



# Alex Clark Room Reservation Application

For Office Use Only	
Fee(s)	
Paid:	_____
Deposit Paid:	_____
Date Paid:	
Receipt #:	
Copies Sent to:	
	<input type="checkbox"/> PD <input type="checkbox"/> PW <input type="checkbox"/> Applicant
Key #:	
Refund Requested:	_____

## Applicant's/Reservation Information

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

**Name of Organization/Group (Required):** \_\_\_\_\_

**Address (Required):**

Street: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Email (Required):** \_\_\_\_\_

**Phone (Required):** (     )     - \_\_\_\_\_

**Activity (Required):** \_\_\_\_\_

**Insurance Requirements (Required - Select at least one option):**

- Will purchase Minimum Primary Insurance from The City of Pinole
- Will provide proof of insurance 45 days prior to event

**Is the event open to the Public?**

- YES
- NO

**Meeting Hours (Required):** \_\_\_\_\_

*Ex. 1:00pm-3:00pm  
(meeting times not to exceed 2 hours)*

**Total Expected Number of People (Required):** \_\_\_\_\_

**Adults (Required):** \_\_\_\_\_

**Teens (Required):** \_\_\_\_\_

**Children (Required):** \_\_\_\_\_



## Alex Clark Room Reservation Application

### Fee Schedule

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*Rental Rate per Meeting (meeting times not to exceed 2 hours)*

Pinole Organization Rates **\$10** per meeting

Non-Pinole Organization Rates  
**\$25** per meeting

Refundable Deposit: **\$150** (deposit can be kept on file for recurring rentals)

### Additional Fees

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Extended Rental Time:

Pinole Organizations: If meeting exceeds the 2 hour max., **\$10** for every 2 hours beyond the initial two

Non- Pinole Organizations: If meeting exceeds the 2 hour max., **\$25** for every 2 hours beyond the initial two

Key Replacement Fee (if lost) **\$50**

### Deposits

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Deposits will be refunded by mail to those who comply with all rules and expectations. There is a four-six (4-6) week processing time for returned deposits. It is the responsibility of your organizations representative to make sure that we have a current mailing address for processing refunds on file. All reservations must be made via the online reservation system. Reservations can be made up to six (6) months at a time. Refund available, if cancelled 30 days prior to event.

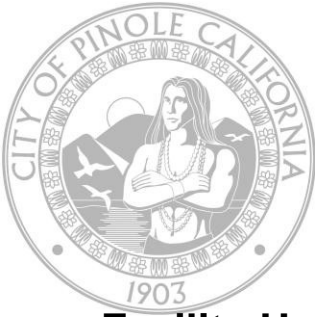
### Key Collection

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The key can be picked up at the Pinole Youth Center (PYC)--635 Tennent Avenue the day before your scheduled meeting, during regular business hours (10:00 a.m.-5:30 p.m.). For weekend reservations, the key may be picked up the Friday before the event between 10:00 a.m. and 5:30 p.m.

The key must be returned by 12:00 noon the following day. For weekend use, the key must be returned on Monday, by 12:00 noon to PYC mail slot or the City Hall mail slot. Keys may also be returned to PYC during regular business hours.

A designated representative of your organization must complete a Policy and Acknowledgment form prior to each scheduled meeting. This will be done when the key is picked up.



## Alex Clark Room Reservation Application

### Facility Use Regulations

The Alex Clark room is in the Public Safety Building and is primarily utilized for police and fire trainings and activities. The community is allowed to hold non-profit meetings in the room, however, all Public Safety and City functions have full scheduling priority. A community group meeting may be rescheduled if the facility is needed for a Public Safety or City function.

- Groups must clean up the room and deposit all trash and recycling in receptacles or pay a cleaning fee of \$25 per hour which is deducted from the security deposit.
- Clean up food and beverage spills immediately and report to the Recreation Manager or her designee.
- Applicant is responsible for set up of chairs and tables. Facility rental does not include access to or use of offices, lounge areas, non-authorized sound equipment or borrowing furniture from other areas.
- All chairs and tables must be returned to their original positions.
- Meeting may not continue beyond 10:00pm, including clean up and putting back chairs and tables.
- An adult must attend children at all times. One (1) adult must be present for every fifteen minor children.
- Children are not to run and play in the courtyard area outside or play in the lobby downstairs, on the stair case, or in the upstairs reception area. Smoking is prohibited in the facility and 20 from the facility entrances.
- The City of Pinole is not responsible for lost or stolen items.
- Security Deposit is required. Provided there is no damage to the facility or any exceptional cleaning, maintenance or security is required as a result of use, the deposit will be fully refunded. If for any reason the Pinole Police are called to secure the event, the applicant will forfeit the full security deposit.
- Certificate of Liability Insurance for \$1Million is required, listing the City of Pinole as additional insured on your current policy can serve as proof of insurance. If insurance cannot be provided by your current carrier, the City of Pinole can provide you with a fee based insurance option.
- Neither the applicant nor anyone else involved shall be admitted to the facility prior to the designated rental time. No storage is available before or after the rental event.
- The building or equipment may not be altered in any way without previous consent of the Recreation manager, such as moving existing equipment. No candle, lanterns, or open flames are allowed.



## Alex Clark Room Reservation Application

### **Reservation Information**

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Reservations accepted on a first-come, first-served basis. Meeting rentals occurring on a regular occurrence, such as monthly or bimonthly, can reserve no more than six months in advance. Required for rental;

- 1) Rental Required Forms and Required Documents
- 2) Security Deposit
- 3) Certificate of Insurance, naming the City of Pinole as an Additional Insured

If booking more than one meeting rental, total fees for rental period MUST be paid at the time of the reservation to secure your rental. Cancellation or meeting date change must be made at least five (5) business days in advance or fee is forfeited.

It is the responsibility of the applicant to clean the area after use (please see Clean-Up Agreement for details). It is the responsibility of the user to take all necessary precaution to maintain a safe environment for the planned activity.

The City of Pinole retain the right to withhold use if individual or organizations have rented in the past and had incidences of significant damage, vandalism or security issues OR if the Recreation Manager or her designee determine the use may not be in the best interest of the City of Pinole.

Applicants must be:

- 1) At least 21 years of age
- 2) One or more primary coordinator(s) of the organization (ex: board member or staff)
- 3) At least one of the application signers must be present at each meeting.

Pinole Organization Rental Rates (\$10/meeting) are for organization with a primary constituency in Pinole or that works closely with the City of Pinole. All other organizations must pay Non-Pinole Organization Rental Rates (\$25/meeting). Final rental rates determined by the Recreation Manager or her designee.

The applicant hereby agrees to hold the City of Pinole, its City Council and commission, 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 the facility.

Applicant further agrees to furnish such liability or other insurance for the protection of the public and the City and any officer and employee thereof, as the City may require. Applicant agrees to be personally responsible for and to reimburse the City for any damage to the facility including furniture equipment occasioned by or growing out of the use or occupancy herein requested.

Please sign and date below to acknowledge receipt of the Pinole Rental Facilities for Nonprofit Meetings Information. I have read and understand the Rules and Regulations and agree to comply.



## Alex Clark Room Reservation Application

### **RULES FOR USING THE ALEX CLARK ROOM**

- An adult must attend children at all times.
- All equipment is properly used & cared for.
- Clean up beverage spills immediately and inform staff (in case we need to request deep cleaning by our Public Works Dept).
- DO NOT adjust the thermostat above 70 degrees. It may be adjusted to a lower temp, but anything higher than 70 degrees could cause Cable TV equipment in the adjoining room to overheat and cause serious damage to the equipment.
- DO NOT Block the door that leads into the Master Control Room, under any circumstance. Sign on door reads: "Please Do Not Block This Door".
- When you are finished with the room:
  - o Arrange tables & chairs in a neat and orderly manner
  - o Discard trash, food & drink items in the trash bins
  - o Turn off the lights, lock the door and return the key

If previous users did not comply with the above rules, please report noncompliance(s) to (510) 724-9004.

Your rights for use of the Alex Clark Room will be permanently suspended if City Office Staff has to contact your Organization more than twice for noncompliance with the above Rules.

**I have read and understand the Rules and Regulations and agree to comply.**

**Applicant's Signature  
(Required):**

\_\_\_\_\_

**Date (Required):**

\_\_\_\_\_



## Alex Clark Room Reservation Application

### FACILITY RENTAL CLEAN-UP REQUIREMENT/AGREEMENT

*I understand that I must be present at the beginning of the rental, when guests or other persons are present, and at the end of the rental for inspection. I agree to walk 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.*

The following are required of me:

- Wipe and clean all tables, chairs, bar areas, used during your event.
- Breakdown tables and chairs (unless break-down is paid for), and breakdown any outside/rented furniture.
- Remove and dispose of all decorative material including outdoor signage.
- Sweep the facility floors. Spot mopping facility kitchen, main floor, bar areas, hallways, lobby and restrooms to remove debris and spills.
- Remove all litter from facility area, bagging and carrying trash to dumpsters.
- Thoroughly clean kitchen including all counter areas, steam tables, refrigerator, ovens and stove, floor and sinks.
- Ensure that restroom areas are cleaned and no materials are left on the floor, or graffiti on stalls.
- If a caterer is being utilized, the applicant is responsible for ensuring that the caterer is advised of the necessary cleaning requirements.
- You will be responsible for the clean-up and condition in which you leave the facility. In cases where indoors and outdoors property has been damaged or abused beyond normal wear, you will be billed for all damage and additional clean up.
- No furniture, dishes, food, beverages or decorations may be left in the facility overnight.
- Only masking tape permitted. Use of nails, pins, scotch tape, duct tape, or staples is PROHIBITED.
- Smoke or mist machines are prohibited in all City facilities.
- Absolutely no confetti, glitter, sequins, rice or birdseed allowed in any City facility.
- Lit candles, lanterns or open flames are NOT allowed in any City facility.
- If for any reason that the Pinole Police needs to be called you will forfeit the full deposit.
- Only the number of guests stated on contract shall be admitted.
- Pinole Senior Center Main Hall Maximum 250
- Parking availability is not guaranteed and on occasion may be limited.
- No alcohol is permitted in City parking lots. Alcohol is only allowed inside facilities with a City of Pinole alcohol permit.

You are personally responsible for and will reimburse the City for any damage to the facility, parking lot and immediately surrounding areas including furniture or equipment. You are responsible to take all necessary precautions to maintain a safe environment for the planned activity to ensure there is no misconduct. . You are responsible for guests and ensuring they follow all rules.

I understand that failure to comply with this agreement may lead to losing portions and/or all of my rental deposit, which in some case may exceed the deposit amount. I have read and understand the cleaning requirements of the City of Pinole Recreation Department. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, etc., I still have the ultimate responsibility to return the facility to its original rental conditions. I will report any concerns or issues that arise during my event immediately (within 1 week of rental).

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