



RECREATION CENTER RENTALS

Bayport – 301 Jack London Avenue - *Maximum Capacity: Dining 42 / Assembly 90*

Hours: 9:00 a.m. –11:00 p.m. – Saturday and Sunday – (music until 10:00 p.m.)

- Bayport has a kitchenette that includes a small stove/oven, microwave, refrigerator, HVAC and a large parking lot. There are 7 six ft. rectangle tables and 33 chairs available for use. The Main room usable space is approximately 40 ft. x 22 ft.

Leydecker - 3225 Mecartney Road, Bay Farm Island *Max Capacity: Dining 72 / Assembly 154*

Hours: 9:00 a.m.–12:00 a.m. – Saturday and Sunday – (music until 11:00 p.m.)

- Leydecker has a kitchen that includes a stove/oven, microwave, refrigerator, heating, no A/C and parking adjacent to the front of the building. There are 15 eight ft. rectangle tables and 70 chairs available for use. The Main room usable space is approximately 45 ft. x 22 ft.

Harrison (located in Lincoln Park) -1450 High Street *Max Capacity: Dining 110 / Assembly 242*

Hours: 9:00 a.m.–11:00 p.m. – Saturday and Sunday – (music until 10:00 p.m.)

- Harrison has a kitchen that includes a stove/oven, microwave, refrigerator, HVAC, street parking and a small parking lot next to the picnic area. There is an enclosed wrap around patio with a small stage and a BBQ. There are 23 eight ft. rectangle tables and 100 chairs available for use. The Main room usable space is approximately 65 ft. x 40 ft. The patio can accommodate a 15 ft. x 15 ft. inflatable jumper.

Veterans' Building Auditorium – 2203 Central Avenue *Max Capacity: 250*

Hours: 9:00 a.m.–10:00 p.m. – Saturday and Sunday – (music until 7:00 p.m.)

- Veterans' Building does not have a working kitchen available, there is limited heat, no A/C and metered parking on the street. There are 18 eight ft. rectangle tables and 150 chairs available for use. The Main room usable space is approximately 75 ft. x 60 ft.

Viewing the Facilities:

- Recreation Centers can be viewed Monday to Friday 3:30pm to 5:00pm during the afterschool or summer programs. Let the staff, who will be wearing ARPD shirts and name tags, know that you want to look at the facility.
- Veterans' Building can be viewed Monday, Wednesday and Friday during "Wee Play" hours of 10:00am to 1:00pm. Let the staff, who will be wearing ARPD shirts and name tags, know that you want to look at the facility.

RESERVATIONS and PERMITS

- **Availability and reservations:** Rentals are available on Saturdays and Sundays. Please call the Rental Office at 510-747-7576 to check availability. You may then submit a permit by email at arpd@alamedaca.gov, by fax, or in person during regular business hours. Your permit must be received at least 7 business days prior to event. Permits can be submitted up to 6 months prior to your event. The Facility Use Permit and Recreation Center Policies are available online at: www.alamedaca.gov/recreation. Must be at least 21 years to obtain a permit.
- **Three-hour minimum:** is required, with set-up and clean-up time included in the total number of rental hours.
- **No changes allowed to permit 7 business days prior to event.**
- **Functions involving minors** must provide a minimum of one chaperone (21 years and older) per 10 minors.
- **No advertising or selling** of any product or service is allowed.

- **No ongoing permits** will be allowed to reserve the facility on a regular month-to-month or week-to-week basis. You may not reserve the same facility more than two times per quarter.
- **Holiday Weekend Rentals are available** on some holiday weekends with an additional 15% per hour charge.

CATERERS / VENDORS / INSURANCE

- **Caterers and Vendors:** The use of caterers, vendors and/or contractors must be approved by ARPD prior to date of use and may include additional fees. The City of Alameda requires proof of their Certificate of Liability Insurance with General Liability of at least \$1,000,000.00 and with the City of Alameda listed as additionally insured under Certificate Holder. Must be received 7 business days prior to your event date.
- **Alcohol:** If you are planning to **serve** alcohol at your event, you must obtain a certificate of general liability insurance by following this link: <http://www.galescreek.com/app/index.cfm?jointpowers=1>. The City of Alameda does not collect this fee and has no knowledge or authority when these fees change. This must be completed at least 14 business days before your event.
- If you are planning to **sell** alcohol at your event, you must obtain a permit authorizing you to **sell** alcohol, by contacting the California Department of Alcoholic Beverage Control. <https://www.abc.ca.gov/Forms/PDFSpC.html>.
- If you are planning to **serve and sell** alcohol at your event, you must obtain both of the above.

DAY OF EVENT

- **An ARPD staff member** will meet you at the time your permit starts to unlock the door, orient you to the Center and is in charge of the facility during the entire time of the permit. The ARPD staff will also sign off your clean-up checklist, return it to the ARPD office and lock the facility.
- **Music is only allowed inside buildings.** Building doors should be closed while playing music to be respectful of the neighbors. No amplified music allowed outside.
- **Decorations:** Nails, tacks, staples, electrical tape or marring materials are not to be used or attached to walls or fixtures on any City property. Confetti, candles and other open flames are prohibited. All decorations must be removed at the end of the permit time as part of cleanup.
- **Set-up:** All Centers have 8 ft. or 6 ft. x 3 ft. rectangle fold-up tables and chairs. You are responsible for setting them up and taking them down.
- **No Smoking** in our parks and buildings or within 20 ft. of entrance and windows. (Ordinance # 3038). No personal barbeques allowed.
- **Clean-up:** You are expected to clean-up and return the reserved room to its pre-use condition. There are brooms, basic cleaning supplies and garbage liners available. The ARPD staff will direct you to where you can dispose of your garbage at the end of the event.

CANCELLATIONS

- Cancellations 30 business days or more prior to event will be charged a \$40 cancellation fee.
- Cancellations 15-29 business days prior to event will be charged a \$40 cancellation fee and forfeit full security deposit.
- Cancellations less than 14 business days will forfeit full deposit and all fees paid.

DISCOUNTS

- **City of Alameda Resident Discount** – A Utility Bill showing Proof of Residency and a picture I.D. is required to receive the discount.
- **Active Military Discount** - Proof of active Military I.D. is required to receive the discount.
- **Non- Profit Discount** - A copy of form 501(c)(3) is required to receive Non-Profit discount.

FEES

- **All fees must be paid in full at the time the reservation is issued** including a Refundable Security Deposit of \$300 if you are not serving alcohol or \$500 if you are serving alcohol. We accept Visa Card, Visa ATM, Master Card, Discover Card, American Express, cash and checks made payable to ARPD.
- **Revised Permit** – Any changes to permit = **\$25.00 administrative fee.**

Requests will be taken on a first-come, first-served basis using the following priority system:

Group B	Priority 2	<u>Alameda Unified School District</u> School activities generated by School District for purposes directly related to the education as directed or approved by the School Board or District Office administration.	Meetings \$45/hr.	Events \$55/hr.
Group C	Priority 3	<u>Alameda Non-Profit</u> All public youth groups (Alameda based and/or majority membership Alameda residents) whose primary purpose is the promotion of the welfare of Alameda school-age children. Group must be non-profit, tax exempt, non-restrictive in membership, meet regularly, and have a definite organizational structure and by-laws. Groups may include: PTA and other school associated parent/teacher/student associations, Booster Clubs, etc.	Meetings \$46/hr.	Events \$57/hr.
Group D	Priority 4	<u>Alameda Private Resident</u> All Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed. Active Military Discount = 10% with ID.	*Harrison Center = 124/hr. *Active Military = 111.60/hr. *Bayport, Leydecker and Vets' Building = \$93/hr. *Active Military = 83.70/hr.	
Group E	Priority 5	<u>Non-Residents and Non-Alameda Non-Profit Groups</u> All non-Alameda youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc. Profit-making groups will not be allowed. Active Military Discount = 10% with ID.	*Harrison Center = 165/hr. *Active Military = 148.50/hr. *Bayport, Leydecker and Vet's Building = \$118/hr. *Active Military 106.20/hr. *Non-Alameda Non-Profit Meetings = \$57/hr.	
Group F	Priority 6	<u>Commercial Business</u> All youth or adult groups and/or individuals not open to the public and/or using recreation facilities for private organizations, denominational and sectarian groups, fraternities, sororities, parties, dinners, etc.	\$129/hr.	

SECURITY DEPOSIT REFUND

- You are expected to return the reserved room to pre-use condition, remove all your belongings from the facility and leave at the time on your permit in order to receive your security deposit refund. You also must agree to take full responsibility for the behavior exhibited by your guests. If ARPD Staff deems a situation uncontrollable or unsafe and has to call for Police or Fire intervention, your total deposit will be automatically forfeited. Failure to follow policies and procedures, to obtain necessary permits and/or damage to any facilities will result in forfeiture of security deposit and additional fees may apply.
- We will initiate the refund of your security deposit the week following your event. You will receive a full refund if the facility is cleaned properly and you and your guests have followed the agreed policies. You will be refunded according to how you paid your deposit. Deposits returned to credit cards generally post to your credit card account within 72 hours. If you pay by check or cash, a City of Alameda refund check will be mailed to the individual in charge and the address provided on your Facility Use Permit. Please note that this may take up to 30 days. If a portion or all of your security deposit is not refunded due to damage, not cleaning, not following the policies, leaving belongings or leaving the premises late you will be notified via letter with explanation.