



# City of Dublin Community Banquet and Meeting Facility Use Policy

The City of Dublin currently operates six community facilities. These facilities are used for recreational programs and classes, and civic purposes. Many of the City's facilities are available for rental when not being used for City sponsored programs or services. City of Dublin banquet and meeting facilities include:

**Dublin Civic Center**  
**Dublin Public Library**

**Dublin Senior Center**  
**Shannon Community Center**  
**Old St. Raymond's Church**

The City of Dublin Facility Use Policy establishes rules, regulations, procedures and fees governing the use of the facilities.

## CLASSIFICATION OF USERS

**Group 1. Public Agencies:** Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.

**Group 2. Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Sports Leagues.** Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Dublin community. The membership must be at least 51% Dublin residents. An organizational file must be completed on an annual basis to receive the priority and fees of this classification. Regional and National non-profit groups that do not meet the 51% resident membership requirement may submit a letter addressed to the Parks & Community Services Department that demonstrates the direct community benefit of the facility use. Such letters will require the approval of the City Manager or his/her designee.

**Group 3. Individuals or Other Groups:** Individuals or Groups who do not meet the criteria listed above and/or social activities such as weddings, receptions, anniversaries, birthday parties, etc.

- a) Resident (Individuals must reside or own property within Dublin City Limits; Groups must have membership made up of at least 51% Dublin residents)
- b) Non-Resident

**Group 4. Commercial Uses:** Companies or individuals whose events have an admission fee or include the sales of goods or services.

- a) Resident (Company facility must be located within the Dublin City Limits and have current City of Dublin Business License. If there is no company facility, person responsible for event must reside or own property within the Dublin City Limits)
- b) Non-Resident

## SECURITY DEPOSIT

INITIAL:

The security deposit is due when the application is submitted. The amount of the deposit varies by facility. The security deposit is refundable provided there are no violations of the Facility Use Policy. This deposit may be used to cover charges for additional clean-up, exceeding the scheduled time, damage to the facility or equipment, or cancellations.

## PAYMENT SCHEDULE

INITIAL:

1. Final payment of rental fees must be made no later than 30 days prior to the scheduled rental date. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.**
2. Security deposits will be refunded within 30 days after the rental date providing there are no violations of the Facility Use Policy, the rental hours exceeded, excessive cleaning required, or damages to the facility.
3. Payments may be made by check, cash, Visa or MasterCard. Make checks payable to the City of Dublin.

## INSURANCE REQUIREMENTS

INITIAL:

All applicants shall provide the City of Dublin with a valid Certificate of Liability written through carriers acceptable to the City of Dublin. Such Certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. **If alcohol is served or sold, liquor liability coverage is also required and must be stated on the Certificate.** The applicant must be specified as the insured. The Certificate shall name the City of Dublin as an **“Additional Insured”** in conformance with the hold harmless agreement as outlined in the Facility Use Application and must specify that the applicant’s insurance shall be **primary to any insurance carried by the City.** The Certificate shall be properly executed with the original signature of the authorizing insurance agent. Please contact your insurance provider to check if your homeowner’s policy may be extended to cover your facility rental. In the event that coverage is not available, the City has special event insurance available for purchase. If the proper insurance certificate and endorsement are not received seven business days prior to the rental, then event insurance must be purchased from the City of Dublin’s insurance provider.

## CANCELLATIONS, CHANGES & REFUNDS

INITIAL:

1. Cancellation requests must be made in writing by the applicant. Based on the date the cancellation request is received, all or part of the security deposit and/or fees will be forfeited.
2. Refunds are not issued for unused hours.
3. Facility Use Permits may not be transferred, assigned or sublet.
4. Any changes in the facility setup less than seven (7) days prior to rental date will be assessed a \$25.00 fee per change.
5. Any changes in rental hours less than 30 days prior to rental date will be dependent on Staff availability.
6. Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

## EQUIPMENT STORAGE

**Storage is unavailable before or after an event.** City equipment, including tables and chairs, may not be removed from the facility for use outside. Delivery and pickup of rental equipment must be incorporated within the hours scheduled and paid for. Applicants are responsible for the setup and takedown of any rental equipment. Easels, televisions, VCR’s, and extension cords are not available. Rental equipment not provided by the City must be included on the setup diagram described below.

## FURNITURE/EQUIPMENT SETUP

A plan showing the table/seating locations, exit ways and aisles must be submitted for approval at the time of final payment. All exit doors must be operable and no part of any hallway, corridor, or exit may be used in a way that obstructs its use as an exit. The use of additional amplification equipment, bands, or DJs is prohibited when the facility is open to the public. Amplification equipment is prohibited in outdoor areas.

## YOUTH EVENTS

Alcohol may not be sold or consumed at an event officially designated as a “youth event” (an event at which a majority of the attendees are under 21 years of age. Youth events must be supervised at all times by two adults for each 20 minors.

## ALCOHOLIC BEVERAGES

1. Requests to sell alcohol must be submitted in writing to Dublin Polices Services, 100 Civic Plaza, Dublin, 94568.
2. If permission is granted, applicants must obtain the appropriate permit from the Alcoholic Beverage Control Board, 1515 Clay St, Suite 2208, Oakland, 94612, (510)622-4970. Evidence of approval is due at the time of final payment.
3. Alcohol must be consumed inside the facility or in the courtyard and plaza areas adjacent to the building. It is prohibited to consume alcohol in any other area of the site (City Ordinance Chapter 5.100, Section 150).
4. Alcohol may neither be sold nor served to or by individuals less than 21 years of age at any time.
5. Beer kegs are not permitted on carpeted areas. Kegs may also be setup outside in the courtyard and plaza areas adjacent to the building.

## FUNDRAISING EVENTS

A fundraiser is a rental at which admission is granted upon payment of a designated amount, a donation of an amount left to the discretion of the patron, or a rental at which funds are collected through any type of auction, raffle/door prize activity, or other means designated to generate monies to offset costs or to benefit a community or charitable agency of cause. Tickets may not be sold at the door unless applicant has received prior approval.

## DECORATIONS & SIGNS

INITIAL: \_\_\_\_\_

1. The use of tacks, tape, nails, staples or putty on any walls is prohibited. Small thumbtacks may be used on the "fabric walls" in the Civic Center, Library Community Room, and Shannon Community Center. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign at the site (per City Ordinance).
2. All decorative materials must be either made of non-combustible substances or treated with State Approved flame-retardant.
3. Rice, birdseed, confetti, and similar materials may not be thrown inside or outside the facility.
4. Any plants or shrubs brought into the building must be in waterproof containers.
5. The use of decals, powders, wax paint, etc. are prohibited on the floor areas of the facility.

## CANDLES & OPEN FLAMES

INITIAL: \_\_\_\_\_

**The use of open flame devices such as candles and cooking equipment in public assemblies can pose a fire hazard.** The following guidelines serve to alleviate potential risks associated with the use of candles or open-flame cooking devices at City rental facilities.

**The indoor use of candles (other than small candles in cakes) for decorative, ceremonious, or centerpiece purposes; and the outdoor use of charcoal burners, LPG (propane) and other open flame cooking devices require a separate Open Flame Permit from the Fire Prevention Bureau.** Facility reservation Staff will provide the Open Flame Permit application. **The indoor use of charcoal burners, LPG (propane) and other open flame cooking devices is prohibited. The use of fog machines is prohibited in all City facilities.**

Open Flame Permits must be obtained at least 14 days before the event date.

## CLEAN-UP REQUIREMENTS

The facility must be left in the same condition it was found prior to the rental. Cleanup will include all areas used for the event, including outer courtyards and parking lot. Cleanup requirements include removal of all decorations and rental equipment, wiping spills from the floor areas and bagging all garbage and debris. If a kitchen is included in the rental cleanup includes wiping all food spills on the countertops, stove top, inside the oven and microwave. All food, ice and beverage must be removed from the refrigerator/freezer and all dishes, glassware and utensils removed from the dishwasher. The disposal should be clean and free of all food debris. Garbage bags will be provided. The rental will be responsible for bagging all garbage.

## GENERAL RENTAL INFORMATION

1. A responsible adult from the rental party must supervise the premises for proper use during rental hours.
2. **SMOKING IS PROHIBITED within the interior of all City facilities and within 20 feet of every facility entrance (per City Ordinance).**
3. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
4. Applicant is fully responsible for scheduling and paying for hours to meet caterers' and other vendors' needs. Caterers and vendors may not request and/or pay for additional hours.
5. Containers of ice may be placed in the facility, providing that the floor is protected.
6. Exterior fountains are not included in the rental package. Guarantees cannot be made regarding the operation of the fountains during a specific event.
7. Requests for exception to the Facility Use Policy must be submitted in writing to the Parks and Community Services Director, or his/her designee, no later than one month prior to the requested rental date.
8. The City reserves the right to book additional events before or after an applicant's confirmed rental time.
9. An additional 50% will be charged for use of the facility on holidays or designated City holidays pending availability of Staff.
10. **Events that exceed the scheduled hours will be charged twice the hourly rate for the extra time.**

**The City of Dublin reserves the right to deny the use of the Dublin Civic Center to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents. Applicants should thoroughly review the Facility Use Policy to become familiar with all rental fees, policies and procedures.**





**Dublin Civic Center**  
 100 Civic Plaza, Dublin, CA 94568

**Application Submittal:**  
 City of Dublin - Parks and Community Services Department  
 100 Civic Plaza, Dublin, California 94568  
 (925) 556-4500

**HOW TO MAKE A RESERVATION**

The City requires the applicant, not another party, to complete all transactions and provide the insurance required for the rental. The applicant is responsible for the activity, payment of fees and provision of insurance.

1. Applications must be submitted in person at the Parks and Community Services Department, Dublin Civic Center, 100 Civic Plaza, Dublin. Applications are NOT accepted via fax, phone or e-mail. Applications are accepted between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, City holidays excepted.
2. The Facility Use Application and a \$250 refundable security deposit must be submitted before the facility can be reserved. Approval takes 3-5 business days; notification of application status will be mailed.
3. The Facility Use Application and full payment are due at least 30 days before the rental date. If an Application is submitted less than 30 days before the rental date, a late charge of \$25 will be assessed. **Rental requests submitted less than two weeks before the requested rental date will NOT be accepted.**
4. In order to receive a resident rate, the applicant must live or own property within the Dublin City Limits. Identification confirming residence address will be required (valid California Driver's license or current utility bill).
5. Groups claiming Dublin residency must provide a current membership roster (51% of membership must own property or reside in Dublin).

**SECURITY DEPOSIT**

A \$250.00 Security Deposit is due when the application is submitted. The Security Deposit is refundable provided there are no violations of the Facility Use Policy. This deposit may be used to cover charges for additional clean-up, exceeding the scheduled time, damage to the facility or equipment, or cancellations.

**CLASSIFICATION OF USERS (See attached Policy for Classification descriptions)**

**Group 1. Public Agencies**

**Group 2. Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Sports Leagues**

**Group 3. Individuals or Other Groups**

**Group 4. Commercial Uses**

**PRIORITY OF USER GROUPS**

**Groups 1 and 2** – Reservations accepted three months in advance of the rental date for use during business hours (8 a.m. – 5 p.m., Monday – Friday); four months in advance of rental date for evening and weekend use.

**Groups 3 and 4** – Reservations accepted two months in advance of rental date for use during business hours (8 a.m. – 5 p.m., Monday – Friday); three months in advance of rental date for evening and weekend use.

**CONTINUOUS USE**

The Center is not available for continuous use. An application and security deposit must be submitted for each rental date.

**RENTAL FEES**

Events that exceed the scheduled hours will be charged twice the hourly rate for the extra time.		
<b>Groups 1 and 2</b>	Public Agencies, Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations, and Sports Leagues	No Fee. <i>The Security Deposit is also waived for conducting a meeting of the organization.</i>
	Use for the Purpose of Fundraising	\$68.00/hour
<b>Group 3</b>	Resident Individuals or Other Groups	\$90.00/hour
	Non-Resident Individuals or Groups	\$108.00/hour
<b>Group 4</b>	Dublin-based Business	\$120.00/hour
	Non Dublin-based Business	\$144.00/hour

A 20% fee reduction will be given when both the Regional Meeting Room and Council Chambers are utilized simultaneously.

## CANCELLATIONS & REFUNDS

Cancellation requests must be made in writing by the applicant. Refunds will be handled as follows:

90 days or more	Between 90 - 31 days	30 Days or Less
Security deposit refunded less \$25 processing fee.	Forfeit security deposit unless another user re-books the date. If the date is rebooked, the deposit will be refunded less a \$25 processing fee.	Forfeit security deposit and one-half of the fees paid (or payable)

## ROOM DESCRIPTIONS & CAPACITIES

Use of the Lobby or Courtyard outside of the City's regular business hours, 8 a.m. to 5 p.m., Monday – Friday, is included at no additional charge with use of the Regional Meeting Room. Every effort will be made to provide the number of tables and chairs indicated. Applicants are responsible for providing equipment needed in addition to the equipment available from the City. All capacities indicated conform to Fire Code Requirements. **Applicants will not be permitted to exceed the Fire Code Capacity of any room. Overcrowding is forbidden and will result in cancellation of event and forfeiture of all fees paid.**

### Regional Meeting Room

The Regional Meeting Room is a 1,250 square foot rectangular carpeted room with a kitchenette and windows that look out to the Civic Center grounds and clock tower. The room has a built in presentation screen that drops down from the ceiling.  
*Capacity: Assembly: - 125 (Chairs only); Dining – 80 (Tables & chairs with no buffet/dance space)*

Available equipment: Rectangular Tables (3'x6') – 12; Stacking Chairs (wood) – 90; Portable Podium – 1

### Courtyard

The Courtyard offers a tranquil setting to hold small receptions. Located in the center of the Civic Center building, the Courtyard is highlighted by a mosaic tile globe resting in a fountain. Park benches are situated amid beautiful mature landscaping.

## HOURS OF RENTAL USE

1. The Dublin Civic Center is available for rental Sunday through Thursday from 8:00 a.m. to 10:00 p.m., and Friday and Saturday from 8:00 a.m. to 12:00 Midnight. Minimum rental period is 2 hours.
2. The room(s) must be vacated by the time specified on the Facility Use Application. **Events that exceed the scheduled hours will be charged twice the hourly rate for the extra time.**
3. Hours of use must include the amount of time needed for the function, setup and cleanup, including any time needed by the caterer, band, florist, coordinator, etc.



# Dublin Civic Center Rental Application

100 Civic Plaza, Dublin, CA 94568

## Application Submittal:

City of Dublin - Parks and Community Services Department

100 Civic Plaza, Dublin, California 94568

(925) 556-4500

Rental # \_\_\_\_\_

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Have you rented one of our facilities before? Yes No (please circle)

### CLASSIFICATION OF APPLICANT

- Group 1 – Public Agencies
- Group 2 – Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations and Sports Leagues\*
- Group 3 – Resident Individuals or other Groups\*\*
- Group 3 - Non-Resident Individuals or other Groups
- Group 4 – Resident Commercial Uses\*\*
- Group 4 – Non-Resident Commercial Uses

\* Must submit the organization's roster (must be 51% Dublin residents), bylaws and current IRS tax exemption letter (must be 501c3 or 501c4) at the time of application.

\*\* Proof of Dublin residency required at the time of application (valid California Driver's License/ID or current utility bill)

### RENTAL / EVENT INFORMATION

Room:  Regional Meeting Room

Date requested: \_\_\_\_\_ Day of week: SUN MON TUE WED THU FRI SAT

Hours of use (Include set-up and clean-up time): From: \_\_\_\_\_ am / pm – To: \_\_\_\_\_ am / pm

Name of function: \_\_\_\_\_

Total anticipated attendance: \_\_\_\_\_ Children in attendance: \_\_\_\_\_

Type of function:  Youth Party  Adult Party  Fundraiser  \_\_\_\_\_

Equipment:  Podium  \_\_\_\_\_

ROOM SETUP DIAGRAM: A B C D E F G Other (please circle)

Will the function be catered?  Yes\*  No

Will admission fee be charged?  Yes\*  No

Will alcohol be served?  Yes\*  No \* If yes, liquor liability is required.

Will alcohol be sold?  Yes\*  No \* If yes, liquor liability and a liquor license are required.

Will candles or open flame devices be used?  Yes\*  No \* Open Flame Permit may be required.

Will the function be open to the public?  Yes  No

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agree that the City of Dublin, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Facility Use Policy, Clean-Up Requirements, and Rules and Regulations and agrees to comply with the rules and regulations listed therein.

Signature of Applicant

Organization (if applicable)

Date

**RESERVATION STATUS - FOR OFFICE USE ONLY**

<b>FACILITY USE:</b>			
~ APPROVED	~ DENIED	_____	_____
		Parks and Community Services Staff	Date
<hr/>			
<b>ALCOHOL CONSUMPTION:</b>			
~ APPROVED	~ DENIED	~ N/A	_____
		Parks and Community Services Staff	Date

~ APPLICATION RECEIVED _____
~ SECURITY DEPOSIT      DATE: _____      PAYMENT TYPE: _____      RECEIPT # _____
~ APPROVAL LETTER
~ SETUP DIAGRAM
~ INSURANCE CERTIFICATE RECEIVED
~ CITY ISSUED INSURANCE CERTIFICATE      HAZARD _____      LIQUOR _____      DATE COMPLETED _____
~ CLEANUP SLIP & RULES AND REGULATIONS
~ LIQUOR LICENSE REQUIRED      ~ RECEIVED
~ FIRE PERMIT REQUIRED      ~ RECEIVED
~ FINAL PAYMENT      DATE: _____      RECEIPT # _____
~ CONFIRMATION LETTER
~ REFUND ISSUED      DATE: _____

<b>CALCULATION OF FEES</b>	
Deposit Fee	\$ _____
Rental Fee	\$ _____ [# Hours _____] x [Fee _____]
Rental Fee	\$ _____ [# Hours _____] x [Fee _____]
Insurance Fee	\$ _____ [Homeowner's _____ -or- City Insurance _____]
Extra Fee	\$ _____ For _____
Extra Fee	\$ _____ For _____
Total Fees	\$ _____

SEATS "36"

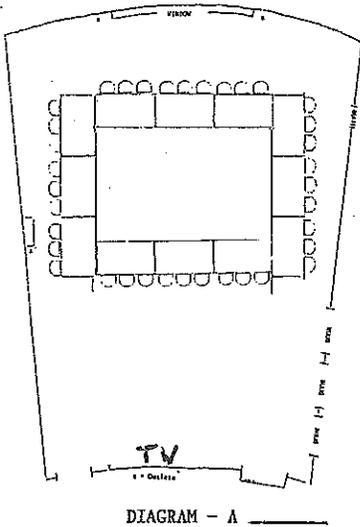


DIAGRAM - A

SEATS "24"

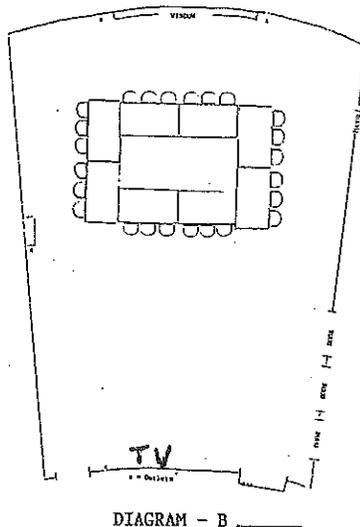


DIAGRAM - B

SEATS "18"

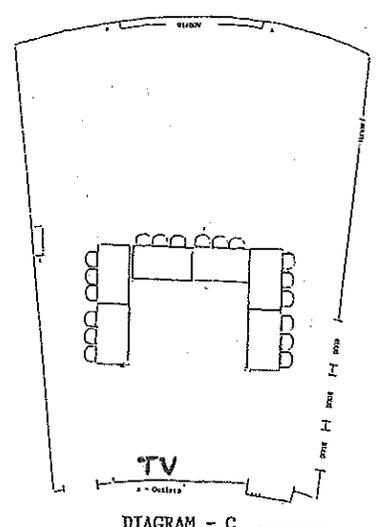


DIAGRAM - C

SEATS "54"

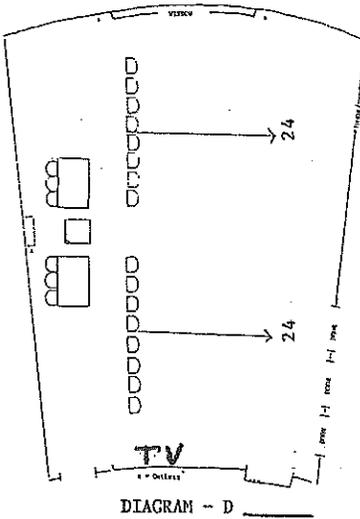


DIAGRAM - D

SEATS "60"

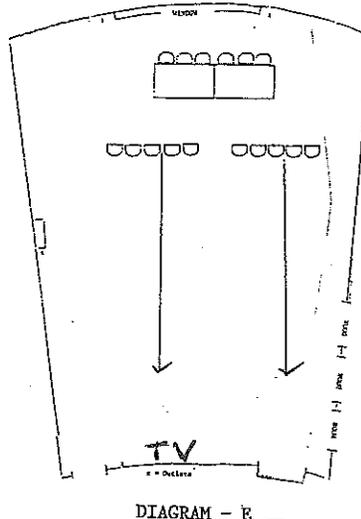


DIAGRAM - E

SEATS "75"

After Business Hours Only!

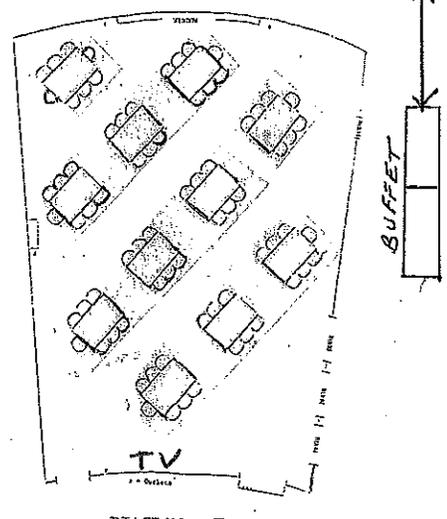


DIAGRAM - F

SEATS "16"

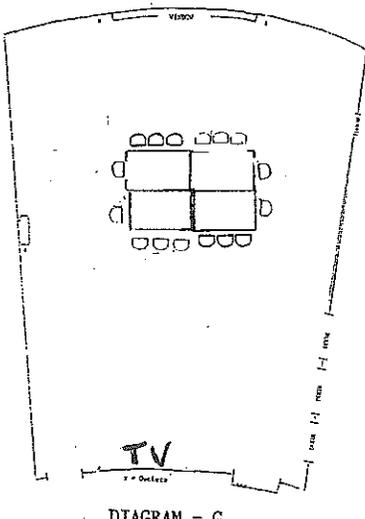
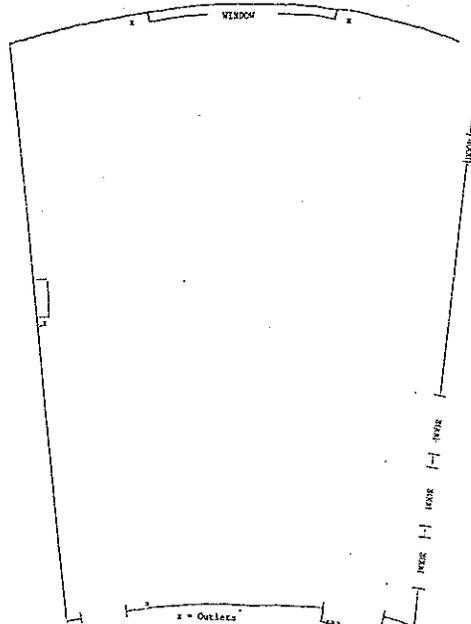


DIAGRAM - G

ASSEMBLY: Dining 75



SPECIFY DIAGRAM DESIRED. ONLY MINOR CHANGES WILL BE ACCEPTED. USE BLANK DIAGRAM FOR SPECIAL SETUP REQUIREMENTS (WILL REQUIRE REVIEW AND APPROVAL).

GROUP: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_  
 ROOM: \_\_\_\_\_  
 \_\_\_\_\_ REGIONAL MEETING ROOM  
 \_\_\_\_\_ CHAMBER  
 \_\_\_\_\_ LOBBY (After Business Hours Only)

**EQUIPMENT AVAILABLE:**  
 12-3'X6' TABLES  
 90 - STACKING CHAIRS  
 1 - STANDUP PODIUM