

Reservation Process and Procedures

Reservations

By Appointment Only:
From 9:00 am to 3:00 pm
Call (925) 931-5340.

Please review the following information completely. It will help you determine if City facilities can meet your needs.

Application Submittal Period

Pleasanton residents – may submit a Facility Rental Application no less than three (3) weeks, but 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 the bride/groom for residency status.)

Non-residents – may submit a Facility Rental Application no less than three (3) weeks, but not more than six (6) months, in advance.

Holiday Rentals

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

Hours of Facility Use Minimum/Maximum Rental Periods

Facility rentals are available for a specified number of hours. *See Facility Descriptions.* Hours of use must include set-up, decorating, and clean up time. 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 may be granted up to two (2) weeks before booking, subject to the hourly fee.

Application Steps

1. Call Reservations Office for Appointment

You will be given a tentative facility booking and an appointment. Remember, at this point your tentative booking is pending successful completion of the rental process.

2. Complete the Application

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

3. Pay the Reservation Deposit

A nonrefundable Reservation Deposit is required at the time of application.

4. Wait for Application Approval

You will be notified by mail as to whether your application has been approved. The Reservation Deposit will be refunded if your application is not approved.

5. Pay the Rental Fees

All fees are due 30 days prior to your use.

Classifications

Priority A - Cosponsored Groups

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 are designated by meeting the requirements included in the Policy for Recreation Group Sponsorship Classification.

To be considered for co-sponsorship, an organization must file a formal application.

Priority B – Pleasanton Resident

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

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

Priority C – Nonresidents

Applicants residing outside the City limits of Pleasanton.

Organizations whose memberships are less than 75% Pleasanton residents.

Priority D – Commercial, For-Profit Organizations –

Use of City facilities for business purposes.

Rental Fees

A. Rental Fee Balance

The facility rental fee and other charges are due 30 days prior to your use. Checks should be made payable to: City of Pleasanton. VISA and MasterCard payments are accepted.

B. Cleaning Deposit

A Cleaning Deposit is required for all facilities and is due with the final payment. *See Rental Fee Rates*. 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 necessary damage repairs will be charged at actual costs.

If City staff deems a situation uncontrollable and/or unsafe, requiring public safety intervention, you will forfeit the entire Cleaning Deposit and may be charged for costs related to Police, Fire or Public Works response.

C. Other Required Permits/Licenses

If applicable, copies of the following permits/licenses must be submitted with your final payment.

a. Alcoholic Beverages
Events allowing the sale of alcoholic beverages or involving exchange of any type of monetary consideration (example: purchase of meal or meal tickets) with any form of alcohol being served as a part of that meal, require the acquisition of a permit

from the Department of Alcoholic Beverage Control (ABC). Contact (510) 622-4970 for more information.

b. Business Licenses

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

c. Fire Department Permits

A permit, with appropriate fees, is required for use of candles, open flames, flammable materials and decorations, barbecues or any cooking with open flame.

A Fire Permit must be provided to the Reservations Clerk no less than ten (10) calendar days prior to your event. Failure to obtain a Fire Permit may cause your use to be forfeited, and you may be required to pay additional charges.

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

D. Insurance Certificate

Renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance, written through carriers acceptable to the City. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$500,000. (Typically, 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 events. Additionally, the City may have private insurance coverage available for purchase.

E. Security Guard(s)

All rentals serving alcohol are required to provide one (1) security guard for every 100 guests. Proof of contract from a reputable firm with a Pleasanton Business License must be provided not later than ten (10) days prior to event.

F. Additional Fees

Additional fees are required for specific uses and equipment. *See Facility Descriptions.*

Cancellation Policy

All cancellations must be in writing, and received at least 30 days prior to the event. The Reservation Deposit is forfeited upon cancellation.

Any reservation cancelled within 30 days of the event will forfeit the Reservation Deposit and 50% of the Rental Fee. Reservation and confirmation may not be transferred, assigned, or sublet.

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

Inappropriate Uses

In accordance with the Parks and 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 your use. Alcoholic beverages may not be sold nor consumed at an event officially designated as a “youth event” (i.e., an event at which a majority of the attendees are individuals under 21 years of age).
- Teen dances, youth focused events and performance events requiring dressing rooms or technical support at the Senior Center.

Forfeiture of Cleaning Deposit

Renter must agree to take full responsibility for the behavior exhibited by his/her guests during the rental time. Children must be supervised at all times by responsible adults in attendance during your facility use.

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

- Rentals that exceed the scheduled time period will be charged for additional time at a rate of 1.5 times the regular hourly rate. Rentals that go beyond 1:00 am will be charged at the rate of \$100 for every 15 minutes that you are in the facility.
- Rentals that do not follow clean up protocols or leave gum/wax on the floors and facility in unsatisfactory condition.
- Rentals that do not follow fire codes, secure appropriate permits, or require call outs for support from the Fire, Police or Support Services Departments.

Rental Fee Rates

Please review the Facility Reservation Process and Procedures document carefully. There are additional permit fees and charges that may apply to your Application/Use.

Large Event Sites (Capacity)	Priority A Co-Sponsored		Priority B Resident		Priority C Non-resident		Priority D Commercial		Reserv. Deposit	Cleaning Deposit
	Basic Fee 6 hr. min.	Hourly Rate	Basic Fee 6 hr. min.	Hourly Rate	Basic Fee 6 hr. min.	Hourly Rate	Basic Fee 6 hr. min.	Hourly Rate		
Senior Center Main Hall (300)	\$660	\$90	\$810	\$90	\$1,080	\$180	\$1,230	\$180	\$200	\$1,000
Veterans Memorial Building (220)	\$280	\$60	\$390	\$60	\$450	\$60	\$510	\$80	\$50	\$500

Small Event Sites (Capacity)

Amador Recreation Center (125)	\$90	\$60	\$150	\$60	\$240	\$60	\$300	\$60	\$50	\$500
Century House (100)	\$150	\$90	\$300	\$90	\$360	\$90	\$420	\$90	\$50	\$500

Meeting Rooms (Capacity)	Hourly Rate*	Hourly Rate*	Hourly Rate*	Hourly Rate*	Reserv. Deposit	Cleaning Deposit
Cultural Arts Center Main Room (49)	\$6	\$8	\$10	\$12	\$50	\$100
Regalia House (50)	\$6	\$12	\$20	\$30	\$50	\$100
Senior Center Arts & Crafts Room (50)	\$35	\$45	\$55	\$65	\$50	\$100
Senior Center Classroom (50)	\$35	\$45	\$55	\$65	\$50	\$100
Senior Center Meeting Room (25)	\$35	\$45	\$55	\$65	\$50	\$100
Softball Complex Field House Mtg Rm (49)	\$12	\$24	\$48	\$65	\$50	\$100
Tennis & Community Park Clubroom (70)	\$8	\$15	\$20	\$30	\$50	\$100

***2 hour minimum**