



Community Services Department

Reservation Process and Procedures

Reservations

By Appointment Only:

From 9:00 am to 4:00 pm
Tuesday, Wednesday and
Thursday. Call (925) 931-5340
to reserve a time.

Application Submittal Period

Pleasanton Residents –
may submit a Facility Rental
Application no less than three (3)
weeks, not more than one (1)
year, in advance of the planned
event. *Proof of residency is
required.* (For a wedding and/or
reception, a parent of the bride or
groom residing within the
Pleasanton property tax limits
qualifies for residency status.)

Nonresidents –
may submit a Facility Rental
Application no less than three (3)
weeks, not more than six (6)
months, in advance of the
planned event.

Holiday Rentals

City facilities are *not available*
for rent on the following
holidays: New Years Eve, New
Years Day; Easter Sunday;
Thanksgiving Day; Christmas
Eve, and Christmas Day.

Rentals on the following City-
observed holidays will be charged
a 25% holiday rental premium, in
addition to the regular rental rate:
Martin Luther King Jr. Day;
Presidents Day; Memorial Day;
Independence Day; Labor Day,
Veterans Day; and the Friday
after Thanksgiving.

Hours of Use

Facility rentals are limited to no
more than ten (10) consecutive
hours. Hours of use must include
set-up, decorating, and clean up
time.

Only one (1) rental per day is
permitted in the Senior Center
Main Hall, Veterans Memorial
Building, Amador Recreation
Center, and Century House.

Events that exceed the scheduled
rental time will be billed at twice
the hourly rental rate for the
additional time.

If the facility is available, time
extensions up to ten (10)
consecutive hours may be granted
up to two (2) weeks before the
booking, subject to the hourly
fee.

Rentals that exceed the scheduled
event period will be charged for
additional time at the rate of
twice the hourly rental rate.
Rentals that continue beyond
12:00am will be charged at the
rate of \$100 for every 15 minutes.

Application Steps

1. Call Reservations Office for An Appointment

During the appointment, you will
be given a tentative booking date,
pending successful completion of
the rental process.

2. Complete An Application

A duly authorized representative
of the organization, or person
responsible for the rental, must
sign the completed application.

3. Pay Reservation Deposit

A nonrefundable reservation
deposit (\$200 for the Pleasanton
Senior Center and Veterans
Memorial Building) and (\$100
for the Century House and
Amador Recreation Center) is
required at the time of
application.

4. Final Application Approval

You will be notified by mail
regarding the status of your
application. The reservation
deposit will be refunded if your
application is not approved.

5. Pay Rental Fees

All fees are due 30 days prior to
your scheduled use.

Classifications

Priority A - Cosponsored Groups

The cosponsored classification is reserved for community groups that serve a significant number of residents, provide a wholesome and desirable recreational activity, and are considered of service to the Pleasanton community.

All cosponsored groups must meet the requirements included in the Policy for Recreation Group Sponsorship Classification, and to be considered file a formal application.

Priority B – Pleasanton Resident

Must reside within the Pleasanton property tax limits, and provide proof of residency at the time of reservation.

Local organizations must provide membership lists verifying that 75% of members reside within the Pleasanton property tax limits in order to qualify for resident status.

Priority C – Nonresidents

Applicants residing outside the City limits of Pleasanton, and organizations with memberships that are less than 75% Pleasanton residents.

Priority D – Commercial, For-Profit Organizations

Organizations or individuals requesting the use of City facilities for business or commercial purposes.

Rental Fees

A. Rental Fee Balance

All rental fees and any other charges (see below) are due 30 days prior to the scheduled use. Checks should be made payable to: City of Pleasanton. Cash, VISA and MasterCard payments are also accepted.

B. Cleaning Deposit

A Cleaning Deposit is required for all use of facilities, and is due 30 days prior to the use. The deposit will be returned within three (3) weeks if the facility is left in satisfactory condition.

Additional cleaning costs are charged at \$50.00 per hour for labor, and any damage repairs will be charged at the actual cost.

If City staff deems an event/rental is uncontrollable and/or unsafe, requiring public safety intervention, applicant will forfeit entire Cleaning Deposit and may be charged for costs related to Police, Fire or Public Works response.

C. Alcohol Use

If alcohol will be served, a uniformed security guard will be required from a reputable security firm, at renter's expense. Up to 100 guests = 1 security guard, 101-200 guests = 2 security guards and 201-300 guests = 3 security guards. The security personnel are required to be present from the beginning of the event to the end of your clean-up. Proof that a security firm has been retained must be submitted ten (10) days prior to the

scheduled use. No alcohol may be served beginning 1.5 hours prior to the end of the rental (including clean up.)

Alcoholic beverages may not be sold nor consumed at an event where the honoree is under 21 years of age.

D. Other Required Permits/Licenses

If applicable, copies of the following permits/licenses must be submitted ten (10) days prior to the scheduled use:

a. Alcoholic Beverages

Events involving the sale of alcoholic beverages or the exchange of any type of monetary consideration (example: meal tickets) that include alcohol requires a permit from the Department of Alcoholic Beverage Control (ABC). Contact ABC at (510) 622-4970 for more information.

b. Business License

A City of Pleasanton Business License is required of all businesses (caterers, DJs/bands, photographers, etc.) performing any services at an event. Contact the Business License Division at (925) 931-5440, for more information.

c. Fire Department Permits

A Permit is required for use of candles, open flames, flammable materials and decorations, barbeques, or any cooking with open flame. (Excluding the Veterans Memorial Building)

The Permit must be provided to the Reservations Clerk no less than ten (10) calendar days prior

to the scheduled use. Failure to obtain a Fire Permit could cause the cancellation of your use.

Contact the Livermore-Pleasanton Fire Department at (925) 454-2361, for more information and associated fees.

E. Insurance Certificate

Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance, written through acceptable carriers. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$500,000 (most athletic events require \$1,000,000). The Certificate shall name the City of Pleasanton as an Additional Insured, in conformance with the Hold Harmless Agreement in the Facility Rental Application.

Typically, homeowners insurance can be extended to cover such events. Additionally, the City has private insurance coverage available for purchase.

F. Additional Fees

Additional fees are required for specific uses and equipment. See the facility descriptions for more details.

Cancellation Policy

All cancellations must be in writing, and received at least 30 days prior to the event. The Reservation Deposit will be forfeited, but any other fees refunded.

Reservations cancelled less than 30 days prior to a scheduled use will forfeit the Reservation Deposit and 50% of the Rental Fee. Reservations may not be transferred, assigned, or sublet.

The City of Pleasanton reserves the right to reschedule, relocate, or deny a request previously approved. In those circumstances, the renter will be given as much notice as possible, and all rental fees paid will be refunded.

Inappropriate Uses

In accordance with Community Services Department General Policies, facility use shall not be granted for:

- Any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force, violence or other unlawful means.
- Consecutive and on-going uses.
- Any application for a youth activity without an adult sponsor (21 years of age or older). Groups of minors must be chaperoned at a ratio of at least one (1) adult per every 20 minors. Names, addresses, and phone numbers of chaperones must be furnished at least 36 hours prior to the scheduled use. Alcoholic beverages may not be sold nor consumed at an event where the honoree is under 21 years of age.

Forfeiture of Cleaning Deposit

Renter agrees to take full responsibility for the behavior exhibited by guests during the rental period. Children must be supervised at all times by responsible adults.

Any charges for damages to the facility or furnishings, or additional use hours, will be deducted from the Cleaning Deposit.

- Failure to follow clean up protocols, leave gum/wax on the floors, or generally leave the facility in an unsatisfactory condition.
- Failure to observe fire codes, secure appropriate permits, or require call outs for support from the Fire, Police or Public Works departments.