

# Senior Center Main Hall

## Rental Fee Schedule and General Information

### Contact Information

#### Pinole Senior Center

2500 Charles Avenue • Pinole, CA 94564 • (510) 724-9800 • seniors@ci.pinole.ca.us

### Rental Fees

	Rental Rates	Non-Profit Rental Rates
<b>Deposit</b>	\$40	\$40
<b>Business Hours (8:30am-4:30pm)</b>		
2 Hour Minimum Rental	\$50	\$35
Each Additional Hour	\$25 per hour	\$15 per hour
<b>Non-Business Hours (4:30pm-7:30pm)</b>		
2 Hour Minimum Rental	\$75	\$55
Each Additional Hour	\$35 per hour	\$20 per hour

### Facility Information

- Arts & Crafts Room 40 People Maximum
- Computer Room 25 People Maximum
- Conference Room 15 People Maximum

### Reservation Information

Reservations are accepted on a first-come, first-served basis and must be made in person. The deposit, all fees, and completed reservation application are required to make an official reservation. No applications will be accepted unless deposit and fees are paid. It is the responsibility of the applicant to clean the area after use. It is the responsibility of the user to take all necessary precautions to maintain a safe environment for the planned activity. The person(s) in charge of the event, as determined by the name(s) on the application, must be present for the entire duration of the rental, including set-up, clean-up, and delivery times. This person is also responsible for monitoring all guests using the facility as part of the rental.

Refundable deposits are returned in check form within two to four weeks following the event, assuming there is no damage or reason for deduction. Deposit checks will be issued to the person in charge of the event, and mailed to the address provided on the application. Changes to the application cannot be made over the phone. Additional fees incurred by Renter and not paid for in advance of the event will be deducted from the deposit. Issues or concerns that arise must be reported immediately (within 1 week of rental).

The City of Pinole retains the right to withhold use if individuals or organizations have rented in the past and had incidents of significant damage, vandalism or security issues, OR if the Recreation Manager and his/her designee determines the use may not be in the best interests of the City of Pinole.

Applicants must be:

- 1) 21 years of age
- 2) Primary sponsor of the event
- 3) Present during the entire duration of the event, including set-up and clean-up.

Non Profit Rates are for those organizations with a 501(c)(3) status. Only authorized representatives from such organizations can make a reservation in the organization's name. Renter must be able to show proof of non-profit status.

The applicant hereby agrees to hold the City of Pinole, its City Council and commissions, the Pinole Senior Club Board of Directors, the individual members thereof and all the officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or caused in any way by, such use or occupancy of facility.

Applicant agrees to be personally responsible for and to reimburse the City for any damage to the facility including furniture or equipment occasioned by or growing out of the use or occupancy herein requested. Failure to reimburse City may result in deduction from security deposit.

Rentals are considered private events, and thus any activities occurring during a rental are not promoted or endorsed by the Center. Attendees of private rentals must use the designated entrance, and any activities must be confined within the designated space. Renters may not solicit or promote their events at the Senior Center.

## Pinole Rental Facilities

### Reservation Application & Contract

Pinole Senior Center 2500 Charles Ave. Pinole, CA 94564

#### **Applicant**

Name of Applicant/Designated Person(s) in Charge: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

**Street**

**City**

**Zip**

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **Facility Rental Information**

##### **Senior Center Main Hall (Max. 250 people)**

**Activity:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Event Hours:** \_\_\_\_\_ to \_\_\_\_\_

**Total Attendance:** \_\_\_\_\_ (**Adults:** \_\_\_\_\_ **Teens:** \_\_\_\_\_ **Children:** \_\_\_\_\_)

## Facility Use Restrictions

- Activities may not continue past 8:00 p.m.
- Facility can be booked up to 6 months in advance.
- No smoking in the facility, parking lot or any city property.
- The City of Pinole is not responsible for lost or stolen items during the rental period.
- Adults must attend children at all times. One (1) adult must be present for every Fifteen (15) minors.
- Clean up food and beverage spills immediately and report to the Facility Attendant. Discard all trash.
- The applicant must properly clean the facility and all additional time spent by City Staff over basic rental period will be charged an hourly fee.
- Facility attendants are required at all times during a rental period.
- The applicant nor any other person or organization involved shall be admitted to the facility prior to the designated rental time. Further, no storage is available before or after the event.
- Facility rental does not include access to or use of offices, lounge areas, hall, kitchen, non-authorized sound equipment or borrowing furniture from other areas.
- Tables and chairs will be furnished by the Center. Renter is responsible for setting up furniture to their preference.
- Security Deposit is required. **The deposit will be fully refunded provided there is no:**
  - Damage to the facility as determined by the City
  - Exceptional cleaning or maintenance required
  - Failure to provide security
  - Excess time used
  - Other serious facility use violations

If for any reason the Pinole Police are called to secure the event, the applicant will forfeit the full security deposit.

## Decorations

- Only masking tape is permitted for decorations. Do not use tacks, nails, pins, other tapes, or staples.
- Glitter and confetti are prohibited.
- Decorations must be flame retardant.
- Balloons must be confined to the rental area and must be anchored.
- The building or equipment may not be altered in any way without consent of the facility attendant, such as moving existing equipment.
- No candles, lanterns or open flames are allowed.

Please sign and date below to acknowledge receipt of Pinole Rental Facilities information. I have read and understand the Rules & Regulations and agree to comply.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved By (City Employee):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Deposit \$ \_\_\_\_\_

First 2 hours \$ \_\_\_\_\_

Extra Hours \$ \_\_\_\_\_

**Total Price:** \$ \_\_\_\_\_