



2026 RECREATION CENTER RENTAL INFORMATION

Bayport – 301 Jack London Avenue – *Capacidad máxima: Banquete: 42/Asamblea: 90*

Horario: 9:00 a.m. –10:00 p.m. – sábado y domingo – música permitida hasta las 10:00 p.m.

- El Centro Bayport está ubicado junto a un área verde y un parque infantil con mesas de picnic. Cuenta con sistema HVAC*, dos baños privados y una kitchenette con estufa/horno pequeño, microondas y refrigerador. Hay estacionamiento disponible en el lugar. El salón principal ofrece aproximadamente 40 pies x 22 pies de espacio utilizable e incluye 12 mesas de ocho pies, 2 mesas rectangulares de seis pies y 50 sillas.

Leydecker - 3221 Mecartney Road, Bay Farm Island - *Capacidad máxima: Banquete: 72/Asamblea: 154*

Horario: 9:00 a.m.–11:00 p.m. – sábado y domingo – música permitida hasta las 11:00 p.m.

- El Centro Leydecker está ubicado junto a la Biblioteca de Bay Farm Island, un centro comercial cercano y el área de picnic y las canchas de baloncesto del Parque Leydecker. Cuenta con baños compartidos y una cocina con estufa/horno, microondas y refrigerador. El edificio tiene calefacción, pero no aire acondicionado. Hay estacionamiento disponible junto a la parte frontal del edificio.

Harrison (located in Lincoln Park) -1450 High Street - *Capacidad máxima: Banquete: 110/Asamblea: 242*

Horario: 9:00 a.m.–10:00 p.m. – sábado y domingo – música y uso del patio permitidos hasta las 9:00

- El Centro Harrison está ubicado en un parque arbolado con jardín de rosas, mesas de picnic, bocceball courts y campo deportivo. El centro cuenta con sistema HVAC*, baños privados y una cocina con estufa/horno, microondas y refrigerador. También cuenta con un patio perimetral cercado con un área de cocina exterior recientemente renovada y un pequeño escenario. El patio puede acomodar un inflable. El salón principal ofrece aproximadamente 65 pies x 40 pies de espacio utilizable e incluye 24 mesas rectangulares de ocho pies y 144 sillas.

Krusi – 3001 Otis Drive - *Capacidad máxima: 65*

Horario: 9:00 a.m.–10:00 p.m. – sábado y domingo – música permitida hasta las 10:00 p.m.

- El Centro Krusi está ubicado cerca de áreas de picnic, campos deportivos, un escenario y áreas de juegos infantiles. El interior cuenta con techos de 15 pies, paredes interiores de madera, un baño privado y una cocina equipada con estufa/horno, microondas, refrigerador y máquina de hielo. El salón principal ofrece aproximadamente 28 pies x 34 pies de espacio utilizable e incluye 8 mesas rectangulares de ocho pies y 48 sillas.

* El sistema HVAC funciona mejor cuando las puertas permanecen cerradas.

RESERVACIONES

- Paso 1: Verificar disponibilidad y revisar la información. Envíe un correo electrónico a arpd@alamedaca.gov de lunes a viernes para verificar disponibilidad. Las fechas no se reservan ni se apartan. Revise todas las políticas antes de enviar su solicitud.
- Paso 2: Completar y enviar formularios • Contrato / Solicitud de Permiso de Uso de Instalaciones • Formulario de tarifas y pago • Copia de identificación con foto • Comprobante de residencia, estatus militar o 501(c)(3), si aplica
- Las solicitudes incompletas no serán procesadas.
- Paso 3: Confirmación. Los permisos deben recibirse al menos 7 días hábiles antes del evento. La reservación se confirma cuando se emite un número de permiso.
- Envíe su solicitud completada, los documentos requeridos y la información de pago por correo electrónico a arpd@alamedaca.gov, o entréguelos en persona en la oficina de ARPD, ubicada en 2226 Santa Clara Avenue.
- Su solicitud de alquiler queda confirmada una vez que reciba un número de permiso del Departamento de Recreación y Parques de Alameda.

LINEAMIENTOS DE ALQUILER

- Los centros están disponibles únicamente los fines de semana
- Mínimo de 4 horas de alquiler, incluyendo montaje y limpieza
- Cargo de \$25 por cambios al permiso
- No se permiten cambios dentro de los 7 días hábiles previos al evento
- Eventos con menores requieren 1 adulto (21+) por cada 10 menores
- Prohibido vender o promocionar productos o servicios
- Prohibido fumar, vapear, llamas abiertas, globos Mylar, confeti y brillantina

PERSONA RESPONSABLE La Persona Responsable es quien firma el contrato y es la única autorizada para realizar cambios o cancelaciones. Es responsable del comportamiento de todos los invitados. No puede cambiarse después de presentar la solicitud inicial.

CANCELACIONES

Las cancelaciones deben enviarse por escrito a arpd@alamedaca.gov.

- 30 días o más antes del evento: cargo de \$40 y pérdida del 50% del depósito
- 29 a 8 días antes del evento: cargo de \$40 y pérdida total del depósito
- 7 días o menos antes del evento: pérdida total del depósito y de todas las tarifas pagadas

SEGURO DE ALCOHOL

- Si planea servir alcohol, debe obtener un certificado de seguro de responsabilidad civil general siguiendo este enlace: <https://cjp.eventinsurancenow.com/app/index.cfm?jointpowers=1>

Esto debe completarse al menos 7 días hábiles antes de su evento.

- Si planea vender alcohol, debe obtener un permiso que lo autorice a vender alcohol contactando al Departamento de Control de Bebidas Alcohólicas de California: <https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>
- Si planea servir y vender alcohol en su evento, debe obtener ambos requisitos mencionados anteriormente.

SEGURO REQUERIDO PARA CATERERS/PROVEEDORES

- Certificado de Responsabilidad Civil: La Ciudad de Alameda requiere que todos los banqueteros o proveedores propuestos proporcionen prueba de un Certificado de Seguro de Responsabilidad Civil (COI) para su negocio.
 - Aprobación de Proveedor: Cualquier uso de proveedores externos debe ser aprobado por ARPD antes de la fecha del evento. La tarifa por proveedor es de \$30.00.
 - Responsabilidad: La persona a cargo es responsable de obtener el COI del banquetero o proveedor y enviarlo por correo electrónico a arpd@alamedaca.gov
- . El COI debe recibirse en la oficina de alquiler al menos 7 días hábiles antes del evento.

Detalles Requeridos del COI:

- Responsabilidad Civil General de al menos \$1,000,000.00.
- Endoso de la póliza que incluya a la Ciudad de Alameda como asegurado adicional.

Si no se cumplen estos dos requisitos, el COI no será aprobado y el banquetero o proveedor propuesto no podrá estar en el sitio.

Para endosar la póliza, en “Titular del Certificado” debe decir exactamente:

- **“City of Alameda, and its members, officers, directors, agents, volunteers, employees and officials. 2263 Santa Clara Avenue, Alameda, 94501”**

BRINCOLIN / INFLABLES

- Se permiten brincolines inflables **fuera de la instalación reservada** por una tarifa adicional de \$30. Los inflables personales o a base de agua están prohibidos.
- Los generadores (preferiblemente eléctricos) deben ser proporcionados por la empresa de inflables. Hay electricidad disponible en el **Harrison Recreation Center** por una tarifa adicional de \$20.

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
- Jump Jump Away, www.jjumpaway.com / 707.373.9432
- Kidzz Star Jumpers, kidzzstarjumpers@gmail.com / 650.556.6754
- Norcal Jumpers-USA, norcaljump@gmail.com

DIA DEL EVENTO

- Un miembro del personal de ARPD abrirá la instalación a la hora de inicio indicada en su permiso y le dará una orientación. El personal es responsable de la instalación durante su evento y firmará la lista de verificación de limpieza al finalizar el tiempo de su reservación, siempre que se haya completado de manera satisfactoria.
- La música solo está permitida dentro de los edificios. Por favor, mantenga las puertas cerradas mientras se reproduce música para respetar a los vecinos.
- No use clavos, chinches, grapas, cinta adhesiva, tiras adhesivas tipo Command ni ningún material que pueda dañar las paredes o las instalaciones. Todas las decoraciones deben retirarse al final del tiempo indicado en el permiso como parte de la limpieza.

LIMPIEZA

Para recibir un reembolso completo de su depósito de seguridad, se espera que limpie y devuelva la sala reservada a su condición original y desocupe el espacio a la hora indicada en su permiso. Se proporcionan escobas, suministros básicos de limpieza y bolsas para basura. El personal de ARPD le indicará el área adecuada para desechar la basura al final de su evento y revisará su lista de verificación de limpieza.

DEPOSITO DE SEGURIDAD

El reembolso de su depósito de seguridad se iniciará la semana siguiente a su evento, siempre que se cumplan todos los términos del contrato de alquiler.

El incumplimiento de las políticas y procedimientos —incluida la obtención de los permisos necesarios, causar daños, dejar la instalación sucia, dejar pertenencias atrás, no desalojar a tiempo o involucrar a los servicios de policía o bomberos— puede resultar en la pérdida parcial o total del depósito de seguridad.

Si se retiene alguna parte de su depósito, se le notificará por correo electrónico.

PARK RULES

**PARKS ARE OPEN FROM DAWN TO DUSK.
NO LOITERING AFTER DUSK.
LIGHTED ATHLETIC FACILITIES OPEN UNTIL 10:00 P.M.**

ALCOHOL AND SMOKING PROHIBITED.

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

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

DOGS MUST BE LEASHED AND UNDER CONTROL.

DOG OWNERS RESPONSIBLE FOR CLEANING UP AFTER THEIR DOGS.

LITTERING AND DUMPING PROHIBITED. PLACE TRASH AND RECYCLING IN DESIGNATED RECEPTACLES. MYLAR BALLOONS PROHIBITED.

NO AMPLIFIED SOUND UNLESS BY PERMIT.

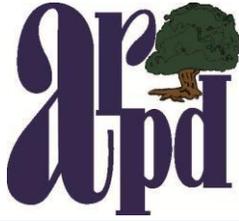
PERSONAL BBQ GRILLS OR OTHER COOKING SOURCES PROHIBITED. USE PARK BBQ GRILLS.

FOOD TRUCKS AND FOOD CARTS PROHIBITED.

NO OVERNIGHT CAMPING.

THANK YOU FOR RESPECTING ALAMEDA PARKS AND WILDLIFE.

ALL OF ABOVE ARE ENFORCEABLE BY THE MUNICIPAL CODE SECTIONS 4-10, 8-7, 11-4, 18-22, 23-1, 23-2, 23-7, 24-11



Alameda Recreation and Park Department

2226 Santa Clara Avenue, Alameda, CA 94501
(510) 747-7529/ARPD@alamedaca.gov

2026 FACILITY USE AGREEMENT / PERMIT APPLICATION

This is a Facility Use Agreement between the City of Alameda
and the Event Organizer / Individual in Charge

DATE OF EVENT: _____

The Event Organizer / Individual in Charge is described as follows:

<p>Name: _____</p> <p>Birthdate: _____</p> <p>Address: _____</p> <p>_____</p> <p>Primary Telephone Number: _____</p> <p>Secondary Telephone Number: _____</p> <p>Email address: _____</p> <p>Organization if applicable: _____</p> <p>Does organization have non-profit 501(c)(3) status? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Permission to Use City Facility

The City grants permission to Event Organizer to use the City Facility indicated below, based on the terms and conditions in this Agreement.

- Bayport Recreation Center, Main room
301 Jack London Avenue, Alameda 94501
- Harrison Recreation Center, Main room / patio
1450 High Street, Alameda 94501
- Krusi Recreation Center, Main room
900 Mound Street, Alameda 94501
- Leydecker Recreation Center, Main room
3225 Mecartney Road, Alameda 94502



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2. Time

Event Organizer shall have access to the City Facility for the following times (includes setup and cleanup time).

Start time: _____ **End time:** _____

3. Estimated Number of Guests: _____

4. Event Description:

Type of Event: _____

Caterer: _____

Vendor: _____

Other: _____

5. Facility Fees:

- (a) The facility fee and refundable security deposit must be paid in full at the time the reservation is submitted.
- (b) The total fee to be paid to the City is \$ _____ which includes:
- (c) the refundable security deposit amount of \$ _____
- (d) All fees shall be payable by credit card, personal check, cashier's check or money order.
- (e) Fees may be emailed to arpd@alamedaca.gov with the Facility Use Agreement or delivered in person to the following address:

City of Alameda Recreations and Park Department
2226 Santa Clara Avenue, Alameda CA 94501



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6. Security Deposit:

The City shall return the security deposit to the Event Organizer/ Individual in Charge by mail or credit, according to how the deposit was paid, after the Event. Event Organizer forfeits all or a portion of the security deposit, however, if any of the following occur: Event Organizer fails to leave the City Facility to the City in the same condition in which it was found; the City Facility or any City property is damaged during the Event; the police or fire department is called due to the actions of Event Organizer's guests; or Event Organizer fails to submit the necessary certificate of insurance to the City at least 7 business days prior to the Event.

7. Cancellation:

Individual in Charge may cancel this Facility Use Agreement. **In order to stay equitable and fair to all customers, the following apply to all situations with no exceptions.** Please contact the ARPD office **via an email** at arpd@alamedaca.gov to notify you are cancelling. Include your name, date of event and permit number. The following Cancellation fees shall apply:

- (a) Cancellations 30 days or more prior to your event: A \$40 cancellation fee will be applied and you will forfeit half of your security deposit.
- (b) Cancellations 29 to 8 days prior to your event: A \$40 cancellation fee will be applied and you will forfeit 100% your security deposit.
- (c) Cancellations 7 days or less prior to your event: You will forfeit 100% of the security deposit plus any additional fees that have been deposited with the City.

8. Insurance:

Event Organizer shall obtain a certificate of insurance for a minimum of \$1,000,000 general liability per occurrence naming "The City of Alameda, its City Council, boards, commissions, officials, employees, agents and volunteers," as additional insureds. This certificate shall be submitted to the City at least 7 business days prior to the Event. At the City's sole discretion, some Events may require additional insurance requirements and fees, such as those events involving caterers, food trucks or inflatable jumpers.



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9. Alcohol:

Event Organizer / Individual in Charge shall therefore obtain a certificate of general liability insurance that includes alcohol coverage. 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.

ARPD Rentals must receive the permit at least 7 business days prior to your event. Instructions on how to obtain the insurance are included in the Rental Packet.

- 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/licensing/license-forms/form-abc-221-instructions/>
- If you are planning to **serve and sell** alcohol at your event, you must obtain both of the above.

10. Health and Safety Guidelines:

Event Organizer acknowledges that it is solely responsible for ensuring that all of its guests comply with the current County of Alameda Health and Safety requirements, mandates and guidance and shall take necessary steps.

11. Compliance with Rules and Regulations:

- By checking this box, Event Organizer indicates that it plans to serve alcohol at the Event.
- If this box is checked, Event Organizer agrees to comply with the City Facility's Rules and Regulations that are included in the Rental Packet.



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12. Indemnity and Hold Harmless: By its signature, Event Organizer (herein, “Indemnitor”), at its own cost and expense, agrees to defend the City of Alameda, its Council, boards, commissions, officers, employees, agents, and volunteers (“Indemnitees”) from and against any and all claims, damages, expenses, including reasonable attorney’s fees, loss of liability of any kind or nature whatsoever in connection with the permitted event or activity resulting from the alleged willful or negligent acts or omissions by Event Organizer, its officers, agents, or employees, including but not limited to any claims based on exposure to Covid-19 (“Claims”). In addition to bearing the full cost and expense of defending the Indemnitees, Indemnitor shall also indemnify and hold the Indemnitees harmless from any settlement entered into and any judgment that may be rendered against any of the Indemnitees as a result of and in proportion to and to the extent of the alleged willful or negligent acts or omissions by Indemnitor, its officers, agents or employees in connection with the event or activity as specified above.

I certify that I will comply with all terms and conditions of this Facility Use Agreement. I also certify that if I am signing on behalf of an organization, I have the requisite authority to legally bind that organization. I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge.

EVENT ORGANIZER

Signature: _____ Date: _____

Printed Name: _____ Title: _____

REVIEWED BY ARPD STAFF

Signature: _____ Date: _____

Printed Name: _____ Title: _____

PERMIT # _____



Alameda Recreation and Park Department

2226 Santa Clara Avenue, Alameda, CA 94501
 (510) 747-PLAY • Fax (510) 523-4071
 ARPD@alamedaca.gov • www.alamedaca.gov/recreation

2026 FEES AND PAYMENT

***All fees must be paid in full at the time the reservation is submitted including the Refundable Security Deposit. Hours include set-up and clean-up and time. Fees may be paid by personal check, cashier's check, cash or credit card.**

***PLEASE FILL OUT THE REQUESTED HOURS AND TOTAL OF FEES.**

DESCRIPTION	FEES	AMOUNT OF HOURS	SUBTOTAL
BAYPORT CENTER KRUSI CENTER LEYDECKER CENTER			
City of Alameda Residents	\$100/hr. 4 hr. minimum		
City of Alameda Non-Profit	\$75/hr. 4 hr. minimum		
Non-residents / Non-Alameda Non-Profit	\$132/hr. 4 hr. minimum		
HARRISON CENTER			
City of Alameda Residents	\$132/hr. 4 hr. minimum		
City of Alameda Non-Profit	\$99/hr. 4 hr. minimum		
Non-residents / Non-Alameda Non-Profit	\$182/hr. 4 hr. minimum		
BAYPORT, KRUSI, LEYDECKER AND HARRISON CENTERS			
Military Personnel Discount (Includes Active and Non-Active)	10% discount		
Alameda Business and HOA Meetings	\$50/hr. 4 hr. minimum		
Non-Alameda Business and HOA Meetings	\$65/hr. 4 hr. minimum		
Commercial Fund-Raising	\$130/hr. 4 hr. minimum		
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 ARPD@alamedaca.gov • www.alamedaca.gov/recreation

DESCRIPTION	FEES	AMOUNT OF HOURS	SUBTOTAL
REFUNDABLE CLEANING AND SECURITY DEPOSIT:			
If not serving alcohol	\$300.00	Per Event	
If serving alcohol or having outside vendors or Commercial	\$500.00	Per Event	
ADDITIONAL FEES:			
Revise/change a permit	\$25.00	Per Revision	
Cancellation fee	\$40.00	Per Permit	
Holiday Fee	Add 15% an hour	Per Hour	
Alcohol permit – At Cost Per Outside Insurance Provider	----->	----->	Pay online
JUMPER AND VENDOR FEES:			
Jumper and Vendor Fee (Will need to obtain a generator through jumper company, except if event is at the Harrison Recreation Center).	\$30.00	Per Jumper Per Vendor	
Outside Electricity Use Fee for Vendors and Jumpers – Only available only at the Harrison Recreation Center patio.	\$25.00	Per Usage	
TOTAL AMOUNT DUE	----->	----->	\$

PAYMENT: (REQUIRED TO COMPLETE YOUR RESERVATION)

CREDIT CARD # _____

EXPIRATION DATE _____ CVV _____

CASH _____ CHECK # _____