

RECREATION & COMMUNITY SERVICES DEPARTMENT

CITY OF ALBANY



FACILITY RENTAL GUIDE

THANK YOU FOR YOUR INTEREST IN
OUR FACILITY RENTAL

ROOM VIEWING

Monday—Friday

8:30 am—5:00 pm.

Viewing after hours is based on room availability.

For more information, please contact rental location during business hours.

RENTAL HOURS

Daily : 8 am—10 pm

Closed on City Holidays

WEBSITE

albanyca.org

BUILDING AMENITIES

- ◆ Free Parking
- ◆ Free Wi-Fi
- ◆ ADA Accessible
- ◆ Table/Chair Set up & Take Down
- ◆ A/V Service Available
- ◆ Heating & Air Conditioning
- ◆ Various Sized Meeting Room
- ◆ Great Natural Lighting
- ◆ Commercial Size Kitchen
- ◆ Close to Freeway/Public Transit

ALBANY SENIOR CENTER

846 Masonic Ave

510-524-9122

seniorinfo@albanyca.org

ALBANY COMMUNITY CENTER

1249 Marin Ave

510-524-9283

recinfo@albanyca.org



APPLICATION PROCESS

1. Applications are accepted up to one year in advance, on a first come, first serve basis.
2. Applications are tentative a confirmation is receive. Applications will be reviewed and applicant will be notified of decision within 5 business days.
3. Applications are to be completed and signed by the person responsible for the rental. Applicants must be at least 21 years of age.
4. Fees are determined by residency and organization status.
5. The damage deposit and 50% of all rental fees are due when event date is confirmed by City staff.

RENTAL TIMES & LOCATIONS

1. Rental hours are 8:00 am—10:00 pm daily.
2. There is a 4-hour minimum not including set up/clean up. When calculating rental times, please include at least one hour for set up and one hour for clean up to your event time.
3. Events can be held until 10:00 pm. Clean up after the event must be complete by 11:00 pm.

AMENDMENT/CANCELLATION POLICY

1. If an applicant wishes to cancel their event, a written cancellation letter must be submitted to the City of Albany at recinfo@albanyca.org.
2. Cancellation fewer than 60 days before the event will result in loss of deposit.
3. The City of Albany reserves the right to reschedule, relocate or cancel a previously scheduled rental. The City will provide as much advance notice as possible in this event.

RENTAL FEES, DEPOSITS & INSURANCE

1. Rental Fees are hourly based, with a 4-hour minimum.
2. A \$250 refundable damage deposit is due when date is confirmed along with 50% of rental fees. The deposit will be returned after the event; there could be a deduction if the room is damaged. Allow 3 weeks to process.
3. The remaining fee balance is due 45 days prior to event. Tables, chairs, and setup/break down are included in rental fee.
4. Events with more than 100 guests or any event serving alcohol will need event liability insurance. Liability insurance is the responsibility of the applicant.
5. In securing liability insurance, name the "City of Albany" as an additional insured party with coverage that meets minimum policy standards.
6. Policy Standard:
 - A. General Event Liability coverage in the amount of \$2,000,000.00
 - B. Name on Insurance same as Name on Application
 - C. Name City of Albany, 1000 San Pablo, CA 94706, as additional insured.

ALCOHOL & SECURITY

1. Any event serving alcohol must retain a \$25 City of Albany Alcohol permit, which can be attained through the Recreation & Community Services Department.
2. Event Security is required when an event has 100 or more attendees or alcohol is present. Security will be scheduled & invoiced with your rental contract.
3. If alcohol is purchased through tickets, tokens, or admission as part of your event, an ABC liquor license is required.
4. Alcoholic beverages are not permitted outside of the facilities.

Community Room: Albany Community Center		
	<i>Resident</i>	<i>Non-Resident</i>
Community-Based Organization (Not for Profit)		
Weekday Rate (Monday – Thursday)	\$74.64	\$80.85
Weekend Rate (Friday – Sunday)	\$105.73	\$114.03
Private Rental for Social or Fundraising		
Weekday Rate (Monday – Thursday)	\$105.73	\$118.17
Weekend Rate (Friday – Sunday)	\$136.83	\$151.34
Commercial and Business		
Weekday Rate (Monday – Thursday)	\$124.39	\$136.83
Weekend Rate (Friday – Sunday)	\$155.49	\$170.00
Multi-Use Room: Albany Senior Center		
	<i>Resident</i>	<i>Non-Resident</i>
Community-Based Organization (Not for Profit)	\$52.87	\$59.09
Private Rental for Social or Fundraising	\$62.20	\$74.64
Commercial and Business	\$80.85	\$92.26
Meeting Room: Community Center (EOC, Room 1, Room 2), Senior Center (South Room), Senior Annex		
	<i>Resident</i>	<i>Non-Resident</i>
Community-Based Organization (Not for Profit)	\$37.32	\$43.54
Private Rental for Social or Fundraising	\$46.65	\$59.09
Commercial and Business	\$65.31	\$77.75
Community Center Kitchen Flat Rate (Community Center Only)	\$50.00	\$50.00

EVENT GUIDELINES

1. Facility Staff will set up and break down tables and chairs for the event.
2. Recycling, compost, trash receptacles will be provided in each rental space. Please do your part to recycle, reduce and reuse.
3. Parking lot is located behind the Community Center. Street parking is available; please be respectful of our neighbors.
4. The kitchen is only available in conjunction with the Community Hall.
5. All kitchen users must contact the Alameda County Department of Environmental Health for regulations and restrictions. Permits and certifications may be required.
6. No food preparation or barbecues are permitted on the patio. No fires of any size or kind (including candles) are allowed on the building grounds.
7. All exits and exit signs must be kept clear and unobstructed at all times.
8. Please respect our neighbors and play music (live or DJ) at a reasonable volume.
9. Refrain from using balloons, dry ice, birdseed, flower petals, loose glitter, or confetti inside or outside the facility.
10. Only use painter's tape when decorating. Decorations are subject to approval before use. Do not glue, staple, or nail anything to walls or doors.
11. Smoke/fog machines are prohibited.
12. Smoking is prohibited inside the building. Stay 30 ft. away from the property if smoking.

COMMUNITY CENTER: MAIN HALL (BANQUET)



COMMUNITY ROOM SPECIFICATION:

GOOD FOR LARGE EVENTS AND LECTURES
52' X 52' - WOOD FLOOR
AUDIO/VISUAL CAPABILITY
COMMERCIAL KITCHEN INCLUDED
5' ROUND TABLES, SEAT 8 PEOPLE PER TABLE MAX
6' X 2.5' RECTANGLE TABLES (QTY—25 MAX)
SEATING:
BANQUET STYLE: 150 PEOPLE
THEATRE STYLE: 220 PEOPLE

COMMERCIAL KITCHEN:

STAINLESS STEEL COUNTERS
DISHWASHER
ICE MACHINE
1 REFRIGERATOR
3 OVENS
INDOOR B.B.Q.
FLAT GRILL
6-BURNER STOVETOP (COMMERCIAL GRADE)

COMMUNITY CENTER: MAIN HALL (THEATER)



COMMUNITY CENTER: PATIO



COMMUNITY CENTER PATIO:

APPROX. 40' X 16' OUTDOOR SPACE
PLANTER BOXES
CHAIRS & TABLE AVAILABLE

COMMUNITY CENTER: ROOM 1



Room 1*:

20' X 21' - TILE FLOOR

DRY ERASE BOARD

SEATING:

BANQUET STYLE: 25 PEOPLE

THEATRE STYLE: 40 PEOPLE

COMMUNITY CENTER: ROOM 2



Room 2*:

29' X 22' - WOOD FLOOR

PROJECTOR SCREEN

FLOOR TO CEILING MIRROR

SEATING:

BANQUET STYLE: 35 PEOPLE

THEATRE STYLE: 50 PEOPLE

*CAN BE USED AS TWO INDIVIDUAL ROOMS OR ONE LARGE ROOM

COMMUNITY CENTER: EOC



EOC ROOM:

21' X 29' - CARPETED FLOOR

DRY ERASE BOARDS

SEATING:

BANQUET STYLE: 32 PEOPLE

THEATER STYLE: 50 PEOPLE

SENIOR CENTER: MULTI-USE ROOM



MULTI USE ROOM:

31' X 34' - WOOD FLOOR
AUDIO/VISUAL SYSTEM
SMALL SINK & MICROWAVE
SEATING:
BANQUET STYLE: 54 PEOPLE
THEATRE STYLE: 70 PEOPLE

SENIOR CENTER: SOUTH ROOM



SOUTH ROOM:

19' X 28' - WOOD FLOOR
AUDIO/VISUAL SYSTEM
SMALL SINK & MICROWAVE
SEATING:
BANQUET STYLE: 30 PEOPLE
THEATRE STYLE: 40 PEOPLE

SENIOR CENTER: PATIO



PATIO:

25' X 15' - OUTDOOR SPACE
NATURAL SHADING
UMBRELLAS, CHAIRS & BENCHES
ADA ACCESSIBLE
SEATING:
15—20 PEOPLE

DID YOU KNOW WE HAVE OUTDOOR RENTAL

MEMORIAL PARK



MEMORIAL PARK PICNIC:

EAST SIDE:

4 TABLES (24 PEOPLE MAX)

1 STANDING BBQ

1 LARGE BBQ

WEST SIDE:

5 TABLES (30 PEOPLE MAX)

2 STANDING BBQ

1 LARGE BBQ

AM TIME BLOCK: 9:30 AM—1:30 PM

PM TIME BLOCK: 2:30 PM—6:30 PM

CAN BE RESERVED AS ONE SPACE FOR A MAX OF 54 PEOPLE

JEWEL'S TERRACE PARK



JEWEL'S TERRACE PARK PICNIC

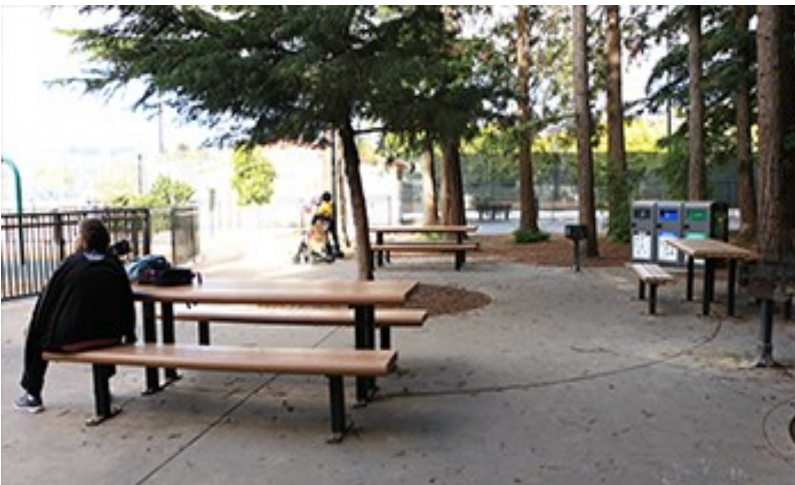
5 TABLES (30 PEOPLE MAX)

2 STANDING BBQ

AM TIME BLOCK: 9:00 AM—1:00 PM

PM TIME BLOCK: 2:00 PM—6:00 PM

OCEAN VIEW PARK



OCEAN VIEW PARK PICNIC

CEDAR—3 TABLES (18 PEOPLE MAX)

MABLE, PINE, SPRUCE, OAK—2 TABLES EACH (12 PEOPLE MAX)

PONDEROSA—1 TABLE (6 PEOPLE MAX)

ENTIRE PICNIC AREA—12 TABLES

(72 PEOPLE MAX)

AM TIME BLOCK: 10:00 AM—2:00 PM

PM TIME BLOCK: 3:00 PM—7:00 PM



RECREATION & COMMUNITY SERVICES DEPARTMENT

1249 MARIN AVE ALBANY, CA 94706

PHONE: 510.524.9283 EMAIL: RECINFO@ALBANYCA.ORG WEBSITE: ALBANYCA.ORG