

**Marin City Community
Services District Facility
Rental Application**

Sponsoring Organization _____

Applicant's Name _____ Event Date(s) _____

Address _____

Day Phone _____ Evening Phone _____ Cell Phone _____

Type of event _____

Rental start time _____ Event Start time _____ Event End time _____ MUST END AT 12 MIDNITE

Estimated Total Attendance _____ Estimated Minors in Attendance _____

Check all requested areas of the facility that you intend to use:

Main Building

Senior Center

Gymnasium

Main Lounge/Multi Purpose

Kitchen

Middle Conference Room

Are you a non-profit? Yes No

Is this event a fundraiser? Yes No

Will admission be charged? Yes No

Will food be served? Yes No

Is this event open to the public? Yes No

Will beer or wine be served? Yes No

Will you carry insurance? Yes No

Applicant's Signature _____ Date _____

Driver's License # _____ Expiration Date _____

California State Id # _____ Expiration Date _____

FOR OFFICE USE:

Approved _____ Processor's Name _____ Date _____

Denied _____

Signature: _____

Comments: _____



630 Drake Avenue, Marin City CA 94965
Office: (415) 332-1441 Fax: (415) 332-9225

----- WE RESERVE THE RIGHT TO REFUSE SERVICE TO ANYONE -----

Rev 917.1.1

Marin City Community Services District Rental Agreement

General Policy

Marin City public facilities available on a rental basis include Rocky Graham Park, Manzanita Recreation Center and Marguerita C. Johnson Senior Center. The parks and facilities operated under the jurisdiction of Marin City Community Service District (CSD) are intended primarily for recreational, cultural, educational, and social programs for public benefit. Individuals and groups are required to reserve facilities by application, which must be approved by the CSD. Some charges do apply. _____ **Initial**

Smoking Policy

In an effort to improve the environmental conditions on the MCCSD Campus, the entire property is now smoke-free. All renters must adhere to the Smoke Free Campus Policy below. For a map or directions to the designated smoking area, please ask MCCSD staff.

RESOLUTION NO. #2013-08

Section 7: Smoking will be prohibited in all outdoor areas of MCCSD occupied owned buildings and properties, such as parking lots, parks and open spaces, driveways, MCCSD owned vehicles, and private vehicles while parked at a MCCSD facility so that smoke does not create an unhealthy zone for everyone coming or going to any MCCSD properties.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarillo, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette or any oral smoking device which creates vapor, as well as smokeless tobacco products.

- a. *MCCSD will designate and clearly mark a designated smoking area that will be orientated away from doors, windows, and high traffic areas in order to comply with the MCCSD policy*
- b. *To assist with compliance with the policy, MCCSD will provide tobacco cessation information to employees and to clients to help promote a smoke-free and tobacco-free environment*
- c. *All employees, clients, peers, contractors, renters, and visitors are expected to fully support and comply with the smoke-free policies outlined in this and related policies. **Individuals who do smoke are required to utilize a designated smoking area.***
- d. *Renter and any guest or other persons under the Renter’s control shall not engage in criminal activity, including drug-related criminal activity, on or near property premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802)).*

I agree to comply with the MCCSD Smoking Policy in its entirety _____ **Initial**

Contract

The Marin City Community Services District acknowledges and approves your request for rental of _____ (facility requested) for the purpose specified on the facility rental application date of _____.

We agree to provide you with uninhibited access and use of the facility within the parameters of the Terms of Use and General Policy. You in turn are responsible for all security, licenses, and insurance needed to sponsor the type of event stated on the application. You are responsible for the clean-up, breakdown and disposal of all props and equipment brought in with your event. You will have access to the rented facility at _____ am/pm and you are required to vacate the facilities by _____ am/pm. CSD management reserves the right to retain your deposit if any of the covenants stated above are not honored by you, _____, the applicant. _____ **Initial**

Hold Harmless Agreement

The applicant hereby agrees to define, indemnify, protect, and hold the Marin City Community Services District and its agents, officers, and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to the applicant’s employees, agents, or officers, in performing work or services herein described, and all expenses of investigating and defending against same provided however, that the applicant’s duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the District, its agents, officers, or employees. _____ **Initial**

I, _____, understand and agree to the Terms of Use and Policies for rental of the MCCSD managed facilities.

Applicant’s Name _____ **Date** _____

**Marin City Community
Services District Facility
Rental Terms of Use**

Individuals wishing to rent CSD operated facilities must complete and sign a Facilities Rental Application form in order for their request to be considered. A \$500 refundable security deposit must be paid to hold the reservation at the time of application. Reservations will be accepted 180 days in advance.

_____ **Initial**

All required forms and the full rental fee must be received no later than 14 days in advance. Late applications and payments are subject to refusal. _____ **Initial**

If an applicant cancels an event 45 or more days in advance the full rental deposit shall be returned. If the event is cancelled within 21-45 days a 50% refund will be made. If the event is cancelled within 21 days, no deposit shall be returned without a petition signed and approved by the CSD board. _____ **Initial**

Required hours stated in the application must include set-up, event, and clean-up time by the applicant's party. _____ **Initial**

The applicant is personally responsible for all damages to the facility, therefore at the discretion of the District, insurance and security may be required and cost shall be borne by the applicant. _____ **Initial**

Applications are not transferable. Any changes of applicant will require the completion of new application and approval by the District. _____ **Initial**

The facilities are rented to the applicant whose signature appears on the contract; therefore the applicant must be present at the start and finish of the event unless otherwise specified prior to the event. _____ **Initial**

Reservations may be revoked at any time at the discretion of the District Manager. In cases involving a violation of agreement by the applicant, the total deposit will be forfeited. _____ **Initial**

Activities for the purpose of fundraising must be identified as such and are subject to advance approval by the CSD. _____ **Initial**

Applicants must be over 25 years of age. For events involving the attendance of minors, there must be at least a 2:1 youth to adult ratio. _____ **Initial**

Applicants wishing to charge admission to enter and/or to sell beer, or alcoholic beverages must obtain a 24 hour liquor license and submit it to the District two (2) days prior to the event. Necessary licenses to serve or sell alcoholic beverages can be obtained from the State Alcoholic Beverage Control Board, 50 "D" Street, Suite 400, Santa Rosa, CA 95404. These events will also require security and insurance provided by the applicant. _____ **Initial**

Deposit fees will be eligible for return in full no more than 10 working days after the event; also the monitor inspection form for the rented area must be completed by the monitor and the renter and approved by the CSD. _____ **Initial**

Deposit Refunds will be processed when all appropriate paperwork has been received. See Deposit Refund Policy.

Applicants must clean all outside surrounding areas of the facility and parking lot. _____ **Initial**

All music must be turned to a low volume at 11:00pm and OFF by 12:00am. Show courtesy to the surrounding neighbors and their families by lowering your music. _____ **Initial**

Marin City CSD Rental Rates

<u>Recreation Center</u>	Non – Marin City Resident	Marin City Resident
Gymnasium	\$150 an hour	\$300
Minimum 4 hours	\$675 for first 4 hours	
\$120.00 each additional hour (includes monitor fee)		

<u>Senior Center</u>		
Multi-Purpose Room	\$425	\$300
Minimum 4 hours		
\$120.00 each additional hour (includes monitor fee)		

Conference Room	\$260	
Minimum 4 hours		
\$120.0 each additional hour (includes monitor fee)		

CHAIRS AND TABLES ARE NOT AVAILABLE TO RENT NOR A PART OF THIS RENTAL APPLICATION

All Rentals are on a first come, first serve basis

ALL NON-PROFIT AGENCIES RENTAL FEE: \$45.00 AN HOUR (\$75.00 for 4 hrs monitor when applicable)

A **\$500 dollar deposit is required** for all rentals and is refundable after the event.

A money order or bank cashier’s check is required for both deposits and rental payments. Marin City Community Services District will not accept cash or personal checks.

MANZANITA RECREATION CENTER kitchen is included in rental for the Gym
 SENIOR CENTER kitchen is included in rental of either the Multi-Purpose room or Conference room.

If alcohol is sold or admission is charged at the door without obtaining a one day liquor license your deposit check will be forfeited

Failure to cancel a reservation within 72 hours may incur a late **cancellation fee of \$50.00**

Please read and complete the entire application.

	Date	Amount Due	Amount Received	Amount Refunded
Deposit				
Rental Fees				
Service Charges				
		Total Due	Total Received	Total Refunded

Immediately following your group's use of the facilities, the event facility monitor is required to check the following areas in order to provide information, which will determine whether your security deposit is returned. The facility inside and outside is to be left as you entered. The factors which will be considered:

1. No damage to the inside/outside of building or patio; cleaned and mopped floors afterwards.
2. No extra clean up due to glitter, confetti, flower petals, balloons, etc.
3. No rental furniture or equipment is left in room for pick-up.
4. No defacement of walls, floors, furniture or windows (burns, floor scratches, breakage, etc) has occurred.
5. No furniture, appliances/fixtures are broken; stoves, sinks, refrigerator, toilets, bathroom basins are left in good/clean working order and condition.
6. All debris, broken glass, and paper products have been placed in trash and garbage receptacles provided in the back of the Recreation Center.
7. Kitchen stove, refrigerator and cabinets are clean. Left over food, utensils and other items to be removed.
8. Inventory count of tables and chairs is correct.
9. Renter's use of facility did or did not exceed time stated in contract.

Deposit Refund Policy:

Renter's \$500 deposit will be returned in full if there is no damage or extraordinary clean up required. The vendor form and W9 form must be completed and processed by the Marin City Community Services District prior to refund being processed.

NO PAYMENTS, CASH OR OTHERWISE, may be made nor will be accepted at the event OR the day of the event for any reason.

Thank you for your cooperation