



## MEETING ROOM RENTAL PROCEDURES AND RULES

Recreation Office:  
400 Old Bernal Ave. Pleasanton, CA 94566  
(925) 931-5340  
[recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov)  
[www.cityofpleasantonca.gov/](http://www.cityofpleasantonca.gov/)

### 1. Rental Availabilities

Facilities are available for booking except for the following Holiday closures: New Year's Eve, New Year's Day, Martin Luther King's Day, President's Day, Memorial Day, Easter Sunday, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

### 2. Rental Categories and Priority Use

- PUSD, Co-Sponsored Groups, Pleasanton Residents, All Other Non-Profits, and Pleasanton-Based Businesses can reserve *one (1) year in advance*
- Non-Pleasanton Residents and Non-Pleasanton-Based Businesses can reserve *six (6) months in advance*.

### 3. Responsible Party/Authorized Person(s)

The Responsible Party is the duly authorized representative of the organization or person responsible for the rental and must sign the completed agreement. Identify at least one additional Authorized Person(s) to act as a secondary contact person who is authorized to make decisions or respond to questions on the day of the event. Authorized Person(s) must be added to the Facility Rental Agreement. Any changes to your Authorized Person(s) must be made in writing no later than **30 days prior** to your scheduled event. Responsible Party and Authorized Persons must be eighteen (18) years of age or older.

### 4. Rental Fee

- Full payment is due at the time of contract signing. Checks should be made payable to the City of Pleasanton. Cash, VISA, MasterCard, Discover, and AMEX are also accepted. **Payments not received by this deadline may result in the cancellation of the rental and forfeiture of the booking deposit**
- Applications, modifications, or changes submitted less than 30 days before the requested rental date will be subject to review before approval and charged a \$25 late charge/change fee.

### 5. Security Deposit

A security deposit is required for the use of the facilities. The security 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.

**Renter will forfeit all fees paid and may be charged for costs related to Police or Fire response due to public safety intervention.**

### 6. Insurance

Due **30 days prior** to the scheduled event. Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance and Additional Insured Endorsement page written through any insurance carrier.

Such a certificate shall provide **General Liability Coverage at a limit of \$1,000,000 per occurrence**. The Certificate shall name the City of Pleasanton as an Additional Insured in conformance with the Hold Harmless Agreement in the Facility Rental Application. The Endorsements page must be included with the insurance certificate.

The **Certificate Holder** should be listed as:  
City of Pleasanton  
400 Old Bernal Avenue  
Pleasanton, CA 94566

The **Additional Insured** should be listed as:  
The City of Pleasanton, its officers, agents,  
employees, and volunteers are named as an  
additional insured.

Suggested carriers: [www.hubinternational.com/programs-associations/event-insurance/buy-now/](http://www.hubinternational.com/programs-associations/event-insurance/buy-now/)  
<https://www.theeventhelper.com/#cl1wux>

**7. Changes/Updates to Rental**

All changes to the rental (rental times, selected amenities, etc.) must be sent to the City of Pleasanton no later than **30 days prior** to the scheduled event. All changes must be made by the Responsible Party or Authorized Person(s) in writing and emailed to [recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov) to be considered. The City of Pleasanton reserves the right to approve or deny any change requests made by the Responsible Party or Authorized Person(s).

**8. Cancellation Policy**

All cancellations must be in writing by the Authorized Representative and received at least **30 days prior** to the event by emailing [recreation@cityofplesantonca.gov](mailto:recreation@cityofplesantonca.gov). Rental fees will be refunded as follows:

- Requests received less than 30 days prior to a scheduled event will be refunded 50% of the Rental Fee
- Requests received less than 10 days prior will forfeit 100% of the Rental Fee
- The Security Deposit will be fully refunded
- Reservations may not be transferred, assigned, or sublet.

**9. 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 Rental Rules

### 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. City Staff and building monitors will not maintain temperature with doors repeatedly opened or left standing open.

### Building Monitors/City Staff

A building monitor(s) may be on duty in the facility during your rental. The monitor(s) will be available to open the facility, answer questions, and periodically check in with the person in charge of the event. Monitors are not available for cooking, decorating, waiting tables, serving food, or cleaning up. Questions regarding damage or cleanup after the rental can be directed to the building monitor. **However, building monitors cannot assure a full refund of your security deposit.**

### Clean Up/Sorting Garbage

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. **Building monitors will not clean for the renter after the event.** Clean-up includes:

- Pick up litter inside and outside the facility and restrooms
- Clean spills and debris from tables and chairs
- Return chairs and tables to the original setup in all rooms used during the rental.

### Equipment/Supplies

You must provide your own supplies and equipment (tape, scissors, easels, etc.) to complete decorating and registration for their event. 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).

### Exit Doors and Paths

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

### Food/Beverages

Food and/or beverages of any kind are **not allowed** in any meeting rooms.

**Violation of this rule will result in the automatic forfeiture of the full Security Deposit.**

### 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). The renter 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 is deemed inappropriate use.

**Violation of this rule will automatically forfeit all fees paid and Pleasanton Police Department will be called to shut down the event. Renters will be charged for costs related to Police or Fire response due to public safety intervention.**

### 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. Renters will be billed for all costs related to a service call for the Fire or Police Department.

**Violation of this rule will automatically forfeit all fees paid and Pleasanton Police Department will be called to shut down the event. Renters will be charged for costs related to Police or Fire response due to public safety intervention.**

### Parking

Reserved parking is not provided nor permitted. Vehicles parked illegally will be cited. Parking in an area designated as a fire zone is strictly prohibited.

- **Cultural Arts Building** – Parking is available in the back and front of the Aquatic Center and street parking on Black Avenue and Santa Rita Road
- **Senior Center** – Cars may not be parked at the service bay
  - The Raley's parking lot is not considered overflow parking
  - All deliveries, loading, and unloading must be through the service bay and patio at the south end of the building. The main entrance may not be used.

### Rental Time

- Rentals that exceed the scheduled hours will be charged **twice the hourly rate** per hour for any increment of extra time
- The facility will not open earlier than the permit start time. The renter must rent enough time for all necessary rental preparation, events, and complete clean-up
- 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 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](mailto:recreation@cityofpleasantonca.gov)
- The City of Pleasanton recommends allowing at least 30 minutes each for set up and clean up
- The facility is not available for the storage of items either before or after the event. Any items rented from an outside vendor must be picked up prior to the event's end time

### Smoking

Smoking is prohibited inside and around any City buildings.

***Violation of this rule will result in the automatic forfeiture of the Security Deposit.***

### 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.

### Tables/Chairs

Tables and chairs are included in all facility rentals. Please do not slide tables or stacked chairs across the floors. Do not stand, sit, or lie on tables. Any damage to tables and/or chairs will be deducted from the renter's deposit.

### Other Amenities

#### Mirrors (CAB only)

The Cultural Arts Building features a wall of floor-to-ceiling mirrors. Please do not lean tables, chairs or any objects against the mirror.

***Applicant will automatically forfeit the Security Deposit and will be charged for costs related to repair or replacement of damaged mirrors.***

I certify that I have read the Meeting Room Rental 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 Security 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 the 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: \_\_\_\_\_



Staff Use ONLY:

☐ W2W

## Meeting Room Rental Agreement

400 Old Bernal Ave. Pleasanton, CA 94566

Mailing address: P.O. Box 520 Pleasanton, CA 94566

Email: [recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov) Phone: 925-931-5340

Permit #: \_\_\_\_\_

☐ Insurance

Due: \_\_\_\_\_

### MEETING ROOM / DATE / TIME INFORMATION

(Check one): ☐ Cultural Arts Building (49)  
4477 Black Avenue

☐ Senior Center Classroom (49)  
5353 Sunol Boulevard

☐ Senior Center Meeting Room (25)  
5353 Sunol Boulevard

Date(s)	Day of Week	Rental Start Time	Meeting Start Time	Meeting End Time	Rental End Time

### RENTER INFORMATION

Name of Organization/Company: \_\_\_\_\_ ☐ Non-Profit

Name of Responsible Party: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

### MEETING INFORMATION

Type of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Room Set Up Style: ☐ Classroom/Meeting ☐ Auditorium

Projector (\$75) ☐ Yes ☐ No

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

### MEETING ROOM RESERVATION PROCEDURE AND GENERAL RULES

Initial \_\_\_\_\_ I have read the Meeting Room General Rules, and agree to, and will abide by those rules.

### HOLD HARMLESS AND COMPLIANCE AGREEMENT

I certify that the above information is accurate. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. 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, or, if available, through special facilities insurance purchased through the City of Pleasanton.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

Staff: \_\_\_\_\_ Comments: \_\_\_\_\_