

RECREATION CENTER

RENTAL

RECREATION CENTER RENTAL CHECKLIST: Have you done these steps?

- I have checked the Recreation Center availability through the online calendar: www.alamedaca.gov/Departments/Recreation-Parks or emailed arpd@alamedaca.gov
- I have read and understand the Recreation Center Rental Information, Policies and Fees and agree to follow
- I have read and understand the Cancellation Policy and Revised Permit Policy
- I understand and will obtain the required Certificate of Liability for Caterers and Vendors if applicable
- I understand how to obtain an Alcohol Permit (if serving alcohol at event)
- I have reviewed the Facility Rental Clean-Up Checklist
- I have filled out the Facility Use Permit Form
 - I have read and signed the Rental Agreement
 - Included personal & event Information
 - Included date, time, and total number of Guests
 - Included number of hours counting set-up & clean-up time in the total hours
 - Checked the desired Recreation Center box
 - Calculated my total fees owed including the Security Deposit
- Provided photo I.D. Provided proof of Alameda residence or Active Military I.D. for discount if applicable.
- Submitted forms with payment to: arpd@alamedaca.gov or faxed to 510-523-4071 or dropped off at the ARPD office front door drop box at 2226 Santa Clara Ave., Alameda, CA 94501





RECREATION CENTER RENTAL INFO & POLICIES

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 Center is a modest, welcoming, light filled building located next to a green space and a playground. The Center has HVAC, a bathroom and a kitchenette that includes a small stove/oven, microwave and refrigerator. There is a large parking lot and 7 six ft. rectangle tables and 33 chairs available for use. The Main room has approximately 40 ft. x 22 ft. of usable space.

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 Center is an inviting, relaxed space with an open layout and is next to the park, picnic tables, and basketball courts and close to the library and shopping center. The center has bathrooms and a kitchen that includes a stove/oven, microwave and refrigerator. There is heat in the building but no A/C. Parking is adjacent to the front of the building and there are 15 eight ft. rectangle tables and 70 chairs available for use. The Main room has approximately 45 ft. x 22 ft. of usable space.

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 Center is a modern, informal, large easy-going space with a lot of natural light from the many tall windows and is located in the middle of a tree filled park with a rose garden, picnic tables, bocce ball court and sports field. The center has HVAC, bathrooms and a kitchen that includes a stove/oven, microwave and refrigerator. There is also a private wrap around patio, enclosed by a fence, with a newly renovated outdoor cooking area and a small stage. The patio can accommodate a 15 ft. x 15 ft. inflatable jumper. There is street parking and a small parking lot next to the picnic area and 23 eight ft. rectangle tables and 100 chairs available for use. The Main room has approximately 65 ft. x 40 ft. of usable space.

Krusi (located in Krusi Park) – 900 Mound Street *Max Capacity: 65*

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

- Krusi Recreation Center, our newest center, is built in a Northern California rustic lodge architecture style giving a warm inviting feel and is close to the parks picnic areas, sports fields, a stage and playgrounds. Inside the center, there are impressive 15 foot ceilings, stained wood shiplap on the interior walls, HVAC, a bathroom and a kitchen that includes a stove/oven, microwave, refrigerator and ice machine. There is street parking on all sides of Krusi Park and 8 six ft. rectangle tables and 60 chairs are available for use. The Main room has approximately 28 ft. x 34 ft. of usable space.

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.

RESERVATIONS - HOW TO RESERVE A RECREATION CENTER

STEP 1: CHECK AVAILABILITY CALENDAR

- Go to www.alamedaca.gov/Departments/Recreation-Parks , click on the “Facility Availability” button. This takes you to the calendar where you can **check availability only**, then follow STEP 2 & 3 where you will find the rental information and paperwork.
- You may also email the rental department to check availability at arpd@alamedaca.gov Tuesday to Friday 8:30AM to 5:30PM.
- Availability may change frequently and we are unable to hold dates.

STEP 2: READ RECREATION CENTER INFORMATION PACKET AND CHECKLIST

- Scroll down and click on the blue “Facility Rentals” bar. Next click “Recreation Centers” and then click on “Recreation Center Rental Packet”
- Permits must be received 7 business days prior to your event date. (We do not count weekends as a business day).

STEP 3: FILL OUT FACILITY USE PERMIT AND FEES

- Include Personal and Event Information
- Include date, time and total number of guests
- Sign Agreement that you read the Recreation Center information, policies and Hold Harmless.
- Check desired Recreation Center
- Include amount of hours with the added set up and clean up time and total the fees owed.
- Include payment information
- Provide photo I.D., proof of Alameda resident or Active Military I.D. for discount.

STEP 4: SUBMIT RENTAL PAPERWORK

- Submit your Facility Use Permit with any required attachments, such as proof of residency, I.D. and payment information to: arpd@alamedaca.gov. Permits may also be faxed to 510-523-4071 or submitted to Alameda Recreation and Park Department, (ARPD), Attention: Rentals, 2226 Santa Clara Avenue, Alameda CA 94501 via mail or hand delivered to the drop box/mail slot located at the bottom of the ARPD office left side front door.
- *Note: An incomplete Facility Use Permit will not be processed and will delay your request.

STEP 5: CONFIRMATION

- The rental request is confirmed when you receive an email from the Alameda Recreation and Park Department with a permit number.

PERMITS

- **Availability and reservations:** Rentals are available on Saturdays and Sundays. Please follow steps 1 through 5, under “Reservations”. Your permit must be received at least 7 business days prior to event and can be submitted up to 6 months prior to your event. 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 select holiday weekends with an additional 15% per hour charge.

DISCOUNTS

- **City of Alameda Resident Discount** – A Utility Bill showing Proof of Residency and a photo 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.

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.

CERTIFICATE OF LIABILITY INSURANCE for CATERERS / 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 the Certificate of Liability Insurance with General Liability of at least \$1,000,000.00 and the City of Alameda must be endorsed to the policy as additionally insured under Certificate Holder with the following legal language:
 - “The City of Alameda, and its members, officers, directors, agents, volunteers, employees and officials. 2263 Santa Clara Avenue, Alameda, CA 94501”
- A copy of the insurance must be received at the rental office at least seven business days prior to your event date.

JUMPERS

- Inflatable jumpers are allowed outside the reserved facility. There is an additional \$30.00 fee. Inflatable jumpers which use water and personal inflatable devices are not allowed.
- The Main Patio at Harrison Center can accommodate a 15 ft. x 15 ft. jumper.
- Generators must be provided by inflatable company if electricity is not available. If electricity is available at a Recreation Center site, there is an additional \$20.00 fee for electricity use.

List of Inflatable Companies that have a current Certificate of Liability on file with ARPD:

- Astro Events, www.astrojump.com, 1.800.244.5867
- Bay Area Jump, www.bayareajump.com, 1.800.514.5867
- Bay-to-Bay Jumpers, www.baytobayjumpers.com, 510.368.5264
- Comic Jumpers, www.comicjumps.com, 650.444.1800
- Kidzz Star Jumpers, kidzzstarjumpers@gmail.com, 650-556-6754

ALCOHOL

- If you are planning to **serve** alcohol at your event, you must obtain a Certificate of Liability Insurance/alcohol permit.
- You can obtain the permit by going to <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.
- Please see the instructions on how to obtain an alcohol permit in this packet.
- This must be completed at least seven business days prior to 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/PDFSp.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.

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 4 to 6 weeks. 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 email by a Supervisor with explanation.



Alameda Recreation and Park Department

2226 Santa Clara Avenue, Alameda, CA 94501

(510)747-7529 • Fax (510)523-4071

www.alamedaca.gov/recreation

Facility Rental Clean-Up Checklist

Rental Date: _____ Rental Time: _____

Location: _____

Person in Charge: _____

Renter: Please review the facility rental checklist. The checklist is to be completed by the renter and reviewed by the onsite staff after cleaning is completed. It is the responsibility of the person renting the facility to make sure the facility is clean. If not completed, the renter may forfeit all or part of the \$300 - \$500 security deposit.

Clean-up:	Comments	Completed
Tables cleaned off (remove tape)		
Chairs cleaned off		
Decorations taken down and in garbage or recycling bins		
Garbage inside & outside picked up off the floor and other surfaces		
Garbage bagged and disposed of in dumpsters or recycling bins & replace with new bags		
Kitchen area clean <ul style="list-style-type: none">Counters cleanFood removedSupplies removedStove and oven are turned off		
Bathrooms – make sure all paper towels, etc. are in garbage cans		
Floors swept		
Tables & chairs put away		
Windows are closed.		

ARPD Staff Name

Time renter left

Notes

ARPD Staff: Please email this form to Stacy Thomas after the event is over at stthomas@alamedaca.gov .

Alcohol Liability Insurance Instructions

Start by going to the webpage at www.cjprma.org

This takes you to the webpage of California Joint Powers Risk Management Authority, scroll down to the **“Member Portals section”** and **click the button** that says **“Special Event Insurance”**

Next page says Gales Creek Insurance Programs.

Click on the **box in the middle** that says “Apply Online Now / Secure Online Application”

Now you will see “New Users / Create New Account” / Make an account with password

Next “Create New Quote”

Step 1:

Person or Entity Having or Hosting the event = your name

Start date of Event = Date of your event

Start time of Event = Start time of your event

End Time of Event = End time of your event

Category = “Banquet”

Details = Example: “Wedding Reception”

Municipality = Examples: “Alameda Albert H. Dewitt O Club only” or “Alameda”(for rec centers or bocce ball

Facility = Examples: “Albert H. DeWitt O Club” or “Harrison Center”

Facility Contact Name = Katherine Sirota & Rina Winst (leave this)

Name of Event = Name of your event. Example: “John and Jane’s Wedding”

Street Address = Examples: 641 West Redline Ave. Alameda, CA (for O Club), 1450 High Street, Alameda, CA (for Harrison Center or bocce ball), 3225 Mecartney Rd., Alameda CA (for Leydecker Center)

Zip Code = “94501”

Facility Phone Number = “510-747-7529”

Step 2:

How many guests do you expect = Amount of guests

How many Days of Event = “1”

Step 3

What type of seating will you have? = “Moveable Seating”

Is your event Indoor or Outdoor = “Indoor”

Will you have camping at your event? = “No”

Will you be selling alcohol at your event = “No”

If you are satisfied with the answers you gave, check the box and click next to get your quote and pay. The Gales Creek Insurance Company will automatically send a copy to the Alameda Recreation and Park rental office, so you will not need to send a copy.



ALAMEDA RECREATION AND PARK DEPARTMENT
2226 Santa Clara Avenue, Alameda, CA 94501
(510)747-7529 / FAX (510) 523-4071 - arpd@alamedaca.gov

ALAMEDA RECREATION AND PARKS DEPARTMENT PARK RULES AND REGULATIONS

PARK HOURS:

**DAWN TO DUSK; NO LOITERING AFTER DUSK.
LIGHTED ATHLETIC FACILITIES OPEN TO 10:00 PM.**

NO ALCOHOL OR SMOKING ALLOWED.

**MOTOR VEHICLES PROHIBITED EXCEPT IN DESIGNATED AREAS OR BY
SPECIAL AUTHORIZATION. NO OVERNIGHT PARKING.**

**BICYCLES, SKATEBOARDS AND SCOOTERS ON PATHWAYS ONLY AND MUST
YIELD TO PEDESTRIANS.**

**DOGS MUST BE LEASHED AND UNDER CONTROL. DOG OWNERS
RESPONSIBLE FOR CLEANING UP AFTER THEIR DOGS.**

**LITTERING AND DUMPING IS PROHIBITED. PLACE IN TRASH & RECYCLING
CANS. PLEASE CLEAN UP AFTER YOUR PICNIC.**

NO AMPLIFIED SOUND UNLESS BY PERMIT.

**NO PERSONAL BBQ GRILLS OR OTHER COOKING SOURCES. PLEASE USE THE
BBQ GRILLS PROVIDED IN THE PARK. NO FOOD TRUCKS OR FOOD CARTS.**

**NO NAILS, TACKS, STAPLES, ELECTRICAL TAPE ON CITY PROPERTY. PLEASE
RESPECT DIRECTION GIVEN BY CITY STAFF.**

**THANK YOU FOR RESPECTING OUR PARKS AND WILDLIFE
FOR EVERYONE TO ENJOY.**



2021 RECREATION CENTER FACILITY USE PERMIT

***Complete and return this form with payment and proof of residency to:**

Email arpd@alamedaca.gov

FAX (510) 523-4071

Or

In Person or by Mail

Alameda Recreation and Park Department
2226 Santa Clara Avenue, Alameda, CA 94501

Day of Event
Service Number:
(510) 775-5459

PERMIT

NAME OF INDIVIDUAL IN CHARGE _____ Birthdate _____

Group or Organization if applicable _____

Address _____ City _____ Zip _____

Primary Phone:(_____) _____ Cell Phone:(_____) _____

Email Address: _____

PURPOSE OF EVENT: _____

NAME OF FACILITY : _____

DATE OF EVENT: _____ HOURS OF USE FROM: _____ TO: _____

ESTIMATED ATTENDANCE: _____

AGREEMENT

I have read and understand the rules and policies, including fees and cancellation, pertaining to the Recreation Centers and agree to abide by them.

Failure to comply with the ARPD policies may result in loss of the privilege of reserving further rentals. Permit holders may also be charged additional fees for damage caused by misuse.

"I, _____ and/or organization _____
(Print Name) (Print Organization Name)

shall indemnify, defend, and hold harmless City, its City Council, boards, commissions, officials, employees, and volunteers ("Indemnitees") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees ("Claims"), arising from or in any manner connected to "individual/group/organization" use of City property or equipment, whether alleged or actual."

Signature _____ Date _____

Name of Organization _____

OFFICE USE ONLY: PROOF OF NON PROFIT: YES

*PROOF OF PHOTO ID: YES

*INSURANCE PROVIDED: YES NOT APPLICABLE

*PROOF OF CITY OF ALAMEDA RESIDENCY OR ACTIVE

*ALCOHOL PERMIT PROVIDED: YES NOT APPLICABLE

MILITARY YES NOT APPLICABLE

RECREATION CENTER: Check desired Recreation Center and circle if serving alcohol.

Bayport Center	9:00 a.m. – 11:00 p.m.	Max. 42 Dining	Sat or Sun	*Alcohol: YES NO
Leydecker Center	9:00 a.m. – 12:00 a.m.	Max. 72 Dining	Sat or Sun	*Alcohol: YES NO
Harrison Center	9:00 a.m. – 11:00 p.m.	Max. 110 Dining	Sat or Sun	*Alcohol: YES NO
Krusi Center	9:00 a.m. – 11:00 p.m.	Max. 65 Dining	Sat or Sun	*Alcohol: YES NO

FEES: *All fees must be paid in full at the time the reservation is submitted.

***Hours must include set and clean-up and clean-up time.**

***Security Deposit is required for use of Recreation Centers.**

***Fees may be paid by personal check, cashiers check, cash or credit card**

DESCRIPTION	FEES	AMOUNT OF HOURS	SUBTOTAL
BAYPORT CENTER, LEDECKER CENTER AND KRUSI CENTER:			
Residents	\$95/hr. 3 hr. minimum		
Non-residents	\$120/hr. 3 hr. minimum		
Active Military Residents	\$85.50/hr. 3 hr. minimum		
Active Military Non-Residents	\$108.00/hr. 3 hr. minimum		
Alameda Organization Meetings	\$45/hr. 3 hr. minimum		
Non-Alameda Organization Meetings	\$60/hr. 3 hr. minimum		
Non-Profit Events	\$60/hr. 3 hr. minimum		
Commercial Fund-Raising	\$130/hr. 3 hr. minimum		
HARRISON CENTER			
Residents	\$125/hr. 3 hr. minimum		
Non-residents	\$165/hr. 3 hr. minimum		
Active Military Residents	\$112.50/hr. 3 hr. minimum		
Active Military Non-Residents	\$148.50/hr. 3 hr. minimum		
Alameda Organization Meetings	\$45/hr. 3 hr. minimum		
Non-Alameda Organization Meetings	\$60/hr. 3 hr. minimum		
Non-Profit Events	\$60/hr. 3 hr. minimum		
Commercial Fund-Raising	\$130/hr. 3 hr. minimum		
REFUNDABLE SECURITY DEPOSIT:			
Not serving alcohol	\$300.00	Per Event	
Serving alcohol	\$500.00	Per Event	
ADDITIONAL FEES:			
Revise/change a permit	\$25.00	Per Revision	
Cancellation fee	\$40.00	Per Permit	
Alcohol permit – obtain and pay online	\$125.00 (approx.)	----->	Pay online
Holiday Fee	Add 15% an hour	Per Hour	
Vendor Fee	\$30.00	Per Vendor	
Jumper Fee	\$30.00 (without electricity use fee) \$50.00 (with electricity use fee)	Per Jumper	
TOTAL AMOUNT DUE		----->	\$

PAYMENT: (REQUIRED TO COMPLETE YOUR RESERVATION)

CREDIT CARD # _____ EXP DATE _____ CVV _____

CASH CHECK # _____