

**City of Menlo Park  
Senior Center**

# **Facility Rental Information Packet**



**110 Terminal Avenue  
Menlo Park, CA 94025  
(650) 330-2283**



Dear Client:

We appreciate your interest in renting space at Menlo Park Senior Center. Our facility is a very unique facility, which offers a variety of rooms for individual and community use. Rooms are available for classes, lectures, and social gatherings. Facilities can be rented on an hourly basis for up to 52 weeks a year.

Enclosed is information you will find necessary for making rental decisions.

- ┌ Facility Fee Schedule and explanation of terms
- ┌ Facility Rental Application
- ┌ Menlo Park Senior Center Rental Conditions
- ┌ Application check list

If you should decide to rent space at Menlo Park Senior Center, please complete *all* forms and submit to the Facility Manager. *Full payment of all rental fees, security deposit, and all completed forms and permits are due at the application time.* Faxed copies cannot be accepted. *Please do not publicize your event or make any arrangements prior to receiving your approved permit. Please note that the City of Menlo Park and Menlo Park Senior Center are not responsible for arrangements made and expenses incurred if your application is not approved.*

Please call us at (650) 330-2283 if you have any questions, or if we can be of further assistance.

Sincerely,

Avidéh Yaghmai Samardar  
Senior Services Supervisor  
Menlo Park Senior Center

Enclosure

# Application Checklist

To reserve the facility for your event, please be sure ALL of the following items are submitted at the time of your reservation. *No reservation is confirmed until the application has been approved and the reservation fee is paid in full.* Approval is dependent upon intended use, availability, applicants' agreement to abide by the terms and conditions listed, and any other conditions deemed necessary by Facility Manager. Facility cannot be reserved without all of the proper documents listed below. (Sorry, no exceptions!)

- \_\_\_ Completed *and* signed Facility Rental Application
- \_\_\_ Signed Rental Conditions Packet.
- \_\_\_ Refundable deposit to the amount of \$250.00 for cleaning and security.  
(Money Order or Cashier's Check payable to the City of Menlo Park Senior Center.)\*
- \_\_\_ Facility rental fee, including staff time.  
(Money Order or Cashier's Check payable to the City of Menlo Park Senior Center)\*
- \_\_\_ Liability Insurance document (see Rental Conditions Packet).
- \_\_\_ Contract documents and invoice papers from a reputable, professional Security Guard company for the hiring of two(2) guards for the event.
- \_\_\_ Proof of residency.

\*separate checks must be provided for rental and security deposit.

Thank you for considering Menlo Park Senior Center for your event. We look forward to working with you.

# Menlo Park Senior Center Facility Fee Schedule

We can provide the following furniture for meeting and receptions at the Senior Center, four 6-ft. tables, twelve round tables, and 120 chairs. These tables can accommodate 8 – 10 people. None of the equipment, tables or chairs, may leave the building or be set up in park or the patio areas without prior approval.

## Individual Room Use Fees Per Hour:

	Resident/ Non-profit	Non-Resident	Capacity
<b>Main Hall</b> (With kitchen access for serving purpose only. No Cooking allowed)	<b>\$168</b>	<b>\$212.50</b>	<b>115 Banquet</b>
<b>Art Room*</b>	<b>\$47.50</b>	<b>\$62.50</b>	<b>30 Classroom</b>
<b>Multipurpose Room*</b>	<b>\$47.50</b>	<b>\$62.50</b>	<b>30 Classroom</b>
<b>Poolside Patio</b> (No access to the pool)	<b>\$65</b>	<b>\$86.25</b>	<b>70 Banquet</b>

\* 4 hour minimum

## Attendant:

All rooms	(Evenings and Weekends)	\$15.60/hr
	(Holidays)	\$23.50/hr

Anytime the building is open during non-scheduled hours, the renting party must absorb the cost of both staff and room rental. This time is to include any extra hours required by set-up helpers, delivery people or caterers. For parties at the Senior Center, in addition to event time, at least one hour set up, and one hour tear down fee is required. Any additional time required, regardless of reason, is to be paid prior to the date of the function; extension of rental hours and/or payment for same can NOT be taken on the date of the function.

Menlo Park Senior Center use by sponsored or co-sponsored groups of the Community Services Department after 5:00p.m., or on the weekends, shall be charged a staff fee of \$15.60 per hour. Normally, we do not rent on holidays, however, if an exception is made, renters will be charged staff's time at time and one half.

## Admission Fee:

ADMISSION FEES MAY NOT BE CHARGED FOR ANY REASON. For bon-a-fide non-profit organizations, this rule may be waived by the Community Services Director, if submitted in writing by the organization. *A deposit fee is due regardless of fee waiver.*

**Liability Insurance Fee:** See Rental Conditions for details.



# Menlo Park Senior Center Rental Conditions

**Reservations** Menlo Park Senior Center reservations may be submitted one year in advance on July through June basis. Applications for parties are not accepted less than two weeks prior to an event date. Applications are accepted on a first come, first served basis, with preference given to ongoing and City-sponsored programs.

**Applications** Before a reservation request can be accepted the application must be filled out and signed by a responsible adult. No reservation is confirmed until the application has been approved and the reservation down payment is paid in full. Approval is dependent upon intended use, availability, applicants' agreement to abide by the terms and conditions listed herein and any other conditions deemed necessary by the Facility Manager.

**Insurance** All rentals require proof of general liability insurance that names the City of Menlo Park as additional insured for up to one million dollars. Insurance may be purchased from the City on a per use basis. You may choose to purchase the insurance through your own broker and provide the City with "proof of insurance," (a form which all agents are familiar with), or you may choose to purchase a policy directly from the City. Cost of the policy calculated on a \$1 per person fee structure. Policies may be purchased from Burgess Community Center, 701 Laurel Avenue, in Menlo Park.

**Fees & Charges** See fee schedule for rental rates. The facility rental fee and refundable security/cleaning deposit is due with the approved application.

- A) **FACILITY STAFF**- Staff is required if the activity is held outside the posted hours of the facility, or if the nature of the event makes their presence necessary. The staff is on duty to assist the client and for facility safety and security. The number of staff required will be determined by the Facility Manager. In some cases, and at the permittee's expense, the services of a professional security firm may be required. Staff assists with set up, and take down, however, the permittee is responsible for clean up. City facility staff will be on the premises at all times during the rental
- B) **SECURITY GUARDS**- All functions are required to have two (2) licensed security guards from a reputable security company if beer, wine or champagne is served. All evening and night events, regardless of the alcohol being served require two (2) licensed security guards. The security guards must be hired at the permittee's expense. A contract from the security guard company on official letter head paper, along with invoicing documents must accompany the rental application packet.
- C) **CLEANING/DAMAGE DEPOSITS/OVERTIME** - *A refundable cleaning/damage deposit of \$250 is required for all events and is due as a Cashier's Check or Money Order with the application packet.* Renters or their representatives should check with staff on duty when they enter the building to see what is required of them as to clean up and 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 deposit. If permittee finds anything to their dissatisfaction upon entering the building, staff should be notified right away and NOT the day after function has been held, so that a prompt action can be taken to correct the situation. The supplies and equipment in the kitchen are NOT for general use. The kitchen area will be left in the condition it was found. Sinks, stoves, and counters should be wiped down, garbage, trash, food and utensils removed. Restrooms are to be left in a clean and orderly fashion. Any breakage, graffiti, missing items, damage expense, extra staff time, extra room rental time including set up and clean up or excessive cleaning by our staff will be deducted from the cleaning deposit. Permittee will be checked out of the facility by the facility staff on duty. Any charges incurred to return facility to

its original condition would be deducted from the deposit. Permittee will be billed for damages in excess of the deposit or for total damages, cleaning expenses, and staff overtime.

- D) RENTAL TIME – Must include time for set up, decoration, take down and clean up. All activities must conclude by 9 p.m. to allow one hour of clean up before the complete shut-down of the facility. Deliveries and pick-ups cannot be outside the rental period, unless prior arrangements are made with the Facility Manager. Any additional time required, regardless of reason, is to be paid *at least 48 hours* prior to the date of the function; extension of rental hours and/or payment for it can NOT be taken on the date of the function. To receive a full refund on security deposit, the building must be cleaned, and cleared of all guests, rental party, and caterers at the agreed upon time. Renters are responsible for caterers’, musicians’, photographers’ and guests’ tardiness and damages, and may have all or part of their security deposit withheld.
- E) CANCELLATIONS – Must be made in writing and *received* at least two weeks before the event. The City has the right to cancel an applicant’s permit if, in the City’s opinion, the facility is not usable or is unsafe due to natural causes, repair or renovation. If the City cancels a facility use permit, a full refund will be made. A \$25 service and administration fee is charged on all other cancellations.

**Special Conditions**

- A) LIQUOR CONDITIONS – At adult functions where alcohol is served, only beer, wine and champagne are allowed. Hard liquor is strictly prohibited. No Alcohol may be brought into the facility except that which does permittee serve. Two(2) security guards must be hired by the rental applicant if alcohol is being served. It is the responsibility of the rentee to make sure no hard alcohol is being served in or around the facility. *Should hard liquor be found served in or around the facility, Menlo Park Police Department will be notified for the immediate shut-down of the event. No rental fees will be refunded in this case.*
- B) SOUND RESTRICTIONS – Permittee must adhere to City sound ordinance noise level (no louder than eighty decibels). Sound from an event must not interfere with any other scheduled event. No amplified music is permitted in the Senior Center Poolside Patio.
- C) ADMISSION FEE – *Fees may not be charged for any reason.* For bon a fide non-profit organizations, this rule may be waived by the Community Services Director, if submitted in writing by the organization. A copy of the approval must accompany the application packet.

**Permittee Responsibilities**

Spilled food or beverages must be cleaned up immediately. Posted parking rules must be observed and authorized parking stalls used. All equipment, decorations, food, beverages and trash must be removed and properly disposed of. No rice, confetti, birdseed, or other substances may be thrown in or around the facility. Decorations must be fastened in an approved manner: duct tape, package tape, staples, nails, and screws are *not* allowed. Decorations must be flame retardant. Lighted candles are *not* permitted. All City facilities prohibit smoking inside and immediately outside of the facility. Building capacities are set by the Fire Marshall and must be adhered.

.....Detach and enclose with the rental application. Keep the Rental Conditions Packet for your reference.....

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

\_\_\_\_\_  
Printed name of the applicant

\_\_\_\_\_  
Signature of the applicant

\_\_\_\_\_  
Date

