



# City of San Carlos Parks & Recreation

Last Update: 7/30/21  
(any prior updates are listed at  
the end of policy)

## Adult Community Center Facility Rental Policies

The City of San Carlos is pleased to have four rooms with an attached kitchen and outside patio area available for private rentals. These rooms are located at the San Carlos Adult Community Center located at 601 Chestnut Street. Street parking is available as well as underground parking in the Civic Center Garage.

With regard to COVID-19, on July 22, 2021, the San Mateo County Health Officer joined other Bay Area Health Officers in recommending that all persons return to wearing face coverings indoors in public settings, even if they are fully vaccinated. Since the City has and will continue to follow the guidance of San Mateo County, **effective Monday July 26, 2021, face coverings are required within the San Carlos Library Community Rooms.**

Applicant will ensure that use of the Adult Community Center rooms adheres to the current health orders. Please be advised, that Center room rentals may be revoked or revised if necessary in order to comply with any updates to the relevant Health Orders.

### **Room Availability**

Please note that the rooms are not available for political meetings and religious services. Requests for use of the rooms will be approved by the Director of Parks and Recreation, or his/her designee.

### **Hours:**

1. The facility hours you request must include time for any of your group's special setup and cleanup needs (e.g., decorations, caterers, bands, etc.). All individuals associated with the event must vacate the facility by the contracted ending time.
2. Music and activity is not permitted past 10:30 pm. Individuals associated with your event will not be admitted to the facility before the time contracted.
3. Delivery of supplies or equipment will not be accepted at the center prior to the contracted permit time unless approved by the Rental Coordinator.
4. Overtime charges of twice the hourly rental rate will be assessed for events that exceed the contracted rental end time. Overtime is charged in one-hour increments for any duration of time exceeded beyond the contracted end time.
5. At times, groups desire to change the hours of their function. The Parks & Recreation Department will attempt to accommodate these changes; however, the Parks & Recreation Department reserves the discretion to deny such requests. All requests for modifications of the rental contract times must be requested and approved at least 5 working days in advance of the event date.

### **Setup and Cleanup Responsibilities**

1. Adult Community Center staff will ensure the facility is ready for use and will set up tables and chairs to your specifications, within facility and fire code guidelines.
2. Setup requests for tables and chairs must be submitted at least 10 calendar days prior to the event. Rental Coordinator must approve all set up requests.
3. All additional setups or decorations are the responsibility of the permittee. The removal of these setups or decorations is also the responsibility of the permittee.
4. If music is desired, up to an 8-piece band (maximum) or D.J. is permitted. When a band or DJ and dance floor is part of the rental, the maximum dining occupancy in the room may change. The piano in the Parkview Room is available for use.
5. The permittee is responsible for clearing all tables and for placing all garbage in outside trash bins. The facility will supply plastic trash bags.
6. All decorations must be approved by the Rental Coordinator in advance and set up under staff supervision. Decorations may be attached with blue masking/painters tape only. NO cellophane tape, tacks, brads, or nails. All approved tape must be removed by the permittee.
7. Heat, spark or flame producing devices, including candles, may **NOT** be used. Chaffing dishes are acceptable if Sterno is used for heat.

### **Food and Kitchen Use**

1. Rental Coordinator reserves the right to approve all caterers to be used by permittee. Caterers must provide proof of a valid San Carlos business license and proof of General Liability Insurance.
2. All kitchen supplies and equipment must be provided by the permit user. Permittees may, however, use facility provided stoves, refrigerators, and sinks.
3. The permittee is responsible for ensuring caterer restores kitchen to clean condition in which they found it.

### **Alcohol and Smoking**

1. Permittees serving alcoholic beverages (Beer/Wine/Champagne Only) must request and receive City approval to do so at the time of application.
2. Permittee accepts the responsibility for the use of alcohol in the facility and agrees to prohibit the use of alcohol by minors.
3. Permittees who charge a fee to serve alcohol, or charge an admission fee and serve alcohol, must obtain a temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board (ABC License). Evidence of such a permit must be presented at time of final payment. Smoking is **NOT** permitted inside or outside the facility. It is the responsibility of the permittee to maintain compliance of this regulation by their guests/attendees.

### **Payment of Fees and Deposit Return**

1. A refundable Security Deposit is required to book an event depending on which room is rented.
2. The payment of all remaining fees and completion of all conditions of approval must be completed one month in advance of the scheduled use. Failure to meet this deadline may result in cancellation of the permit and forfeiture of Security Deposit.

3. Rental payments and security deposits may be made in one of the following forms: Visa/MasterCard, Cash or Cashiers Check.
4. The Security Deposit may be used to cover additional fees for exceeding permitted time, damage to the facility or equipment or additional cleanup needs.
5. The permittee shall be liable for all costs for restoring or replacing damage or loss.
6. Please allow two to four weeks after your event for the return of any deposits made by check. All credit card deposits will be refunded back to the credit card within 5 working days after event.

### **Changes and Cancellations**

1. All communication for requesting modifications of the rental contract shall be between the permit applicant and the Rental Coordinator. No requests for changes to the rental contract or setup arrangements will be accepted from any person other than the permittee named on the permit.
2. If the nature of the event changes or if the number of participants changes, the Rental Coordinator must be notified at least 10 calendar days in advance, and if necessary, fees will be changed in accordance with applicable rates. The Parks & Recreation Department reserves the right to deny any such requests.
3. If cancellation of the permit is necessary, the Rental Coordinator must be notified immediately. If the permit group cancels the activity at least 90 days prior to the activity date, all fees will be refunded in full. If the permit group cancels 89-60 days before the activity 1/2 of the deposit will be refunded, plus the entire rental fee. If the permit group cancels 59 days or less before the activity the entire deposit will be retained.

### **Permit Revocation**

1. A rental permit may be revoked for failure to observe any rules, regulations, and ordinances of the City of San Carlos.
2. Fights, vandalism or other unacceptable behavior occurring during a rental shall result in immediate cancellation of the rental and forfeiture of all fees and deposits.
3. Any publication of the proposed activity for which this rental permit is desired, which occurs prior to the rental being granted, shall result in the rental permit to be denied.
4. Events which exceed the attendance allowed, as indicated on the contract, may be immediately cancelled with forfeiture of all fees and deposits.
5. If incomplete or incorrect information regarding either the nature of the event or the expected number in attendance is given, the City may immediately cancel the permit with no refund of fees or deposits.

**Liability and Insurance Coverage**

1. The City of San Carlos requires all renters to provide a \$1 Million General Liability Insurance policy. This insurance can be purchased through the City for an additional fee or if you have personal homeowners insurance you can provide us with a "Certificate of Insurance" listing the City of San Carlos as the co-insured for the event date and must be submitted to the Rental Coordinator 5 working days prior to the event.

**Regulations and Reasons for Loss of Deposit**

**(Please initial 1-9 and Sign Below)**

1. \_\_\_\_\_ If permittee cancels their event less than 60 days prior to date of the event, security deposit is forfeited.
2. \_\_\_\_\_ Only beer, wine and champagne are allowed at approved events. NO HARD ALCOHOL ALLOWED.
3. \_\_\_\_\_ Under aged drinking at any event is strictly prohibited. If this occurs, your party will be stopped immediately and the Sheriff's Office will be notified. Permittee is personally responsible for making sure that under-age drinking does not take place.
4. \_\_\_\_\_ If the police are called for a disturbance at your event, you may be at risk of losing your security deposit and the possibility of your event being closed immediately at that time.
5. \_\_\_\_\_ Permittee will lose their security deposit if they extend their rental time past the times listed on their permit, fights, vandalism or other unacceptable behavior occurs during event.
6. \_\_\_\_\_ The rental is limited to the number of people on your application. Please provide us with the final number count at least 2 weeks prior to the event. If you have more people at your event than are listed on the application, it could result in the loss of your security deposit.
7. \_\_\_\_\_ If Permittee ends an event early no partial refunds will be given.
8. \_\_\_\_\_ If the facility is left in an unacceptable condition (based on staff review), a portion or all of your Security Deposit will be forfeited and you may not be permitted to rent the facility in the future.
9. \_\_\_\_\_ Permittee agrees to notify Rental Coordinator immediately if you change address and/or phone number after making facility reservations.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Amended: 7/26/21  
7/30/21**