



## Mitchell Park Community Center Rental Policies

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### Rental Procedure

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 within ten (10) business days after your permit has been issued.

**IF PAYMENT IS NOT RECEIVED BY YOUR SCHEDULED DUE DATE, YOUR RESERVATION WILL BE CANCELLED.**

### Facility Attendant

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 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 with Facility Attendant. All rentals must end at midnight and you must be out of the building by 1AM.

### 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. Your carrier must be rated A VII or higher by the Best Insurance Rating service and name the City of Palo Alto as the additional insured.

## 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.

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.

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.

## Non-Profits

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.

## Information

**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.
  - Candles are allowed but must be away from combustibles and securely fastened in stable containers.