

Application – Facility Use Request



Date of Application: _____

Note: Swim Centers – The consumption of Alcoholic Beverages is PROHIBITED and/or NOT ALLOWED at all times. Commercial use as well as Ticketed Events are NOT ALLOWED! Swim Center- Maximum Attendance Allowed- #75, and no third party-charging allowed.

List of Other Available Rental Facilities: Please call the Community Center and arrange for a site visit or guided tour of each facility.
Nevin CC – 598 Nevin Ave, Tel: 510 620 6813
BTACC- 960 So 47th Street, Tel: 510 620 6816
Pt. Richmond CC- 139 Washington Ave, Tel: 510 233 6881
Shields Reid CC- 1400 Kelsey Street, Tel: 510 620 6822
 Please visit our website: www.richca-communityservices.org
Booking Office: 510 620 6793

RRC Social Hall – 3230 Macdonald Ave, Tel: 510 620 6788 / 510 620 6795
Parchester CC- 900 Williams Dr, Tel: 510 620 6823

Richmond Swim Center- 4300 Cutting Blvd, Tel: 510 620 6654

Facility Requested:
Approx Attendees #:
Note: Chairs and tables are limited; renters may have to arrange for additional chairs & tables or other equipment that may be adequate for their event at renters own expense. Additionally, Renters will have to set-up for their own event.

Rental Information: *Pool Week-end Rates are 20% more*

Rental Request: A General Liability Insurance is required!

Date(s)	Type of Event	Time 3-4pm e.g.	Set-up Time 2-3pm e.g.	Breakdown Time 4-5pm e.g.

Details of Event:

Applicant's Information:

Renter' Name:			
Street Address:	City:	State:	Zip:
Work Tel:	Fax #:	Cell:	
Email:		Other:	
Representative or Contact person:			Tel:
Other:-			

Note: Application form must be completed and filed at least 45 days prior to date of request. A tentative 'Rental Estimate' will then be issued to you indicating the availability of a facility for a date or dates requested and an estimate of associated costs. The actual costs may vary. You have two (2) weeks to review whether to accept or decline. If you accept, you MUST secure the rental facility and date with the required Rental Deposit. Facility Permit Reservation is confirmed only after the rental deposit is paid. Upon receipt of full payment, a computer generated Facility Use Permit or Contract will be issued. All fees must be paid no later than thirty (30) days prior to first date of event. Permits are approved on a 'First Come, First Served' basis.

Signature:	Date:



Tentative Reservation Deposits and Cancellations:

Deposits: Required for all rentals. The rental deposit will be refunded to the applicant after the conclusion of the rental activity if there are no additional fees assessed for any cost associated with the event, including but not limited to, additional security costs facility damage, and excessive clean-ups. All or portions of a facility use permit deposit may be withheld due to improper use and/or violation of use by the lessee or related permit use inclusive of cancellation procedures.

Tentative facility Rental Contract: A tentative booking will be held for two (2) weeks and for a maximum of 30 days from the date of tentative booking. A signed contract and deposit will hold a reservation until 30 days prior to the first date booked for the contract. All Fees must be paid 30 days prior to the event. Any unsigned contract by Lessee will remain tentative and subject to cancellation or changes until a deposit is received and rental date/time is confirmed.

**** *** Groups should plan to enter and leave the facility at the time specified on the permit, including time needed for decorating, set-up and clean up.

Damage and Cleaning Deposits: The Deposit will be refunded to the applicant 4-6 weeks after the conclusion of the rental by check only. If there are no additional fees assessed for any costs associated with the event, including, but not limited to, additional staff costs, facility damage, excessive clean-up, etc.. If damages or excessive clean-up is required, a delay in receiving the rental deposit refund is likely in order for the City to collect full information on all costs incurred.

Insurance Requirement:

Applicants and users of any city facility for rentals are required to purchase Insurance Policy and furnish the City of Richmond, Recreation Department with a "Certificate of Insurance" demonstrating a comprehensive general liability coverage listing "The City of Richmond, it's Council, Community Services Department and their officers, employees and agents" as additional insured, with a limit liability not less than \$1,000,000.00 combined single limit for a personal injury and damage to property. Notification of cancellation of such insurance is required at least 30 days prior to event. Additional insurance is required if alcoholic beverages are served. The Director of the Community Services Department or designee will determine if the insurance is applicable.

Personnel/Security Guard:

Renters/Users will be required to pay for staff costs or Life Guard costs or Security Guard costs as needed.

*******Pool Lifeguard cost is \$31.00 per hour; 2 Lifeguard per #25 or less number of people in attendance for a minimum of 1 hour and all applicable overtime.

Cancellations:

DEPOSITS and RENTAL FEES may be refunded if an event is cancelled based upon the following cancellation deadlines.

- 31 days or more prior to the event – 100%
- 30 days or less – NO REFUNDS WILL APPLY! Deposit fees will NOT be refunded.
- Refund will now take from four (4) to (8) weeks to process.

Completed applications may be scanned and emailed to registration@ci.richmond.ca.us

Acknowledged by: _____ Date: _____
(Your signature confirms acceptance of above mentioned Rental Policy. Keep a copy for your file and return entire page.)