



RECREATION CENTER RENTALS

<p>Bayport – 301 Jack London Avenue - <i>Maximum Capacity – Dining 40</i> Hours: 9:00 a.m. –11:00 p.m. – Saturday or Sunday – (music to 10:00 p.m.)</p> <p>Leydecker - 3225 Mecartney Road, Bay Farm Island - <i>Maximum Capacity – Dining 70</i> Hours: 9:00 a.m.–12:00 a.m. – Saturday or Sunday – (music to 11:00 p.m.)</p> <p>Harrison (located in Lincoln Park) -1450 High Street - <i>Maximum Capacity – Dining 100</i> Hours: 9:00 a.m.–11:00 p.m. – Saturday or Sunday – (music to 10:00 p.m.)</p> <p>Veterans Building – 2203 Central Avenue – <i>Maximum Capacity – Dining 250</i> Hours: 9:00 a.m.–10:00 p.m. – Saturdays only – (music to 7:00 p.m.)</p>

- **Music is only allowed inside buildings.** See above for appropriate times. No amplified music allowed outside.
- **Decorations** must be approved by the ARPD prior to installation and decorations must be removed at the end of the permit time. Nails, tacks, staples, electrical tape or marring materials are not to be used or attached to walls or fixtures on any City property. Confetti, candles and other open flames are prohibited.
- **No Smoking** in our parks and buildings or within 20 feet of entrance and windows. (Ordinance # 3038). No outside personal barbeques allowed in our parks.
- **Set-up:** All Centers have 8 foot x 3 foot rectangle fold-up tables and chairs to accommodate the seating capacity.

RESERVATIONS:

- **All requests** to be made in person, by fax, or by emailing ARPD during regular business hours at a **minimum of 7 days in advance** and a maximum of 6 months prior to your event. Contact ARPD for availability at above information. Centers may only be reserved on the weekends.
- **Three-hour minimum** is required and issued to adults 21 years and over. **You must include your set-up and clean-up time in the total number of rental hours on your permit.** Functions involving minors must provide a minimum of one chaperone (21 years and older) per 10 minors.
- **Proof of residency is required to obtain city of Alameda rates.** This can be a utility bill.
- **Holiday Weekend Rentals are available** on some holiday weekends with an additional 15% per hour charge. Please call for availability.

PERMITS:

Facility Use Permit is available online at: www.alamedaca.gov/recreation. Submit with payment and proof of residency in order to receive city of Alameda resident rates. **No changes** allowed to permit after 7 days prior to event. Once received, we will issue you a permit number and mail it to you at the address you provide to us.

- **No ongoing permits** will be allowed to reserve the facility on a regular month-to-month or week-to-week basis. You may not reserve the same facility more than two times per quarter.
- **Day of Event:** A staff member will meet you at the time your permit starts and will be in charge of the facility during the entire time of the permit.

VENDORS:

Outside Vendors: The use of outside vendors/contractors (clowns, inflatable jumpers, caterer, etc.) by any rental groups must be approved by ARPD prior to date of use, and may include additional fees. Additional insurance requirements must be met 14 days prior to your event date. A **Certificate of Liability** by your vendor is required and it should list the City of Alameda as additional insured for \$1 million. **No advertising or selling** of any product or service is allowed.

Alcohol: If you are serving alcohol, you must obtain a Certificate of Liability through www.cjprma.org. The City of Alameda does not collect this fee and has no knowledge or authority when these fees change. This must be completed at least 2 weeks before your event.

FEES:

All fees must be paid in full at the time the reservation is issued. A Refundable Cleaning and Security Deposit of \$300, (\$500 if serving alcohol) is also required at the time of booking. Cash, checks made payable to ARPD, VISA, MasterCard, or Discover are acceptable. An **administrative fee of \$15** will be charged for any changes made to your permit 7 days prior to your event. **No changes allowed after 7 days prior to event.**

Deposit Refunds: Lessee is expected to return the reserved room to pre-use condition in order to receive refunds. The lessee must agree to take full responsibility for the behavior exhibited by his/her guests. *If ARPD Staff deems a situation uncontrollable and must call for Police intervention, your total deposit will be automatically forfeited.* NOTE: **Refunds may take up to 30 days to be processed.**

Cancellation Policy:

- Cancellations 30 days or more prior to event will pay \$15 Admin fee.
- Cancellations 15-29 days prior to event will pay \$15 Admin fee, and forfeit full security deposit.
- Cancellations less than 14 days will forfeit full deposit and all fees paid.

Requests will be taken on a first-come, first-served basis using the following priority system:

Group B	Priority 2	<u>Alameda Unified School District</u> School activities generated by School District for purposes directly related to the education as directed or approved by the School Board or District Office administration.	Meetings \$45 / Hour	Events \$55 / Hour
Group C	Priority 3	<u>Alameda Non-Profit</u> All public youth groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups may include: PTA and other school associated parent/teacher/student associations, Booster Clubs, etc.	Meetings \$45 / Hour	Events \$55 / Hour
Group D	Priority 4	<u>Alameda Private Resident</u> All Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.	\$90 / Hour	
Group E	Priority 5	<u>Non-Residents and Non-Alameda Non-Profit Groups</u> All non-Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed.	\$115 / Hour	
Group F	Priority 6	<u>Commercial Business</u> All youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc.	\$125 / Hour	