

**CITY OF MENLO PARK
ONETTA M. HARRIS COMMUNITY CENTER
FACILITY RENTAL APPLICATION**

Date Submitted: _____

| | | | |
|---|-----------|------------------------------|-------|
| Facility Required: | | Event: | |
| Name of Applicant & Organization: | | | |
| Address: | | | City: |
| State: | Zip: | Phone #: | |
| Date Requested: | | Day: | |
| Start Time: | End Time: | Number of Persons Attending: | |
| For Office Use Only Paid on : _____ (date) | | Number of Tables Available: | |
| | | Number of Chairs Available: | |
| <div style="border: 1px solid black; width: fit-content; padding: 2px; margin: 0 auto;">Cash or Check</div> | | | |
| | | | |
| Facility use fee: \$ _____ per hour (includes staff wages) x _____ hours = \$ _____. Residents \$ _____ +\$250.00 \$ _____ <div style="text-align: right;">Total: \$ _____</div> | | | |
| <p>*A \$250.00 deposit is required for security, damage, and cleaning purposes. This is refundable once the facility is returned to the center in its original condition.</p> <p>**You must purchased Liability Insurance for all city rentals.</p> | | | |
| <p>The community center must be given two-week notice of any cancellation of a weekend rental and one-week notice for cancellation of a weekday rental to receive a refund.</p> <p>A \$25.00 service and handling fee is charged on all cancellations of weekend rentals, and a \$10.00 fee is charged on all weekday rentals.</p> <p>I hereby certify that I shall be personally responsible on behalf of my organization for any damage sustained by the community center of the premises, furniture, or equipment, as a result of the occupancy of said premises by my organization. We agree to abide by and to enforce the rules, regulations, and policies of the Onetta M. Harris Community Center affecting the use of the facilities.</p> | | | |
| _____ | | _____ | |
| Signature of Applicant | | Approved by | |
| _____ | | _____ | |
| Date | | Date | |
| _____ | | | |
| Title of Applicant | | | |

FILE COPY
 STAFF COPY
 APPLICANT COPY



701 LAUREL STREET / MENLO PARK, CA 94025-3483 / 650.858.3380 / FAX 50.328.7935

OHCC RENTAL POLICY & PROCEDURES

Renters Please Note:

The Onetta Harris Community Center is normally closed during the weekend. Any time the building is required to open during this non-scheduled time, the rental party must absorb the cost for both staff and room rental. This time includes any extra hours that may be required by rental groups, caterers, and delivery of equipment or food. Staff is only responsible for being present during event, having building clean prior to rental, and providing clean-up equipment. Renters should calculate **1 hour of set-up time before function and 1 hour clean-up time after function ends. No function can end later than 10:00 p.m.** Any additional time required by rental group, caterers, delivery of equipment, etc., has to be paid for **48 hours before the date of the function** and notification given to the receptionist.

To receive full refund of cleaning/security deposit, the rental room must be cleared of all guests, rental party, equipment, food, etc., at the time agreed upon. Renters or their representatives should check with staff on duty **when they first enter the building** to see what is required of them as to clean up and they must check at the end of the function to see if there are any problems with the clean up just completed. Failure to do this may result in all or partial withholding of cleaning/security deposit. If the renting party finds anything to their dissatisfaction upon entering the building, staff should be notified immediately and **not the day after the function** has been held, so that prompt action can be taken to correct the situation. The kitchen area will be left in the condition it was found. Sink, stove and counters should be wiped clean; garbage, trash, food and utensils removed. Restrooms are to be left in a clean orderly fashion. Any breakage, cleaning of graffiti on walls and/or stalls or excessive cleaning needed done after the function, will be deducted from the cleaning/security deposit.

The **renters are responsible** for taking down all decorations, removing trash to the proper area and the removal of tablecloths, utensils and bottles from the activity room. Decorations are limited to tables, windows and glass areas only. **No tape, nails, tacks, paper or any kind of decorations are allowed on walls, roof or wood.** Responsibility for excessive bottles and cans or party litter in the parking lot or patio area is that of the renter. Any damage incurred to the walls, windows, tables, chairs or any center property is the responsibility of the renter and will be deducted from the cleaning/security deposit. If it becomes necessary, during the course of the function, **to summon the police because of the conduct of the guests**, all or part of the cleaning/security deposit may be forfeited at the discretion of the director of the Onetta Harris Community Center.

Compliance with the rental contract as well as the security and clean-up procedures is the determining factor in the refunding of all or part of the cleaning / security deposit. The receptionist must be given 48 hours notice of any cancellation of a weekend rental. The Onetta Harris Community Center will not allow any of its equipment, tables or chairs to leave the building or be set up in the patio area or parking lot.

The Onetta Harris Community Center can provide (for a rental only) 10 rectangular tables and 75 chairs.

No Fee may be charged for admission to any function for any reason.

All functions are required to have one licensed security guard if **beer, wine or champagne is served. No hard liquor of any kind** is allowed at any function. You must have the security guard present the **entire length of the function.** You must have a security guard contracted **two (2) weeks in advance** of your function and have proof that a guard has been contracted. It is your responsibility to find and hire the security guard.

Rental Fees

Payment must be received **two (2) weeks before the date of the rental.**

Multi Purpose Room:

Resident - \$48.00 / hr; Non Residents - \$65.00 / hr

Conference Room:

Resident - \$28.00 / hr; Non Residents - \$38.00 / hr

Gym:

Resident - \$56.00 / hr; Non Residents - \$76.00 / hr

I understand that in order to receive the return of my cleaning/security deposit, I must comply with the stated stipulations. **I have read carefully all the rules and conditions concerning security and clean up of my rented room** and agree to comply with the rules and regulations stated in this agreement.

Signature of Applicant

Date