



# Alex Clark Room

## Reservation Application

For Office Use Only	
Fee(s) Paid:	_____
Deposit Paid:	_____
Date Paid:	_____
Receipt #:	_____
Copies Sent to:	
	<input type="checkbox"/> PD <input type="checkbox"/> PW <input type="checkbox"/> Applicant
Key #:	_____
Refund Requested:	_____

### Applicant

Name of Applicant/Designated Person(s) in Charge: \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Business Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

### Activity

Activity: \_\_\_\_\_ Is the event open to the Public?  YES    NO

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Total Expected Number of People: \_\_\_\_\_ (Adults: \_\_\_\_\_ Teens: \_\_\_\_\_ Children : \_\_\_\_\_)

### Fee Schedule

	Pinole Organization Rates	Non-Pinole Organization Rates
Rental Rate per Meeting (meeting times not to exceed 2 hours)	\$10	\$25
<b>Additional Fees</b>		
Refundable Security Deposit	\$150	
Key Replacement Fee (if lost)	\$50	

All reservations must be made in person at the Recreation Department, 635 Tennent Avenue, Pinole CA.  
Reservations can be made up to six (6) month at a time.

**Refund available, less \$10 booking fee, if cancelled 30 days prior to event.**

### Key Collection

The key can be picked up at the Pinole Youth Center (PYC)--635 Tennent Avenue the day before your scheduled meeting, during regular business hours. For weekend reservations, the key may be picked up the Friday before the event between 10:30 a.m. and 3 p.m.

The key should be returned within three (3) days of the event to the PYC mail slot or the City Hall mail slot. Keys may also be returned to PYC during regular business hours. Deposits will refunded by mail. There is a two (2) week processing time for returned deposits. It is the responsibility of your organizations representative to make sure that we have a current mailing address for processing refunds on file.

A designated representative of your organization must complete a Policy and Acknowledgment form prior to each scheduled meeting. This will be done when the key is picked up.

## Facility Use Regulations

- **The Alex Clark room is in the Public Safety Building and is primarily utilized for police and fire trainings and activities. The community is allowed to hold non-profit meetings in the room, however, all Public Safety and City functions have full scheduling priority. A community group meeting may be rescheduled if the facility is needed for a Public Safety or City function.**
- Groups must clean up the room and deposit all trash and recycling in receptacles or pay a cleaning fee of \$25 per hour which is deducted from the security deposit.
- Clean up food and beverage spills immediately and report to the Recreation Manager or her designee.
- Applicant is responsible for set up of chairs and tables. Facility rental does not include access to or use of offices, lounge areas, non-authorized sound equipment or borrowing furniture from other areas.
- All chairs and tables must be returned to their original positions.
- Meeting may not continue beyond 10:00pm, including clean up and putting back chairs and tables.
- An adult must attend children at all times. One (1) adult must be present for every fifteen minor children.
- Children are not to run and play in the courtyard area outside or play in the lobby downstairs, on the stair case, or in the upstairs reception area.
- Smoking is prohibited in the facility and 20 feet from the facility entrances.
- The City of Pinole is not responsible for lost or stolen items.
- Security Deposit is required. Provided there is no damage to the facility or any exceptional cleaning, maintenance or security is required as a result of use, the deposit will be fully refunded. If for any reason the Pinole Police are called to secure the event, the applicant will forfeit the full security deposit.
- Certificate of Liability Insurance for \$1 Million is required, listing the City of Pinole as additional insured on your current policy can serve as proof of insurance. If insurance cannot be provided by your current carrier, the City of Pinole can provide you with a fee based insurance option.
- Neither the applicant nor anyone else involved shall be admitted to the facility prior to the designated rental time.
- No storage is available before or after the rental event.
- The building or equipment may not be altered in any way without previous consent of the Recreation manager, such as moving existing equipment.
- No candle, lanterns, or open flames are allowed.

## Reservation Information

Reservations accepted on a first-come, first-served basis. Meeting rentals occurring on a regular occurrence, such as monthly or bimonthly, can reserve no more than six months in advance. Required for rental;

- 1) Rental Application and Required Documents
- 2) Security Deposit
- 3) Certificate of Insurance, naming the City of Pinole as an Additional Insured

If booking more than one meeting rental, total fees for rental period MUST be paid at the time of the reservation to secure your rental. Cancellation or meeting date change must be made at least five (5) business days in advance or fee is forfeited.

It is the responsibility of the applicant to clean the area after use (please see Clean-Up Agreement for details). It is the responsibility of the user to take all necessary precaution to maintain a safe environment for the planned activity.

The City of Pinole retain the right to withhold use if individual or organizations have rented in the past and had incidences of significant damage, vandalism or security issues OR if the Recreation Manager or her designee determine the use may not be in the best interest of the City of Pinole.

Applicants must be:

- 1) At least 21 years of age
- 2) One or more primary coordinator(s) of the organization (ex: board member or staff)
- 3) At least one of the 4 application signers must be present at each meeting.

Pinole Organization Rental Rates (\$10/meeting) are for organization with a primary constituency in Pinole or that works closely with the City of Pinole. All other organizations must pay Non-Pinole Organization Rental Rates (\$25/meeting). Final rental rate determined by the Recreation Manager or her designee.

The applicant hereby agrees to hold the City of Pinole, its City Council and commission, the individual members thereof and all the officers, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during, or caused in any way by, such use or occupancy of the facility.

Applicant further agrees to furnish such liability or other insurance for the protection of the public and the City and any officer and employee thereof, as the City may require. Applicant agrees to be personally responsible for and to reimburse the City for any damage to the facility including furniture equipment occasioned by or growing out of the use or occupancy herein requested.

Please sign and date below to acknowledge receipt of the Pinole Rental Facilities for Nonprofit Meetings Information. I have read and understand the Rules and Regulations and agree to comply.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Optional 2<sup>nd</sup> Applicant)

Approved By (City Employee): \_\_\_\_\_ Date: \_\_\_\_\_

