

SENIOR CENTER RENTAL POLICIES

SENIOR CENTER MASTER FEE SCHEDULE

<u>Space</u>	<u>Fee</u>	<u>Unit</u>
Security Deposit (Refundable)	375.00	per event
Mandatory Set-up/Take-Down	150.00	per event
Multipurpose Room	125.00	per hour
Multipurpose Room/with kitchen	145.00	per hour
One-half Multipurpose Room	65.00	per hour
One Meeting Room	85.00	per hour
One Meeting Room/with kitchen	65.00	per hour
Two Meeting Rooms	85.00	per hour
Two Meeting Rooms/with kitchen	95.00	per hour
Three Meeting Rooms	110.00	per hour
Three Meeting Rooms/with kitchen	125.00	per hour
Member Rental Rate	65.00	per hour
Member Rental Rate/with kitchen	85.00	per hour
Senior Center membership	12.00	annual

EXPLANATION OF FEES, SERVICES AND DEPOSITS

Security damage and cleaning deposit of \$375.00 per event must be paid at time of application to reserve the rental date.¹

Mandatory set-up/take down fee of \$150.00 per event covers the cost of custodial staff setting up and putting away tables and chairs, sweeping and mopping.²

Security – An additional fee of not less than \$20.00 per hour will be charged to cover the cost of security for certain events.

Members may receive a special room rate, provided the event benefits the senior member (i.e., birthdays, anniversary, etc.). This rate is **not** available to a senior member who is renting the facility on behalf of family members, church, club or social organization.

All transactions must be paid in cash, cashiers check, or money order. Rental fees must be paid 30 days prior to the event, unless special arrangements are made at the time of rental. There is a two-hour minimum for weekday rentals, four-hour minimum for weekends and holidays.

¹ The deposit may not be applicable to certain renters at the Downtown Oakland Senior Center.

² This charge is not applicable to dance program participants renting rooms at the Downtown Oakland Senior Center.

APPLICATION FEES AND REQUIREMENTS

Applications must be made by an adult (21 years of age or older). Rental reservations are confirmed upon receipt of a completed Rental Application form; signed and dated by both the applicant and the Senior Center Director along with payment of deposit. Payments are accepted by the Senior Center Director or the director's designated Assistant.

Preliminary information is available by telephone, but reservations are not accepted over the phone.

All cancellations must be made at least thirty (30) days prior to the proposed event. Cancellation of an event with less than the required thirty (30) days notice will result in forfeiture of the \$150.00 set-up/take-down fee. Cancellation with less than 48 hours notice will result in forfeiture of the entire \$375.00 security deposit.

Fundraising events are permitted, provided the renter obtains a permit from the Office of the City Administrator. Fundraising events are not eligible for fee discounts.

Additional fees may apply for use of the Center's equipment such as musical instruments, audio or visual equipment if available. There is no refund from this usage.

Renters are prohibited from using the Center's telephone number in any materials or documents promoting an event; renters shall not have event participants contact the Center.

CUSTODIAL SERVICES/CLEANING DEPOSIT & DAMAGE DEPOSIT

The renter must remove all decorations, signs, posters, etc. from the Center walls and ceilings. Balloons and strings must be removed. Only masking tape may be used to secure decorations. – Absolutely **NO** cellophane tape, tacks, or nails.

Damage to or destruction of any Center property will result in forfeiture of the security deposit. Renters will be responsible and liable for any and all damages that may occur to or about the facilities during the rental hours. Renters shall promptly notify the Center staff of any faulty equipment or utility problem.

The security deposit shall be returned to the renter after deducting the costs for any damage claims.

The use of tables and chairs is included in the cost of the rental. Only city staff is permitted to set up and take down tables and chairs. Consult Center staff about the number of chairs and tables needed well before the date of your event.

Smoking is prohibited at the North Oakland Senior Center, inside and anywhere on outdoor grounds including the parking lot and lawns. To avoid a deduction from security deposit, please inform your guests in advance as well as during your event.

In compliance with the City's Zero Waste goals, *RENTERS ARE REQUIRED TO RECYCLE BOTTLES, CANS, PAPER AND CARDBOARD AND COMPOST FOOD SCRAPS AND FOOD-SOILED PAPER IN THE AVAILABLE RECEPTABLES.* For help creating a plan to properly dispose of waste at your event, contact the Recycling Hotline at (510) 238-SAVE (7283).

The North Oakland Senior Center provides receptacles for Recycling-Composting-Trash in all rooms and hallways throughout the center. In addition, we also provide brown "slim jim" receptacles or kitchen buckets for composting. Please put food or food-soiled paper including plates, napkins, green cups and utensils in the "compost." A deduction in the security deposit may result if plastic containers, plastic wrappers, foil, and styrofoam are found in the Compost containers. Styrofoam is not allowed.

CATERING POLICY

Rental of the kitchen does not include the use of warming trays, dishes, utensils, pots/pans, coffeemakers, etc.

Any damage caused by the caterer or other staff will result in forfeiture of all or part of the security deposit.

HOURS OF OPERATION

Renters are expected to arrive and leave at the time stated on the application.

Renters should include the time necessary for decorating and catering set-up in their rental period.

Renters who fail to leave at the time stated on the application will forfeit their deposit. Renters who arrive late to use their space will not be permitted to "make up" the lost time.

The City of Oakland has established that activities at senior centers must end by 12:00 midnight.

***Please note: Rental events at the North Oakland Senior Center must end at 10:00PM.**

SOUND AMPLIFICATION POLICY

Please be aware that the Center is located in a residential area. Sound amplification of music or voices must be confined to the immediate room being used. No outside speakers are permitted. When ventilation requires doors and windows to be opened, sound must be regulated to project not more than one hundred (100) feet from the building and/or so that sound does not conflict with other events scheduled in other areas of the building.

LIQUOR

If alcohol will be sold, you must obtain a one-day Alcoholic Beverage Control license. Go to <http://www.abc.ca.gov/FORMS/ABC221I.pdf> or call (510) 622-4970.

To avoid cancellation of the event and forfeiture of fees, the license must be provided to the Center Director one week prior to the rental date.

PROHIBITIONS

Illegal use of drugs, drunkenness, disruptive behavior and/or gambling is prohibited at City facilities and is cause for termination of the rental event.

Charging admission, selling tickets or merchandise, or solicitation of money in any manner is prohibited unless a fundraising permit has been obtained from the Office of the Oakland City Administrator and is on file one week prior to the event.

Dogs, domestic animals, riding of bicycles, motorcycles, skates, skateboards, scooters, and motorbikes are prohibited in the building.

Renters are prohibited from using any rooms other than the rooms specified on the rental application form.

Scotch tape, thumbtacks, nails and staples are not permitted on the walls. Use **only** masking tape.

YOUTH-ORIENTED EVENTS

Youth activities are normally limited to banquets, meetings, conferences, graduations, etc. There must be one responsible adult per fifteen (15) youth. Children under twelve (12) must be supervised by adults at all times in the Center, hallways, bathrooms and parking lot.

INSURANCE

The City reserves the right to require appropriated liability insurance coverage for any event scheduled in a City-rented facility. An Insurance Requirements Notice will be forwarded to renters/users when required.

Facilities are rented “as is”. Any additional equipment needed by the renter must be secured by the renter at the renter’s expense and with permission by the Senior Center Director.

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.