



## Community Center Rental Rules, Policies and Procedures

### General Rental Information

- At no time shall capacity be exceeded, or exits be blocked. Overcrowding is forbidden and will result in cancellation of contract and forfeiture of all fees paid.
- Only facilities with air conditioning – Ashland, Castro Valley, Kenneth Aitken, San Lorenzo, Sorensdale Center.
- Charcoal, LPG (natural gas) or open flames, including candles, are strictly prohibited inside the facility. However, sterno tins for chafing dishes and small birthday candles are accepted.

### Alcoholic Beverages

- Alcohol cannot be served prior to 4:00pm.
- Alcohol will not be permitted for contracts issued less than 30 calendar days prior to requested date.
- HARD LIQUOR is prohibited at any District building.
- Kegs are prohibited at any District building.
- Beverages must be served from a designated bar-like setting.
- Beverages must be served in cups and consumed within the facility.
- Alcohol is prohibited at Kenneth Aitken Senior Center and Matt Jimenez Community Center.
- Alcohol is prohibited for Birthday Parties (15<sup>th</sup> – 20<sup>th</sup>), High School Graduations or other youth events.

### Set-up

- Assigned Building Attendant will:
  - Set up tables and chairs according to selected preset layout.
  - Review contract with permit holder/person in charge.
  - Will assist with the removal and disposal of any waste or spills and assist with questions regarding the facility.

### Clean-up

- Assigned Building Attendant will:
  - Break down the tables and chairs.
  - Take out all bags of waste.

### Decorations

- Helium balloons are prohibited.
- Any seasonal decorations at facilities cannot be removed.



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### Food Preparation

Any use of cooking or grilling equipment outside the kitchen facilities must receive written pre-approval. (Taqueros included)

- Must be setup in designated area.
- Must have a tarp placed under cooking equipment if set up on concrete or patio areas.
- No equipment can be driven into landscaped areas or on walk ways.
- Outdoor cooking is prohibited at Hayward Senior Center, Kenneth Aitken Center & Matt Jimenez Center.

### Commercial Kitchen

The following equipment is available for use:

#### Hayward Senior Community Center

- Under counter refrigeration (no freezer available)
- Ice maker
- Stove and stove top
- Oven and convection oven
- Microwave
- All counter areas (non-abrasive cleaning required)
- Three (3) compartment sink

#### Matt Jimenez Community Center

- Walk in refrigerator
- Freezer
- Ice machine
- Stove and stove top
- Two ovens
- Microwave
- All counter areas (non-abrasive cleaning required)
- Four (4) compartment sink

#### Sorensdale Community Center

- Under counter refrigeration (no freezer available)
- Ice maker
- Stove top with griddle
- Two convection ovens
- Microwave
- All counter areas (non-abrasive cleaning required)
- Three (3) compartment sink