

COMMUNITY SERVICES DEPARTMENT

Menlo Park Senior Center

Facility Rental Information
110 Terminal Avenue, Menlo Park, CA 94025
(p) 650.330.2283 / 650.330.2287



FACILITY DESCRIPTIONS

The Menlo Park Senior Center offers room rentals for residents and non-residents. Although preference is given to ongoing and City-sponsored programs, reservations can be made for any day of the week. *Rental of the Imagination Room, Community Room, and Poolside Patio requires a 4-hour minimum.* Tables and chairs may be provided to the renter based on their availability on the requested rental day. 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. The Menlo Park Senior Center is located next to Kelly Park, Belle Haven Pool, and the Onetta Harris Community Center. Set up and take down of the facility is the responsibility of the renter and must be calculated in rental time. Rooms must be returned to its original set up after event cleaning.

FACILITY ATTENDANT

Staff is required if the activity is held outside the posted hours of the facility, or if the event makes their presence necessary. Anytime the building is open during the non-scheduled hours, the renting party must absorb the cost of both staff and room rental. The rental time must include any extra hours required for set-up, delivery people or caterers, and clean up. The facility attendant will be on duty for the duration of your event. They will unlock and lock the building, inform the renter of the equipment location, answer any questions, and enforce the rules of the facility. The attendant is there to assist the rental; however *the renter is responsible for their own set-up and clean-up.* Please report any facility issues to the attendant immediately. Normally, the center is not available to rent on holidays, however, if an exception is made, renters will be charged additional staff fee of \$25 per hour.

RESERVATIONS

Facility Application: Menlo Park Senior Center reservations may be submitted up to one year in advance. Applications are accepted in person only on a first come, first serve basis. To secure a reservation, payment must include the security deposit. *The remaining balance is due no later than two weeks prior to the date of your reservation.* Reservations are not accepted with less than “two weeks” notice. Verification of residency must be provided at the time of reservation and the applicant must be at least 18 years of age. We reserve the right to refuse rental or use to groups or individuals who have previously used the facility and left it in poor condition. In the event that the reserved room(s) is needed for City use or maintenance, the City of Menlo Park reserves the right to reschedule, relocate, or deny a request previously approved. In this event, the group or individual will be given as much advance notice as possible.

Deposit: A refundable cleaning/damage deposit of \$250.00 is required for all events and is due as a Cashier's Check or Money Order or Credit Card with the application packet. *Additional \$250.00 deposit is required if alcohol is being served, for a total of \$500.00.* Facility cleaning by renter includes mopping the ballroom, vacuuming the lobby, cleaning the kitchen, and cleaning the restrooms. If cleaning was not done properly, a cleaning crew will restore the facility and the fee charged will be deducted from the Security Deposit.

Liability Insurance: A Certificate of Liability Insurance is required for all facility rentals (see attached sample). The renter must bring proof of insurance from their insurance company for one million dollars, naming the City of Menlo Park as additionally insured. The certificate must be submitted at least **two weeks** prior to the rental date. No reservation will be confirmed without proof of insurance. In order for the certificate to be valid, it must contain the following:

- ✓ *The renter's name must be listed as the one "insured."*
- ✓ *The policy must not expire before the event date.*
- ✓ *The policy must be for \$1,000,000.*
- ✓ *The "description" should list the rental location, day, and event planned.*
- ✓ *The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."*

Confirmation: *No reservation is confirmed until the completed reservation form has been approved, all fees and security deposit have been paid, and the insurance certificate is submitted.* Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.

Cancellations: For **all** cancellations, a \$25.00 service & handling fee will be assessed. Any cancellation within two weeks of the rental date will result in forfeiture of the deposit.

Refunds: Refunds on security deposits are based on compliance with the rental contract, as well as the security and clean-up requirements. To receive a full refund on the security deposit, the building must be cleaned and cleared of all guests, rental party, and caterers at the agreed upon time. Caterers, musicians, etc., may continue cleaning up during the last hour of the rental time. The renter is responsible for caterers, musicians, photographers and guests tardiness and may have all or part of their security deposit withheld if they go over the agreed upon rental time. The renter will be billed for any damages or extra staff time not covered by the deposit. Deposits are generally refunded within 2-3 weeks.

RULES & REGULATIONS

Alcohol: ONLY Beer, Wine, and Champagne can be served. **No liquor will be allowed at any time.** If alcohol is present at your event, you are required to hire two licensed security guards and *provide a proof of contracted licensed security guards is required 1 week prior to the rental.* **Under-aged drinking at any event is strictly prohibited.**

Smoking: Smoking is NOT allowed on any premises.

Renter Conduct: The renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot. If damages or behavior of the group are deemed inappropriate or unsafe for any reason, the event may be stopped in progress and denied further use of the facilities. In addition, if it becomes necessary during the course of the function to summon the police for any reason, all or part of the security deposit will be forfeited. Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.

Rental Details:

- ✓ **Decorations:** The renter is responsible for taking down all decorations, removing trash to the proper area and removing tablecloths, utensils, and bottles from the rented room. Decorations are limited to tables, windows, and glass areas only. *Any open flame is strictly prohibited.* Decorations can be put up only on the day of the rental, not the night before. If extra time is required, the rental will be charged for extra staff hours and room rental.
- ✓ **Floor:** Depending on the type of rental, the renter is responsible for sweeping, vacuuming and/or mopping the room's floor to ensure it is left in the same condition as before rental began.
- ✓ **Kitchen and Restrooms:** The supplies and equipment in the kitchen are NOT for general use. The kitchen area must be left in the condition it was found. The stove may only be used for "re-heating" purposes and may not be used for cooking. 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.
- ✓ **Damages:** Any damage incurred to the walls, windows, tables, chairs, or any of the property will be deducted from the cleaning deposit and is the responsibility of the renter. This includes litter in the parking lot, patio area, and lobby or any excessive cleaning done by our staff. Renter will be billed for damages, cleaning expenses, and staff overtime in excess of the deposit or for total damages.
- ✓ **Storage:** Storage is not available either before or after the event. This includes food, beverages, floral arrangements, equipment, etc. *Refrigeration is not available to the renter as our kitchen is used for cooking senior meals.*

- ✓ Opening/Closing Checklist: If the renter finds anything to their dissatisfaction upon entering the building, staff should be notified IMMEDIATELY so that prompt action can be taken to correct the situation. Failure to do so may result in all or partial withholding of the security deposit. In addition, the renter must check with staff before leaving and after cleaning up to ensure everything on the checklist has been completed.
- ✓ Hours of Reservation: In the event that the renter has not exited the building within the time parameters noted on the contract, a penalty will be assessed. It is not an option for the renter to add additional time to their reservation on the day of the event itself. Any and all time changes must be made at least one week in advance. *There are no partial refunds/prorated fees if an event ends earlier than the scheduled time.*

Solicitations & Sales: Facility users may not charge a registration fee, admission fee, or entrance fee of any sort. No solicitations or sales presentations may be made on City property. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in your event being shut down. Permission to hold a fundraiser must be approved by the Community Services Director after completing the appropriate application form.

FACILITY FEE SCHEDULE & INFORMATION

Facility/Room	Resident	Non-Resident	Capacity
Grand Ballroom*	\$143/hr	\$190/hr	115 Banquet
Imagination Room	\$58/hr	\$78/hr	30 Classroom
Community Room	\$58/hr	\$78/hr	30 Classroom
Poolside Patio (No access to the pool)	\$122/hr	\$160/hr	70 Banquet
Industrial Kitchen (2-hour rental minimum for warming food and not cooking on site)	\$47/hr	\$64/hr	4 Kitchen
Security Deposit	\$250 Events with NO Alcohol		
	\$500 Events WITH Alcohol		

Equipment Needs

- _____ 6 foot tables
- _____ Round tables
- _____ Chairs
- _____ Podium
- _____ Other
- _____ Portable Screen

- There is a 50% discount for Non-Profit organizations for organizational meetings and events on the hourly rental rate however **Non-Profit paperwork must be presented declaring Non-Profit status in the form of a 501c3 form. (*Ballroom Only)**
- Normally the center is not available to rent on holidays, however, if an exception is made, renters will be charged a staff fee of \$25 per hour.
- 4 hour minimum rental for the Imagination Room, Community Room, and Poolside Patio.

COMMUNITY SERVICES DEPARTMENT

Rental Insurance Requirements

110 Terminal Ave, Menlo Park, CA 94025 (p) 650-330-2283 / 650-330-2287



INFORMATION:

To rent a picnic area, swimming pool, or room, one must first provide *Certificate of Liability Insurance* along with their application and payment for the rental.

A Certificate of Liability Insurance can be issued by the renter's homeowner's insurance or other insurance carrier. In order for the certificate to be valid, it must contain the following:

- The renter's name must be listed as the one "insured."
- The policy must not expire before the planned picnic date
- The policy must be for \$1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be noted as "Additional Insured."

NOTE: We cannot guarantee a reservation before we receive the required application, payment and insurance.

SAMPLE CERTIFICATE is included in the packet. Your insurance must cover all the requirements set forth by the City of Menlo Park.

List of some Insurance companies are in the packet. We do not endorse one company over another, however, we are just listing some of them for your reference.

