

# CITY OF PALO ALTO FACILITY USE APPLICATION & PERMIT

Lucie Stern Community Center  
1305 Middlefield Road  
Palo Alto, CA 94301  
☎ 650.463.4900  
Fax 650.321.5612

Cubberley Community Center  
4000 Middlefield Road, Suite T-2  
Palo Alto, CA 94303  
☎ 650.329-2418  
Fax 650.856.8756

Art Center  
1313 Newell Road  
Palo Alto, CA 94303  
☎ 650.329.2366  
Fax 650.326.6165

Mitchell Park Community Center  
3800 Middlefield Road  
Palo Alto, CA 94303  
☎ 650.329.2487  
Fax 650.856.1375

Baylands Nature Center  
2775 Embarcadero Road  
Palo Alto, CA 94303  
☎ 650.329.2506  
Fax 650.493-5239

Foothills Park,  
3300 Page Mill Road  
Los Altos Hills, CA 94022  
☎ 650-329-2423  
Fax 650.917-9647

Peers Park Field House  
1899 Park Boulevard  
Palo Alto, CA 94301  
☎ 650.463.4900

Rinconada Pool  
777 Embarcadero Road  
Palo Alto, CA 94301  
☎ 650 329.2351

Other  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name:		Home #:	Cell #:
Address:		Work #:	Fax #:
City:	State:	Zip Code:	Email:
Organization:	Co-Sponsored: Yes <input type="checkbox"/> No <input type="checkbox"/>	Non-Profit: Yes <input type="checkbox"/> No <input type="checkbox"/> / IRS Number:	
Type of Activity:		Equipment Needed:	
Will food/beverages be served? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Will alcohol be served? Yes <input type="checkbox"/> No <input type="checkbox"/> Sold <input type="checkbox"/>		Estimated Attendance:	Admission Charge:
Event Insurance <input type="checkbox"/> Buy <input type="checkbox"/> Provide <input type="checkbox"/> On File	Free Activity? Yes <input type="checkbox"/> No <input type="checkbox"/>	Open to Public? Yes <input type="checkbox"/> No <input type="checkbox"/>	Donation? Yes <input type="checkbox"/> No <input type="checkbox"/>

Responsible Person's Name, day of event:: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Location	Date(s)	Day	Set-up Start Time	Program Start Time	Program End Time	Clean up End Time	Type of Repeat Until What Date?
							<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly End date: _____ Exceptions: _____
							<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly End date: _____ Exceptions: _____
							<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly End date: _____ Exceptions: _____
							<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly End date: _____ Exceptions: _____

**TERMS OF AGREEMENT**

I have read and understand the facility rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the conditions set forth in the permit. I understand that I am responsible for the actions and behavior of my guests, and I assume responsibility for any damages or extra fees that might be incurred due to my guests' actions or behavior. I further agree to hold harmless and indemnify the City of Palo Alto, its officers, agents, and employees from any liability for personal injury, death, property damage, arising out of any permit issued or activities hereunder or in result of consequences thereof, except that which is caused solely by the City, its officers, agents or employees. I have also read and reviewed the rental conditions on the back of this form.

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

Application: Approved  Denied  Facility Manager: \_\_\_\_\_ Additional Security Required:  Yes  No

Date Received: \_\_\_\_\_ Date Logged: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Contract Number: \_\_\_\_\_

<b>For Office Use Only</b>	<b>Charge Card (If required)</b>
	Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard      Amount \$ _____
	Card Number: _____
	Expiration Date: _____
Name on Card: _____	

## Rental Conditions

**Reservations:** Reservation Applications are accepted up to a year in advance on a first come, first served basis, with preference given to on-going, City and City-sponsored programs.

Applications for the Cubberley Community Center are accepted beginning in May of each year for the booking period of September of the current year through August of the following year.

Applications for Rinconada Wading Pool are accepted beginning in February annually for the April through September private pool party season.

Applications submitted less than thirty (30) days prior to an event date are subject to the approval of the Facility Manager, availability of space, availability of staff, current insurance, payment of total fees, and special conditions for facilities such as gymnasiums.

**Application Submission:** Before a reservation request can be accepted the rental application must be filled out and signed by an authorized person 21 years of age or older. Name must be consistent on all required documents. Residency verification will be required to qualify for any applicable Palo Alto resident discounts. No reservation is confirmed until the application has been approved and the reservation payment is paid in full. Approval is dependent upon intended use, availability, applicant's agreement to abide by the terms and conditions listed herein and any other conditions deemed necessary by the Facility Manager (as attached to the approved contract).

**Insurance:** All rentals require certificate of general liability insurance that names the City of Palo Alto as an additional insured in the minimum amount of one million dollars due thirty (30) days before your event. Insurance must be provided by a carrier rated A:VII or higher by Best's Insurance Rating Service. Insurance may be available for purchase through the City of Palo Alto. Failure to provide or purchase insurance will result in the cancellation of the booking.

**Fees & Charges:** See fee schedule for rental rates. **A non-refundable reservation down payment** (at least one third of rental fees and charges) is due within ten days of permit approval, with the balance due thirty (30) days before the event. Failure to pay all rental charges and deposit prior to the rental date will result in a cancellation. A \$55.00 fee will be charged for late payments.

**A) Non-profit Discount:** Non-profits providing a majority (51% or more) of their service to Palo Alto residents are eligible to receive a non-profit discount. Palo Alto-serving organizations must submit an IRS letter of nonprofit 501(c) (3) status with their application. No discount will be given if fees are charged by the renting organization or donations requested for the event.

**B) Facility Staff:** Facility staff is required if the activity is held outside the posted hours of the facility or if the nature of the event makes their presence necessary. The facility staff is on duty to assist the client and for facility safety. The Facility Manager will determine the number of staff required. In some cases, and at the permit holder's expense, the services of a professional security firm may be required based on the type of event and the number of participants. Permit holder is responsible for set-up, clean up, and take down of rooms. City facility staff will be on the premises at all times during rental period.

**C) Cleaning and Damage Deposits/Overtime:** A refundable cleaning/damage deposit of up to \$2,000 may be assessed. Cleaning and/or damage expense, extra staff time, extra room rental time including set up and clean up will be deducted from the cleaning/damage deposit. Permit holder will be signed out of the facility by the facility staff on duty. Any charges incurred to return the venue to its original condition, reasonable wear and tear excepted, will be deducted from the cleaning/damage deposit. This deposit may be forfeited for violations of ANY rental conditions named herein.

Permit holder will be billed for damages in excess of the deposit. If no deposit was required permit holder will be billed for any damages, cleaning expenses and overtime.

**D) Rental Time:** Must include time for set up, decoration, take down and facility clean up. Rental times differ among facilities so please check when events must conclude. Any requests to modify dates, times, rooms, equipment, etc., to an existing contract must be made in writing fourteen (14) days prior to the event. Any fees incurred due to the amendment will be collected immediately. Deliveries and pickups cannot be outside the rental period, unless prior arrangements are made with the Facility Manager.

In respect for our neighbors, for events that have live or recorded music, the music must conclude by 11:00 p.m. on Fridays and Saturdays and by 9:00 p.m. Sunday through Thursday. Any exceptions require prior arrangements and approval of the Facility Manager.

**E) Cancellations:** Must be made in writing and received thirty (30) days before the event. **One third of rental fees and charges is non-refundable unless the City cancels the permit, wherein a full refund will be made. No refund is given if cancellation is less than thirty (30) days.** The City reserves the right to cancel an applicant's permit, if the City deems the facility not usable or unsafe due to natural causes, repair, renovation, or is deemed an unsuitable facility for the event by the City. Changes to previously approved permits may result in cancellation of the permit.

## Special Conditions

**A) Liquor Conditions:** Sale or dispensing of distilled spirits at any rented City facility is strictly prohibited. The sale of beer and wine requires the Facility Manager's approval, liquor liability insurance, and a state license, which is the responsibility of the permit holder to obtain. No alcohol may be brought into the facility except that which is served by the permit holder. Based on the type of the event, the number of participants, the presence of minors at the event, and other criteria, the Facility Manager may require additional security deposits, the use of City-approved security officers, and other safeguards at events that sell or dispense alcoholic beverages (beer, wine and champagne). No alcohol is permitted at Rinconada Pool.

If food/refreshments are to be sold, a health permit is required and is the responsibility of the permit holder to obtain. Proof of the licenses must be on file with the appropriate Facility Manager fourteen (14) days before the event.

**B) Sound Restrictions:** Sound, as heard from outside the rented facility, cannot be greater than 15 dB above the local ambient noise level at a distance of 25 feet or more from the facility (PAMC 9.10.050). Sounds from an event must not interfere with any other scheduled events. Amplified sound is not permitted in the Art Center Sculpture Garden or Courtyard at any time. In order to protect the habitat of nesting swallows, amplified music is not permitted at the Baylands Interpretive Center mid-March through mid-September.

**C) Equipment:** Check with facility staff for availability and fees.

**Permit Holder's Responsibilities:** Returning the facility to its clean and tidy condition that was found at the beginning of the rental is the renter's responsibility. Unless otherwise specified the facility staff are not janitorial staff for the event. Spilled food or beverages must be cleaned up immediately. All equipment, decorations, food, beverages and trash must be removed and properly disposed of. The City is not responsible for any materials or equipment left by the renter after the event. No rice, confetti, birdseed, or other substances may be thrown in or around the facility. Decorations must be flame retardant and fastened in an approved manner. Lighted candles, incense and open flames may be permitted under special conditions. Check with the facility staff for particular facility rules. All City facilities prohibit smoking inside or outside (within 20 feet of a public entrance). Posted parking rules must be observed and authorized parking stalls used.

**The Alma Community Room:** Only incidental snack foods, i.e. cookies, soft drinks, coffee, can be consumed in the room and food preparation is prohibited onsite. No alcoholic beverages, smoking, amplified music or sound is allowed. Parking at Alma Plaza is limited to (1) hour parking and is strictly enforced.

The Community Room is available for use weekdays from 8:00 a.m. to 1:00 p.m. and after 6:30 p.m. The room is also available weekdays from 1:00 p.m. to 4:00 p.m. for groups not more than 20 people. For weekend use, the Community Room is available from 8:00 a.m. to 11:00 a.m. and after 6:00 p.m.

Capacity limits must be adhered to and are set by the Fire Marshal.