

## Facility Procedures and Rules

### Procedures

- **Call Office for Availability - 925-931-5340**
  - **Pleasanton Residents** - May book no more than one 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 book no more than nine months in advance of the planned event.
  - **Holidays** - City facilities are not available for rent on: 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.
- **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 or older to book.
- **Reservation Deposit** - A non-refundable reservation deposit (\$200 for the Senior Center and Veterans Memorial Building, and \$100 for the Amador Recreation Center) is required at time of application submittal.
- **Damage/Cleaning Deposit** - A damage/cleaning deposit is required for use of the facilities. 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 \$75 per hour for labor. Any damage repairs will be charged at the actual cost. Applicant will forfeit entire damage/cleaning deposit and may be charged for costs related to Police or Fire response due to public safety intervention.
- **Rental Fee Balance** - Full payment is due **30 days prior** to your event. Checks should be made payable to: City of Pleasanton. Cash, VISA, MasterCard, Discover, and AMEX are also accepted.
- **Insurance** - 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 serving 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**.
- **Other Required Permits/Licenses** - If applicable, copies of the following permits/licenses must be submitted 10 days prior to the scheduled use:
  - **ABC License** - Sale of alcoholic beverages or exchange of any type of monetary consideration that includes alcohol (i.e., meal ticket, admission fee, etc.) requires a permit from the Department of Alcoholic Beverage Control (ABC), 510-622-4970. Non-Profit groups are the only organizations permitted to sell or exchange alcohol for monetary consideration.
  - **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.
  - **Fire Department Permits** - A permit is required for use of clay ovens, fryers or any open flame (open flames are not allowed at Veterans Memorial Hall) with or without a fire permit). Sterno canisters and approved BBQs 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.
- **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.
- **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.

## General Rules - Please initial each item

### Advertising

No posting of advertising, petitions circulated, or solicitations can be made in the building or grounds.

### Air Conditioning/Heating

Buildings are kept at a comfortable temperature. Buildings will not maintain temperature with doors repeatedly opened or left standing open.

### Alcohol Use/Security

If alcohol is served, a uniformed security guard will be required and provided at renter's expense. Up to 100 guests: 1 security guard, 101-150 guests: 2 security guards, and 151+ guests: 3 security guards. No alcohol may be served beginning one hour prior to end of the rental (including clean up). ***Alcoholic beverages may not be provided/sold nor consumed at an event where the honoree is under 21 years of age. Violation of this rule will automatically forfeit the deposit and Pleasanton Police Department will be called to shut down event.***

### Banners or Signs

Banners and/or signs may not be hung on the exterior of the facility or on the grounds.

### Bar (locations and condition)

Use leak-free ice containers and mats to absorb condensation and protect the floor. Metal containers (i.e., buckets, tubs) are not allowed.

- **Senior Center Main Hall** - Kegs are allowed in the south patio or the sink in the back of the hall.
- **Veterans Memorial Hall** - Kegs and ice chests/tubs are only allowed on in the south side foyer.

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

These may not be used in or around any City facility without a Fire Permit. For a Fire Permit contact Livermore-Pleasanton Fire Department 925-454-2361. Cooking devices/BBQs must be placed in designated area only. Used oil 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.

### Chaperones

When the guest of honor is under 18 years of age, chaperones must be provided at a ratio of one adult per every 20 minors. Names, addresses, and phone numbers of chaperones must be submitted.

### 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.

### 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 beyond normal wear and additional clean-up, if required. Clean up includes:

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

### Coffee Urn (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 cups of coffee per 80 cups brewed.

### Decorations

All decorations must be either non-combustible or treated with State-approved flame-retardant solutions. 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.

- 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 (*Senior Center only*)
  - Tape - Blue painters' tape may be used (Amador Recreation Center and *Senior Center only*).
  - Senior Center Main Hall and Veterans Memorial Hall - a room set-up plan (tables and chairs) must be submitted.
  - Veterans Memorial Hall - decorations cannot be attached to any stage, curtain, batten, fixture, wall, and ceiling or cross beams. Veterans Organizations' banners are on permanent display and may not be removed for your event.
- Designated Representatives**  
Identify two representatives authorized to make decisions or respond to questions on the day of the event.
- Facility Tour**  
A 30-minute complimentary tour will be provided for renters. Additional tours will be charged \$45 staff fee per 30 minutes.
- 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. A cart is available at the Amador Recreation Center, ask the Building Attendant for use.
- 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.
- Kitchen Use**  
Food needs to be prepared off site; kitchens are available for re-heating and serving only. Kitchen utensils are not provided. Kitchen must be left clean at the end of your event.
- Senior Center Main Hall - You will have access to the stove, oven, steam trays and right side of the refrigerator and freezer.
  - Veterans Memorial Hall - You will have access to the stove, oven, and refrigerator/freezer.
  - Amador Recreation Center - Kitchen has a work surface, sink, microwave, and refrigerator/freezer.
- 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 beverages must be removed from the premises.
- Loading/Unloading** - Please initial next to the applicable facility for your rental
- 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.
  - Amador Recreation Center - You must unload/load supplies in the parking lot and take them to the facility. The gate next to the parking lot will NOT be opened and you may NOT drive over the grass to get to the building. A cart is provided, please ask Building Attendant for use.
- Office Supplies/Equipment**  
You must provide your own supplies and equipment (stapler, tape, scissors, easels, etc.).
- Overcrowding**  
Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department and or Police 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 security deposit.

**Tables/Chairs**

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

**Parking**

- **Senior Center Main Hall** - 130 parking spaces are available. The Raley's parking lot 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.
- **Amador Recreation Center** - Parking is available in back and front of the Aquatic Center and street parking on Black Avenue and Santa Rita Road.

**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. Bouncy houses are not allowed on patios or grass areas.

**Rental Time**

- You must enter and leave within the time specified on your agreement which includes set-up and clean-up (we recommend allowing at least one hour for each).
- Events that exceed the scheduled rental time will be billed at twice the hourly rate for the additional time.
- Renter's reserve and pay for a continuous time block. Renters will not receive a refund or credit for time reserved, but not used.
- Renters, DJ's, caterers event planners, are to be cleaned up and ready to exit the facility no later than 12am. Renter will be charged \$125 for every fifteen minutes beyond 12am.
- Only one rental per day is permitted.

**Smoking**

Smoking is prohibited inside and around any City buildings.

**Sound System**

A sound system (PA) is available for rent at the *Senior Center Main Hall* and *Veterans Memorial Hall*. The system has microphones with one output line to use for a guitar, amp, IPOD, or additional CD player. 1 wireless and 1 wired microphone is provided with the rental of the PA system.

**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.

**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 behind.

**Tap Dance**

Due to the hardwood floors and the damage that tap dance/shoes cause this type of activity is not allowed at the Senior Center or the Veterans Memorial Hall.

**Vehicles**

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

**I certify that I have read the Facility Procedures and Rules pertaining to facility use and agree to comply with the Rules. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Organization Represented: \_\_\_\_\_