

# FACILITY RESERVATION

## Terms and Guidelines

The Department of 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 8:30 am to 4:30 pm. For more information and/or to check the availability of our facilities, please call (650) 991-8001.

### **TYPES OF RENTALS**

The Department of Recreation Services has numerous facilities available for rent for celebrations, meetings, athletic events, and more. Below are the categories of rentals offered:

**General Rentals:** Includes private events such as weddings, birthdays, reunions, funerals, and meetings.

Rentals include:

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

**Athletic Use:** Includes fields and gyms for practices, games, and tournaments. Rentals include:

- Staff to oversee your rental
- Facility equipment (bases, nets, goals, varies by location)
- Optional field lining and lighting (additional fees apply)

**Picnic Shelter Rentals:** Single-day use of outdoor picnic shelters. Rentals include:

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

**Pool Parties:** Recreation and private swim parties at the Giammona Pool. Rentals include:

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

**Prohibited Rentals:**

- Serial or regularly scheduled rentals with a religious and/or political nature

Facilities may be reserved up to six months in advance. City facilities are not intended for serial/ongoing reservations. **Reservations will not be accepted with less than a two-week notice.**

## **RENTAL PROCESS**

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

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

To avoid being charged the Standard Hourly Rate, the renter will be required to show proof of Daly City residency. The renter may designate a “**person in charge**”, who would be responsible on the day of the event **ONLY** and is **NOT** authorized to make inquiries or make changes to the rental. The renter or person in charge must be present during the day of the rental to review and sign the 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 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 make all payments on time. 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 decorations. Remove all decorations at the end of the 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 canceled immediately and all fees forfeited. The renter may also be liable for any civil and/or criminal action arising therefrom.***

### **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 the 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, and setting tables for decoration. They are not allowed to accept “tips” or other gifts, participate in your celebration, and/or drink alcoholic beverages.

## **RENTAL FEES**

The Department of Recreation Services accepts the following forms of payment for the deposit and fees:

- Cash
- Printed Personal, Business, or Cashier Checks
- Credit Cards (Visa, MasterCard)

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 two weeks prior to the event 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 or credit card). See the fee schedule for the deposit amount for each facility.

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

The refund of the deposit will be determined by representatives of the Department of Recreation Services, provided that the renter has met the terms and guidelines. Failure to comply with the terms of your contract, clean-up, and rental agreement will result in a forfeiture of all or a portion of your deposit.

| <b>Deposit Type</b> | <b>Refund Timeline</b>  | <b>Refund Method</b> |
|---------------------|---|----------------------|
| Cash or Check       | Up to 45 days, refunded by City-issued check made payable to the renter and mailed to the address on the application.<br><br>It is the renter's responsibility to contact the Administration Office immediately if their mailing address changes. | City-Issued Check    |
| Credit Card         | Up to 10 business days, refunded to the original card.<br><br>If the credit card used for the deposit is no longer available, the renter must contact the Administration Office immediately.  | Original Credit Card |

### **Hourly Fees**

All rentals will have a required minimum number of hours. Facilities require a four-hour minimum for General Rentals and a two-hour minimum for Athletic Use Rentals. See the fee schedule for the minimum number of hours and the hourly fee for each facility.

Please note the following:

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

### **Discounted and Standard Hourly Rate**

The Discounted Hourly Rate is for residents of Daly City. Proof of residency must be provided, otherwise, the Standard Hourly Rate will be charged. Daly City residency is based on San Mateo County records. 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 Fees**

The insurance fee provides a "Certificate of Insurance" for the renter and the City's protection. A copy of the insurance certificate will be provided. This fee is non-refundable. Insurance fees are based on the facilities' maximum occupancy. See fee schedule for insurance fees.

For multi-day rentals, the "Certificate of Insurance" will be for all dates within a three-month period and is NOT transferable.

The final insurance fee for each general rental will be determined by whether alcohol will be served. Please see the "Alcohol" section on page 6 for more information and restrictions regarding serving alcohol.

### **Custodial Fee (*Gym Non-Athletic Rentals Only*)**

An additional mandatory non-refundable custodial fee is required for all gym rentals – a **\$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.

### **Additional Deposit for Teen Events**

An additional \$250 deposit is required for all "Youth/Teen" rentals (ages 13-20 years).

### **Change Fee**

Any time there is an adjustment to the permit contract, it is considered a change. A change, to a General Rental, must be requested in writing to the administration office on/or before the final payment due date on the permit. **Changes after the payment due date are not allowed.**

Renters may request one change at no charge; all subsequent changes will incur a \$50 change fee. Changes are considered:

- Changes to the permit contract rental hours.
- Changing the facility and/or date of the rental will also be considered a change; however, if a 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.

For Athletic use multi-day rentals, changes must be requested a minimum of two weeks prior to the date of use. Any addition/removal of dates or adjustments to rental hours on the permit contract may incur change fees.

All changes must be made in writing by the renter listed on the facility rental permit.

### **Late Fee**

The final balance must be paid **two weeks prior to the 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 the 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 before the rental date, the reservation may be canceled, 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.

### **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.

Non-profit groups or organizations established in Daly City may receive a 20% discount on the discounted hourly rental rate fees. All others receive a 10% discount on the standard hourly rate.

### **CANCELLATION POLICY**

A renter may cancel a reservation by submitting a request in writing to the administration office. Fees will be assessed as follows:

- If a reservation is canceled **more than 30 days** prior to the date of the rental, a **\$100** cancellation fee will be deducted from the rental deposit and the remaining fees will be refunded.
- If a reservation is canceled **less than 30 days** prior to the date of the rental, a **\$250** cancellation fee will be deducted from the rental deposit and the remaining fees will be refunded.

### **Forced Closure/Cancellations:**

Field, picnic shelter, and pool party rentals canceled 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 of any potential hazards.

#### **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/ Glitter

#### **Jump Houses**

Jump houses are allowed at some of our facilities. Please check the fee schedule for the 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 the renter will risk forfeiting the rental deposit.

- Vendors will have access to kitchens during rental hours. Please note not all facilities offer full kitchens. Please ask Administration for more details.
- The City of Daly City is not responsible for any lost, stolen, or damaged vendor equipment.
- 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, vendors 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 not 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, and playgrounds. (Municipal Code 8.36.030)

### **Alcohol**

Alcohol including, but not limited to, beer, wine, champagne, distilled spirits, and liquor, may be served for a maximum of **four (4) hours** and must stop prior to 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. The 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.

#### **NOT ALLOWED:**

- Serving or consuming alcohol during the "Youth/Teen" events. This includes events such as, 13<sup>th</sup> to 20<sup>th</sup> Birthdays, Quinceañeras, Cotillions, Debuts, Bar/Bat Mitzvahs, 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, outdoor areas, or picnic shelters.
- Alcohol during indoor and outdoor 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 fifteen minutes, the facility attendant will call the Daly City 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 receive a copy of the ABC License a minimum of two (2) weeks prior to the date of 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 can be accessed at: [www.abc.ca.gov](http://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. Sponsors must have the license in their possession while using the facility and must produce the license upon an Officer's inspection. Valid only for the date and time specified.

**Events with Sale of Items:**

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

**Other Information:**

- Appropriate music volume will be determined by the facility attendant, and the renter may be asked to reduce the volume. If the renter fails to comply with this request, the renter may risk their rental being shut down and all fees forfeited.
- 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.
- Renters who have a permit contract for an athletic multi-day rental may only submit a new reservation application if all outstanding balances have been paid, and their account is in good standing.
- 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.