



To: Prospective Facility Rental Applicant,

Thank you for considering the Lafayette Community Center as the location for your event. We hope to make it a special time for you and your guests. Please review all of the attached information to ensure that our venue is the right one for you.

To tentatively reserve a date, the following must be completed:

1. **Complete the Rental Application/Permit located in this rental packet with a copy of your photo ID**
2. **Carefully read and initial the facility rules and procedures.** Failure to obey the rules means you may forfeit part, or all of, your security deposit.
3. **Pay a \$100 non-refundable reservation deposit.** The deposit will be applied to your rental fees. There is a separate security deposit (\$200-\$500) required for all rentals

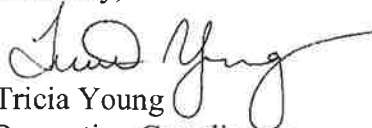
All rental application submissions will be reviewed by staff and may take up to two business days for confirmation of date. We cannot review any application without the three items listed above. In order to finalize your tentative reservation, you must complete items 1-5 on the "Rental Finalization Checklist. **Please note that we will not take any reservation requests less than 30 days before the date of use.**

The Community Center is home to many on-going City of Lafayette programs, meetings and events, so we rely on you to leave the facility clean and undamaged for the many users who will follow you. The attached rental procedures, rules and forms have been developed to ensure that the Community Center facilities are protected and treated with the utmost care.

Please call the Parks, Trails & Recreation Department office at 925-284-2232 if you have any questions pertaining to the rental application process. **All site visits are by appointment only and limited to one per event. We cannot guarantee site visits outside of your rental time.**

Thank you for your interest in renting facilities at the Lafayette Community Center.

Sincerely,


Tricia Young
Recreation Coordinator
City of Lafayette

	Capacity	Size	Hourly Rates/ Security Deposits	Food and Drink Allowed	Minimum # of Hours	Amenities
JENNIFER RUSSELL BUILDING (JRB)	Dining: 240 Theater: 325	72'x50'	Resident: \$120 Non Resident: \$150 Resident Non Profit: \$110 Non Res Non Profit: \$130 Security deposit: \$500	Yes	4	<ul style="list-style-type: none"> • Adjoining Restrooms • Non Adjoining Kitchen (\$200) • Two 80" Flat Screen TVs • Available Microphone P.A. System • Portable Stage (\$130) • Rear Patio • Side Patio & Deck (\$75) • Indoor Seat Walls • Adjoining Foyer • Adjoining Kitchen (\$200) • Stationary Stage • Available Microphone P.A. System • Large Patio & Deck (\$75)
LIVE OAK ROOM (LO)	Dining: 225 Theater: 300	64'x55'	Resident: \$100 Non Resident: \$130 Resident Non Profit: \$90 Non Res Non Profit: \$110 Security deposit: \$500	Yes	4	<ul style="list-style-type: none"> • In room sink • Counter Tops • White Board/Black Board
Arts and Crafts	Max: 45	27'x32'	Resident: \$65 Non Resident: \$85 Resident Non Profit: \$60 Non Res Non Profit: \$75 Security deposit: \$200	Yes	2 Self set up required	<ul style="list-style-type: none"> • Carpeted Floor • Projector Screen (no projector) • Adjoining Foyer
SEQUOIA ROOM	Classroom: 45 Theater: 75	27'x32'	Resident: \$65 Non Resident: \$85 Resident Non Profit: \$60 Non Res Non Profit: \$75 Security deposit: \$200	No	2 Self set up required	<ul style="list-style-type: none"> • Commercial Refrigerator/ Freezer • Icemaker • Coffee Pots • Microwave • Stove/Oven • No utensils available
KITCHEN			\$200 Flat Rate	Yes	Only Available with LO or JRB	

Facility Restrooms/ Drinking Fountain: Centrally Located

Parking Spaces: 117 and 6 Handicap

Times and Days Available: Friday: 6:00pm - 11:30pm

Saturday: 9:00am - 11:30pm

Sunday: 9:00am - 10:30pm

Please Note: Rental time must include deliveries, decoration, set-up & clean-up. Music/entertainment must stop 1hr. prior to the end of the rental.

500 St. Mary's Road, Lafayette, CA 94549 ~ 925-284-2232 : Phone/925-284-1549 : Fax
www.ci.lafayette.ca.us / www.LafayetteRec.org

Room Rates - Hourly

	<u>Private</u>		<u>Non-Profit</u>	
	<u>Resident</u>	<u>Non Resident</u>	<u>Resident</u>	<u>Non Resident</u>
Jennifer Russell Building (4 hr. min)	\$120	\$150	\$110	\$130
Live Oak Room (4 hr. minimum)	\$100	\$130	\$90	\$110
Sequoia Room (2 hr. minimum)	\$65	\$85	\$60	\$75
Arts and Crafts (2 hr. minimum)	\$65	\$85	\$60	\$75

Live Oak Patio, Kitchen and Stage are only available with LO or JRB rental at an additional flat rate.

Flat Rates For Kitchen, Live Oak Patio and Portable Stage

Kitchen*: \$200 flat rate **Live Oak Patio**:** \$75 flat rate **Portable Stage***:** \$130 flat rate

**Kitchen is Available Only with Live Oak and Jennifer Russell Room Rentals*

***Use of patio does not change maximum number of attendees allowed in room.*

****Six 4'x 8' sections. Max 16'x12'. A 12'x8' Live Oak Stationary stage included with L.O. Rental*

Special Event Liability Insurance Premiums (Class I rates are shown - rate may be higher based on event details)

Attendance	1 - 25	26 - 50	51 - 150	151 - 250	251 - 500
Base Premium	\$68.18	\$102.24	\$109.46	\$128.04	\$150.74
Liquor Premium	+\$15.48	+15.48	+20.64	+20.64	+20.64

Annual insurance rates are subject to change. For full insurance details please refer to the

‘Special Event Liability Insurance Program: 2017 Member Rate Schedule’, that can be found in the Lafayette Rental Packet.

Calculate Your Estimated Rental Cost

1. Hourly rate based on room, residency and non- profit status Line 1: _____ (Hourly Rate)
2. Multiply **Line 1** by **number of hours** _____ hrs. = Line 2 **Line 2:** _____ (Rental Cost)
Rental time must include deliveries, decoration, set-up & clean-up.
3. Enter your **Security deposit** in Line 3.
\$200 for Arts and Crafts or Sequoia
\$500 for Jennifer Russell or Live Oak Line 3: _____ (Sec. Deposit)
4. Determine your **insurance premium** based on attendance.
Enter premium from chart above in Line 4
Annual rates are subject to change Line 4: _____ (Insurance)
5. If alcohol is being served, determine your **Liquor Insurance Premium** based on attendance. Enter liquor premium from chart above in Line 5 Line 5: _____ (Liquor Ins.)
Annual rates are subject to change
6. If you plan to use the **Kitchen**, enter the \$200 flat rate in Line 6 Line 6: _____ (Kitchen \$200)
7. If you plan to use the **Live Oak Patio**, enter the \$75 flat rate in Line 7 Line 7: _____ (Patio \$75)
8. If you need the **portable stage** enter \$130 in Line 8.
Stationary Stage Included with Live Oak Line 8: _____ (Stage \$130)
9. Sum of Line 2 through Line 8 = Line 9 = Estimated Cost **Line 9:** _____ **TOTAL**

Will there be decorations? Yes _____ No _____ Describe: _____
Only painters tape, gaffers tape, or twine may be used for decorations. No pins, nails, screws, duct tape or staples.

Kitchen Use:

Person &/or company who will be responsible for kitchen use: _____

Arrival Time _____ Day Phone _____

Renter is responsible for returning a Kitchen Checklist at least 10 days before the rental date. Please consult the caterer if you are using a caterer. Note: This is an empty kitchen with no cooking/eating utensils.

Is this a Crab feed? Yes _____ No _____ *Additional Facility/Clean Up Rules will apply for Crab feed events.*

Anything else we should know about your event: _____

Insurance – All rentals are required to use the City of Lafayette Special Event insurer with the following exception. Non-Profit organizations may submit proof of adequate insurance naming the City of Lafayette as additionally insured along with proof of non-profit status *at least 90 days prior to the rental date.* Any insurance requests must be submitted with the initial application.

The City of Lafayette grants to renter, permission to use the facility(ies)/equipment as indicated on application form. Use of facility(ies)/equipment shall begin and terminate on the date(s)/time(s) indicated on the pervious page. Renter agrees to pay the City of Lafayette the total fee stated for the use of said facility(ies)/equipment in accordance with the Community Center's policies and procedures. Renter hereby agrees to hold harmless, defend and indemnify the City of Lafayette and its Officers, Agents and Employees from any loss, damage, cost of expense that might arise during, or be caused by, the use or occupancy by renter of rented facility(ies)/equipment.

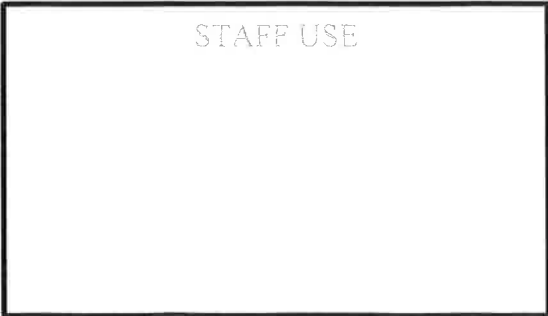
I, the undersigned, hereby certify that I, or on behalf of the renter, agree to be responsible for any damages to the grounds, furniture, floors, walls or equipment occurring through occupancy of use of said facility(ies)/equipment by renter. Any and all damages shall be compensated within ten (10) days of notification of cost of damages.

It is acknowledged that all reservations are granted with the understanding that the City of Lafayette may cancel such reservations should the facility(ies) be required for City activities.

I hereby certify that I have read and understand the City of Lafayette's policies, rules and procedures and agree that they are made a part of this permit by reference and that I shall abide by the same. The Facility Application/Permit has been filled out completely and accurately. In the event there is a significant change in the permit, I will notify the City, in writing, no later than 7 days prior to the event. Failure to so notify the City will subject my event to cancellation or immediate shut down by the City.

Signature of Applicant _____ **Date** _____

Printed Name of Applicant _____



RULES & PROCEDURES FOR RENTING FACILITIES AT THE CITY OF LAFAYETTE COMMUNITY CENTER

Reservations

Reservations are not accepted more than one year or less than 30 days, prior to rental date.

- ❖ Reservations are accepted for 48hr review upon receipt of a \$100 non-refundable deposit, completed rental application and initialed rules & procedures form. The reservation deposit will be credited to the rental fee.
- ❖ **The applicant must be 21 years or over, directly connected to the event and fully responsible for payment and conduct of guests. A copy of valid photo ID must be on file with the City.**
- ❖ **All rental fees must be paid no later than 30 days prior to the event or your reservation will be cancelled.**
- ❖ In addition to rental fees, a security deposit ranging from \$200 to \$1,000 must be paid no later than 30 days prior to the event. The amount is determined by City Staff.
- ❖ Any rental exceeding the time noted on the permit will be charged double the hourly published rental rate.

Violation of any facility rule (see list below) may result in a forfeiture of entire security deposit.

I have read and understand all information pertaining to Reservations.

INITIAL HERE _____

Cancellations

- ❖ **The \$100 reservation deposit is non-refundable.**
- ❖ It may be necessary to reschedule, relocate or deny an approved application. As much advance notice as possible will be given to the renter. The *City of Lafayette* assumes no responsibility for damages/expenses incurred by the renter should their reservation be canceled by the City. Any paid rental fees will be refunded within 30 days.

I have read and understand all information pertaining to Cancellations.

INITIAL HERE _____

General Facility Rules

1. **Fees are charged from the moment anyone connected with the event occupies the rented area(s) and until the last person leaves (i.e. decorators, delivery people, caterers, entertainment, etc.).** In most cases a minimum of 1-hour before and 1-hour after is required for renter to decorate and clean-up. Music and live entertainment must cease one hour before ending time as indicated on rental application/permit.
 2. For City staffed rentals, Building Attendants will set up tables and chairs prior to start time, if diagram provided, and open and lock the facility at the times indicated on the rental application/permit.
 3. For non-staffed rentals renters will set up tables and chair and the facility must be left in the condition it was found. Furniture must be returned to locations labeled on the walls and on room diagrams.
 4. Renter may not enter the facility prior to the time reserved on the permit. City staff will supervise use during the entire rental period.
 5. Renter must provide own plates, cups, utensils, napkins, tablecloths, decorating supplies, cookware, dish towels, pot holders and cleaning supplies.
 6. No alcoholic beverages are allowed in hallways, parking lots, playground, and restrooms or anywhere outside of the rented room/patio. Renter is responsible for making sure no alcoholic beverages leave the rental areas or are consumed by minors.
 7. Alcoholic beverages can be brought into the building with advance approval only. Contact the Alcoholic Beverage Control office at (510) 622-4970 to purchase a one day liquor license if you plan to *sell* alcoholic beverages or if your event is *open to the public* or if any alcohol was *donated* or if your event falls under the Department of Alcohol Beverage Control requirements for license. The renter is responsible for obtaining the license and submitting a copy to the City at least 10 days prior to the event.
 8. Decorate with painter's tape and twine only (no tape on windows and no duct tape, nails, staples or tacks anywhere.) Remove all traces of decorations after the event. Decorations must be flame retardant. No confetti, glitter, rice or birdseed. Bubbles are permitted outside only.
 9. Deposit all trash and recyclables in appropriately labeled cans. Restrooms and parking lots should be checked for litter and debris. Return the facility to its original condition. Tables must be wiped off and decorations removed. Rented areas, including kitchen, must be thoroughly cleaned. All kitchen surfaces, including the floor must be cleaned and mopped.
 10. If kitchen is used, renter must complete and return the Kitchen Checklist provided by the City at least 10 days prior to the event. Please consult your caterer/person in charge of kitchen to ensure they understand that the kitchen is an empty kitchen without cooking/eating utensils or cleaning supplies. All kitchen surfaces, including the floor must be cleaned and mopped.
 11. Per City Ordinance 5-304, smoking is prohibited on all city-owned property, whether indoors or outdoors which includes the Lafayette Community Center.
 12. Storage is not available either before or after the event.
 13. Advance approval required for barbequing and placement of exterior decorations.
 14. Noise levels may not exceed levels set by the City's noise ordinance. All music will end 1 hour prior to permitted rental time.
- **Continued on Next Page**
15. Entertainment must be reviewed and approved by Community Center staff. Typically, unamplified music will be allowed outside during reasonable hours. No exotic dancers, i.e. strippers, allowed. DJ selections, live music or announcements that contain obscene language are not permitted.

16. Renter is responsible for protecting the floors. No dragging of heavy objects or sharp-edged objects across the floor (including tables, chairs, plant stands, etc. Please request on site staff to move furniture). Liquids of any kind must be immediately wiped off the floor. To avoid charges to the Security Deposit, please notify staff of any/all spills.
17. Any Outside vendor(s) contract(s) submitted 30 days prior to rental.
18. The City may hire security guards for large scale events that have alcohol and/or high risk activities and events with over 30 minors in attendance.
19. Set-up and take-down of portable 16' x 12' stage in the Jennifer Russell Room must be requested in advance. \$130 additional fee.
20. No food or drink allowed in the Sequoia Room

21. If the rented facilities are not left as they are found, items for which you will be charged include, but are not limited to: clean-up of left-over decorations, repair or replacement of broken furniture/ equipment, kitchen cleaning, floor spills, broken glass or other discarded materials from the event whether inside or outside the buildings, staff overtime costs required to repair the facility and any other costs incurred by the City to restore the facility to its original condition.

I have read and understand all General Facility Rules. INITIAL HERE _____

Insurance

❖ The City of Lafayette requires renter to hold an insurance certificate in an amount no less than \$1 million dollars to cover all liability arising from your event and naming the City and its employees and agents as additionally insured. The insurance shall be obtained by the City of Lafayette special event insurer at fees published by the insurer. At the time of initial application, a non-profit agency may submit their insurance coverage information for review and approval by the City's Risk Management Authority. The non-profit's insurance coverage information must be received at least 90 days prior to rental date. If denied, coverage must be purchased through the City's special event insurer.

I have read and understand all information pertaining to Insurance. INITIAL HERE _____

***Please review all rules carefully before completing your application.
If any of the above rules are broken, the entire security deposit
may be forfeited and your event could be shut down.***

STAFF USE: ATTACH COPY OF PHOTO I.D.

Rental Finalization Checklist

1 **Completed Rental Application with a copy of Photo I.D.** (Minimum 30 days prior)

2 **Initialed Rules and Procedures Form** (30 days prior)

3 **\$100 non-refundable reservation deposit (credited to your rental fee)**

4 **Payment received in full** (30 days prior)

Room Rental Rate, Security Deposit, Insurance, Kitchen, Patio, Security Guard, Portable Stage

5 **Special Event Insurance Payment** (30 days prior)

Proof of Adequate Insurance (non-profit only. 90 days prior)

6 **Any outside vendor(s) contract(s)** (30 days prior)

7 **ABC Permit to sell alcohol** (10 days prior)

8 **Room Set-Up Diagram** (minimum 10 days prior)

9 **Kitchen Checklist** (minimum 10 days prior)

Please deliver Kitchen Information Sheet to Caterer or person in in charge of kitchen.

Note: This is an empty kitchen with no cooking/eating utensils or cleaning supplies. Kitchen must be thoroughly cleaned & mopped (mop available onsite).

10 **Obtain final approved permit and copy of rules from the City**

Lafayette Community Center Kitchen Checklist

Event Date: _____ Rental Time: _____

Name: _____ Contact #: _____

Caterer/Responsible Person: _____ Contact #: _____

I understand this is an empty kitchen with no eating/cooking utensils or cleaning supplies.

I understand that I must provide my own cleaning/cooking supplies.

I understand that the kitchen must be thoroughly cleaned and mopped prior to the end of the rental time.

I understand that I must complete a walk through at the beginning and end of my rental.

Failure to comply with the above or General Rules could result in the forfeit of some/ all deposits.

Initial: _____

	Renter/Caterer	Building Attendants	
	Prior to your Rental	Beginning of Rental	End of Rental
<u>Available Kitchen Equipment</u>	<u>Equipment Requested</u>	<u>Rental Walk Through</u>	<u>Post-Rental Inspection</u>
Coffee Maker (2 coffee, 1 hot water) <i>Requires course ground coffee</i> <i>Must be thoroughly cleaned after use</i>	#		
Counter Tops	y/n?		
Sinks	y/n?		
Refrigerator	y/n?		
Freezer <i>Center shelf only.</i>	y/n?		
Microwave <i>Be sure to clean inside and out</i>	y/n?		
Stove Tops <i>Requires Matches or lighter</i>	y/n?		
Ovens	y/n?		
Grill <i>Pilot must be lit</i>	y/n?		
Ice Maker <i>Beverages may not be stored inside</i>	y/n?		
Sanitizer <i>Instructions on wall. Be sure the drain basket is in place</i>	y/n?		
Disposal	y/n?		
Fire Extinguisher Instructions	Ansel Hood & Two Fire Extinguishers		

Note: Thermostat fan must be switched to 'On' for the exhaust hood fan to turn on. Thermostat is located on the wall near the refrigerator side exit door of the kitchen. On/Off Buttons are located on wall behind the stove.