



PROCEDURES AND GUIDELINES FOR ENTERPRISE FACILITY AND RECREATION CENTER RENTALS

APPLICANT REQUIREMENTS

Reservations must be made by an adult, 21 years of age or older. Reservation must be made at least 30 days in advance of the event. **NO EXCEPTIONS.** Applications are accepted on a first-come, first-served basis.

RENTAL HOURS

Closing time for all Recreation/Community Center rentals is 12:00 midnight. Overtime rates are charged for any groups staying past 12:00 a.m.

Closing time for enterprise facilities is 12:00 midnight, Sunday through Thursday and 1:00 a.m. on Friday and Saturday for adult events for teardown and cleanup. Citywide curfew is 1:00 a.m. Overtime rates are charged for any groups staying past 1:00 a.m.

Ending time for youth events is 11:00 pm. Organizations or individual responsible for a youth event may rent facility until 12:00 midnight for teardown and cleanup only.

RENTAL FEES

The minimum rental fee plus the deposit must be paid at the time the reservation is made. **All fees must be paid in full 30 days in advance of your event.** Rental fees and service charges are established in the City of Oakland Master Fee Schedule. The Office of Parks and Recreation (OPR) has no authority to waive established fees. These facilities may be reserved not more than 11 months and not less than 30 days in advance of the reservation date with the exception of the Lakeside Park Garden Center, which is reserved not more than six months and not less than 30 days in advance.

- Reservation requests are accepted via fax, mail or walk-in. Customer must submit completed application and I.D. with authorization to charge credit card number by mail, fax or walk-in. Your reservation will be confirmed upon receipt of a completed application and copy of your Driver's License or State Identification card with one of the reservation representatives. **Please note: Residency is determined according to the address indicated on Driver's License or State Identification card.**
- Authorized credit phone charges by applicant, constitute an oral agreement and confirms the reservation.
- All rental fees, service charges, and deposit will be processed at the time of receipt. All returned checks will result in cancellation of reservation and customer will be responsible for all bank charges and cancellation fees.
- Application must pay rental fees for the full duration of the reservation including caterer/DJ setup, decorations, etc.
- Fees may be paid 31 days or more in advance by personal or company checks, cash, money order or credit card.
- Fees paid 30 days or less, must be paid by cash, money order or credit card. Checks are not accepted less than 30 days.

MAKING CHANGES TO EXISTING RESERVATIONS

- The person who made the original reservation must submit all changes in writing to the Recreation Center Director or to the Central Reservations Unit at least 30 days in advance of the reservation date.
- A reservation may be changed to another date one time only without being charged a fee if the request is submitted in writing to the Central Reservations Unit at least 31 days in advance of the reservation date.
- An administrative service fee will be charged for *any* changes to a permit or authorized reservation within 30 days of the event date.
- **Renters may not add hours or use options and pay for them on site.** City staff or a uniformed Police Officer will close down any event that continues past contracted hours.

NUMBER OF ATTENDEES EXPECTED

If the number of expected attendees is 50 people or more, an Oakland Police Department (OPD) Special Event Permit Application must be completed.



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OAKLAND POLICE DEPARTMENT SPECIAL EVENT PERMIT

An Oakland Police Department (OPD) Special Events Permit is required for attendees with 49 or more participants. The Office of Parks and Recreation will not issue permits for building facilities or park use without an **approved** Special Event Permit issued by the Oakland Police Department.

OPD SPECIAL EVENT OFFICE:

Monday through Thursday, 10 am – 3 pm, Eastmont Precinct, 2651 73rd Ave., Oakland, CA, (510) 777-8525

Please call the OPD Special Event Office for more information.

*Return completed OPD Special Event Application to the Reservation Representative/Recreation Ctr. Site Supr.

SECURITY

The Director or authorized representative may impose a requirement for security staffing. Should security be required, the Office of Parks and Recreation (OPR) preference is a uniformed Police Officer to serve as on-site security. Contact the Oakland Police Department (OPD) Special Events Unit at (510) 777-8525. Should an outside security company be used, approval must be authorized in advance by the Central Reservations Supervisor/Dunsmuir Estate Manager. A minimum of two uniformed security guards (licensed & bonded) for every 50 people is required, one guard to monitor the outside areas and one guard to monitor the inside facility. No firearms are permitted on-site by security personnel other than by an Oakland Police Officer.

The applicant, may, at his or her own option, deem it necessary to request security. Should that be requested, the Office of Parks and Recreation's first preference is a uniformed Oakland Police Officer to serve as on-site security. If an Oakland Police Officer is not available, approval of a security company and staffing must be authorized in advance by the Central Reservations Supervisor. A minimum of two uniformed security guards (licensed & bonded) for every 50 people is required, one guard to monitor the outside areas and one guard to monitor the inside facility. No firearms are permitted on-site by security personnel other than by an Oakland Police Officer.

A copy of the security contract/agreement and receipt for verification of payment, showing the number of guards with their arrival and departure times is required. The security guard must be at facility at least 30 minutes before and after the event. The applicant should provide a contingency plan for additional security in the event the expected attendance exceeds the projected attendance. Should an incident occur, the security guard should call 911 for a police officer, write up the incident and forward the documented information to the on-site attendant.

SECURITY DEPOSIT/DAMAGE LIABILITY

1. A security deposit is required for all rental facilities.
2. Deposit refund may be withheld to compensate the City for unpaid rents or service charges; excessive building cleanup or equipment damage; any other unusual cleaning or facility expenses; or failure to leave facilities in acceptable condition.
3. Renter shall be responsible and liable for any and all damages that occur to or about the facilities during the hours of use.
4. Renter shall promptly notify facility attendant or City representative of any faulty equipment or utility problem.
5. Conditions for return of deposit:
 - Decorations, including but not limited to signs, balloons and string must be removed from the walls and ceilings.
 - Trash must be placed in garbage receptacles.
 - Any spilled food or beverages must be washed off tables, chairs, floors, and kitchen area.
 - Fireplace must be cleaned if used (Sequoia Lodge & Joaquin Miller Community Center).
6. **Security deposit, less any claims, will be credited to payee's credit card or, if paid by cash or check, a check will be mailed within six to eight weeks following event.** Claims exceeding amount of security deposit paid are due as payable upon receipt of notification.



PROCEDURES AND GUIDELINES FOR ENTERPRISE FACILITY AND RECREATION CENTER RENTALS (cont.)

SETUP/CLEANING SERVICES AND CUSTOMER CLEANING RESPONSIBILITIES

1. There is a mandatory setup/teardown fee required for all rentals.
2. Applicant must provide a diagram at least 30 days in advance of event date, indicating the number of tables and chairs that will be required and the setup arrangement. Consult the Central Reservations Unit or Recreation Center Director about the number of chairs and tables available. Only City staff/attendants are permitted to set up and take down tables and chairs.
3. Patrons may only utilize the tables and chairs available at each site. Additional equipment needs are the responsibility of the applicant.
4. Attendants are permitted to set up only in those areas specifically approved for normal use.
5. Renters are to provide their own cleaning equipment and products.
6. Renters must cleanup, remove and dispose of all items prior to leaving the facility.

DECORATIONS

1. All decorating is the responsibility of the renter. No tape or pins are permitted on painted walls. Renter is to use appropriate hangers to fasten objects to the walls.
2. Renters must remove all decorations, hangers, etc. from walls before leaving the facility.
3. Throwing rice or birdseed at wedding receptions is prohibited within the confines of the building, including stairways, walkways and pathways. In the interest of safety, it is recommended that any throwing of rice or birdseed be confined to the open parking area and driveway only. Customer is responsible for clean up of rice and/or birdseed if thrown in parking area and driveway.

CATERING POLICY

1. Applicant must choose a caterer from the Office of Parks and Recreation's Approved Caterer's List when reserving Dunsmuir Hellman Historic Estate, Lakeside Park Garden Center, Lake Merritt Sailboat House, Joaquin Miller Community Center, Jack London Aquatic Center, Leona Lodge and Sequoia Lodge.
2. Applicant must provide the Office of Parks and Recreation with the name of the catering company that is chosen from the Approved Caterers List.
3. If Applicant does not choose a caterer from the Approved Caterer's List, there is an additional Opt-Out fee. See Caterers Opt-Out Regulations and Expectation form.
4. Applicant/Caterer must sign off on the Caterers Regulations and Expectations Opt-Out Form.
5. Applicant is responsible for payment of any additional time a caterer may need at the facility.
6. Applicant is responsible for any damage to facility equipment or theft and clogged sinks or dishwasher, damage to grill or oven, greasy stoves, dirty floors and counter tops.
7. Cleaning/damage deposit may be withheld for maintenance repairs to kitchen and other areas used by the caterer.
8. All rental items and/or catering equipment must be removed from the building at the end of the event.

LINEN SERVICES

Linen services and other rental service needs, i.e., china and silverware, are available at a nominal charge. Inquire with a Central Reservations representative.

CHILDREN AT EVENT

Children are not permitted outside of the rental space except for bathroom use.

YOUTH EVENTS

Youth events include bar mitzvahs, bat mitzvahs, quinceñeras, Sweet 16 parties, 18-year-old birthday parties, and any event involving groups under 21 years of age. A minimum of one adult per 15 youths is required. Arrangement of security staffing must be approved in advance by the Central Reservations Supervisor. **Alcoholic beverages are not allowed at youth events. See the "Procedures for Youth Events" for more information.**



PROCEDURES AND GUIDELINES FOR ENTERPRISE FACILITY AND RECREATION CENTER RENTALS (cont.)

ALCOHOLIC BEVERAGES

Alcoholic beverages may be served inside facility for adult events only. The applicant will hold the Office of Parks and Recreation, City of Oakland and its employees free from any liability or claim for damages or suit by reason of any injuries to any person or property, of any kind whatsoever, arising out of the serving of alcoholic beverages before, during and after use of event to self and attendees.

PROHIBITIONS

1. Fundraising, charging admission, selling tickets or merchandise, vendor sales, donations, registration/entrance fees or solicitation of money in any manner is prohibited unless pre-approval is granted by the Parks and Recreation Advisory Commission (PRAC). All requests must be submitted in writing not less than three (3) months nor more than 11 months prior to the proposed event date. The organization must submit a proposal or letter of intent/description of event in writing that lists possible vendors, items to be sold, and reason for the fundraiser.
2. Illegal use of drugs, profanity, drunkenness, fighting and gambling are prohibited at any OPR facility.

ADDITIONAL INFORMATION

If fundraising, acceptance of donations, registration/entrance fees, vendor sales or offer for sale any goods, wares, merchandise, foods, confections, refreshments, or other article within any public park, public building or public grounds in the city, is approved by the Parks and Recreation Advisory Commission, the event sponsor/organization will be charged a fundraising surcharge based on the number of expected attendees.

ADDITIONAL PERMITS

Additional permits may be required, e.g. Police Special Event Permit, Police Dance Permit, Charitable Solicitations Permit, Alcoholic Beverage License, Sound Amplification Permit, etc. Applicant is responsible to obtain such permits when required.

MISCELLANEOUS

1. The City reserves the right to cancel the rental of any facility at any time and without stated cause therefore. In such cases, all fees, deposits, and service charges previously paid by renter will be returned to person originally received.
2. The City reserves the right to require appropriate liability insurance coverage for any event scheduled in a City rented facility. An Insurance Requirement Notice will be forwarded to renters/users when required.
3. Groups, organizations, or individuals using City facilities are expected to use the facilities in an orderly and safe manner at all times. Disorderly conduct on the part of those using the building may result in the immediate cancellation of the event and/or the forfeiture of the right to use any City operated facility in the future.
4. Facilities are rented "As Is". Renter must familiarize him/herself with the equipment and furniture provided. Renter may secure additional equipment by renter's arrangement and at renter's expense.

MISREPRESENTATION OF EVENT

Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid. Misrepresentation may also result in depriving the individual/group of further use of any OPR facility, denial of future permit requests and/or legal action.

