



City of Albany Recreation and Community Services Facility Rental Application

Rec'd by: _____ Date: _____

Room: Main Hall Rooms 1 & 2 Room 1 Room 2 Craft Room EOC Edith Stone Room

One Time Rental
Date: ___/___/___

Ongoing Rental
Dates: _____
Days of the weeks: M T W TH F S Su

Time:
Arrival: _____ am/pm
Departure: _____ am/pm
Schedule at least 1 hour for clean-up (required)

Private
 Business / CBO
 Non Profit
Non Profit ID # _____

Name of Applicant: _____

Person Responsible for Rental (if different): _____

Organization Name (if applicable): _____

Address: _____ City: _____ Zip: _____

Email: _____ Website: _____

Type of Activity: _____ Anticipated Attendance: _____

% Minors: _____

Contact Information

Primary: Phone: _____ Email: _____
Secondary Phone: _____

Secondary: (Required) Phone: _____ Email: _____
Secondary Phone: _____

Event Details

Alcohol:

Served Cover/entrance fee Lectern/ PA system Event insurance (required if) Caterer: _____
 Sold Charge for meal/drink tickets Black wall curtains 50+ attendees and/or Phone: _____
 Open to the public Podium Alcohol served Email: _____
 Live music/ entertainment Website: _____
 Band
 DJ / PA

I certify that the above information is accurate. I have read the rules and regulations pertaining to the use of the City of Albany's Recreation facilities (reverse side of application and have received a copy of the City of Albany Facility Rental Packet). (1) Permittee will be responsible for all injuries caused by such use. (2) Hours will be strictly observed and if time is extended beyond that specified, it is understood that additional charges may be necessary. (3) Permittee shall be responsible for reimbursing the City for any loss or damage to City property caused by such use. (4) In consideration of participation as specified at location shown on the above dates and times, Permittee does hereby release and hold harmless the City of Albany from any and all liability of claims for damage or injury to person or property of the undersigned due to Permittee's use of said facility, by reason of any act or omission by the City of Albany Recreation and Community Services Department, or any of its officers, agents or employees or the condition of its property.

Applicant Signature _____

Date _____

Department Use Only

Liability insurance City of Albany Non-Profit resident Security Guard
 Room diagram due: _____ AUSD Non-Profit non-resident Quantity: _____
 Application and deposit fee Private resident Business resident Confirmation Email
 Remaining balance due: _____ Private non - resident Business non-resident

Applicant understands that this is a preliminary application only. This application will be reviewed and approved or denied within 7 working days in writing based on the information provided on the reverse side of this document. Do **not** announce the date of activity until the application is approved.

Initials: _____

A \$35.00 non-refundable application fee and a \$ _____ security/cleaning deposit is required. If the rental is approved, your deposit will be returned upon successful completion of the activity. **If the reservation is cancelled more than 60 days of your event your application fee will be forfeited. If the reservation is cancelled fewer than 60 days of your event your deposit will be forfeited.** The deposit will be returned within 30 days after the activity unless there are deductions for extra clean up, additional time, or if damage to the facility or equipment occurs.

Initials: _____

If the applicant wishes to cancel their event, a written cancellation form must be completed and returned to the Rental Coordinator. Rental fees will be returned according to the timeline and information that is specified in the rental packet. Transfer of dates will only be permitted a maximum of six (6) months in advance and at least one month prior to the new date. A transfer fee of \$35 will be charged for every transfer.

Initials: _____

For Parties held in the Main Hall, where the majority of attendees are minors a security guard must be hired for the event date (see rental booklet for security guard hiring procedure). A security guard is also required if your event has more than 100 attendees and your plan on serving alcohol. Failure to obtain a security guard prior to the date of the event will forfeit the deposit and the event will be cancelled. Please provide a copy of the security contract to the rental coordinator at least 14 days prior to the event.

Initials: _____

A minimum of \$100.00 (Community Center) or \$75.00 (Senior Center) will be withheld from your cleaning deposit if the restrooms and kitchen areas are left in poor condition. If the facility is left in substandard condition, entire deposit may be forfeited.

Initials: _____

Applicant understands that one hour after the end of the event must be reserved to allow for guests/applicant to remove all personal items, take down all decorations, and clean tables and kitchen area. If the program or clean-up exceeds the stated time, or if set-up begins before the stated hour, the hourly rate is billed at 1.5 time for the additional time. **All rentals must vacate the building by 10:00 p.m. Sunday through Thursday and 12:00 midnight on Fridays and Saturdays.**

Initials: _____

Applicant understands that Community Center Staff on duty will control the volume of music and that all music **must end by 10:00 p.m.**

Initials: _____

Applicant understands that **smoking (including vaping) is not allowed in any City of Albany buildings or within 30' of all city facilities.**

Initials: _____

Applicant understands that if alcohol is sold, Liability Insurance, Liquor Liability, an Alcoholic Beverage Control (A.B.C.) permit will be required and police department approval will be necessary. Submit request to sell alcohol letter to the Albany Chief of Police (510) 525-7300. After you have received permission from the Chief of Police and obtained a permit from A.B.C. you must present these documents to the Albany Recreation & Community Services Department.

Initials: _____

Applicant understands that the total rental fees must be paid at least 45 days in advance of the rental date. Late payments will be assessed an additional 20% of the balance of fees due. Rentals with an outstanding balance not paid by two weeks prior to the event are subject to cancellation. Any payments made less than 30 days prior to rental must be paid in cash or by money order.

Initials: _____

Permitee should complete and turn in a diagram for the placement of tables and chairs at least 5 days 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.

Initials: _____

Applicant understands that I or an appointed representative must be present at the beginning of the rental time, and must be present at the end of the rental time for inspection. I agree to walk through the facility including restrooms with facility staff prior to and after event to review any current or new damage to facility, which may have occurred during my rental.

Initials: _____

Hold Harmless Agreement: Permitee hereby agrees to, and shall hold the City of Albany, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permitee agrees to and shall defend the City of Albany, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above Hold Harmless Agreement and understand that if this application is approved, that this agreement shall be legally binding upon myself and the organization or group I represent.

I have read and agree to the above policies and procedures.

Signature

Date