City of San Leandro Recreation and Human Services Department

SENIOR COMMUNITY CENTER
EVENT RESERVATION APPLICATION

Acct #: _____

Rental #: _____

ORGANIZATION (Please Print): _____

Are you a non-profit? ❒ Yes ❒ No Do you serve seniors ? ❒ Yes ❒ No

Do you serve San Leandro Residents? ❒ Yes ❒ No Note: You may be asked to prove non-profit status.

NAME (Event Contact): _____

ADDRESS: _____
Street City Zip

PHONE: Home (_____) _____ Work (_____) _____

Email:_____ (only used for SLRHS purposes)

EVENT INFORMATION:

TYPE OF ACTIVITY (Please be specific): _____

DAY / DATE: _____

SET-UP TIME: _____ to _____
EVENT TIME: _____ to _____
CLEAN-UP TIME: _____ to _____

Please include 1 hour for set up and 1 hour for clean up.
Hourly rental fees are charged during this time.

ESTIMATED ATTENDANCE: _____

ALCOHOL SERVED: YES or NO (circle one)
(If Yes, Wine & Beer Service Application required)

SECURITY REQUIRED: _____
(Security is required for all social events in the Main Hall)

FACILITY INFORMATION:

_____ Activity Room
_____ Arts & Crafts Room
_____ Classroom C
_____ Classroom D
_____ Computer Room
_____ Health and Fitness Room
_____ Main Hall - Entire (A and B)
_____ Main Hall A only (Not available on Saturdays)
_____ Main Hall B only (Not available on Saturdays)
_____ Kitchen (with Main Halls only)

CANCELLATION POLICY

A. FULL REFUND of deposit and fees if cancelled more than 90 days prior to event.
B. If cancelled between 90 days and 30 days prior to event, FORFEIT FULL DAMAGE DEPOSIT.
C. If cancelled between 30 days and 10 days prior to event, FORFEIT FULL DAMAGE DEPOSIT AND 1/2 OF ALL FEES COLLECTED.
D. If cancelled less than 10 days prior to event, FORFEIT ALL DEPOSITS AND FEES COLLECTED.

Payment Method: Cash (in person only**) Check* (**payable to City of San Leandro**)**

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

Credit Card (if faxing) Visa [ ] Mastercard [ ] Total _____

_____-_____-_____-_____ _____ _____
Exp Date Signature

OVER

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.