

Mitchell Park Community Center

Facility Rental Policies

Overview

Mitchell Park Community Center is a beauty! We are excited to provide this beautiful, functional, and sustainable place for the community to enjoy. Our goal is to keep the community center looking new for as long as possible, and to help meet that goal, we have created policies and procedures that all renters are required to follow.

Rental Procedures

1. Complete, sign and return the Facility Use Application and Rental Agreement and Non-Profit Letter, if applicable.
2. Upon approval of your request, a Permit will be issued showing the rental dates, hours, and fees, for your review.
3. Submit first payment (Visa, MasterCard, Check or Cash) within one week of the Permit being issued. **IF PAYMENT IS NOT RECEIVED BY THE DUE DATE, YOUR RESERVATION WILL BE CANCELLED.**

Facility Attendant

A Facility Attendant will conduct a walk-through of the facility before and after your event with a comprehensive checklist. Your Facility Attendant will be happy to assist you with things like facility access, technology support, and lighting; **however they will not be responsible for setting up tables, chairs, decorations, etc.** It is the responsibility of the renter to set up and clean up for the event, and to leave the facility in the same condition that it was given. Before you leave, you must check out with your Facility Attendant and sign the Walk-through Checklist to verify that the facility was left in the appropriate condition.

Timing

Your event must end and facility walk-through completed by the scheduled event End Time. No exceptions! If the event goes past the scheduled End Time, you will be charged the standard rental rates. This may include overtime pay for the Facility Attendant. "End Time" is defined as the moment you successfully complete the facility Walk-through Checklist with the Event Concierge. All rentals must end at midnight and out of the building by 1am.

Point of Contact

We understand that, especially for milestone events such as weddings, bar mitzvah's, and other important celebrations, there may be many "cooks in the kitchen." However, to ensure the most efficient communication possible, we request that each facility rental identify **ONE** point of contact for the event. Our facility rental team will work with the identified point of contact, and no additional parties, to ensure that the event is a success.

Storage & Equipment

Due to the limited amount of storage facilities at the center, we will not allow any items to be stored before or after the event. Drop off may begin at the scheduled start time of the event, and no earlier, and pick up must be completed by the scheduled end time of the event. For events

taking place in the El Palo Alto Ballroom, access to the employee parking lot adjacent to El Palo Alto will be provided for equipment drop off and pickup.

Insurance

Your event may or may not need insurance. If your event is a meeting, training, workshop, or other low liability event, insurance may not be needed. For all large scale events such as weddings, bar/bat mitzvahs, birthdays, and any event with alcohol, proof of general liability insurance in the amount of one million dollars and proof of coverage is due thirty (30) days before the event. For one-time, non-recurring rentals, City of Palo Alto can bill you for your special event coverage. If you plan to provide a certificate of liability, your carrier must be rated A VII or higher by the Best's Insurance Rating service and name the City of Palo Alto as the additional insured. The charges for coverage will be removed if the certificate is received in our office by the thirty (30) day deadline.

Events with Alcohol

The City of Palo Alto requires "Host Liquor Liability Insurance" to serve alcohol on the premises. Many catering companies are insured to serve alcohol or you may obtain your own policy. When purchasing a policy through the City of Palo Alto, host liquor liability is included.

Whenever liquor is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, for the beverage), then full liquor liability is required. Such coverage must be stated on your insurance certificate if you provide your own. When purchasing the City's insurance this coverage is available for an additional fee.

If you plan to sell alcohol, a license from the Alcoholic Beverage Control is required. Contact the San Jose branch at 408-277-1200 for information. Proof of license must be received two weeks or 14 days prior to your event.

Information

When in doubt, check our website! It has all the rental information we have available posted, such as insurance requirements, FAQ's, building specifications, payment schedules, application, pictures, equipment available, and much more. www.cityofpaloalto.org/mpcc.

In addition to the above policies, please read and be familiar with the following:

- All tables and chairs must be broken down and placed in the carts and racks and the room must be returned to its original condition.
- Tables and chairs must be picked up, not dragged, across the hardwood floor.
- Spilled food and beverage must be cleaned up immediately.
- Decorations must be fastened in an appropriate manner: no duct tape, staples, nails, screws, tacks or packaging tape. Painters tape is allowed.
- All equipment, decorations, food, beverage and trash must be removed and properly disposed. The facility provides bin liners for all City-owned composting, recycling and garbage containers.
- Permittee must adhere to the City sound ordinance level of no louder than 80 decibels and the music must be lowered at 10:30 pm not to disturb the adjacent neighbors.
- Candles are allowed but must be away from combustibles and securely fastened in stable containers.

FAQ'S

What is the cancellation policy? No refunds will be issued for cancellations made within 30 days of the event date. All cancellations must be received in writing (email is sufficient).

How will I gain access to the room I have rented? Your Event Concierge will open the door for you within 15 minutes of your start time.

What about Parking? Parking is always free to the public in any of the non-designated parking spaces in front of the building and at Mitchell Park.

Is there somewhere nearby to get food? Ada's Cafe is located onsite and serves an assortment of pastries, sandwiches, salads, coffee, and other beverages. If Ada's is not open, you may also go down Middlefield to the Charleston Shopping Center for a wide selection of food.