

## Application – Facility Use Request

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

Note: Community Center –The consumption of Alcoholic Beverages is **PROHIBITED OR NOT ALLOWED** at all times. Commercial use as well as Ticketed Events are **NOT ALLOWED**.

**\*\*\*CONDUCTING RELIGIOUS OR CHURCH SERVICES IS NOT ALLOWED AT ANY TIME IN A COMMUNITY CENTER. THE RICHMOND CONVENTION CENTER AUDITORIUM MAY BE USED INSTEAD.**

Community Center requested: \_\_\_\_\_

Approx. # Attendees: \_\_\_\_\_

### Rental Information:

Date(s) Requested: **A General Liability Insurance may be required!**

	Date	Type of Event	Time 3-4pm e.g.	Set-up Time 2-3pm e.g.	Breakdown Time 4-5pm e.g.
<b>Saturday</b>					
Comments:					
<b>Sunday</b>					
Comments:					
<b>Other</b>					
Comments:					
Details of Event:					

### Applicant's Information:

Renter: ( Company ___ ) ( Individual ___ ) ( Organization ___ ) ( Other ___ )				
Street Address:		City:	State:	Zip:
Bus Ph:	Fax #:	Cell:		
Email:		Other:		
Representative:			Ph:	
Other:				

**Note: Application form must be completed and filed at least 45 days prior to date of request.** A tentative 'Rental Estimate' will then be issued to you indicating the availability of a facility for a date or dates requested and gives an estimate of associated costs. The actual costs may vary. You have two (2) weeks to review and secure the rental facility and date. Facility Permit Reservation is confirmed after deposit and full payment is received and a computer generated Facility Use Permit or Contract is issued. **All fees must be paid no later than thirty (30) days prior to event.** Permits are approved on a 'First Come, First Served' basis.

Signature: \_\_\_\_\_

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

## City of Richmond

### **Recreation Division Rental Policy**

#### **Community Centers:**

The City of Richmond, Recreation Division seeks to provide all applicants a suitable meeting space and community services in all facilities under our care. RELIGIOUS SERVICES OR FOR-PROFIT EVENTS is not allowed- the use of the Convention center may be used instead. Community Center facilities may also be leased by non-profit organizations in accordance with Policies and Procedures for Facility usage. When not required for the recreation programs or lessee use, may be rented for meetings and social events.

#### **Tentative Reservation Deposits and Cancellations:**

**Deposits-** Required for all rentals. The rental deposit will be refunded to the applicant after the conclusion of the rental activity if there are no additional fees assessed for any cost associated with the event, including but not limited to, additional security costs facility damage, and excessive clean-ups. All or portions of a facility use permit deposit may be withheld due to improper use and/or violation of use by the lessee or related permit use inclusive of cancellation procedures.

#### **Tentative facility Rental Contract-**

A tentative booking will be held for a maximum of 30 days from the date of tentative booking. A signed contract and deposit will hold a reservation until 30 days prior to the first date booked for the contract. All Fees must be paid 30 days prior to the event. Any unsigned contract by Lessee will remain tentative and subject to cancellation or changes until a deposit is received and rental date/time is confirmed.

**\*\* \* Groups should plan to enter and leave the facility at the time specified on the permit, including time needed for decorating, set-up and clean up. For Catered Event- include the time they will need in the facility before your event as the facility will not be opened until the specified time on your contract.**

**NOTE: Community Centers may not have adequate chairs and tables available for your function, so make sure you make arrangements to secure needed chairs/tables from elsewhere.**

**Damage and Cleaning Deposits-** If damages or excessive clean-ups is required, a delay receiving the rental deposit refund is likely in order for the City to collect full information on all costs incurred. **Refunds generally take a minimum of four weeks and will be by check only.**

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Your signature confirms acceptance of Rental Policy. Keep a copy for your file and return entire page.)

## City of Richmond: Recreation Division Rental Policy

### **Insurance Requirement:**

Applicants and users of any city facility for rentals may be required to purchase Insurance Policy and furnish the City of Richmond, Recreation Division with a "Certificate of Insurance" demonstrating a comprehensive general liability coverage listing "The City of Richmond, it's Council, Recreation Division and their officers, employees and agents "as additional insured", with a limit of liability not less than \$1,000,000.00 combined single limit for a personal injury and damage to property. Notification of cancellation of such insurance is required at least 30 days prior to event. Additional insurance is required if alcoholic beverages are served. The Director of the Recreation Division or designee will determine if the insurance is applicable.

### **Personnel/Security Guard:**

Renter will be required to pay for staff costs. These costs will be based upon a minimum of one employee. Any event for 200 or more in attendance will be a minimum of two employees. The Renter will be required to pay the hourly rate per employee for a minimum of two (2) hours and all applicable overtime. Security Guard(s) required on all Community Centers after normal business hours and on weekends with a minimum charge of four (4) hours, at the rate of \$21.92 per hour added to your contract. Your type of event will determine the number of Security Guards needed.

### **Cancellations:**

DEPOSITS and RENTAL FEES may be refunded if an event is cancelled based upon the following cancellation deadlines.

- . 31 days or more prior to the event – 100%
- . 30 days or less - **NO REFUND WILL APPLY !** Deposit fees will **NOT** be refunded.

**NOTE: REFUND WILL NOW TAKE FROM FOUR (4) TO EIGHT (8) WEEKS TO PROCESS. IF YOU HAVE NOT RECEIVED YOUR REFUND AFTER EIGHT (8) WEEKS, PLEASE GIVE US A CALL. TEL: 510-620-6788**

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Your signature confirms acceptance of above mentioned Rental Policy. Keep a copy for your file and return entire page.)