



City of Dublin

FACILITY RESERVATION POLICIES AND RULES

1. Rental Categories

Facilities may be used by residents, non-residents, public groups, private groups, or commercial groups. Fees are applied based upon who is using the facilities, when, and for what purpose.

- **Public Agencies** (Alameda County, Dublin-San Ramon Services District, Dublin Unified School District)
- **Dublin-based Non-Profits** (Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations, and Sports League Organizations)
 - Locally-based organizations that are recognized as a 501 (c) 3 charitable organization, who must provide a current membership roster showing 51% of its members either own property or reside in Dublin. Regional and National non-profit groups that do not meet the 51% resident requirement may submit a letter to the Parks and Community Services Director.
 - To be eligible for this rate, Charitable and Social Welfare Organizations must apply for this designation by completing a “*Charitable and Social Welfare Organizations Verification Form*” and submitting a copy of their organization’s bylaws, membership roster, and I.R.S. Tax Exemption letter.
- **Dublin Residents and Non-Residents**
 - Residents
 - Individuals residing within the City’s limits.
 - Valid California Driver’s License, ID, or current utility bill showing proof of residency must be provided.
 - Non-Residents
 - Individuals residing outside the City’s limits.
- **Commercial**
 - Dublin-based business use of facilities for business purposes.
 - Non-Dublin business use of City facilities for business purposes.

****Fundraising (Deemed Commercial)** – 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.**

2. Rental Categories Priority Use

- Public Agencies, Dublin-based Non-Profits and Dublin Residents
 - *One (1) year in advance*
- Non-Residents
 - *Nine (9) months in advance*
- Commercial
 - *Six (6) months in advance*

3. Rental Hours of Use

Facility	Rental Days and Hours	Minimum Rental Period
Shannon Community Center	Sunday-Thursday 8:00 AM-10:00 PM Friday-Saturday 8:00 AM-12:00 AM (Midnight)	Monday-Thursday Two (2) hours Friday-Sunday Six (6) hours
Senior Center	Friday 5:00 PM-12:00 AM (Midnight) Saturday 1:00 PM-12:00 AM (Midnight) Sunday 8:00 AM-12:00 AM (Midnight)	Friday-Sunday Six (6) hours <i>*Use of Patio prohibited after 10:00PM</i>
Heritage Park & Museums	Sunday-Thursday 8:00 AM-10:00 PM Friday-Saturday 8:00 AM-12:00 AM (Midnight)	Monday-Sunday Two (2) hours
Civic Center and Library	Sunday-Thursday 8:00 AM-10:00PM Friday-Saturday 8:00 AM-12:00 AM (Midnight)	Monday-Sunday Two (2) Hours
The Wave Community Room	Monday-Sunday 8:00 AM-8:00 PM	Monday-Sunday Two (2) hours

4. Rental Deposit - A reservation deposit is required at time of application submittal.

- **\$750** for the Shannon Community Center
- **\$500** for the Dublin Senior Center
- **\$500** for the Sunday School Barn
- **\$250** for the Old St. Raymond Church
- **\$250** for the Library Community Room
- **\$250** for the Civic Center Regional Meeting Room
- **\$250** for The Wave Community Room
- The rental deposit is refundable and will be returned within four (4) weeks following the rental, provided there are no violations of the Facility Policies and Rules.
- Any overtime charges, costs incurred for extra cleaning of the facility and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping will result in a deduction or forfeiture of the rental deposit.
- Renter will be billed for any damages not covered by the rental deposit.
- Renter will forfeit entire rental deposit and may be charged for costs related to Police or Fire response due to public safety intervention.

Rental Fee Balance - All fees are due **30 days prior** to your rental use. Checks should be made payable to *City of Dublin*. Cash, VISA, MasterCard, Discover, and American Express are also accepted forms of payment. **Payments not received by this deadline may result in cancellation of the rental and forfeiture of the deposit.**

- If an application is submitted less than 30 days before the rental date, all fees are due at the time of the application submittal, and a late charge of \$25 will be assessed. *Rental applications submitted less than two weeks before the requested rental date will NOT be accepted.*

5. **Other Required Permits/Licenses/Information** - The following permits/licenses/information must be completed, and an approved copy needs to be placed in your rental packet **seven (7) days prior to your rental date:**

a) **Insurance Certificate** - Each renter is required to 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, its officers, employees, agents and volunteers” as an **“Additional Insured”** in conformance with the hold harmless agreement as outlined in the Facility Rental Agreement 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.**

- *Approved Insurance documents must be received at least seven (7) days prior to your event; insurance not received within seven (7) business days prior to the rental date will require applicant to purchase City Insurance.*

b) **Alcohol Use**

Requests to sell alcohol must be submitted in writing to Dublin Polices Services, 100 Civic Plaza, Dublin, 94568. If permission is granted, applicants must obtain the appropriate permit from the Alcohol Beverage Control (ABC) Board, 1515 Clay St, Suite 2208, Oakland, 94612, (510) 622-4970. Evidence of approval is due at the time of final payment.

c) **Sale of Alcoholic Beverages or Exchange of any type of Monetary Consideration that includes Alcohol, i.e. meal ticket**

This requires a permit from the Department of Alcohol Beverage Control (ABC), (510) 622-4970.

- Non-Profit groups are the only organizations properly permitted by the ABC Board to sell or exchange alcohol for monetary consideration.

d) **Fire Department Permits**

A permit is required for use of candles, clay ovens, and any open flame devices. Approved BBQ’s are only allowed in designated areas of certain designated facilities (Shannon Community Center and Senior Center) with an approved Fire Permit. Sterno canisters are allowed in designated areas without a Fire Permit. Fire Permits may be obtained from the Dublin Fire Prevention Department, (925) 833-6606. *Open Flame Permits must be obtained at least fourteen (14) days prior to the rental date.*

6. **Additional Fees** - Required for specific uses, changes and equipment.

- **\$75** Caterer’s Kitchen Training (training must be complete 30 days prior to the rental date).
- Changes in hours, rooms and setup requirements will incur a **\$25 charge**, per change (one courtesy change allowed after confirmation letter has been mailed). Changes will require pre-approval. If approved, payment is due immediately. Changes will not be accommodated the day of the rental. *The Rental Deposit cannot be used towards the payment of rental or additional fees.*
- Equipment fees:
 - **\$100** for portable dance floor (Shannon)
 - **\$100** for portable stage (Shannon)
- Rentals that exceed the scheduled hours will be charged **twice the hourly rate** per hour for the extra time.

7. **Continuous Use** – is available at two facilities (Shannon Community Center and Library). Continuous use applications are accepted on a quarterly basis as indicated by the dates in the table below:

Shannon Community Center

Categories	Jun – Aug	Sep – Dec	Jan – Mar	April – May
Public Agencies, Dublin Non-Profits, Residents	Starting April 15	Starting July 15	Starting November 15	Starting February 15
Non-Residents	Starting May 1	Starting August 1	Starting December 1	Starting March 1
Commercial	Continuous use of the Shannon Community Center is not permitted			

Dublin Public Library

Categories	Jun – Aug	Sep – Dec	Jan – Mar	April – May
Public Agencies, Dublin Non-Profits, Residents	Starting April 15	Starting July 15	Starting November 15	Starting February 15
Non-Residents, Commercial	Continuous use of the Dublin Public Library is not permitted			

8. **Cancellation Policy** - All cancellations must be in writing and received at least 30 days prior to the event. Based on the date the cancellation request is received, all or part of the rental deposit and/or fees will be forfeited. Facility Rental Agreements may not be transferred to another individual, transfer of dates, assigned to another party, or sublet. Refunds will be handled as follows:
- All cancellations must be in writing and received 90 days prior to the event, in order to receive a refund.
 - *89-31 days* - Forfeit rental deposit
 - *30 days or less* - Forfeit rental deposit and half of rental fees paid
 - A \$25 processing fee will be applied to all refunds. If the rental date is rebooked by another customer, the full deposit will be refunded less the \$25 processing fee.

RULES

Advertising

No advertising may be posted, petitions circulated, nor solicitations or sales made in the building or on the facility grounds, without written permission from the Director of Parks and Community Services. Banners and/or signs may not be hung on the exterior of the facility or on the grounds unless previously approved by the Director of Parks and Community Services.

Air Conditioning/Heating

City Staff will provide a comfortable temperature in all buildings. *City Staff will not maintain temperature with doors repeatedly opened or left standing open.*

Alcohol Use

- 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.
- Rental of the bar must use leak-free ice containers and mats to absorb condensation and protect the floor. Metal containers (i.e., buckets, tubs) are not allowed.

- Beer kegs are not permitted on carpeted areas. Kegs may be setup outside in the courtyard and plaza areas adjacent to the building.
- 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).

Arriving Prior to the Rental Start Time

The facility will not be open earlier than the rental start time. The renter must rent enough time for all necessary rental preparation. *Caterers, vendors or members of the rental will not be allowed access to the facility prior to your contracted rental time.*

Candles, Clay Ovens, or Open Flames

The use of open flame devices, such as candles and cooking equipment, in public assemblies can pose a fire hazard. 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), approved BBQ's, and other open flame cooking or ceremony devices require a separate **Open Flame Permit** from the Dublin Fire Prevention Department. Sterno canisters are allowed in designated areas without a Fire Permit. Battery operated candles are accepted to achieve the desired effect.

- *Due to the historical significance of the Dublin Heritage Park & Museums facilities, candles and open flame devices, including sterno canisters, are prohibited.*

Open Flame Permits

Open flame permits must be obtained at least fourteen (14) days before the event date. The indoor use of charcoal burners, LPG (propane) and other open flame cooking devices is prohibited. The use of fog machines and sparklers is prohibited in all City facilities. Open Flame Permits may not be obtained for the Heritage Park facilities.

Caterer's Information

Use of the kitchen may only be utilized by a professional catering company. The City will provide you with a list of approved caterers (*all new caterers must be approved 30 days before rental date*). All caterers must follow State and County Regulations and have a valid City of Dublin Business License. Approved caterers must also have a certificate of liability insurance and endorsement listing the "*City of Dublin, its officers, employees, agents and volunteers*" as an "Additional Insured." Catering companies that do not properly clean or who cause damage will be removed from the City's approved list of kitchen users. In addition, the facility renter will be charged a fee based upon the condition of the kitchen or any damage incurred, which will be deducted from the security deposit. **The use of food frying equipment is strictly prohibited at all City facilities.** Caterers may not request and/or pay for additional hours. *Caterer's will not be allowed access to the building prior to the contracted rental time.*

City Staff

City Staff will be on duty during the entirety of the rental. Staff will be available to open the facility, answer questions, and periodically check-in with the person in charge of the rental. Staff are not available for cooking, decorating, waiting tables or servicing food. Questions regarding damages or cleanup at the conclusion of the rental can be directed to City Staff. *However, on-site Staff cannot assure a full refund of the renter's deposit.*

Cleanup

Renters are responsible for the cleanup and condition of the facility at the end of their rental. The facility must be left in the same condition it was found prior to the rental. Cleanup includes all areas used during the rental, including outer courtyards and parking lot. Renters will be charged for damage/abuse beyond

normal wear and tear, and for additional clean-up, if required. These charges will be deducted from the security deposit. **City Staff will not clean for renter after the event.**

The renter's responsibilities for cleanup includes:

- All decorations and rental equipment removed.
- All food removed.
- All garbage cans emptied and disposed of in appropriate dumpsters.
- All kitchen surfaces must be free of grease, food particles, and spills.
- All spills and debris cleaned from tables and chairs.
- All spills from floors or rugs cleaned. Spot mop and sweep, if necessary.
- All toilets flushed, and floors cleared of toilet paper and paper towels.
- Bar cleaned and wiped down.
- Coffee urn cleaned and turned off (Shannon Center).
- Dishwasher cleaned and turned off (Senior and Shannon Center).
- Freezer and refrigerator cleaned and wiped down.
- Return chairs and tables to the original setup in all rooms used during the rental.

Crab Feed Requirements

- Crab Feed rentals must secure a 4-yard dumpster from Amador Valley Industries (AVI), the trash company used in the City of Dublin, to be delivered on the day of their rental and scheduled for pick-up the day following their rental (rentals on Saturday's will need to schedule a Monday pick-up). Proof of dumpster delivery and pick-up from AVI is required a month before the rental date. The AVI dumpster fee is approximately \$147 and the payment is required by AVI upon scheduling.
- Crab Feed rental carpet cleaning in Ambrose Hall is charged at \$50 per hour for labor. These costs will be withdrawn from the \$750 rental deposit to clean and restore the Ambrose Hall carpet to its prior condition. Charges to complete this work will be based on market rate.

Decorations

All decorations must be either non-combustible or treated with State-approved flame-retardant solutions or processes. Violation of the below decorations information will result in the automatic forfeiture of the full rental deposit:

- City ladders are not available for public use. Please do not stand on tables or chairs. Any equipment brought into the facility must have protected feet (rubber or felt).
- No attaching decorations to any stage, curtain, batten, fixture, wall, ceiling, or cross beams.
- The use of tacks, tape, nails, staples, or putty on any walls is prohibited. 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).
 - Small thumbtacks may be used on the "fabric walls" in the Civic Center, Library Community Room, and Shannon Community Center.
- Smoke/fog machines, bubbles, sparklers, dry ice, rice, birdseed, confetti (paper, plastic or metal), color packet/dye, flower petals, glitter, hay, sand, aerosol streamers and similar materials are prohibited inside or outside the facility, including on the Shannon Center bridge.
- Any plants or shrubs brought into the building must be in waterproof containers.
- The use of decals, powders, wax paint, etc., are prohibited on the floor areas of the facility.
- Mylar balloons are prohibited. Latex balloons may be used if they are weighted or secured.

Designated Representatives

Identify two (2) representatives authorized to make decisions or respond to questions/problems on the day

of the event.

Equipment/Fountains/Ice Machine

Kitchen storage cabinets, closets, kitchenware, and ice machine (Senior Center) are not available for use. Exterior fountains are not included in the rental. Guarantees cannot be made regarding the operation of the fountains during a specific event.

Exit Doors and Paths

Do not block or obstruct any hallway, corridor, vestibule, aisle, or exit door.

Guests

Renters are solely responsible and answerable for any and all accidents or injuries to person(s) or property resulting from the rental usage. Renter is responsible for the control and supervision of all people in attendance during the rental and shall ensure no damage is done to the facility, and that everyone conducts him/herself in an orderly manner.

Hand Cart/Dolly

Must have large, clean rubber wheels, with all projecting edges protected, to move heavy objects (i.e. speakers, plants, or cases of food). Renter will be charged for any damage to the floor, stairs, or walls.

Holiday Rentals

City facilities are not available for rent on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Easter Sunday, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

Inappropriate Uses

Any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means is deemed as inappropriate use.

Kitchen Use/Cleaning

- **The Wave, Dublin Library, and Civic Center**
Food needs to be prepared off-site; there is no kitchen usage.
- **Senior Center**
The kitchen is a 960-square foot functional catering kitchen that may only be rented in conjunction with the ballroom. No kitchen utensils will be available for your use. When leaving the kitchen, it should look the same as you received it. Use of the kitchen may only be utilized by a professional catering company; please refer to Caterer's Information.
- **Shannon Community Center**
The kitchen is a 638-square foot functional catering kitchen that may only be rented in conjunction with Ambrose Hall. No kitchen utensils will be available for your use. When leaving the kitchen, it should look the same as you received it. Use of the kitchen may only be utilized by a professional catering company; please refer to Caterer's Information.
- **Old St. Raymond Church and Sunday School Barn**
Food needs to be prepared off-site; there is no kitchen. Please refer to Candles, Clay Ovens, or Open Flames. Food may be brought in warming bins so as to keep food warm.

If a kitchen is included in the rental, it is the renter's responsibility to clean the kitchen. Failure to clean the kitchen and leave it in the condition it was received will result in charges, which will be deducted from the rental deposit. **City Staff will not clean for you after your event.** The renter's responsibilities for clean-up includes:

- All food removed and properly disposed.
- All spills and debris on countertops, stove top, inside the oven, microwave, refrigerator/freezer cleaned. All food and beverages removed from the facility.
- All dishes, glassware and utensils removed from dishwashers.
- All garbage bags disposed in the appropriate dumpster.
 - Garbage bags will be provided. It is the renter's responsibility for bagging all garbage and properly disposing.

Loading/Unloading

- **Shannon Community Center** – Caterers may park in the caterer's area behind the back kitchen entrance. Renters may drop off decorations and other set-up items at the back of the facility. **Parking behind the building is for City Staff only;** all vehicles (renters and guests) must park in the front parking lot. *Vehicles parked in the back of the building during the rental will be reported to Dublin Police to be cited and the vehicle towed at owner's expense.*
- **Senior Center** – Caterers may only park in the designated parking lot for the Senior Center. Caterers and/or renters may drop off food, decorations, or other set up items through the side entrance gate (inquire directly with Senior Center staff for permission/access), which allows access onto the back patio area. Once all items are unloaded, vehicles must park in the designated parking lot for the Senior Center. *Vehicles parked in the back of the building during the rental will be reported to Dublin Police to be cited and the vehicle towed at owner's expense.*
- **The Wave, Dublin Library, Civic Center, Old St. Raymond Church, and Sunday School Barn** – Park in designated parking areas; please refer to Parking.

Office Supplies/Equipment

Renters must provide their own supplies (stapler, tape, scissors, etc.) and equipment (ladders with rubber feet, easels, etc.) to complete decorating and registration for their event.

Overcrowding

Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department may be called to reduce the overcrowded conditions. Renters will not be permitted to exceed the Fire Code Capacity of any room. Overcrowding is forbidden and will result in cancellation of the event and forfeiture of all fees paid.

Parking

Restricted to designated areas only. Reserved parking is not provided, nor permitted. Vehicles parked illegally will be cited.

Recycling

The City of Dublin supports efforts to protect the earth and environment through an intensive recycling program. Recycling containers are provided for cans, glass, hard plastic containers and cardboard. Organics containers are provided for food scraps, food soiled paper, and flowers. Guest and caterers should assist by using appropriate recycling containers in event rooms and dumpster area. Use of polystyrene (Styrofoam)

cups, plates, etc. is prohibited per City Ordinance. Liners for the recycling, organics, and garbage containers will be provided. The renters will be responsible for sorting and bagging all discards and depositing them in the appropriate dumpsters.

Rental Changes and Modifications

Any rental changes or modifications made seven (7) days or less prior to the rental date are not guaranteed and approval is at the discretion of the Parks and Community Services Director or designee.

Rental Time

You must enter and leave within the time specified on your agreement, which includes set-up and clean-up (we recommend allowing one (1) hour for each). Events that exceed the scheduled rental time will be billed at **twice the hourly rental rate** for the additional time (no proration for partial hours or unused time). Only one (1) rental per day is permitted for facilities.

Setup/Equipment Needs

The renter is responsible for scheduling an appointment to go over setup and equipment needs at least 30 days prior to the rental date.

Smoking

SMOKING IS PROHIBITED within the interior of all City facilities and within 25 feet of every facility entrance (per City Ordinance). No smoking is allowed on the Heritage Park & Museums grounds.

Sound System

A sound system is available with a built-in CD player at Shannon Community Center, Senior Center, Old St. Raymond Church, and the Sunday School Barn. The system has microphones (one is wireless) with an output line to use for an iPod, laptop, or additional CD player. The Library and Civic Center utilize an AV unit for sound.

Storage

Storage is not available, neither before or after your event. At the conclusion of the event, all materials and supplies must be removed from the facility. The City is not responsible for items left after designated rental times.

Tables/Chairs

Do not slide tables or stacked chairs across the floors. Do not stand, sit, or lie on tables.

Vehicles

Driving or parking on sidewalks, pathways, patios, or turf areas is prohibited.

Requests for exception to the Facility Rules must be submitted in writing to the Parks and Community Services Director, or his/her designee, no later than one (1) month prior to the requested rental date. The City reserves the right to book additional events before or after applicants confirmed rental time.

The City of Dublin reserves the right to deny the use of any Dublin Facility due 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 Reservation Policies and Rules to become familiar with all rental fees, policies and procedures.



City of Dublin FACILITY RENTAL FEE SCHEDULE

For all City of Dublin Facilities

- The rental 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.
- To qualify for the 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).
- Groups claiming Dublin residency must provide a current membership roster (51% of membership must own property or reside in Dublin).
- **Events that exceed the scheduled hours are charged twice the hourly rate.**

Fundraising

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.

Shannon Community Center Rental Fees

Hourly Fees		Ambrose Hall	Multipurpose Room	Classroom
<i>Rental Deposit (\$750) is due when the application is submitted</i>				
Public Agencies and Dublin Non-Profits	Use during business hours (Monday-Friday, 8:00 AM-5:00 PM)	Setup/takedown fee only of \$15 per hour per Facility Attendant. Number of attendants depends on rooms used and setup needs.		
	Use outside of regular business hours	\$85	\$24	\$14
	Use for the purpose of fundraising	\$188	\$53	\$23
Resident	Resident individuals and groups	\$250	\$70	\$30
Non-Resident	Non-Resident individuals and groups	\$300	\$84	\$36
Commercial	Dublin-based business	\$332	\$93	\$40
	Non-Dublin-based business	\$400	\$112	\$48

Senior Center Rental Fees

Hourly Fees		Ballroom	Lounge	Classroom A	Meeting Room
<i>Rental Deposit (\$500) is due when the application is submitted</i>					
Public Agencies and Dublin Non-Profits	Use outside of regular business hours (Monday-Friday, 9:00 AM-4:00 PM)	\$46	\$12	\$9	\$4
	Use for the purpose of fundraising	\$139	36	\$28	\$13
Residents	Resident individuals or other groups	\$185	\$48	\$37	\$17
Non-Residents	Non-Resident individuals or groups	\$222	\$58	\$44	\$20
Commercial	Dublin-based business	\$246	\$64	\$49	\$22
	Non-Dublin-based business	\$296	\$77	\$59	\$27

Heritage Park Rental Fees

Hourly Fees* <i>Rental Deposit is due when the application is submitted (\$500 for Kolb Barn; \$250 for St. Raymond Church)</i>		St. Raymond Church	Sunday School Barn
Public Agencies and Dublin Non-Profits	Use during business hours (Monday-Friday, 8:00 AM-5:00 PM)	Setup/takedown fee only of \$15 per hour per Facility Attendant. Number of Attendants depends on rooms used and setup needs.	
	Use outside of regular business hours	\$15	\$25
	Use for the purpose of fundraising	\$45	\$76
Residents	Resident individuals and groups	\$60	\$100
Non-Residents	Non-Resident individuals and groups	\$72	\$120
Commercial	Dublin-based business	\$80	\$134
	Non-Dublin-based business	\$96	\$161

*10% discount on hourly rental rates when multiple rooms are rented

The Wave Rental Fees

Hourly Fees <i>Rental Deposit (\$250) is due when the application is submitted</i>	The Wave Community Room
Public Agencies, Dublin Non-Profits and Residents	\$100
Non-Residents	\$118
Commercial	\$154

Civic Center and Library Rental Fees

Hourly Fees <i>Rental Deposit (\$250) is due when the application is submitted</i>		Library Community Room Library Program Room Regional Meeting Room
Public Agencies and Dublin Non-Profits	Monday-Sunday	No fee. The security deposit is also waived for conducting a meeting of the organization
	Use for the purpose of fundraising	\$68
Residents	Resident individuals and groups	\$90
Non-Residents	Non-Resident individuals and groups	\$108
Commercial	Dublin-based business	\$120
	Non-Dublin-based business	\$144

FACILITY ROOM DESCRIPTIONS, CAPACITY, AND EQUIPMENT

SHANNON COMMUNITY CENTER

Ambrose Hall (banquet hall)

- Ambrose Hall is 5,940-square foot room with ceiling to floor windows looking out to the creek and park. Rental of this room includes use of the pre-function area (1,940 square-foot lobby), catering kitchen, and the adjacent outdoor patio area.
- *Capacity: dining 300 or assembly 300 (with tables and chairs)*

Multipurpose Room

- The multipurpose room is 1,275-square foot room with windows facing northeast to picturesque Mount Diablo. This room must be rented with Ambrose Hall Friday through Sunday.
- *Capacity: dining/classroom 85 (with tables and chairs), and assembly 182 (without tables and chairs).*

Classroom

- The classroom is 546-square feet and must be rented in conjunction with Ambrose Hall Friday through Sunday.
- *Capacity: dining/classroom 30 (with tables and chairs), and assembly 78 (without tables and chairs).*

Catering Kitchen

- Use of the kitchen is only available for use in conjunction with the rental of Ambrose Hall. The kitchen is a 638-square foot (18'x35') functional catering kitchen adjacent to Ambrose Hall. The kitchen features a six-burner gas stove with two ovens and a griddle, two microwaves, large commercial refrigerator and freezer units, ice maker, full dishwashing area, five sinks including one with garbage disposal, and electric countertop food warmers. Applicants must provide trays for steamer units. ***The use of food frying equipment is strictly prohibited at all City facilities.***

Available Equipment

Ambrose

- Rectangular tables (36"x 72") – 20
- Round tables (72") – 33
- Banquet chairs – 300
- One round cake table (48")
- One podium
- LCD projector and screen
- AV sound system
- One portable wood bar (72")
- One portable dance floor – maximum size is 18'x27', assembled in sections that can accommodate up to 140 dancers. *Rental fee of \$100.*
- One portable stage – maximum size is 16'x16' in 4'x8' sections. *Rental fee of \$100.*

Multipurpose Room

- Rectangular tables (36"x 72") – 15
- Chairs – 30
- Ballet bar with mirrors
- Portable dry erase board

Classroom

- Rectangular tables (36"x 72") – 5
- Chairs – 20
- LCD projector and screen
- Portable dry erase board

DUBLIN SENIOR CENTER

Ballroom and Pre-Function Area

- The ballroom is a 4,270-square foot room with bamboo wood floors, a raised platform stage, casual seating nook, drop-down video screen, wireless microphone, and access to two outdoor patios. The ballroom can be divided in half if needed. Use of the pre-function area adjacent to the ballroom is included in the rental of the ballroom. The pre-function area is a large space suitable for a social hour prior to an event, or for locating a grand buffet.
- *Capacity: dining 200 (tables and chairs with dance space), and assembly 250 (chairs only).*

Classroom A

- Classroom A is a 950-square foot carpeted room adjacent to the lounge. This is an ideal space for offering additional activities besides dining as part of your event. Classroom A is not available for dining. Classroom A may only be rented in conjunction with the Lounge Area and Ballroom.
- *Capacity: 63 (tables and chairs).*

Lounge Area

- The lounge area is a 740-square foot carpeted room with a fireplace and lounge furniture. The area is suitable for a social hour before an event. The lounge area is not available for dining. The lounge area may only be rented in conjunction with the ballroom.
- *Capacity: 49 (tables and chairs).*

Meeting Room

- The meeting room is a 400-square foot carpeted room adjacent to the pre-function area. The room is suitable as an event staging area or bridal party room. The meeting room may only be rented in conjunction with the ballroom.
- *Capacity: 12 (table and chairs).*

Catering Kitchen

- The kitchen is only available for use in conjunction with the rental of the ballroom. The kitchen is a 950-square foot functional catering kitchen adjacent to the ballroom. The kitchen features large commercial refrigerator and freezer units, a combination convection/steamer oven, eight-burner gas stove and oven, and a griddle. The center island features steamer tables, soup warmers, two microwaves, and a heating lamp. There is a full-featured dishwashing area as well. Applicant must provide trays for steamer table and soup warmer units. ***The use of food frying equipment is strictly prohibited at all City facilities.***

Available Equipment

Ballroom and Pre-Function Area

- Rectangular tables (96"x 30") – 2
- Rectangular tables (72"x 30") – 10
- Rectangular tables (60" x 30") – 25
- Round tables (60") – 26
- Banquet chairs – 250
- Built-in stage and dance floor

- Built-in screen
- AV sound system

Classroom A and Lounge Area

- Square tables (42"x 42") – 12
- Padded wood chairs with arms – 32
- Couches – 2
- Club chairs – 4

Meeting Room

- Square tables (48"x 48") – 3
- Conference chairs – 12

Patio

- 4 benches, 8 chairs, 4 rockers, 5 umbrellas

HERITAGE PARK AND MUSEUMS CHURCH AND BARN

Old St. Raymond Church

- Built by Dublin pioneers in 1859, Old St. Raymond Church is the oldest wooden church in California. No longer functioning as a religious institution, the little church stands in its original setting, its bell proudly pealing over the community. Old St. Raymond Church is available for community and private use. The intimate, historical setting is ideal for small weddings, baptisms, recitals, funerals, memorials, choral groups, religious services, and lectures. Rental of the church includes use of the adjacent paved courtyard.
- *Capacity: 68*

Sunday School Barn

- The Sunday School Barn is 1,317-square foot large open room and stage with a built-in lighting and sound system. Rental of the Sunday School Barn includes the Heritage Park front lawn area, which includes a large grass area facing Donlon Way that can accommodate an outdoor tent (tents require written approval of the Parks and Community Services Director or designee; depending of the size of the tent a permit may be required from the Fire Prevention Division).
- *Capacity: dining 88 (tables and chairs), and assembly 120 (chairs only).*

Available Equipment

St. Raymond Church

- Pews – 14
- Sound system
- TV
- Piano

Sunday School Barn

- Round tables (42"x42") – 12
- Chairs – 120

DUBLIN PUBLIC LIBRARY AND CIVIC CENTER

Library Community Room

- The Community Room is an 1,830-square foot rectangular, carpeted room with a kitchenette and window that looks out to Dublin Sports Grounds. The room is equipped with a built in PA system, VCR, video projection system with inputs for a laptop (applicants must provide their own laptop and VGA cable with male connectors on both ends), hearing-impaired devices, and a presentation screen that drops down from the ceiling. The kitchenette features a refrigerator, microwave, sink with disposal, and countertops. Use of the Library lobby is included with use of the Community Room for uses scheduled outside of the Library's regular business hours (check for current Library schedule). Every effort will be made to provide the number of tables and chairs indicated. Applicant is responsible for providing equipment needed in addition to the equipment available from the City.
- *Capacity: dining 75 (tables and chairs), and assembly 80 (chairs only).*

Library Program Room

- The Program Room is a 649-square foot carpeted room with a kitchenette and windows that look out to Dublin Sports Grounds.
- *Capacity: dining 24 (tables and chairs), and assembly 40 (chairs only).*

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 the clock tower. The room has a built-in presentation screen that drops down from the ceiling.
- *Capacity: dining 70 (tables and chairs with no buffet/dance space), and assembly 80 (chairs only).*

Available Equipment

Library Community Room

- Rectangular table (30"x 72") – 17
- Stacking chairs (wood) – 80
- Podium
- AV system

Library Program Room

- Rectangular tables (30" x 72") – 8
- Stacking chairs (wood) – 40
- Whiteboard (markers and eraser not provided)
- Microwave
- Sink with disposal

Regional Meeting Room

- Rectangular tables (3"x 6") – 12
- Stacking chairs (wood) – 80
- Portable podium
- Presentation equipment (computer/large screen/wireless keyboard and mouse)

THE WAVE

The Wave Community Room

- The Community Room is an 1,800-square foot, square room, surrounded by windows that face The Wave Waterpark and Emerald Glen Park. The room is equipped with digital connection, a 70-inch monitor, and integrated sound system.
- *Capacity: dining 60 (tables and chairs), and assembly 150 (chairs only).*

Available Equipment

- Rectangular tables (36"x 72") – 20
- Stacking chairs (plastic) – 60
- Portable podium
- Presentation equipment (computer/large screen/wireless keyboard and mouse)



FACILITY RENTAL

City of Dublin Parks and Community Services Department

BEFORE AND AFTER CHECKLIST

Events that exceed the scheduled hours will be charged twice the hourly rate and still need to vacate immediately.

CUSTOMER'S INITIALS: _____

Friday/Saturday Events must end at 12:00 AM and Sunday–Thursday events must end at 10:00 PM.

RENTAL APPLICANT: _____ RENTAL #: _____

RENTAL DATE: _____ ATTENDANCE: _____ DAY OF EVENT PERSON: _____

RENTAL LOCATION: (circle one) Shannon Senior Center Heritage Civic Library

HALL/LOBBY HOURS: _____ CLASSROOM HOURS: _____ PATIO HOURS: _____

MULTI-PURPOSE HOURS: _____

STAGE DANCE FLOOR SOUND SYSTEM PODIUM KITCHEN LOUNGE

BAR (only available at Shannon and Heritage) ABC POLICE LTR

DEPOSIT PAYMENT FIRE PERMIT INSURANCE/END.: CITY/PRIVATE

CATERERED/BRINGING FOOD: YES/NO NAME OF CATERER: _____

ALCOHOL (SERVED/SOLD): YES/NO DATE OF LAST KITCHEN ORIENTATION: _____

DJ/BAND: YES/NO

SPECIAL INSTRUCTIONS

Rental deposit is for cleanup and damages – cannot be used towards rental fees.
 Do not permit early access or to vacate late (changes in hours requires pre-approval and payment in advance).
 Do not permit access to rooms not pre-approved and paid for (only exception – City of Dublin use).

BEFORE EVENT CHECKLIST

	YES	NO	N/A	IF NO, PLEASE EXPLAIN
___ Floors and carpet clean (all areas)	___	___	___	_____
___ Tables and chairs clean	___	___	___	_____
___ Kitchen counters clean	___	___	___	_____
___ Chairs in main hall seating area clean	___	___	___	_____
___ Refrigerator clean and cleared of stored food etc.	___	___	___	_____
___ Freezer clean and cleared of bagged ice, etc.	___	___	___	_____
___ Sinks clean and disposal cleared of food debris	___	___	___	_____
___ Gas stove top, oven, and griddle clean	___	___	___	_____
___ Microwaves clean	___	___	___	_____
___ Dishwasher clean	___	___	___	_____
___ Courtyard and patio clean	___	___	___	_____
___ Parking lot clean of paper, bottles, etc.	___	___	___	_____
___ Garbage bags taken to dumpster	___	___	___	_____
___ Bathroom tissue/hand towels/soap in bathrooms	___	___	___	_____

EXISTING DAMAGES AND/OR CONDITIONS OF THE FACILITY AND EQUIPMENT

___ Equipment is in "good" condition ___ Facility is in "good/clean" condition
 ___ Equipment is in "poor" condition ___ Facility is in "poor/unclean" condition
 ___ Equipment damages ___ Facility damages

COMMENTS

AFTER EVENT CHECKLIST

YES NO N/A IF NO, PLEASE EXPLAIN

Table with 5 columns: Item, YES, NO, N/A, IF NO, PLEASE EXPLAIN. Rows include: Floors and carpet clean (all areas), Tables and chairs clean, Kitchen counters clean, Chairs in main hall seating area clean, Refrigerator clean and cleared of stored food, Freezer clean and cleared of bagged ice, etc., Sink clean and disposal cleared of food debris, Gas stove top, oven and griddle clean, Microwaves clean, Dishwasher clean, Courtyards/patio clean, Parking lot clean of paper, bottles, etc., Garbage bags taken to dumpster, Recycling/organics in appropriate dumpsters, Bathroom clean, Decorations removed from facility, Rental equipment removed from facility.

RENTAL OVERTIME

Caterer (and/or florist, rental equipment delivery etc.) accessed facility at ___ AM ___ PM.
Rental did not vacate the premises until ___ AM ___ PM. **** NEED FOR CUSTOMER REFUND****
If renter or vendors stayed past scheduled time, how long? ___ minutes.

NO CLEANUP PERFORMED

RENTAL VACATED THE PREMISES WITHOUT PERFORMING ANY CLEANUP OF THE FACILITY. DEPOSIT TO BE FORFEITED.

CLEANUP RATED AS ___ Satisfactory ___ Unsatisfactory

Applicants should be advised of the status of their cleanup at the time they vacate the premises.

If "satisfactory" inform the applicant. A refund will be processed within 30 days.

If "unsatisfactory" inform applicant the following:

- 1) The "after" clean-up checklist will be forwarded to the Supervisor for review.
2) They will be given the opportunity to provide input before the Supervisor makes a determination on the status of the security deposit and/or if additional fees should be charged.

NOTE ANY DAMAGES AND/OR UNSATISFACTORY CONDITIONS OF THE FACILITY AND EQUIPMENT

Equipment was left in "good" condition Facility was left in "good/clean" condition
Equipment was left in "poor" condition Facility was left in "poor/unclean" condition
Equipment damages Facility damages

Use this space to provide specific information regarding any "poor/unclean conditions and damages" OR to provide any comments on the rental that you feel staff should be aware of:

Four horizontal lines for providing specific information or comments.

I HAVE COMPLETED THE "AFTER" CHECKLIST WHILE PERFORMING A WALK-THROUGH OF THE FACILITY, AND ATTEST THAT THE INFORMATION AS REPORTED IS TRUE AND CORRECT.

DATE: ATTENDANT NAME (PLEASE PRINT): ATTENDANT INITIALS:

DATE: CUSTOMER NAME (PLEASE PRINT):

SIGNATURE:



FACILITY RENTAL AGREEMENT

Phone: 925-556-4500

Email: facility.rentals@dublin.ca.gov

Staff
Reservation Number

FACILITY/DATE/TIME INFORMATION:

(Check one): Shannon Community Center Dublin Senior Center St. Raymond Church Sunday School Barn
 Civic Center RMR Library Community Room Library Program Room
 Wave Community Room

(Check areas): Ambrose Hall Classroom Multipurpose Room Catering Kitchen
 Ballroom Lounge Meeting Room Classroom A

Date of Event: _____ Day of Week: Su M T W Th F Sa

Note: Rental hours must include all time needed for decorating/set-up, main event, and clean-up

Set-up: _____ AM/PM _____ AM/PM Clean-up: _____ AM/PM _____ AM/PM

Event hours: _____ AM/PM _____ AM/PM

RENTER INFORMATION:

Name of Responsible Party: _____ Email: _____

Name of Organization/Company: _____

Address: _____ City/State: _____ Zip: _____

Phone Number: (best daytime contact) #1 _____ #2 _____

EVENT INFORMATION:

Type of Event: Wedding Memorial Fundraiser Lecture Recital Other _____

Guest of honor under 21? Yes No Total Attendance: _____ Guests under 18 years old in attendance: _____

Please circle all that apply:

Admission/donation (fundraiser): yes/no; proceeds for _____

Open to the public: yes/no

Alcohol served: yes/no

Alcohol sold (non-profit only): yes/no (If yes, ABC License required)

Food catered: yes/no; Caterer: _____

Candles/open flame devices: yes/no; Open Flame Permit # _____ (staff usage)

Insurance provided by: Own Policy Organization/Company Policy Purchase from City of Dublin

FACILITY RESERVATION POLICIES AND GENERAL RULES:

Initial _____ By submitting a facility rental agreement; I have read, agree to and will abide by the facility rental policies and rules.

HOLD HARMLESS AND COMPLIANCE AGREEMENT:

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 agrees that the City of Dublin, its officers, agents, employees and volunteers, 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, agents, employees or volunteers. The undersigned has received a copy of the Facility Reservation Policies and Rules and Clean-Up Requirements and agrees to comply with the rules and regulations listed therein.

Signature of Responsible Party

Date

Organization

FOR OFFICE USE ONLY:

Event date: _____

Reservation number: _____

Category: Public Agency Non-Profit Resident Non-Resident Commercial

Authorized signature: _____

Approved Denied

FEES:

Rental Fee: \$_____ per hour x _____ hours \$_____

Rental Deposit: Shannon \$750 Senior \$500 Church \$250 School Barn \$500 \$_____

Civic \$250

Insurance Fee: Hazard Class _____ Total Attendance _____ \$_____

Library \$250 Wave \$250

Extra Fees: Stage (Ambrose Hall) \$100 Dance floor (Ambrose Hall) \$100 \$_____

Total \$_____

No Fee Charge: Cake table Projector & Screen Podium Kitchen (Ambrose Hall, Ballroom, Library)

Table for Laptop Tables # _____ Chairs # _____

<u>Description</u>	<u>Amount Paid</u>	<u>Date/Staff</u>	<u>Balance Due</u>
Rental Fee	\$ _____	_____/____/____	\$ _____
City Insurance	\$ _____	_____/____/____	\$ _____

OTHER REQUIRED PERMITS/CERTIFICATES:

	<u>City/Private</u>	<u>Due Date</u>	<u>Date Received</u>
Certificate of Insurance			
Alcohol Beverage Control License	Yes/No		
Room Set-Up Plan	Yes/No		
Fire Permit	Yes/No		

DESIGNATED PERSON'S TO SIGN IN/OUT:

Name: _____ Cell Number: _____

Name: _____ Cell Number: _____

Special Notes: