



Senior Center Meeting Rooms 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:	_____

Senior Center Meeting Rooms Reservation Application

Name of Applicant (Required): _____
Designated Person (s) in Charge

Address (Required):

Street: _____

Address Line 2: _____

City, State, Zip: _____

Phone (Required): () - _____

Email (Required): _____

Event Hours (Required): _____

Total Attendance (Required): _____

Facility Information

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

Rental Fees

Deposit \$40

Business Hours (8:30am-4:30pm) 2 Hour Minimum Rental

\$50 Resident/Non-Resident

\$35 Non-Profit

Each Additional Hour

\$25 per hour resident/non resident

\$15 per hour Non-Profit

Non-Business Hours (4:30pm-7:30pm) 2 Hour Minimum Rental

\$75 resident/non resident

\$55 Non-Profit

Each Additional Hour

\$35 per hour resident/non resident

\$20 per hour Non-Profit



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Reservation Information

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.

Reservations are accepted on a first-come, first-served basis. 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. Cancellations must be made at least two weeks in advance. 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.

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.



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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:
 - oDamage to the facility as determined by the City
 - oExceptional cleaning or maintenance required
 - oCancellation without 2-weeks notice
 - oExcess time used
 - oOther 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
(Required):** _____

Date (Required): _____



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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: _____