



City of San Mateo Parks and Recreation Department  
**Building Rental Permit Terms and Conditions**

Staff Only	
Permit #	
Notes	

**RESERVATIONS**

- Applicant must be at least 18 years of age.
- Reservations are accepted Monday-Friday from 9:00 am-4:30 pm, a minimum of 30 days in advance.
- There is a 4-hour minimum for all indoor facility rentals outside of regular business hours, including set-up and clean-up.
- Applicant may reserve one date at a time.

**PAYMENT OF FEES & DEPOSIT RETURN**

1. The payment of all fees and completion of all conditions of approval must be completed at least 30 days in advance of the scheduled use.
2. Payments may be made in one of the following forms: Credit Card, Cashier's Check, Money Order, Organizational Check, or cash (not exceeding \$100). *No personal checks will be accepted for rental fee balances or security deposits (except \$100 for the initial payment for building rentals).*
3. Customers who use a credit or debit card to make payments with the City of San Mateo will be subject to service fees. Companies that process credit or debit card transactions typically charge 3.25% of the billed amount. The fee is paid directly to the company processing the transaction and is not charged by the City.
4. For some permits, a cleaning fee, in addition to regular fees, will be charged after the rental. This shall be used to cover damage to the facility or equipment or additional cleanup needs. Failure to pay this cleaning fee will result in the loss of rental privileges at all City facilities.

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**CHANGES & CANCELLATIONS**

1. All communication for requesting modifications of the rental contract shall be between the permit applicant and the Facility Supervisor or designee. No requests for changes to the rental contract or setup arrangements will be accepted from any person other than the applicant named on the permit.
2. If the nature of the event changes in any manner or if the number of attendees changes, the Facility Supervisor or designee must be notified at least **30 days** in advance, and, if necessary, fees will be changed in accordance with applicable rates. The department reserves the right to disapprove any such requests.
3. If cancellation of the permit is necessary, the permittee must notify the Facility Supervisor or designee immediately. Cancellation must be made at least 30 days in advance of the use date.

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**HOURS**

1. The requested facility rental hours must include time for set-up and clean-up needs (e.g., decorations, caterers, bands). There will be no early admittance into a facility before the time contracted and all attendees must vacate the facility by the contracted ending time (this includes all vendors, caterers, bands, etc.).
2. Delivery of supplies or equipment will not be accepted prior to the contracted permit time.
3. At times, groups desire to change the hours of their function. The department will attempt to accommodate these changes, however, reserves the discretion to deny such requests. All requests for modification of the rental contract times must be requested and approved at least **30 days** in advance of the event date.

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**SET UP & CLEANUP RESPONSIBILITIES**

1. Center staff will ensure that the facility is ready for use including table and chair set up to your specifications, within department and fire code guidelines.
2. Room set-up requests for tables and chairs must be submitted at least **30 days** prior to the event. City must approve all set-up requests.
3. All decorations and special set-ups are the responsibility of the permittee.
4. All decorations must be approved by the department in advance and set-up under staff supervision. Decorations must be attached with blue masking tape only, NOT cellophane tape, tacks, brads or nails. All tape must be removed. No confetti, bird seed or flower petals are allowed.
5. All tables must be cleared, and decorations removed from the rooms. The facility will supply plastic trash bags. If guidelines are not met, a cleaning fee may be assessed for additional custodial time.
6. Equipment needs beyond tables and chairs must be requested in advance on the contract application.
7. Permittee is responsible for all actions by vendors used during the course of the event.
8. Heat, spark or flame producing devices, including candles may NOT be used (birthday candles OK). Chafing dishes are acceptable if Sterno is used for heat.

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**ALCOHOL & SMOKING**

1. Permittees serving alcoholic beverages of any kind must request and receive Facility Supervisor or designee approval to do so at the time of application.

<ol style="list-style-type: none"> <li>2. Permittee accepts the responsibility for the use of alcohol in the facility and agrees to prohibit the use of alcohol by minors.</li> <li>3. Permittees who <u>charge a fee to serve alcohol, or charge an admission fee and serve alcohol</u>, must obtain a temporary alcohol sales permit from the State of California Alcoholic Beverage Control Board. Evidence of said permit must be presented at least 30 days in advance. Permit must also be posted in the facility during the event.</li> <li>4. Alcohol is <b>not</b> permitted at any time for events celebrating youth under the age of 21.</li> <li>5. Smoking is NOT permitted at City facilities. According to City Ordinance 7.04.030 and 13.20.010, smoking is prohibited in city facilities and on city property including parks, parking lots, and grounds surrounding city facilities, including streets and sidewalks. It is the responsibility of the permittee to maintain compliance of this regulation by their guests/attendees.</li> </ol>	<i>Initial Here</i> <hr/>
<b>PERMIT REVOCATION</b> <ol style="list-style-type: none"> <li>1. A permit may be revoked prior to or during for failure to observe any rules, regulations and/or ordinances of the City of San Mateo; for improper conduct; or when the facility is needed for programs sponsored by the Parks and Recreation Department.</li> <li>2. Fights, vandalism, or unacceptable behavior occurring during a permit use shall cause immediate cancellation of the permit and forfeiture of all fees.</li> <li>3. Any publication of the proposed activity for which this permit is desired, which occurs <i>prior</i> to the permit being granted, shall cause the permit to be denied.</li> <li>4. Events which exceed the attendance allowed, as indicated on the contract, may be immediately cancelled with forfeiture of all fees.</li> <li>5. If incomplete or incorrect information regarding either the nature of the event or the expected number in attendance is given, the department may immediately cancel the permit with no refund of fees.</li> </ol>	<i>Initial Here</i> <hr/>
<b>LIABILITY &amp; INSURANCE COVERAGE</b> <ol style="list-style-type: none"> <li>1. All permittees must accept the Parks and Recreation facilities and areas in the condition found. The City makes no warranty as to the safety and usability of any facility beyond that afforded the general public.</li> <li>2. All persons, groups, and organizations shall agree to hold harmless, defend and indemnify the City, its elective and appointive boards, commissions, officers, agents, and employees from and against any and all claims, loss, liability, damage and expense for property damage or personal injury, including death, which might arise from the use of the recreation centers, pools or furnishings.</li> <li>3. All persons, groups and organizations using the recreation center for money raising purposes, or when an admission is charged or items sold, or for events open to the general public, shall file evidence of public liability insurance in an amount of not less than \$1,000,000 for injury to any one person, and in an amount not less than \$1,000,000 on account of any one occurrence, and of property damage insurance in an amount of not less than \$100,000 for damage to the property of each person on account of any one occurrence, and a \$250,000 aggregate property damage.</li> <li>4. The evidence of insurance shall be in the form of an <b>endorsement</b> to the policy, naming the City, its elective and appointive boards, commissions, officers, agents, and employees as additional insured (and stating that permittee's insurance is primary).</li> <li>5. The certificate and endorsement must be presented to the Facility Supervisor or designee at least 30 days in advance of contracted use.</li> </ol>	<i>Initial Here</i> <hr/>
<b>SECURITY &amp; CHAPERONES</b> <ol style="list-style-type: none"> <li>1. Where applicable, the Parks and Recreation Department may require adult (parent or teachers) chaperones for youth activities.</li> <li>2. Chaperones may be required at a minimum ratio of 1 chaperone per 10 youth in attendance for youth (under 21 years old). Written listing of chaperones may be requested in advance.</li> <li>3. Where applicable, the Parks and Recreation Department may require that a permittee hire special private security for a permit. A copy of the contract with the security company must be submitted at least 30 calendar days in advance.</li> </ol>	<i>Initial Here</i> <hr/>

My signature below signifies that I agree to abide by all of the conditions contained herein as well as any as the Conditions of Use contained in the Permit and any supplemental policies and requirement specific to the facility permitted and understand that I will be responsible for all costs the City may incur as a result of any failure to fully comply with all of these conditions. I agree to hold harmless, The City of San Mateo, its elective and appointed boards, commissions, officers, agents, and employees for any injury or loss incurred by those using the facilities requested.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_