

RECREATION CENTER RENTALS



HOW to RESERVE a Recreation Center:

STEP 1: CHECK AVAILABILITY

- Email: arpd@alamedaca.gov Monday to Friday to check availability.
- *Note: Availability changes frequently and we are unable to hold dates.

STEP 2: READ RECREATION CENTER INFORMATION PACKET

- Read through the packet. If you have any questions, email arpd@alamedaca.gov

STEP 3: FILL OUT RENTAL FORMS

- Complete the "Facility Use Agreement / Permit" form.
- Complete the "Fees and Payment" form.
- Provide a copy of photo I.D. and if applicable provide proof of Alameda resident, Active Military I.D. or non-profit form 501(c)(3) to receive the fees attached with each.
**Note: An incomplete Facility Use Permit will not be processed and will delay your request.*

STEP 4: SUBMIT RENTAL PAPERWORK

Permits must be received 7 days prior to your event date by the following options:

- Email your Facility Use Permit with required attachments and payment information to: arpd@alamedaca.gov. **OR**
- Fax permit Attention ARPD Rentals to 510-523-4071 **OR**
- Mail to the Alameda Recreation and Park Department, (ARPD), Attention: Rentals, 2226 Santa Clara Avenue, Alameda CA 94501 **OR**
- Hand deliver in envelope marked "Attention ARPD Rentals", to the Alameda Recreation and Park Department, (ARPD), 2226 Santa Clara Avenue, Alameda CA 94501 via the front office or the drop box/mail slot located at the bottom of the ARPD office left side front door.

STEP 5: CONFIRMATION

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