

Facility Procedures and Rules

Procedures - Please initial each item.

- **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 six 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, 4th 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.
- Renter's/Organizations can rent up to (12) times within a calendar year.
- **Booking Deposit** - A non-refundable booking deposit (\$200 for the Amador Recreation Center and \$400 for the Senior Center and Veterans Memorial Building) is required at time of application submittal.
- **Rental Deposit** - A rental/security deposit is required for use of the facilities. The rental 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 rental 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 scheduled event. Checks should be made payable to: City of Pleasanton. Cash, VISA, MasterCard, Discover, and AMEX are also accepted.
- **Insurance** - Due **30 days prior** to scheduled event. 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.**
- **Event Set-Up (Senior Center and Veterans Memorial Hall)** – Due **30 days prior** to scheduled event. Each renter is required to provide the City of Pleasanton with a detailed drawn description of the event set up.
- **Changes to Rental** – All changes to the rental (rental times, selected amenities, event set-up, etc.) must be sent to the City of Pleasanton no later than **30 days prior** to the scheduled event. All changes must be made in writing and emailed to recreation@cityofpleasantonca.gov to be considered. The City of Pleasanton reserves the right to approve or deny any change requests made by Renter.
- **Other Required Permits/Licenses** - If applicable, copies of the following permits/licenses must be submitted 10 days prior to the scheduled event:
 - **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 for 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 Booking 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. Rental 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**
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 Rental Deposit and Pleasanton Police Department will be called to shut down event. Applicant may be charged for costs related to Police or Fire response due to public safety intervention.***
- **Banners**
Banners may not be larger than 6 feet wide by 3 feet high and can be affixed with rope, bungy cords, or string. Veterans Organizations' banners are on permanent display and may not be removed for your event.
- **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 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 in writing **20 days prior** to the scheduled event.
- **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:

<ul style="list-style-type: none"> ▪ All food removed. ▪ All waste cans emptied and disposed of in the appropriate cart or 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. 	<ul style="list-style-type: none"> ▪ 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.
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Violation of this rule may result in the loss of the Rental Deposit.

Clean Up - Properly Sorting Garbage (Senior Center, Veterans Memorial)

You are required to dispose of garbage inside the building using the provided bins that are labeled:

- Garbage (black or grey)– all items that cannot be placed in the mixed recycling or organics/food waste bins.
- Mixed Recycling (blue)– bottles, cans, clean paper – items must be “clean and dry”. No plastic bags may be placed in the cart or dumpster. Empty contents of bag so items are loose in cart or dumpster.
- Organics/Food Waste (green) - food waste or food soiled paper. NO compostable utensils or cups allowed. No plastic bags are allowed in cart or dumpster, empty contents loose in the cart or dumpster. If the facility provides a compostable bag for organics/food waste, you may place that in the cart or dumpster.

After your event, the garbage in each of these waste stream receptacles must be placed in the appropriate dumpster or cart which are clearly labeled or color coded.

Violation of this rule may result in the loss of the Rental Deposit.

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. Do not conceal or otherwise obstruct any exit light, fire alarm, hose cabinet, fire extinguisher, or other fire protective device or system.

- Mylar Balloons – are not allowed in any facility.
- 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 **30 days prior** to scheduled event.
- Veterans Memorial Hall - decorations cannot be attached to any stage, curtain, batten, fixture, wall, and ceiling or cross beams. All decorations must be free-standing (no tape/tacks allowed.)

Designated Representatives

Identify two representatives authorized to make decisions or respond to questions on the day of the event. Designated Representatives must be added to the Facility Rental Agreement. Any changes to your Designated Representatives must be made in writing no later than **30 days prior** to your scheduled 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.

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.

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 - Please initial next to the applicable facility for your rental

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.
- 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. ***Violation of this rule will automatically forfeit the Rental Deposit and Pleasanton Police Department will be called to shut down event. Applicant may be charged for costs related to Police or Fire response due to public safety intervention.***
- Tables/Chairs**
Do not slide tables or stacked chairs across the floors. Do not stand, sit, or lie on tables.
- **Parking** - Please initial next to the applicable facility for your rental
 - 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, confetti gun, glitter, sequins, rice, birdseed, or rose petals in or around the building (including patios). Smoke/fog machines are not allowed in City facilities. **Bounce houses are not allowed on any patios/grass areas.** ***Violation of this rule will automatically forfeit the Rental Deposit.***
- 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).
 - Renters can submit a request to change the rental time up to (30) days prior to the event. All changes must be in writing and emailed to recreation@cityofpleasantonca.gov
 - 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.

Violation of this rule will automatically forfeit the Rental Deposit.

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.

Violation of any of the above rules will result in the loss of the Rental Deposit. 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: _____