking lot located at 200 Old Bernal Avenue. Other public parking can be found between Main and First streets.

**Prohibited Items**

Do not use confetti, glitter, sequins, rice, birdseed, or rose petals in or around the building (including patios and porches). Smoke/fog machines of any kind are not allowed in City facilities.

**Rental Time**

You must enter and leave within the time specified on your agreement which includes set-up and clean-up (we recommend allowing one (1) hour for each).

- Rentals are limited to no more than ten (10) consecutive hours.
- Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time.
- Rentals that continue beyond 12am will be charged \$100 for every fifteen minutes.
- Only one (1) rental per day is permitted for facilities (excluding meeting rooms).
- Renters reserve and pay for a continuous time block. Renters will not receive a refund or credit for time reserved, but not used.

**Smoking**

Smoking is prohibited inside buildings. Smoking is allowed at a reasonable distance from doorways and open windows.

**Sound System**

A sound system is available with a built-in CD player at the Senior Center Main Hall and Veterans Memorial Hall only. The system has microphones (one is wireless) with one (1) output line to use for a sound mixer, guitar, amp, IPOD, laptop or additional CD player.

**Stage Use**

Stage use at the Veterans Memorial Hall is limited, as set wings and dressing rooms do not exist. A handicap lift is available, but not for moving equipment. See Building Attendant regarding lift operating instructions.

**Storage**

Storage is not available, either before or after your event. At the conclusion of the event, all materials and supplies must be removed from the facility. The City is not responsible for items left after designated rental times.

**Tables/Chairs**

Do not slide tables of stacked chairs across the floors. Do not stand, sit, or lie on tables.

**Vehicles**

Driving or parking on sidewalks, pathways, patios, or turf areas is prohibited.