



City of Foster City Teen Center
 670 Shell Blvd., Foster City, CA 94404 (650) 286-3254
 Office Hours: M-F 8am-5pm
 Facility tours available by appointment only

STAFF USE ONLY:
 Date Rec'd _____
 Time _____
 Rec'd by _____

Teen Center Facility Use Application

APPLICANT		
Name of Individual/Organization: _____		<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident
Contact Name: _____	Telephone #: _____ ()	Alternate Phone #: _____ ()
Address: _____	Email: _____	
City/State/Zip Code: _____		
FACILITY REQUESTED		
<input type="checkbox"/> VIBE Main floor (dance floor, patio and adjacent carpeted area)		<input type="checkbox"/> Kitchen (includes café area)
<input type="checkbox"/> Small Activity Room <input type="checkbox"/> Study Room <input type="checkbox"/> Patio (add on only)		
EVENT INFORMATION		
Rental Hours: Mon-Fri and Sun 8am-10pm / Sat 8am-12am DAY/TIME	EVENT TYPE	
Date(s) Requested: _____ to _____	<input type="checkbox"/> City Use <input type="checkbox"/> Meeting	
Day(s) of Week: <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tu <input type="checkbox"/> Wed <input type="checkbox"/> Th <input type="checkbox"/> Fri	<input type="checkbox"/> Employee Training <input type="checkbox"/> Private Party	
Event Hours: <i>(includes set-up & clean-up time)</i>	<input type="checkbox"/> Fundraising	
Start Time: _____ am/pm End Time: _____ am/pm	<input type="checkbox"/> Public Event: _____	
OTHER INFORMATION:	<input type="checkbox"/> Other: _____	
Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No Permit #: _____	ESTIMATED ATTENDANCE: _____	
Equipment Requested <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Per list attached, additional fees may apply)</i>	EVENT DESCRIPTION: _____	

AGREEMENT FOR USE

In submitting this application, I certify that I have read and understand the guidelines for facility use and 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. Submission of this form is not a guarantee for use.**

To the fullest extent allowed by law, I agree to indemnify and defend the City of Foster City and Estero Municipal Improvement District (City/District), its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City/District, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

Applicant (print name): _____ Date: _____

Applicant Signature: _____



Rental Information and General Rules for Use

APPLICATION

AGREE: _____

- Application must be submitted at least seven (7) working days prior to date requested. Applications are accepted on a first come/first served basis. Foster City residents may book up to a year in advance with proof of residency. Non-residents may book up to ten (10) months in advance.
- Room set-up must be received ten (10) days prior to event. If no set-up is received, staff will do a standard set up.
- The City of Foster City reserves the right to reschedule, relocate, or deny a request previously approved in the event of an emergency, or if room is needed for City use or maintenance. The applicant will be given as much advance notice as possible if this is necessary.
- **Completion of application does not guarantee reservation.** Please allow 1 week for review/processing. Invitations should not be sent until permit and receipt are received.
- Hours listed on application must include set-up and cleanup time. The facility user will be billed for any unreserved time used. This fee will not be prorated for portions of an hour used.

FEES / SECURITY DEPOSIT

AGREE: _____

- Full payment is due at time of booking, if reserving less than 30 days before event date.
- Deposit is due and payable with application. Applications submitted without payment will be rejected.
- The Vibe and Wind Room balance due payments are due in full 45 days prior to event date or event may be cancelled.
- Security deposit refund is contingent upon condition of the facility rented following your event. The Department reserves the right to refuse rental or use to applicants who have previously used the facility and left it in poor condition.
- Applicants assume full responsibility for their party and guests in case of damage, theft or disturbances during their event. Damage/theft will be deducted from the deposit..
- Security deposit and/or any refunded fees will be mailed to the address listed on the application. Please allow up to 6 weeks after the reservation date for return of security deposit if paid by cash or check.
- Any group that stays past their permitted time will be charged 1.5x the rental rate.

CANCELLATION / PERMIT CHANGES

AGREE: _____

- To **cancel reservations**, please go to www.fostercity.org/cancellations. Cancellations made thirty (30) days or more prior to the event date will receive full deposit minus \$50. Cancellations made less than thirty (30) days will result in loss of deposit.
- First permit change is free. Any additional changes will incur. Permit processing charge due at time of request.
- Only the applicant may make changes to reservation. Change requests must be submitted in writing. No changes will be accepted with less than seven (7) days notice.

ALCOHOL

AGREE: _____

- Alcohol sales: The facility user, at their expense, must obtain a permit from the Alcoholic Beverage Control Office. A copy of the permit must be received by the Facility Services Coordinator at least ten (10) days prior to the event. The original must be displayed during the event.

INSURANCE REQUIREMENTS

AGREE: _____

- The City requires a certificate of Commercial General Liability Insurance for all parties or if serving alcohol. The renter must provide proof of insurance for \$1million per occurrence. Certificate must be provided no less than 30 days prior to use of the facility.
- The certificate must include that "The City of Foster City, its elected and appointed officials, employees, volunteers, and agents are named as additional insured."
- The renter's name must be listed as the "insured."
- The description must include the rental location address and date(s) of the event.

PROHIBITED ITEMS

AGREE: _____

- The following are not allowed: **Nails, tacks, pins, staples, scotch tape, or any other items that may damage walls/ceilings.** Painter's tape may be used. **Dry rice, birdseed, glitter, and confetti are prohibited** both inside and outside our buildings. Any violations may result in forfeiture of the deposit and hourly staff cleaning fee.
 - **Smoke machines, fog machines, and strobe lights** of any type are prohibited.*
 - **Open flames are not permitted.** Candles must be encased in a glass votive candleholder with the flame at least one inch below edge of glass.*
 - All decorations must be removed after event.
 - **Smoking is prohibited** at all City buildings and public property.*
- *If smoke alarm is activated, renter may incur Fire Dept. response fee.*

RENTAL POLICIES

AGREE: _____

- Applicant must be on site and available at all times during event.
- Facility users may not charge a registration fee, admission fee, or entrance fee of any kind. No solicitations or sales presentations may be made on City property. Permission to hold a fundraiser is limited to non-profit organizations at the discretion of the Director of Parks and Recreation.
- Applicant is responsible for checking in with facility staff within the first thirty (30) minutes of permit start time to complete a pre-event walk through. Applicant must also check out with facility staff fifteen (15) minutes prior to end of reserved time to conduct post-event walk through.
- No storage is permitted either before or after event.
- Staff is not able to sign for deliveries.
- Casino-type events are prohibited.
- Children must be supervised at all times.
- Facility must be restored to pre-event condition. Trash must be placed in trash receptacles. Rental areas should be left clean.
- The City is not responsible for lost, forgotten, or stolen items.

I understand and agree to all of the rules as stated above.

Applicant Signature _____ Date _____

Staff Signature _____ 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 to assist in the application process.

HOURS OF OPERATION:

Foster City Teen Center

Office Hours:

Monday – Friday 8am-5pm

**Facility tours are available during Operating Hours or by appointment only.*

Rental Hours:

Monday-Friday and Sunday 8am-10pm

Saturday 8am-12pm

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.
 - 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 Driver's 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, Equipment Fee, etc.) 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 Main Floor is \$500.00
Deposit for all other rooms (Activity, Kitchen, and Study Room) 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.
- **Administrative Fee:** An administrative fee of \$26 is required for all parties/events regardless of size.
- **Custodial Fee:** A custodial fee of \$55 is required for parties/events with 100 people or more.
- Please make all checks or money orders **payable to City of Foster City**.
- **BBQ Grill Fee:** A \$16 charge will be applied for each grill used. Additional waiver must be completed.
- **Bounce House:** A \$32 charge will be applied for Bounce Houses. Bounce House Rental Company must provide proof of liability insurance.
- **Additional Items for Rent:** The VIBE offers additional items to rent for your event. Please see the price list on the Equipment Rental Information Sheet.

DEPOSIT:

- Deposit must be submitted with the Facility Use Application.
- A refund of the Deposit, **minus \$50** will be issued to Facility Users who cancel their facility rental at any time from the time the permit is submitted up until 30 days prior to their contracted event. Cancellations received 29 days prior to the event will result in a loss of a portion of the deposit as follows:
 - The VIBE- Main Floor - \$500.00
 - All other rooms - \$200.00
- The Facility User is responsible for any and all damage, loss or extensive clean-up to the equipment or facility. These charges will be taken from the deposit. If the charges exceed the deposit, the Facility User will be required to pay additional fees to cover the balance.
- The Facility User will be billed at a rate of one and one half times the hourly rate for any unreserved time used. This fee will not be prorated for portions of an hour used.
- Deposit will be lost if our staff feels it is necessary to call in the Police to re-establish order or to control the conduct of attendees.
- Deposits will be mailed to the Facility Users six to eight weeks following the event, assuming no damages or additional fees were incurred.

ALCOHOL:

- Please refer to attached Alcohol Policy.

RESPONSIBILITIES OF CITY:

- Respond to correspondence in a timely manner.
- Ensure that tables, chairs and any equipment are available prior to the contracted event start time.
- Meet with the Facility Users at contracted start time to do a pre-event walk through.
- Be on hand throughout the contracted event to supervise the facility and answer any questions.
- Enforce all rules governing the use of City facilities.
- Terminate contracted event if activity, or any guests in attendance misuse the facility or fail to conform to rules and regulations governing use of the facility. Police assistance may be called in if staff deems it necessary.
- Provide the Facility User with cleaning equipment, (i.e. broom, mop, sponge) as needed.
- Meet with the Facility Users at contracted end time to do a post-event walk through of facility.
- Put away all tables, chairs and equipment used through Foster City Parks and Recreation Department.

RESPONSIBILITIES OF FACILITY USER:

- Turn in all paperwork and fees in a timely manner.
- Provide certificate of liability insurance (see attached insurance information sheet).
- 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 within 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 prohibited in all areas that are on or adjacent to public property, including all City facilities and parks, sidewalks, pathways, pedways and parking lot.
- “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 reviewed 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:

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

DUE 30 days prior to event:

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

IMPORTANT INSURANCE NOTE FOR RENTERS

The Foster City Recreation Center does not purchase insurance for rentals. Insurance is required to be provided by renters in the following situations:

- Any indoor party or reception (regardless if alcohol is served or not).
- Any outdoor picnic/party that is serving alcohol.
- Any other event that is determined to require insurance by the Foster City Parks and Recreation Department.

You may either request a Certificate of Liability insurance from your homeowner's or renter's insurance carrier, or you may purchase event insurance through a company like AAA, Geico or theeventhelper.com.

Any insurance certificate provided to the City must include the following (this information may be given to the vendor or insurance carrier so the certificate is properly filled out):

1. Date of the event
2. The City of Foster City requires a \$1,000,000 comprehensive liability insurance policy.
3. The City Of Foster City must be named as additional insured. Wording on the certificate should read: City of Foster City and Estero Municipal Improvement District, its Council, officers, boards, commissions, employees and agents."

The additional insured address is:

City of Foster City/Estero Municipal Improvement District
670 Shell Blvd
Foster City, CA 94404
ATTN: Dusty Landwehr

The certificate of insurance is due 30 days prior to your event. It can be emailed to dlandwehr@fostercity.org, or it may be U.S. mailed or dropped off at the Vibe Teen Center at 670 Shell Blvd.

Please see the following page for an example of the Certificate of Liability Insurance and Endorsement that we will need for your rental.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ADDITIONAL INSURED – PRIMARY INSURANCE

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person or Organization:

City of Foster City and Estero Municipal Improvement District, Its Council, officers, boards, commissions, employees, and agents.
650 Shell Blvd
Foster City, CA 94404

- I. **SECTION II - WHO IS AN INSURED** is amended to include the person or organization shown in the **SCHEDULE**, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you. However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- II. With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.
- III. Coverage provided to the additional insured shown in the **SCHEDULE** is afforded on i) a primary basis, ii) a noncontributory basis, or iii) a primary and noncontributory basis in accordance with the applicable written contract between you and the additional insured.

All other terms and conditions of the policy remain unchanged.

Alcohol Policy for 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. A certificate of liability insurance must be provided (see Insurance Information sheet).
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 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.
9. Intoxicated guests must be provided with an alternate, safe form of transportation by the Renter.
10. Renter is responsible for managing the conduct of their guests; minors under the influence and rowdy guests may result in Police notification.
11. 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 renter's insurance policy.
12. 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.**

Barbecue Rental Agreement

\$16 Rental Fee per Barbecue

Please Initial:

- _____1. I have received and agree to read the Barbecue Rental Information packet. Instructions on how to use the grill and grilling safety tips are also located on the grill.
- _____2. I understand that Recreation Staff is not responsible for any personal injury or the injury of my guests while using the grill.
- _____3. I agree to follow equipment and safety guidelines while using the grill.
- _____4. I understand that Recreation Staff is not responsible for how food is prepared and/or cooked on the grill.
- _____5. I understand that I will not leave the grill unattended at any time while it is in use.
- _____6. I am responsible for checking in with Facility Staff upon leaving the facility to ensure the grill is not damaged and/or cleaned appropriately.
- _____7. I understand that it is my responsibility to reimburse the City of Foster City for any property damage (including labor and materials) as result of using the grill.
- _____8. I understand that I am responsible for controlling any grill flare-ups.
- _____9. I understand that it is my responsibility to clean the grill to the best of my ability after use. City Staff can supply you with a grill brush, gloves, sponges, and cleaning products.
- _____10. I understand that I only have access to the equipment and items that I have specifically requested. Teen Center supplies (including kitchen implements, serving dishes, etc.) are for department use only.

Thank you for renting our facility. We hope that yours is an enjoyable, memorable event.

Facility User's Signature _____

Staff Signature _____

Date _____

Date _____

THE VIBE TEEN CENTER FY 24/25 RENTAL FEES

Vibe Rental Areas	Maximum Capacity	Day of the Week	Resident	Non-Resident
VIBE Main floor = dance floor, patio and adjacent carpeted area	200	Monday – Sunday	\$156/hr	\$208/hr.
Small Activity Room	30	Monday – Sunday	\$52/hr.	\$78/hr.
Study Room	20	Monday – Sunday	\$42/hr.	\$68/hr.
Kitchen (includes café area)	20		\$78 (flat fee)	\$78 (flat fee)
Patio (not available as separate rental, add on to above rentals only)	40		\$109 (flat fee)	\$109 (flat fee)
Administrative Fee			\$26 (flat fee)	\$26 (flat fee)
Custodial Fee		For groups of over 80	\$55 (flat fee)	\$55 (flat fee)

- Deposit for VIBE Main floor is \$500.00. Deposit for all other rooms is \$200.
- Proof of insurance will be required for all parties or if serving alcohol.
- First change to a facility rental is free. For additional changes (location and date), Renter will incur a \$10 charge per change.

MATERIAL BASED FEES FY 24/25

Material Fees	
Material	FY 24/25 Fees
Air Pots	\$11 for 3
Coffee Maker	\$11
Portable Stage	\$11 each piece (3 pieces = full stage)
Podium or podium w/ mic	\$11
Small TV (42")	\$20
Large Screen TV ((75")	\$50
Microphone (wired or wireless)	\$11 per mic
Portable Projector Screen	\$11
Stanchions	\$15 for 2 includes topper
Social Media Op Frame	\$11

The Vibe Material Fees	
Material	FY 24/25 Fees
BBQ Grill	\$16
Cover for Pool Table	\$11 each
Popcorn Machine	\$60

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>QUANITY REQUESTED</u>
Tables:				
Square	36"x36"	2	N/C	_____
Rectangle	72"x30"	16	N/C	_____
Cocktail		5	N/C	_____
Outside Picnic	72"x30"	3	N/C	_____
Chairs (Black)		60	N/C	_____
Stools		12	N/C	_____
Fee Based Amenities:				
BBQ Grill		1	\$16	_____
Cover for Pool Tables		2	\$11 each	_____
Popcorn Machine		1	\$60	_____
Main Facility ONLY:				
Video Game Equipment:				
Playstation 4		1	N/C	_____
XBOX 360		1	N/C	_____
XBOX One		1	N/C	_____
Gaming Tables:				
Ping Pong		1	N/C	_____
Pool Table	99"x55"	1	N/C	(CANNOT MOVE)
Foosball		1	N/C	_____
Television		4	N/C	_____
DVD Player		1	N/C	_____
Stereo System		1	N/C	_____
Wireless Microphone		1	N/C	_____