



# ALBANY RECREATION & COMMUNITY SERVICE DEPARTMENT

## FACILITY RENTAL APPLICATION

**Community Center Rooms:**    Main Hall    Room 1    Room 2    Rooms 1 & 2    EOC    Patio

**Senior Center Rooms:**    Multi-Use Room    South Room    Patio

**One Time Rental Date:** \_\_\_\_\_ **Day of Week:**                        

**Ongoing Rental Date Range:** \_\_\_\_\_

**Rental Time:** \_\_\_\_\_ **to** \_\_\_\_\_ **Event Time:** \_\_\_\_\_ **to** \_\_\_\_\_  
(Please include 1 hour for set up & 1 hour for clean up)

Private    Commercial/Business

Community Based Organization

**Non-Profit #** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Person Responsible for Rental (if different):** \_\_\_\_\_

**Organization Name (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_ **Anticipated Attendance:** \_\_\_\_\_

### Contact Information

**Primary:** \_\_\_\_\_ **Secondary:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### Event Details

Alcohol Served

Live Music/Entertainment

Liability Insurance Required

Alcohol Sold

Band    DJ/PA

Social Event of 100+ attendees or alcohol is served

Security Required

Kitchen Users: please see guidelines for Alameda County requirements

Social Event of 100+ attendees or alcohol is served

### DEPARTMENT USE ONLY

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

AUSD

RESIDENT

NON—RESIDENT

DAMAGE DEPOSIT FEE

APPROVAL EMAIL

EVENT INSURANCE

ROOM DIAGRAM

EVENT SECURITY

REMAINING BALANCE DUE: \_\_\_\_\_

Applications are tentative until you receive confirmation. This application will be reviewed and applicant will be notified of outcome within 5 working days in writing based on the information provided on the reverse side of this document. **Initial:** \_\_\_\_\_

A \$250 damage deposit (refundable) and 50% of rental fee is required and due when date is confirmed. If the reservation is cancelled fewer than 60 days of your event your deposit will be forfeited. The deposit will be returned within 3 weeks after event. **Initial:** \_\_\_\_\_

If the applicant wishes to cancel their event, a written cancelation letter must be submitted to the City of Albany at [recinfo@albanyca.org](mailto:recinfo@albanyca.org). Rental fees will be returned according to the timeline and information that is specified in the rental booklet. Transfer of dates will only be permitted based on availability. A transfer fee of \$25 will be charged for every transfer. **Initial:** \_\_\_\_\_

Liability insurance and security are required if your social event has more than 100 attendees or serving alcohol. **Initial:** \_\_\_\_\_

There will be 1 hour added to the beginning and ending of event time for set up and clean up. Rentals can go until 10:00 pm, and the facility will remain open during clean up until 11:00 pm. **Initial:** \_\_\_\_\_

Music volume should be kept to a reasonable volume for those in the surrounding areas. **Initial:** \_\_\_\_\_

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

Applicant understands that if alcohol is sold, liability insurance is required along with a \$25 Recreation and Community Services Department alcohol permit. Required alcohol permit information will be provided by the Albany Recreation & Community Service Department. **Initial:** \_\_\_\_\_

The total rental fees must be paid at least 45 days in advance of the rental date. Rentals with an outstanding balance not paid by two weeks prior to the event are subject to cancelation. Any payment made less than 30 days prior to rental must be paid in cash or by money order. **Initial:** \_\_\_\_\_

Recreation & Community Service staff will contact applicant 5 days prior to event to discuss diagram/layout for the event. **Initial:** \_\_\_\_\_

Applicant or an appointed representative will do 2 walk throughs with staff day of event. 1 before set up and 1 after clean up. **Initial:** \_\_\_\_\_

**Hold Harmless Agreement:** Applicant 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.

Applicant 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 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:** \_\_\_\_\_