



Facility Rental Checklist

The City of San Leandro Recreation and Human Services Department reserves picnic areas, pools and facilities. The information below is meant to answer some questions in advance. However, applications with detailed information specific to each facility are available at our customer service offices, locations listed below, or may be downloaded at: <http://www.sanleandro.org/depts/rec/default.asp>

Checklist

- Completed application
- Full ***Facility Rental deposit** (Acceptable forms of payment: cash, Visa, MC or ****Check**)
- Valid California driver's license or I.D. for payment verification
- Current utility bill for *****San Leandro resident verification**
- Liability Insurance (if required, see application)

How to Make a Reservation

Please note that the City requires the applicant to complete all transactions and provide the insurance if required for the rental. No other party may complete the application.

To make a reservation, please complete items from the Checklist above. You may walk in, mail in or fax in all required documents to the following locations.

Marina Community Center	Senior Community Center
15301 Wicks Boulevard San Leandro, CA 94579 Phone: 510-577-6080 Fax: 510-352-3049	13909 E. 14 th Street San Leandro, CA 94578 Phone: 510-577-3462 Fax: 510-577-3470
Customer Service Info. Hours: 11:30 am-7:00 pm Monday-Friday Saturday: 10:00 am-2:00 pm	Customer Service Info. Hours: 8:30 am-5:00 pm Monday-Friday

**Payment in full is due at the time of the reservation for facility reservations that are less than 30 days from the event date; late than 30 days, only the deposit is required.*

*** Checks will not be accepted without proper I.D. or less than 30 days from the reservation date.*

****Resident Rate is available to applicants that live within the incorporated San Leandro City limits and provide identification confirming residence address with a valid CA. driver's license and/or PGE, Water or Garbage utility bill dated within the last four months.*

FACILITY USE REGULATIONS

- **ALL** facility rentals of 100+ require liability insurance.
- Security is required for ALL social events in the Titan Auditorium.
- Applicant is responsible for orderly conduct of group as well as enforcing all regulations covering the use of City facilities.
- Applicant is responsible for the clean-up of litter and debris including, but not limited to: cups, cans, plates, etc. The room must be left in the condition that it was found.
- Facility must be cleared by the time specified on the application / permit.
- The City of San Leandro is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- City of San Leandro Staff reserves the right to take photographs or other recordings of its activities and events for publicity and authorize the use of my image by the City.
- **Alcoholic Beverages**
 - Applicant must inform department of intention to serve alcoholic beverages at the time of application and complete a separate wine and beer service application.
 - Beer and wine may be served in rooms in which food is permitted at the Marina Community Center.
 - **HARD LIQUOR IS NEVER PERMITTED.** Food must be served when alcohol is served.
 - If wine or beer is to be sold, applicant must apply to the ABC for a one-day permit.
- **Food and Nonalcoholic Beverages**
 - Food and beverages may only be consumed in designated areas of each facility.
 - Groups wishing to do on-site food preparation/cooking/heating must clean-up following use of the kitchen and assume all liability for damage or accidents that may occur.
- Smoking is prohibited in **ALL** facilities and within 20 feet of any doors or windows.

EVENT TIMES

All events must end by 10:00pm or earlier. The final hour of your paid time is for clean-up only.

CHECKS

Checks will be accepted up until 30 days prior to your event. Organizational checks will be accepted at anytime. Payments made within 30 days must be paid in full by cash or credit card.

RESERVATION AGREEMENT:

If application is granted, I agree to comply strictly with the facility regulations, to supervise care in the use of all facilities and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the building.

ALL APPLICATIONS ARE TENTATIVE UNTIL A PERMIT IS ISSUED

Applicant's Signature

Date

REFUNDABLE DAMAGE DEPOSIT

If the rental responsibilities are adhered to, your deposit will be refunded by the Finance Department. A check will be mailed to the address on file within 30 days of your event.