

**City of Foster City Parks and Recreation Department
Estero Municipal Improvement District**



TEEN CENTER FACILITY USE APPLICATION

670 Shell Boulevard
Foster City, CA 94404
650.286.3254
Fax # 650.286.3521

NAME OF INDIVIDUAL/ORGANIZATION: _____

DATE(S) OF EVENT: _____, _____, _____, **THROUGH** _____
(Day of the Week) (Month & Date) (Year) (Month, Date, and Year)

START TIME: _____ **END TIME:** _____ (Include activity, set-up, prep. & clean-up time)

PURPOSE OF ORGANIZATION: ___ Foster City Resident ___ Non-Resident ___ Foster City Non-Profit ___ Government Agency
 ___ Foster City Business ___ Non-Resident Business ___ Non-Resident, Non-Profit ___ City Use

PURPOSE OF EVENT: ___ Private Party (Youth) ___ Private Party (Adult) ___ Meeting ___ Public Event ___ Fundraising

WILL ALCOHOL BE SERVED ? ___ YES ___ NO Please note that there is a 4 hour minimum for all rentals that serve alcohol.

ATTENDANCE: _____ **EQUIPMENT REQUESTED BY APPLICANT:** _____

FACILITY REQUESTED:

FOSTER CITY TEEN CENTER

___ Kitchen and Small Activity Room ___ Kitchen and Patio
 ___ The VIBE
 (entire facility; includes Kitchen, Small Activity Room, Main Floor & Patio)

In submitting this Application, I certify that I have read and understand the guidelines for facility use and will abide by any special conditions set forth. I certify that the intended use, as detailed above, is in compliance with said rules and regulations, application instructions and any specific use regulations and subject to advance payment of all rental fees, security deposit, certification of insurance requirements (if required) and approval by the Director of Parks and Recreation, or designated supervisor. I understand and agree that the City retains the right to cancel this permit at any time. **APPLICANT ACKNOWLEDGES THAT THEY ARE RENTING A PUBLIC FACILITY AND AS SUCH, THE CITY CANNOT GUARANTEE ACTIVITIES SURROUNDING THE BUILDING THAT MAY IMPACT PARKING, SOUND OR VIEW.**

Applicant hereby agrees to hold the Estero Municipal Improvement District, The Parks and Recreation Department, the City of Foster City, the individual members thereof and all district and city agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of said facility. The applicant agrees to furnish such liability and/or other insurance for the protection of the public and the district as the district may require. Applicant also agrees to leave the facility in the same condition as found before use.

(Print Name) (Title/Office Held) (Signature) (Date)

(Street Address) (City & Zip Code) (Phone) (Email)

OFFICE USE ONLY

<u>ITEM</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
_____	_____ @ _____	\$ _____ =	\$ _____
_____	_____ @ _____	\$ _____ =	\$ _____
_____	_____ @ _____	\$ _____ =	\$ _____

Received By: _____ Approved By: _____ Date: _____
 Balance of Fees \$ _____ Due Date: _____ Received by: _____
 Teen Coordinator Approval: _____ Date: _____

<u>ITEM</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
_____	_____ @ _____	\$ _____ =	\$ _____
_____	_____ @ _____	\$ _____ =	\$ _____
_____	_____ @ _____	\$ _____ =	\$ _____

Date Deposit Sent to Finance _____
 Posted By _____ Date _____ Set-Up Submitted _____

Facility Rules Agreement
Submit with application and deposit

Please Initial:

- _____ 1. I have received and agree to read the Facility Rental Information packet.
- _____ 2. The hours I have noted on the permit include my set-up/decorating and clean-up time, and under no circumstance may I enter the building prior to the time listed on my permit.
- _____ 3. I understand the filling out and handing in the application form with a deposit does not guarantee the reservation. The application needs to be approved by a Recreation Supervisor or other authorized person, and possible conflicts with City events must be reviewed. This process normally takes 1-2 business days. .
- _____ 4. I understand that canceling my reservation any time between submitting the permit and 30 days before the event will result in a loss of \$50 from the deposit. Cancellations made within 29 days of the event will result in a loss of the \$350 deposit for the VIBE (Entire Facility) and \$55 for the all other rooms.
- _____ 5. I understand it will take up to 8 weeks after the reservation date to receive my deposit back, assuming no damage or additional fees are incurred.
- _____ 6. I am responsible for checking in with Facility Staff within the first 30 minutes of my permit start time to complete a pre-event walk through. I am also responsible for checking in with Facility Staff 15 minutes prior to the end of the reserved time to conduct a post-event walk through.
- _____ 7. I am aware that I am responsible for the building and equipment during my event, as well as the actions of my guests. Items include gaming tables, video game equipment, televisions, etc... Children under the age of 10 must be supervised by an adult when using equipment.
- _____ 8. I am responsible for the removal and disposal of all decorations (including tape if used), table coverings, tableware, food, kitchenware, and all other supplies. I must place all trash in a trash receptacle, clean up spills, and leave the kitchen and rental room clean. I am aware that the City of Foster City is not responsible for any lost, forgotten, or stolen items.
- _____ 9. I understand that nails, tacks, pins, staples, scotch tape, masking tape, or any other items that may put holes in or remove paint from the walls or ceiling are strictly forbidden. Painter's tape (blue tape) may be used to hang decorations, provided that it is removed following the event.
- _____ 10. I understand that all minors must be supervised at all times and remain in the rented area.
- _____ 11. I understand that alcohol must not be served or sold to minors.
- _____ 12. I understand that I only have access to the equipment and items that I have specifically requested. Teen Center supplies (including kitchen implements, arts and craft supplies, etc...) are for department use only.
- _____ 13. I understand that food is only allowed in the following areas of the Teen Center: Dance Floor, Kitchen, Activity Room, Café, and Patio. *Food in the Gaming Area is prohibited.*
- _____ 14. I understand that the use of BOUNCE HOUSES must be pre-approved by the Facility Coordinator.

Thank you for renting our facility. We hope that yours is an enjoyable, memorable event. Please let us know if we can be of any further assistance.

Facility User's Signature _____

Staff Signature _____

Date _____

Date _____

Foster City Parks and Recreation Department
Teen Center Rental Application Policies and Procedures

The City of Foster City Parks and Recreation Department would like to thank you for considering our centers for the site of your upcoming event. The following rental information packet clearly outlines all policies and procedures for facility rental and is provide to assist you in the application process.

HOURS OF OPERATION:

Foster City Teen Center

Office Hours:

Monday – Friday 8am – 5pm

Rental Hours:

Saturday 8am-11pm

Sunday 8am – 10pm

APPLICATION PROCESS:

- Review Facility Rental Information Packet.
- Complete the Facility Use Application and Facility Rules Agreement and submit with deposit.
- Please make all checks or money orders **payable to the City of Foster City**. Payments may also be made by Credit Card: Mastercard or VISA only.
 - When scheduling event time, please remember that set-up and clean-up must be conducted and completed within the hours of the contracted rental agreement.
 - Reservations are not valid until Facility Use Application is signed by the Facility Services Coordinator or Supervisor.
 - Foster City Residents may submit Facility Use Application up to one year in advance. You may be asked to validate residency with a California Drivers License or a California Identification Card.
 - Non-residents may submit the Facility Use Application up to ten months in advance.
 - The Facility Use Application must be received at least 30 days prior to the proposed event.
 - Facility Users may not charge a registration fee, admission fee, or entrance fee of any type. No solicitations or sales presentations may be made on City property. Failure to adhere to this policy will seriously jeopardize the status of any future rentals. Permission to hold a fundraiser is limited to non-profit organizations and must be granted by the Director of Parks and Recreation.
 - The Foster City Parks and Recreation Department reserves the right to refuse rental or use to groups or individuals who have previously used the facility and left it in poor condition.
 - In the event that the reserved room(s) is needed for City use or maintenance, the City of Foster City reserves the right to reschedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advanced notice as possible.
 - All additional fees (Facility Rental Fee, Insurance Fee, Equipment Fee) are due in full 30 days prior to the contracted rental. If fees are not received in full 30 days prior to the contracted rental, the entire amount must be submitted in cash or cashier's check at least 5 days prior to the event or the reservation will be cancelled and the deposit will be withheld.

FEES:

- **Deposit Fee:** For detailed information, please refer to Deposit section below.
Deposit for the VIBE's entire facility is \$350.00
Deposit for all other rooms (Activity, Kitchen, and Patio) is \$200.00
- **Facility Rental Fee:** For detailed information and rental rates please refer to Facility Rental Fee Structure. Rental fees will not be refunded for any portion of reserved time not used.

- Turn in all paperwork and fees in a timely manner.
- Meet with Facility Staff at contracted start time to do a pre-event walk through.
- Conform to all rules as outlined in the Facility Information Packet.
- Restore facility to same condition in which it was found. See Facility Clean-up Check List.
- Control conduct of attendees.
- Be on site and available for the entire duration of the event.
- Meet with Facility Staff at contracted end time to do a post-event walk through of facility.
- Accept the cost of repair and any other City costs, including costs in excess of the deposit, that may occur as a result of the contracted event.
- Excess trash must be disposed of in the debris box located outside of the south entrance of teen center.

MISCELLANEOUS RULES AND REGULATIONS:

- When scheduling event time, please remember that set-up and clean-up must be conducted and completed with-in the hours of the contracted rental agreement.
- NO storage is permitted either before or after the event. All items, including catering and rental supplies must be removed the day of the event. The Foster City Parks and Recreation Department accepts no responsibility for any items left behind.
- Children and teens must be supervised at all times and remain in the rented area.
- Nails, tacks, pins, staples, scotch tape, masking tape, or any other items that put holes in or remove paint from the walls or ceilings are strictly forbidden. Painter's tape (blue tape that can be purchased at a local hardware or paint store) can be used to hang decorations, providing that it is removed after the event.
- Smoke machines, Fog machines and strobe lights of any type may not be used inside the facility.
- Use of dry rice, birdseed, loose glitter, and confetti is prohibited both inside and outside of facility. Any violations will result in a forfeiture of a portion of the deposit.
- Cleaning products, wax or dance chalk may not be used on the wood floors.
- Smoking is not permitted in any location inside the Teen Center.
- "Casino" parties of any type will not be approved.
- Open flames are not permitted. All candles must be encased in a glass votive candleholder with the flame at least one inch below the glass.
- Facility users are responsible for all equipment. All gaming tables must be used for its intended purpose.
- Skate Park and basketball court are open for public access and are available on a first-come, first-served basis. The Foster City Skate Park and basketball court are unavailable for private rental.

APPLICATION CHECKLIST

To reserve the facility for your event, please be sure the following items are submitted according to the schedule provided below. Please note, your reservation is not confirmed until it has been review and signed by the Facility Services Coordinator or Supervisor. Make all checks or money orders payable to **City of Foster City**

DUE when Application is turned in:

- Completed and signed Facility Use Application
- Completed and signed Facility Rules Agreement
- Deposit
- Proof of Residency (if applying for Resident Rate)

DUE 30 days prior to event:

- Liability Insurance Fee.
- Facility Rental Fee Balance
- Set-up and Equipment list
- Equipment Fee (If applicable)

**Foster City Parks and Facilities
Insurance Fees & Requirement Guidelines
For Rental Groups**

The table below summarizes the Insurance and Alcohol Permit requirements by rental type for both Park and Building Rentals.

RENTAL TYPE	BUILDING
Meeting	No Insurance
Party	Purchase Insurance 1-50 people \$110 50 + people = \$163
Event (Public Attendance)	Purchase Insurance \$163

**Foster City Parks and Recreation Department
Teen Center Rental Information**

Room	Maximum Capacity	Square Feet
The VIBE (entire facility; includes Kitchen, Activity, Main Floor, and Patio)	200	9,050
Kitchen, Activity and Patio	50	3,704

Foster City Teen Center Fees

<u>Room</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>Kitchen, Activity and Patio</u>	<u>\$72/hr</u>	<u>\$88/hr</u>
<u>The VIBE (entire facility; includes Kitchen, Activity, Main Floor, and Patio)</u>	<u>\$150/hr</u>	<u>\$200/hr</u>

- Deposit for The VIBE- Entire Facility is \$350.00 *plus \$25 administrative fee.*
- Deposit for all other rooms is \$200 *plus \$25 administrative fee.*
- Insurance fee required for all parties/events:
 - 1-50 people \$110.00
 - 51+ people \$163.00
- Custodial fee of \$50 required for all parties/events larger than 150.
- Administrative fee of \$25 for all parties/events regardless of size.

Teen Center Equipment Rental

Permitte Name: _____

Date of Event: _____

Date Submitted: _____

<u>EQUIPMENT</u>	<u>SIZE</u>	<u># AVAILABLE</u>	<u>RENTAL FEE</u>	<u>QUANTITY REQUESTED</u>
Tables: Square	36"x36"	4	N/C	_____
Banquet	72"x30"	8	N/C	_____
Chairs		50	N/C	_____
Video Game Equipment:				
Nintendo Wii		1	N/C	_____
Playstation 3		1	N/C	_____
XBOX 360		1	N/C	_____
Gaming Tables:				
Ping Pong		1	N/C	_____
Pool Table		2	N/C	_____
Foosball		1	N/C	_____
Air Hockey		1	N/C	_____
Television		4	N/C	_____
DVD Player		2	N/C	_____
Stereo System		1	N/C	_____
<i>(With CD player and Ipod capabilities)</i>				
Wired Microphone		1	N/C	_____
Patio Tables		6	N/C	_____

Alcohol Policy for all Rentable City Building Facilities Including The VIBE

1. Alcohol must not be served-or sold to minors.
2. It is not the responsibility of City staff to verify legal drinking ages of guests.
3. Insurance must be purchased through the City at the time of the reservation.
4. Parties at The VIBE that offer alcohol will only be allowed on Saturdays and Sundays; there is a 4 hour minimum for these events.
5. The VIBE is not available for rent when the facility is in use for teen programs.
6. No storing of alcohol is allowed prior to the permitted event.
7. All alcohol must be cleared off the premise and taken away from the building at the conclusion of the event.
8. Alcohol is not allowed beyond the patios of the Lagoon Room or Wind Room.
9. Alcohol is only allowed in the designated food and drink areas of The VIBE (Kitchen, Café, Patio/Courtyard, Activity Room, and Dance Floor); alcohol is not permitted on the basketball court or in the skate park or to be taken into any facility bathrooms or any parking lots.
10. Intoxicated guests must be provided with an alternate, safe form of transportation by the Renter.
11. Renter is responsible for managing the conduct of their guests; minors under the influence and rowdy guests may result in Police notification.
12. Excess cleaning or maintenance as a result of alcohol use or otherwise will be billed accordingly through withholding the appropriate deposit and/or filing a claim as covered by the purchased insurance policy.
13. If alcohol is being sold, Renter must obtain an ABC License and comply with its requirements at all times.

**Failure to comply with all aspects of the alcohol policy
can result in the full loss of the rental deposit.**