

City of Daly City

Department of Library and Recreation Services

Administration Office · 111 Lake Merced Boulevard, Daly City, CA 94015 · 650-991-8001

Rental Terms and Guidelines

The Department of Library and Recreation Services has numerous facilities available for rent for celebrations, meetings and gatherings! Reservations must be completed in person at our Administration Office. Our office is open Tuesday through Friday from 8:30am to 4:30pm. For more information and/or to check availability of our facilities, please call at (650) 991-8001.

Facilities may be reserved up to six months in advance. City facilities are not intended for serial/ongoing reservations. No reservations will be accepted with less than a two week notice.

General Rentals: Single-day facility rental for an event (Weddings, Birthdays, Reunions, Funerals, etc.) Rental will include:

- Staff to oversee your rental
- Tables and chairs
- Use of kitchen and restrooms
- Cleaning equipment (Brooms, mops, garbage liners, etc.)
- Garbage and recycling bins

Athletic Use: Single-day or multi-day use of field and gym rentals for athletic events (Practices, games, tournaments, etc.) Rental will include:

- Staff to oversee your rental
- Facility equipment (Scoreboards, bases, nets, goals based on location)
- Baseball/ softball field lining and lights are available for additional fees

Picnic Shelter: Single-day use of outdoor picnic shelter Rental will include:

- Staff to oversee your rental
- Access to BBQ and restrooms

Pool Party: Recreation and Private Swim Parties at the Giammona Pool. Rental will include:

- Lifeguards to oversee your pool party
- Exclusive access to classroom with tables and chairs
- Pool use
- Use of pool equipment

Not Covered:

Regularly scheduled

- Serial rentals
- Religious rentals
- Political rentals

RENTAL PROCESS

A **renter** will be the primary contact for the facility rental. In order to reserve a facility, a renter must be at least 21 years of age and in good standing with the Department of Library and Recreation Services. The renter must be present at time of the reservation to:

- Provide government issued photo identification
- Complete application, review terms and guidelines, and sign permit contract
- Pay necessary deposit and/or payments

To avoid being charged an additional non-resident fee, the renter will be required to show proof of residency. The renter may designate a "**person in charge**", who will be authorized to make inquiries regarding the rental and make changes. The renter or person in charge must be present during the day of the rental to review and sign permit contract/ clean-up sheet at the end of the reservation. Only the renter may cancel a reservation and it must be done in writing. We reserve the right to refuse service to anyone.

Renter's Responsibilities

For facility rentals, the renter's responsibilities are as follows:

- Understand and agree to the terms and guidelines, set by the Department of Library and Recreation Services, which will be strictly enforced, with any infractions being grounds for immediate termination of any rental use of the building and forfeiture of any fees paid.

- Complete all paperwork, including facility set-ups, and making all payments in a timely manner. Final payments must be paid at least two weeks prior to the rental date.
- Inspect the facility before and after your rental to ensure that all permit contract agreements have been met.
- Set up and break down of decorations. Remove all decorations at end of rental.
- Maintenance and clean-up of the facility during and after rental.
- Complete the mandatory clean-up of the facility (Sweep, spot mop, wipe tables and chairs).
- Recycle at least 85% of all cans, bottles, and clean cardboard.
- The renter is responsible for the actions of their guests and vendors.

Renter will not misrepresent their rental as described at the time of application, or will risk the event being cancelled immediately and all fees forfeited. Renter may also be liable for any civil and/or criminal action arising there from.

Facility Attendant’s Responsibilities

During your rental, a facility attendant(s) will be present to oversee your rental. Their primary duties include:

- To enforce the Department’s terms and guidelines.
- To open and close the facility at the agreed upon hours.
- Review the permit contract and clean-up checklist at the beginning and end of the rental.
- Set-up and break down tables and chairs.
- Walk through the facility, to check on the rental and for service.
- Supply renter with appropriate cleaning materials.
- Empty and replace garbage and recycle can liners.

The facility attendant is not there to perform physical labor for the renter, such as loading and unloading cars, making coffee, setting table for decorating. They are not allowed to accept “tips” or other gifts, to participate in your celebration, and/or to drink alcoholic beverages.

RENTAL FEES

The Department of Library of Recreation Services accepts the following forms of payments for rental deposit and fees:

- Cash
- Printed Personal, Business or Cashier Checks
- Money Orders
- Credit Cards (Visa, MasterCard, Discover, American Express)

Even if your permit contract has been signed and dated, please note that the City reserves the right to adjust fees or cancel the reservation at any time.

Deposit

The rental deposit will hold your reservation, with the remaining fees due at a later date. The deposit may be refundable and will not be applied toward the final balance. The deposit must be paid by the renter, using cash or a personal form of payment (check, money order, or credit card). Deposit amounts are as follow:

DEPOSIT AMOUNTS	
Pool Party	\$250
General Rental: 1 – 100 people	\$250
General Rental: 101 – 200 people	\$400
War Memorial/ Bayshore Gym Rental (up to 300 people)	\$800
Pacelli Event Center Gym Rental (up to 500 people)	\$1000
Athletic Use - Gym/ Field (Single Day/Multi-Day)	\$400

For Athletic Use rentals, the deposit will cover a three month permit contract and may be transferable.

The refund of the deposit will be determined by representatives of the Department of Library and Recreation Services, provided that the renter has met the terms and guidelines. Failure to comply may result in a forfeiture of your deposit.

The deposit will be refunded **no sooner than 45 days after the rental.**

- Deposits paid by cash or check will be refunded via a check from the City of Daly City. This check will be mailed to the address provided on the rental application. Review permit contract to ensure home address is correct.
- Deposits paid by credit card will be refunded n to the original credit card.

Hourly Fee

All rentals will have a required minimum number of hours. Most facilities require a four hour minimum for reservations. See fee schedule for minimum number of hours and hourly fee for each facility.

Please note the following:

- Any time required for decorating and preparing the facility by renter and/or vendors (caterer, DJ, etc.) should be considered when making a reservation. The time is chargeable and must be included on your reservation application.
- The last hour of your reservation time must be used for clean-up. Take this in account, as the facility attendant cannot extend the hours of your reservation for any reason.
- If your rental ends early, a refund will **NOT** be given for hours not used by renter.
- Facility attendant may not extend or modify hours the day of the rental.
- Renters that fail to exit the facility at the agreed time will forfeit their deposit.

Standard Hourly Rate

All Standard Hourly Rate (non-Daly City resident) renters will be charged an additional \$25 per hour fee on top of the Discounted Hourly Rate (for residents of Daly City only). Residents of Broadmoor and Colma are not considered residents of Daly City. PO Boxes are not allowed to define a resident of Daly City.

Insurance Fee

The insurance fee provides a one day “Certificate of Insurance” for the renter and the City’s protection. A copy of the insurance certificate will be provided to you. This fee is non-refundable. Insurance fees are as follows:

INSURANCE FEES (*)	
General Rental (including gym rentals):	
• 1 – 100 people	\$105 - \$165
• 101 – 500 people	\$140 - \$200
Athletic Use Rental – Gym/Field/Courts:	
• 1 – 100 people	\$215
• 101 – 500 people	\$360

(*) The final insurance fee for each general rental will be determined by whether alcohol will be served. Please see the “Alcohol” section page 6, for more information and restrictions in regards to serving alcohol.

Custodial Fee (Gym Rentals Only)

An additional mandatory non-refundable custodial fee is required for all gym rentals -- \$400 flat fee. This fee covers custodial staff to facilitate the clean-up of the gym at the end of your rental. Renters will only have to remove their belongings and ensure that guests and vendors are out of the facility by the agreed upon time. The facility attendant and custodial staff will wipe tables, sweep and spot mop. All or a portion of the rental deposit may be forfeited, should the facility be left in a condition that is beyond the scope of normal usage.

Change Fee

Any time there is an adjustment to the permit contract, it is considered a change. Renters may make one change at no charge on/or before the final payment due date; subsequent changes will incur a \$50 change fee.

- Changes to the permit contract include adjusting the rental hours.

- Changing the facility and/or date of rental will also be considered a change; however, if facility/ date change is made less than 30 days from the original rental date, an additional fee of \$100 will be assessed.
- Changing facility and/or date will not be allowed after the original final payment due date.

All changes must be made in writing by the renter or the person in charge listed on the facility rental application.

Late Fee

Your final balance must be paid in person at our administration office **two weeks prior your rental date**. Staff will note your final payment due date on your permit contract. Credit cards will not be automatically charged. Rentals not paid by final payment due date will incur a \$100 late fee, payable by cash or credit card only. **If the balance is not paid one week prior to rental date, reservation may be cancelled, and any fees paid may be forfeited.**

Recycling Fee

The facility attendant will evaluate that 85% of cans, bottles and clean cardboard have been recycled from the rental and not placed with garbage. If the renter fails to comply, a \$75 fee may be assessed.

False Fire Alarm Fee

If the fire alarm is set off for a false alarm, the renter will forfeit the deposit and may be responsible to pay a false fire alarm fee.

Other Fees

Additional fees may be required for other services at different locations. Examples may include additional staffing, field lining and lighting, Open Flame Permit (from Fire Department only) and more. Repair costs for damages to buildings, equipment or grounds are the responsibility of the group and/or individual signing for the use of the building above or beyond the refundable security deposit. Ask administration for more details.

Non-Profit Rental Rates

Internal Revenue Service recognized 501(c)(3) non-profit groups or organizations may qualify for a discounted hourly rate for one discounted rental per calendar year. To receive the discount, non-profit groups and organizations are required to provide our administration office with the following:

- A copy of their current non-profit status paperwork, such as a copy of their 501(c)(3) form.
- A letter on organization letterhead with a list of authorized agents. Only these agents will be allowed to make, change, or cancel reservations on the organization’s behalf.

Daly City non-profit groups or organizations receive a 20% discount of the rental fees. All others receive a 10% discount.

CANCELLATION POLICY

A renter may cancel a reservation by submitting a request in writing to the administration office. Fees will assessed as follows: If a reservation is cancelled more than 30 days prior to the date of the rental, a \$100 cancellation fee will be deducted from the rental deposit and remaining fees will be refunded. If the renter cancels the reservation, less than 30 days prior to the event, \$250 from the deposit will be forfeited.

CANCELLATION FEES	More than 30 Days	Less than 30 Days
Pool Party	\$100	\$250
Picnic Shelter	Full Refund	No Refund
General Rental (including gym rentals): <ul style="list-style-type: none"> • 1 – 100 people • 101 – 500 people 	\$100	\$250
Athletic Use - Gym/ Field (Single Day)	\$100	\$250
Multi-Day Rental (General or Athletic Use)	\$100	\$250

Forced Closure/Cancellations:

Field, picnic shelter, and pool party rentals cancelled due to inclement weather, maintenance, or other issues can be credited for future use or refunded.

- Inclement Weather Cancellations - When conditions are questionable, reservations must be confirmed by scheduled facility attendants on duty to obtain credit or refund.

OTHER ITEMS TO CONSIDER

Facility Set-Up

Facility Set-Up diagrams should be submitted by the final payment due date. Staff will set up the facility in accordance with safety rules and regulations, keeping walking paths and fire exits clear, or any other hazards that need to be addressed. Please schedule a visit to your rented facility to ask staff questions about the facility set up.

Decorations

Tables and chairs in the facility are used for various recreational activities and may show signs of wear and tear. It is suggested you consider using a table covering (**not provided**). It is the renter's responsibility to clean off the tables and chairs at the end of the rental. Damage to the walls, floors, tables and chairs from your decorations may result in the forfeit of the deposit and/or additional charges. To reduce damage, use painter's tape to adhere decorations to the walls and windows.

NOT ALLOWED:

- Use of tacks, pins, nails, or tapes (other than painter's tape)
- Decorative Wax Candles (lit or unlit)
- Confetti

Jump Houses

Jump houses are allowed at some of our facilities. Please check Hall Rental Fee schedule for list of approved facilities before booking your jump house. If you are using a jump house, it is suggested that the vendor used has liability insurance of at least one million dollars and lists the City of Daly City as an additional insured. A copy of this policy needs to be submitted to our administration office. A generator will be required if you have a jump house.

NOT ALLOWED:

- Setting up jump houses on grass or synthetic fields
- Plugging in jump house equipment into the facility outlets

Vendors (DJ, Musicians, Caterers, etc.)

Hired vendors also fall under your permit contract agreement and need to exit the facility by the end of the rental hours, or renter will risk forfeiting the rental deposit.

- All music and dancing must stop during the clean-up or last hour of any rental.
- Appropriate music volume will be determined by facility attendant, and renter may be asked to reduce volume. If the renter fails to comply with this request, the renter may risk their rental being shut down and all fees forfeited.
- The Department is not responsible for any lost, stolen or damaged vendor equipment.
- Vendors will have access to kitchens during rental hours. Please note not all facilities offer full kitchens. Please ask administration for more details.
- Food vendors/caterers are expected to clean the kitchen. Any equipment and appliances used by vendors must be cleaned.
- Food trucks/ carts are allowed, however vendor may not sell directly to guests and/or the public. It is recommended the renter use a vendor with County of San Mateo health permits and a City of Daly City business license. Propane cook tanks are not allowed inside the facilities.

NOT ALLOWED:

- Fog machines are not allowed.
- Inappropriate behavior or language will be tolerated within City Facilities.

Smoking

Smoking shall be prohibited within the proximity of our facilities. This includes indoor and outdoor places within the City of Daly City, for example, parking lots, parks, playgrounds. (Municipal Code 8.36.030)

Alcohol

Alcohol including, but not limited to, beer, wine, champagne, distilled spirits, liquor, may be served for a maximum of **four (4) hours**, but must stop during the last hour of the rental. If alcoholic beverages are to be served, the alcoholic beverage portion of the application must be completed and the appropriate insurance fee must be paid. The use of alcoholic beverages is intended for adults 21 years or older. Facility attendant will review hours of service with the renter or person in charge at the beginning of the rental. Alcohol may be served at certain facilities for general rentals with the exception of:

NOT ALLOWED:

- Serving or consuming alcohol during the “Youth/Teen” events. This includes events such as, 15th to 20th Birthdays, Quinceañeras, Cotillions, Debuts, Bar/Bat Mitzvas, etc.
- Serving or consuming alcohol outside of the assigned area of the facility. This includes areas in the perimeter such as parking lots, courtyards, etc.
- Alcohol in parks, fields, playgrounds, or picnic shelters.
- Alcohol during athletic use rentals.

If alcohol is served when it is not allowed or approved, the facility attendant will notify the renter to remove all alcohol from the premises. If this is not accomplished within a fifteen-minute period, the facility attendant will call the Police Department. This will also result in a forfeit of no less than \$250 of the rental deposit. If, at this time the alcohol is removed and the police call is canceled, the party may continue. However, if it is necessary for the police to enter the premises, the party will shut down immediately.

Alcoholic beverages may not be served unless all State and City laws are complied with. If alcoholic beverages are to be sold, or if tickets are sold and redeemed for alcoholic beverages, an ABC (Alcoholic Beverage Control) license must be purchased. Applicant makes all arrangements for obtaining this license and must follow all rules set up by the Alcoholic Beverage Control Board. The City of Daly City must have a copy of the ABC License two (2) weeks prior to the event. Alcoholic beverages may be brought onto the premises only by the person whose signature appears on this application- **NO EXCEPTIONS. More information on ABC License @ www.abc.ca.gov**

The Alcoholic Beverage License sponsor(s) is/are responsible and must see that all requirements set forth are met and complied with. Sponsor must have said license in possession while using the facility and must upon requires, produce said license for Officer’s inspection. Valid only for date and time specified.

Events with Sale of Items:

- The sale of admission, food, raffle/drawings, sales, must be approved by the administration office, prior to the event.
- Teen and public events such as dances, parties, club type rentals with ticket sales are strictly not allowed.

Other Information:

- Events held in our facilities do not reflect the views or opinions of the City of Daly City, its council, commissioners, representatives and or staff.
- Any advertising for your rental (including flyers, posters, e-mails, website listings, postcards, radio spots, etc.), may not use the City of Daly City name or seal, nor any department name. Advertisements for rentals are not allowed to be posted at the facilities.
- The Daly City Police or Fire Department has the authority to cease any event in a City of Daly City facility if the renter has failed to meet all requirements or violate any of the terms and guidelines stated.

If you have difficulty gaining entry into a facility at the time of your rental, please call Police Dispatch (650) 991-8092, option 1.