

FACILITY

Rental Guide

We are pleased you have chosen our facility for your activity, event, or party. To assist you in understanding the rules and regulations for using these facilities, please familiarize yourself with all policies contained in this booklet.

Proper consideration by you and the members of your group of all facility policies and regulations, and your adherence to the hours agreed upon on the official rental application will ensure an enjoyable experience.

Albany Recreation & Community Services Department



RENTAL HOURS

SUN - THU 7 AM - 9 PM
 FRI - SAT 7 AM - 11 PM

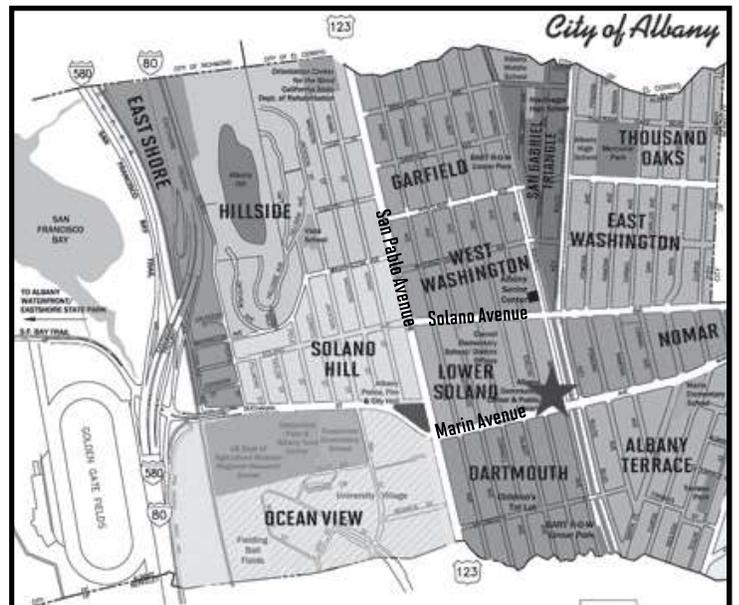
BUILDING AMENITIES

- Ample parking available
- Free Wifi
- ADA Accessible
- Heating and air conditioning
- Close to freeway/public transit
- Table and chair setup and take down included
- Smaller meeting room and craft room available
- A/V services available: HD Projector, Sound (Mics and aux wall jacks)
- Great natural light
- Use of commercial size kitchen, equipped with 3 ovens, stovetop, grill, and flat griddle



CLOSED DAYS

- New Year's Eve/Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve/Day



FACILITY RENTAL APPLICATION REGULATIONS

1. Applicants must be 21 years of age or older.
2. Rental applications must be submitted in-person only at the Albany Community Center.
3. Applications must be filled out completely.
4. You will be asked to validate your residency with a California Driver's License/Identification Card. A copy may be made and attached to the application.
5. Reservations will be taken based on facility availability.
6. Reservations will be accepted no more than 12 months in advance for Albany residents and 11 months in advance for non-residents.
7. Reservations for "major activities" should be made as far in advance as possible.
 "Major activities" are defined as follows:
 - Events with 100 people or more
 - Events serving or selling alcohol
 - Events which use amplified music
 - Events which sponsor a dance as the major function
8. Events with over 50 people, as well as events serving/selling alcohol require insurance and a City-approved alcohol permit. If you are selling alcohol, an ABC permit and insurance is required.
9. A 2-hour minimum rental is required for weekday use (Mon-Thu) for all meeting rooms. For weekend use (Fri-Sun), a 4-hour minimum rental is required.
10. When calculating your rental times, please include set-up, take down, and clean-up time.
11. Rentals must close and vacate building by 9pm (Sun-Thu) and 11pm (Fri-Sat).
12. Commercial users are required to show proof of a City of Albany Business License.
13. An application submitted on behalf of a company or organization must be accompanied by a letter authorizing the applicant to act as a representative agent.
14. When the preliminary application is completed, you must pay the application fee and required deposit. Reservations **will not** be accepted and finalized without a completed application and paid fees. Please make all checks or money orders payable to "City of Albany". Payments can also be made by MasterCard and VISA.
15. Your rental application will be submitted to the Facility Coordinator for review.
16. You will be notified within 7 business days after submittal regarding the status of your application.
17. Non profit organizations must produce a valid and up-to-date 501 C3 form to qualify for non profit rates.

IF YOUR RENTAL APPLICATION IS GRANTED

1. The Facility Coordinator will contact you and coordinate payment for the remaining balance.
2. Permits cannot be transferred, assigned, or issued to anyone under 21.
3. The total rental fees must be paid at least 45 days prior to the rental date. Late payments will be assessed an additional 20% of the balance of fees due. Rentals with an outstanding balance two weeks prior to rental date will be subject to cancellation. Any payments made less than 30 days prior to rental must be paid in cash or money order.
4. A room set-up diagram must be submitted 2 weeks prior to your event.
5. The Permittee is solely responsible and financially accountable for any and all accidents or injuries to persons or property resulting from the use of facilities, as well as for the control and supervision of all people in attendance.

IF YOUR RENTAL APPLICATION IS NOT GRANTED

While we strive to understand the scope and purpose of your event, regulations in place outline strictly what is allowed in our facilities. Here's a list of possible reasons for not granting use:

1. **Hazardous Activities**
Activities endanger persons or property, or are not in the best interest of Albany residents.
2. **Insufficient Notice**
At least 14 days are required between date of application and the date of proposed event for the purposes of staffing, facility preparation, and application processing.
3. **Activities Inconsistent with Facility Purpose**
Planned activities are inconsistent with purpose of facility (Community Center), or interferes with scheduled Recreation programs.
4. **Commercial Sales**
Selling wares or products is prohibited. Commercial sales should be done under a Commercial Use Agreement.
5. **History of Prior Circumstances**
The Department may refuse rental due to past violations to facility policies, or mistreatment of property.
6. **False Information**
Failing to accurately represent information will result in immediate rejection.
7. **Date Not Available**
Even when Coordinator has cleared a date for rental, previous applications may be approved between submittal and review of your application.

PLEASE NOTE: The misuse of recreation facilities, overcrowding, failure to conform with County, State, and Federal regulations, as well as any applicable City ordinance, or failure to comply with instructions given by City staff may result in termination of event or activity without notice, and denial of future use. No refunds will be administered in these extreme instances.

FEES & DEPOSITS

1. Non-refundable application fee must be paid at time of application submission.
2. Security/cleaning deposit (refundable) must be paid along with application fee. Deposits will be returned after the event date if facility is left in pre-event condition.
3. Hourly facility rental rate must be paid in full at least 45 days prior to rental. Any payments made less than 30 days prior to rental must be paid in cash or by money order, and will be assessed a 20% late fee. Tables, chairs, and set-up/break-down are included in your rental fees.
4. Overtime hours are defined as using the facility longer than the time specified on the application without prior approval. Approval of extending the time will be based on availability of facility and staff. Overtime hours will be charged at one and one half times the hourly rental rate, plus the hourly rate for staff.
5. Events with more than 50 people or where alcohol will be served liability insurance.
6. If alcohol is sold using tickets, tokens, paying in advance, or by charging admission, a special permit is required from the Recreation and Community Services Department, as well as a one-day license from the Alameda County Alcohol Beverages Control Department (ABC).
7. The Permittee may use their own insurance provided that the "City of Albany" is named as an additional insured party and that the coverage of the policy meets minimum standards. (Please check with staff if choosing this option).

Minimum Policy Standards	
Primary	Excess
\$ 1,000,000 General Aggregate	\$ 1,500,000 General Aggregate
\$ 1,000,000 Products Aggregate	\$ 1,500,000 Products Aggregate
\$ 250,000 Personal & Advertising Injury	\$ 750,000 Personal & Advertising Injury
\$ 250,000 Each Occurrence	\$ 250,000 Each Occurrence
\$ 50,000 Fire Legal Liability	
\$ 2,000 Medical	

CANCELLATIONS & RETURN DEPOSITS

1. Cancellation of the event may occur or be necessary on either the City or Permittee's part due to any natural act or disaster beyond human control. Fees paid will be refunded in such instances.
2. If the applicant wishes to cancel their event, a written cancellation letter must be submitted to the Facility Coordinator.
3. Cancellation **fewer than 60 days** prior to event will result in **loss of entire deposit and application fee.**
4. Cancellation **more than 60 days** prior to event will result in the **loss of the application fee.**
5. Transfer of dates will only be permitted a maximum 6 months in advance and at least 1 month prior to new date.
6. The security/cleaning deposit will be refunded in full if the building and equipment are left in a clean, undamaged fashion. Minor damages or staff overtime due to additional clean-up will lead to the loss of a portion of the deposit due to repair/staff costs. Future reservations by any group or individual will not be considered until all fees from prior use are paid in full.
7. The City of Albany will make every reasonable attempt to refund deposits within 21 business days after your event. Deposit fees will NOT be applied towards hourly rental fees.

EVENT REGULATIONS

1. Fill out a room set-up diagram.
Permitee should complete and turn in a diagram for the placement of tables and chairs at least 2 weeks prior to the event. This ensures the Building Attendant on duty on the event date sets the room up correctly prior to reservation. Otherwise, setup will begin at rental start time.
2. You may not enter room prior to rental time, or store items prior or after event.
The facility will not be open prior to rental time for caterers, bands, decorators, or other personnel, nor can items be stored in a City facility prior or after rental activity.
3. Don't use other rooms or furniture not assigned to your rental activity.
Rental of rooms does not include use of any office, lounge, or furniture. The patio area is to be free of any furniture; don't bring inside furniture outside.
4. Don't glue, staple, or nail anything to walls or doors.
Please use painter's tape, and do not cover exit signs with decorations. Decorations are subject to approval prior to use.
5. Don't decorate over windows or light fixtures.
Don't set balloons free from their anchors as they will set the alarm sensor off if they float into ceiling.
6. We do not lend out ladders, tape, staplers, or other equipment.
City policy strictly prohibits it.
7. Don't use dry rice, birdseed, flower petals, loose glitter or confetti inside or outside of our facility.
A portion of your deposit will be forfeited if any of these items is found on premise.
8. Don't advertise, pass out flyers, or sell inside the building.
Ask the Facility Coordinator if you need such accommodations. Posting banners or signs outside the building indicating your event is prohibited.
9. Be kind and stop your music (live or DJ) one hour prior to end of event and keep volume below 80 decibels.
The Albany Police Department will be notified if your event becomes a disturbance to neighbors.
10. Don't set up ticket sales at the door or make your event open to the public.
Please use advanced ticket sales for your audience or group membership. Capacity is limited to members and their guests. Keep in mind room capacity.
11. Follow all Alameda County Food Preparation Health Code regulations and suggestions.
Whether prepared on-site or off-site, food should follow strict guidelines and never leave non-carpeted areas.
12. Follow directions given by Facility Coordinator/Building Attendant.
We can restrict or limit the areas where beverages or food can be prepared, dispensed and consumed, or ask you to change elements of your event that put the property at risk.
13. Don't leave anything behind. Separate trash according to type: organics, recycle & trash.
Anything left after the event will be considered trash and a fee will be assessed. Leave everything as you found it, if not better.

- 14. All parking for your event should remain in our parking lot or on Masonic Ave.
Be respectful of our neighbors and their parking privileges. Staff will ensure that rules are followed.
- 15. Small tea lights, votives, or floating candles are only permitted if contained inside a glass holder.
Candlesticks without protection are not allowed. Use care when disposing of lit matches.
- 16. Don't cook or barbecue foods on the patio.
Fires of any size or kind are not allowed on the building grounds.
- 17. Strobe lights, rotating, or blinking lights are only permitted when shades are down.
- 18. Don't use smoke/fog machines.
They will activate sensitive smoke sensors.
- 19. Smoking is prohibited inside the building.
Stay 25ft. away from any door if smoking.
- 20. Don't leave children and minors unattended.
Youth activities/events should have an adult sponsor.
Chaperon/child ratio is as follows:



Ages	Ratio
14-18	1:30
10-13	1:20
Under 10	1:20
Under 5	1:10

ALCOHOL AND YOUR EVENT

- 1. The holder of the permit will be responsible for the conduct of all attendees during the time covered in the rental.
We reserve the right to eject anyone who behaves destructively or in a detrimental fashion to property or staff.
- 2. A City Alcohol Permit, approved by the City Police Chief, is required for all events selling alcoholic beverages. If alcohol is purchased through tickets, tokens, or admission, a one-day license should be requested from Alameda County Alcohol Beverage Control located at 1515 Clay St. Suite 2208, Oakland, CA. Call (510) 622-4970 to request more information about this license.
- 3. Events where alcohol is present insurance is required for all.
- 4. Approved Alcohol Permits must be presented to the Recreation and Community Services Department 5 days prior to the event, and should be posted visibly during the event.
- 5. Alcohol may be served for a maximum of 5 hours and not beyond 11:00 pm Friday/Saturday, and 9:00 pm Sunday-Thursday.
- 6. Don't serve alcohol to minors. Offenses will be prosecuted.
- 7. Consumption of beverages is limited to the Hall or meeting rooms and is not allowed on any carpeted areas.
- 8. Absolutely no alcohol may be served or consumed outside the facility per City and State law.

BUSINESSES PROVIDING SERVICES

If an applicant is planning to employ a commercial caterer and/or bartender, the Facility Coordinator must be notified on the preliminary application.

1. Any person, group or business providing services at your event must have a current City of Albany Business License. These include but are not limited to: caterers, bands, disc jockeys (DJ), florists, service staff, etc. The Permittee is responsible for ensuring that all service providers have valid licenses, which can be conveniently obtained from the Finance Department in City Hall at 1000 San Pablo Ave., and that every provider is aware of access limitations and facility policies.
2. Ask Facility Coordinator for preferred caterer list.
3. All caterers must provide proof of insurance/bonding coverage, and a valid health permit.
4. Caterers must provide all equipment needed for their service and may not use any utensil located in kitchen.

SECURITY

The Facility Coordinator will review all rental applications and may determine that certain events are subject to additional security requirements. Reservations for activities exceeding 150 persons or serving alcohol are more likely to have additional security requirements. Applicants will be notified via the rental confirmation letter if additional security is needed.

The Permittee is responsible for facilitating the hiring of security guards if needed. The Permittee is responsible for all payments to the security company, not the City, and must present proof to the Recreation Department 45 days in advance of the event date. Failure to present such proof may lead to the event cancellation. Any personnel hired for security purposes must be affiliated with a bonded State of California agency.

BUILDING ATTENDANTS

1. A Building Attendant will set up tables and chairs according to the proposed floor plan. Please check in with attendant upon arrival to ensure all tables and chairs are in their place.
2. The attendant on duty will open facilities at the time indicated on agreement. The attendant will not facilitate event setup or cleanup such as food or beverage transportation, nor will they open the door earlier than indicated on reservation form.
3. A pre-event inspection with the attendant and the Permittee will ensure preconditions are noted on the Facility Inspection Form.
4. Attendant will enforce any and all policies in order to prevent abuse or damage to the facility, including, but not limited to: overcrowding, serving to minors, disruptive conduct by guests, etc. Attendant has the right to clear facility and end event in such extreme conditions with no rental fee refunded.
5. Keys will not be issued to person or group renting our facility. The Attendant on duty will assist you with locking/unlocking doors, and adjusting light/thermostat/sound.

ROOM AMENITIES

Community Room: Banquet Style Table Set-Up



Community Room Specifications:

Good for large events and lectures
 52' x 52' - Wood floor
 Projector screen: 12' (w) – 9' (h)
 A.V. (Microphones with aux wall jacks)
 Dimming lights
 Commercial kitchen included
 5' round tables, seat 8 people per table max
 6' x 2.5' rectangle tables (qty - 25 max)

Seating:

Table 150 people (max)
 Theatre 220 people (max)

Commercial Kitchen (Included in Community Room Rental)

Stainless steel counters
 Dishwasher
 Coffee maker
 Ice machine & ice tubs
 1 refrigerator
 3 ovens
 Indoor B.B.Q. Grill
 Flat grill
 6-burner stovetop (commercial grade)



Community Room: Theatre Set-Up



Rooms 1 & 2 : Presentation Set-Up



Rooms 1 & 2* Specifications:

Room 1

Good for small/medium events and lectures
 20' x 21' - Tile floor
 Dry erase white board 5' x 6'
 Sink with drinking fountain

Seating:

Theatre 40 people (max)
 Table 25 people (max)

Room 2

Good for medium/small events and lectures
 29' x 22' - Wood floor
 Projector/Screen
 Large wall ballet mirrors
 6' x 5' dry erase white board
 Sink with hot and cold water and drinking fountain

Seating:

Theatre 50 people (max)
 Table 35 people (max)

Rooms 1 & 2: Party Style Table Set-Up



*Can be used as two individual rooms or one larger room

REQUIRED CLEAN UP CHECKLIST

- The premises and facilities are cleaned and vacated by the time specified on permit.
- Garbage contained in can liners has been emptied in outside dumpster.
- All spills have been wiped clean with soft rags and towels, and not with harsh scrubs or cleansers.
- All decorations have been disposed of, or removed from building (including tape).
- Coffee pots and servers have been turned off and cleaned with soap and hot water.
- All floor areas have been thoroughly swept and mopped.
- All tables and chairs have been wiped off thoroughly.
- All items brought in for rental have been removed from building.
- All kitchen areas have been wiped clean.
- Any damages have been dutifully reported to attendant.

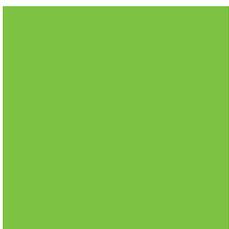


KNOWLEDGE CHECKLIST

- I may be required to have two or more security guards on duty at my event.
- The hours I have noted on the permit include my set-up/decorating time, and required clean-up time.
- I understand I should not send out invitations to my event until I have received confirmation from the Facility Coordinator.
- I understand that a deposit refund can take up to 21 days for processing and mailing after the date of use.
- I understand a fee amount will be deducted from my deposit in order to cover any damages or additional fees incurred during the use of the facility.
- I am aware that I am responsible for the building and the equipment during my event, and for the actions of my guests. Any items checked out and used during the event must be returned directly to staff prior to the end of the event.
- I have knowledge of where trash is disposed and where the cleaning implements may be found.
- I am responsible for the removal and disposal of all decoration (tape, staples, flowers, table covers, tableware, kitchen ware) and all trash.
- I am aware the City of Albany and its employees cannot be held responsible for any lost, forgotten, or stolen items.
- I understand that children should be supervised at all times and remain in the rented room. If children use the lobby and are unsupervised, my security deposit may be forfeited.

Permittee Signature

Date



CITY OF ALBANY

URBAN VILLAGE BY THE BAY

CALIFORNIA



City of Albany
Recreation and Community Services

1249 Marin Avenue
Albany, CA 94706

(510) 524-9283
www.albanyca.org
www.facebook.com/albanyrec

QUESTIONS?

If you have questions about your rental,
or need assistance, please contact:

NICK JORDAN

Facilities Coordinator

Office: (510) 559-7222

Fax: (510) 528-8914

Email: njordan@albanyca.org