



Hayward Area Recreation and Park District
Facility Rental
RULES AND REGULATIONS
Revised-effective May 1, 2010

The Hayward Area Recreation and Park District (H.A.R.D.) operate various community facilities that are available for public use and rental. In addition to our General Park and Facility policies please find specific rules and regulations for Use of District Facilities. Please carefully review and inform your guests of these requirements. Failure to follow established rules and regulations can result in the forfeiture of your security deposit and loss of ability to use our District Facilities in the future. By initialing items below you are acknowledging that you have been informed of the facility rental rules or regulations and agree to comply:

SECURITY DEPOSIT AND PAYMENT INITIAL: _____

- A security deposit of \$250.00 is due at the time the application is submitted. All reservation fees, including the \$250 refundable security deposit is due and payable **thirty days (30) prior to event date** of use.
- **Should full payments not be received within required 30 days it will result in cancellation of the rental and forfeiture of the full security deposit.** Check, cash, Visa, MasterCard or American Express are accepted methods of payment.
- Security deposits will be refunded within 30 days after the rental date providing there are no violations of rules and regulations of facility or event permit.
- Security Deposit will be forfeited at the discretion of the District to cover expenses should there be additional clean-up, extra time or any damage to facility or equipment.

CANCELLATIONS, CHANGES & REFUNDS INITIAL: _____

- Any cancellation must be in writing by the applicant. The following refunds and service fees will be assessed as follows:
- More than ten (10) business days or more before event date – forfeiture of deposit
- Fewer than ten (10) business days before event date – forfeiture of deposit and 50% of fees paid
- Occasionally a rental may be cancelled by District within 10 days of event, in these cases the District will attempt to find other suitable facilities as available.

INSURANCE REQUIREMENTS INITIAL: _____

- All applicants must sign a District liability waiver.
- Any group of 60 individuals or more serving alcohol will be required to purchase District Special Event Liability Insurance with a liquor liability policy.
- The District will waive the Special Event Insurance requirement should the applicant provide a Certificate of Insurance with Property Damage Liability protection in the amount of \$1,000,000 per occurrence. The applicant must name the District an “additionally insured” with a secondary endorsement. This must be provided a minimum of 10 business days prior to scheduled date of event.
- Should required insurance not be furnished within 10 business days of schedule event the District will cancel rental.

NO SMOKING INTIAL _____

- No smoking is allowed or permitted on District property

ALCOHOLIC BEVERAGES INITIAL: _____

- The District requires that the serving of wine, champagne or beer be overseen by an adult at all times, from a bar-like setting.
- Beer kegs are not allowed. Bottles may not be placed on tables with people helping themselves. Beverages must be served and consumed within the facility.
- No wine, champagne or beer is allowed at Kenneth Aitken Senior Center.
- Special event insurance must be obtained for groups of 60+ persons (see insurance requirements).
- No sale of alcohol on premises is allowed without prior authorization of District and appropriate permit issued by the Alcohol and Beverage Control Board (ABC). Evidence of ABC permit will be required within 10 days of scheduled event.
- All alcohol must be consumed inside designated facility.
- Applicant is fully responsible for conduct of all guests. No person under 21 year of age is allowed to be served alcohol at any time.
- District reserves the right and authority to call local authorities to disperse, cancel or shutdown any event should group not comply with general rules and regulations. Should this occur the applicant will forfeit full security deposit.

SET-UP INITIAL: _____

- When planning your event, be sure to include the time necessary to set up tables and chairs, decorate and clean-up. Staff will open facility at specific time indicated as the start time on the rental permit.
- It is the responsibility of the applicant to set up all tables and chairs as desired for their rental event. An assigned attendant will direct applicant to appropriate equipment.
- No tape, tacks, nails may be applied to walls.
- No helium balloons.
- The use inside the facility of any charcoal, LPG (natural gas) or open flames including candles (other than small birthday candles) is strictly prohibited.
- No bouncers, inflatable or smoke machines are permitted.
- During the event contact the Building Attendant for assistance with removing and disposing of any trash.

CLEAN -UP INITIAL: _____

- Cleanup includes all areas used for your event.
- The applicant must remove all decorations, wipe up any spills on the floor, clean countertops, stove top, inside the oven and dispose of all trash in the appropriate proper recycling containers provided.
- The District encourage recycling- please see Building Attendant for the locations of recycling containers and procedures.
- All food and beverages must be removed from the refrigerator/freezer.
- The building attendant will take the tables and chairs down, sweep the floor and take out the trash bags.

DECORATIONS INITIAL: _____

- Decorations are limited to table or free standing. Helium balloons are prohibited. The use of tacks, tape, nails, screws, staples or putty is not allowed.
- All decorations must be fire proof or of fire retardant materials.
- Rice, birdseed, confetti, etc. **may not** be thrown inside or outside the facility.
- The use inside the facility of any charcoal, LPG (natural gas) or open flames including candles (other than small birthday candles) is strictly prohibited.

GENERAL RENTAL INFORMATION INITIAL: _____

- Amplification equipment may be used inside the facility. Volume must be kept at a reasonable level. Doors must remain closed during use of amplified music in consideration of our neighbors.
- Outside use of amplification equipment is permitted only with prior approval of the District.
- Smoking is prohibited at all District facilities.
- At no time shall exits be covered or blocked or facility capacity be exceeded.
- Facility use will not be granted for business or commercial use or for persons, groups, organizations with the purpose of making a profit. No cash collection, sales or fee collection is permitted without specific prior written approval of District.
- The Building Attendant on duty or District representative has the authority to enforce, direct or disperse any group that does not abide by the rules and the applicant forfeits fees paid.
- The applicant is responsible for the conduct of all members in their party, both adults and children. Children should be supervised at all times.
- Please note that the following District facilities DO NOT have air conditioning – Eden Mansion, San Felipe Community Center, Southgate Community Center, Weekes Park Community Center.
- All facilities close at 10:00pm Monday – Saturday and 8:00pm Sunday.
- There is no access to the refrigerator at Hayward Senior Center.
- If event exceeds the scheduled time, **twice the hourly rate** will be charged for the extra time.

By signing below I acknowledge that I have read and reviewed this document and understand that I am the responsible party for the rental of a District Facility and will abide by all District rules, regulations and laws. I understand that failure to adhere to rules, regulations or laws may result in a loss of my facility deposit, additional damage costs or loss of the privilege of renting a District Facility in the future. I will review and enforce said rules and regulations with my event attendees.

Print Name: _____ Date: _____

Signature: _____ /Permittee

DIST: Event Permittee- copy
 Rental File/ Packet- original