

**MARINWOOD COMMUNITY CENTER**  
**775 Miller Creek Road, San Rafael, CA 94903**  
**Phone (479)-0775 Fax: (415) 479-7759**

**BUILDING RENTAL FORM**  
*(Effective 08/03/09)*

APPLICANT \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
ORGANIZATION \_\_\_\_\_ FUNDRAISER? YES \_\_\_\_\_ NO \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE (work) \_\_\_\_\_ (home) \_\_\_\_\_  
EMAIL \_\_\_\_\_ TYPE OF ACTIVITY \_\_\_\_\_ APPROX # ATTENDING \_\_\_\_\_  
DATE OF USE \_\_\_\_\_ HOURS OF USE \_\_\_\_\_  
(include set-up and clean-up time)  
\_\_\_\_\_ BILL GORDON HALL \_\_\_\_\_ BILL GORDON HALL (WEST SECTION)  
\_\_\_\_\_ BILL GORDON HALL (EAST SECTION) \_\_\_\_\_ CLASSROOM  
ADMISSION CHARGED? (YES/NO) \_\_\_\_\_ ALCOHOL WILL BE \_\_\_\_\_ SERVED \_\_\_\_\_ SOLD  
EVENT OPEN TO PUBLIC? (YES/NO) \_\_\_\_\_ MEMBERS ONLY? \_\_\_\_\_ OTHER (Explain)

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**APPLICATION PROCEDURES:**

1. The reservation application must be completed and signed by the adult responsible for the event. The application must be approved by CSD Staff and may be subject to the approval of the Park and Recreation Commission.
2. The full rental fee is required to reserve a specific date. The security deposit and building attendant fees are due two weeks prior to the event and must be paid in two separate payments.
3. Maximum time limit is 8 hours for special events and 4 hours for business meetings (including set up and clean up). Bill Gordon Hall and Classroom can be rented between the hours of 8:00 am and midnight Friday through Sunday, and 8:00 am and 10:00 pm, Monday through Thursday. Extended hours (over 8) are available at an additional cost.
4. The applicant (or designated representative) must be at the building at the beginning and ending times listed on this form to inspect the building with the attendant. The building and grounds must be restored to a clean and sanitary condition as specified on the **CLEAN UP AND LOCK UP CHECKLIST** no later than the ending time stated on this form.
5. A \$10.00 processing fee will be charged for cancellations sixty days or longer before the event. Cancellation less than 60 days but more than 30 days before the event will result in forfeiture of one-half of the rental fee. Cancellation 30 days or less before the event will result in forfeiture of the entire rental fee.
6. The Marinwood CSD reserves the right to cancel any reservation for emergencies, in which case all fees and deposits will be refunded.

## MARINWOOD COMMUNITY CENTER

7. Permission for use of the Center will be granted to responsible individuals or organizations upon the condition that all regulations governing the use of the facility are followed. Permission may be revoked at any time for failure to do so and the individual or organization will forfeit all fees and deposits.
8. Intent to serve or sell alcoholic beverages must be noted on this application. Consumption of alcoholic beverages is allowed in the Center, including the north patio, but not in the Center lobby or in the park. Permission to sell alcoholic beverages will be granted upon presentation of an Alcoholic Beverage Control Permit at least 15 days prior to the event. Serving alcohol shall conform at all times with the laws of the State of California. Serving alcohol to minors is strictly prohibited, and it is the responsibility of the applicant to insure that minors are not permitted to consume alcoholic beverages on CSD property.
9. The District's liability insurance does not provide coverage for renters. You may wish to contact your insurance agent for coverage of your event at the Community Center.
10. Following the event, the security deposit will be refunded within 10 days along with an itemized statement should it be necessary to retain all or part of the security deposit due to damage costs.
11. In compliance with the Americans with Disabilities Act of 1990, renters are prohibited from discriminating against individuals with disabilities in any programs or activities. The building is fully accessible to individuals with disabilities.

**I have read the policies, rules and regulations governing the use of the Marinwood Community Center and agree to comply with each of them as a condition of use for the activity indicated on the application. Furthermore, the applicant agrees to indemnify, defend, and hold harmless the Marinwood Community Services District, its officers, employees, agents and licensees (individually and collectively) from all claims, lawsuits or legal liability for injuries to persons, including death, or to property arising out of or in any way connected with use of the premises rented herein or the activity for which this permit is issued.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
 .....

**For Office Use Only: Application approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

PAYMENTS:	Hours	Amt. Due	Date Due	Date Paid	Initials
<b>Rental Fee:</b>	_____	_____	_____	_____	_____
<b>Attendant Hours:</b>	_____	_____	_____	_____	_____
<b>Additional Hours:</b>	_____	_____	_____	_____	_____
<b>Security Deposit:</b>	_____	_____	_____	_____	_____
<b>Deposit Refunded:</b>	_____	_____	_____	_____	_____

*\* Security Deposit and Attendant Fee should be paid separately.*

## MARINWOOD COMMUNITY CENTER

### BUILDING RULES AND REGULATIONS

The Marinwood Community Center is primarily for social, recreational and educational activities to benefit Marinwood residents. Individuals and organizations may rent the facility subject to the following policies, rules and regulations that apply to all users.

#### **Conditions of Building Use:**

1. All activities must comply with District ordinances and policies and must be conducted in a peaceful and orderly manner.
2. Maximum capacity for the Bill Gordon Hall is 250 for assembly and 125 for dining. Maximum capacity for the classroom is 45 for assembly and 35 for classroom style.
3. All loading and unloading must be done from the parking lot. Vehicles are not allowed to drive up to the building. A hand truck is available in the Center kitchen to transport heavy items. **Entire security deposit will be forfeited if vehicles are driven up to building.**
4. Care must be taken to avoid damage to the building and its contents. Chairs, tables, and other equipment must be handled properly to avoid floor damage and no furniture or equipment may be left outside the building unattended. **A minimum of \$100.00 will be charged if there is floor damage due to dragging tables or other equipment on floors.** Ice tubs, drum sets and other heavy or hazardous equipment must be placed on pads.
5. In the event of damage to Marinwood CSD property or grounds, the applicant or organization will be held liable for all damages or labor costs. The Marinwood CSD will not be responsible for personal or rental items left on the premises.
6. In compliance with the Uniform Fire Code, decorative materials must be non-flammable and exit doors and exit lights must not be concealed or obstructed.
7. Candles must be contained in a device or holder designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. Device or holder shall be constructed to prevent the spilling of wax.
8. Use of rice, birdseed, confetti, dance wax and similar substances is not allowed in the building or on the grounds. Birdseed must be confined to the parking lot.
9. Decorations must be hung with tape. No nails or tacks may be used.
10. Smoking is prohibited inside the building.
11. Eating and drinking is specifically prohibited in the lobby.
12. No animals, except service dogs, are permitted in the building.
13. Barbecuing is permitted on outdoor patio; however, patio must be protected from grease and spills.
14. Amplified music is not permitted after 11:00 p.m. on Friday and Saturday evenings, 10:00 p.m. all other evenings and volume of amplified music must not exceed 60 decibels as measured at the sidewalk located outside the Bill Gordon Hall.
15. All trash must be bagged, tied and placed in dumpster located in parking lot. Cardboard boxes must be broken down and laid flat in dumpster. **Special events serving crab (crab feeds) must dispose of all garbage in building, place garbage in securely tied bags, and place bags in dumpster with lid shut. A \$50 fee will be assessed if this rule is ignored.**

# MARINWOOD COMMUNITY CENTER

## BUILDING CLEAN-UP AND LOCK-UP CHECKLIST (Please use this list as a guide when cleaning & locking up)

### RENTER OR DESIGNATED PERSON MAY NOT ENTER BUILDING WITHOUT BUILDING ATTENDANT.

#### BILL GORDON HALL

- \_\_\_\_\_ Close and lock all windows.
- \_\_\_\_\_ Floor swept and free of damage, debris and spills.
- \_\_\_\_\_ Ceiling and walls free of decorations and damage.
- \_\_\_\_\_ Tables and chairs clean and stored properly.

#### KITCHEN

- \_\_\_\_\_ Turn off water faucet and appliances.
- \_\_\_\_\_ Floor swept and free of damage, debris and spills.
- \_\_\_\_\_ All food removed from refrigerator.
- \_\_\_\_\_ Counters, sink, stove top and refrigerator clean.
- \_\_\_\_\_ Put trash in dumpster located behind fence in parking lot.
- \_\_\_\_\_ Excess ice in sink (do not dump in planted area or on lawn).

#### CLASSROOM

- \_\_\_\_\_ Turn off water faucet and coffee pot.
- \_\_\_\_\_ Close and lock all windows and leave curtains open.
- \_\_\_\_\_ Tables and chairs clean and stored properly.
- \_\_\_\_\_ Floor swept and free of damage, debris and spills.
- \_\_\_\_\_ Ceiling and walls free of decorations and damage.

#### LOBBY

- \_\_\_\_\_ Tile area free of damage and debris.
- \_\_\_\_\_ Furniture clean and in original position.

#### RESTROOMS

- \_\_\_\_\_ Free of paper and debris.
- \_\_\_\_\_ Turn water faucets off.

#### ADJACENT AREAS

- \_\_\_\_\_ Patio swept and free of cigarette butts and debris.
- \_\_\_\_\_ Lawn free of decorations and debris.

**FINAL LOCK-UP PROCEDURE - Renter or designated person must meet with Building Attendant prior to leaving building.**

#### IMPORTANT REMINDERS

- ✓ Renter or Designated Person must meet with Building Attendant at the beginning of the event and at the end of the event.
- ✓ Amplified music is not permitted after 11:00 p.m. on Friday & Saturday evenings, 10:00 p.m. all other evening and volume of amplified music must not exceed 70 decibels as measured at the sidewalk located outside the Bill Gordon Hall.
- ✓ No unsupervised children are allowed in the lobby.

# MARINWOOD COMMUNITY CENTER

## BILL GORDON HALL, KITCHEN, AND CLASSROOM

### BILL GORDON HALL:

Entire Hall - Room Size: 57 ft. x 32 ft. (1824 sq. ft.)

Maximum capacity for reception:	250 persons
Maximum capacity for sit-down dinner:	125 persons
Maximum capacity for classroom style:	90 persons
Maximum capacity for day care:	50 persons

West Section - Room Size: 36 ft. x 32 ft. (1152 sq. ft.)

Maximum capacity for reception:	150 persons
Maximum capacity for sit-down dinner:	75 persons
Maximum capacity for classroom style:	60 persons
Maximum capacity for day care:	25 persons

East Section - Room Size: 20.5 ft. x 32 ft. (656 sq. ft.)

Maximum capacity for reception:	90 persons
Maximum capacity for sit-down dinner:	45 persons
Maximum capacity for classroom style:	35 persons
Maximum capacity for day care:	20 persons

**NORTH PATIO:** Patio Size: 40 ft. x 45 ft. (1800 sq. ft.)

Maximum capacity for reception:	245 persons
Maximum capacity for sit-down dinner:	120 persons

**CLASSROOM:** Room Size: 22 ft. x 30 ft. (660 sq. ft.)

Maximum capacity for reception:	90 persons
Maximum capacity for assembly:	45 persons
Maximum capacity for classroom style:	35 persons
Maximum capacity for day care:	20 persons

### ITEMS AVAILABLE FOR USE:

20 - 6 ft. x 2.5 ft. Rectangular Banquet Tables (seats 6)

6 - 5 ft. Diameter Round Tables (seats 8)

140 Chairs (molded plastic and stackable)

### Kitchen Equipment:

Wolf Gas Range and Oven (commercial style) with six burners  
Microwave Oven  
Dishwasher (commercial)  
Refrigerator/Freezer  
Garbage disposal  
Metal Kitchen Cart

### Other Equipment: (In closet off kitchen)

Tall ladder, short ladder, step stool  
Dolly  
Large dry mop, Squeegee mop  
Push broom, regular broom  
Bucket

# MARINWOOD COMMUNITY CENTER

## REGULAR RATES:

### SPECIAL EVENTS, RECEPTIONS, AND PARTIES (8 hour base including set-up and clean-up time)

#### Bill Gordon Hall - Entire Hall (includes kitchen, north patio)

Rental Rate: \$590 - to 10:00 P.M. \$640 - to midnight  
Security deposit: \$300 - to 10:00 P.M. \$300 - to midnight  
(refundable)

#### Bill Gordon Hall - West Section - (includes kitchen, north patio)

Rental Rate: \$440 - to 10:00 P.M. \$490 - to midnight  
Security deposit: \$300 - to 10:00 P.M. \$300 - to midnight  
(refundable)

#### Bill Gordon Hall - East Section - (no kitchen, no patio. Beverages and light snacks allowed)

Rental Rate: \$190 - to 10:00 P.M. \$215 - to midnight  
Security deposit: \$150 - to 10:00 P.M. \$150 - to midnight  
(refundable)

#### Classroom - (no kitchen. Beverages and light snacks allowed)

Rental Rate: \$190 - to 10:00 P.M.  
Security deposit: \$100 - to 10:00 P.M.  
(refundable)

### BUSINESS MEETINGS: (no patio, no kitchen, beverages and light snack allowed - weekdays only attendance restricted, not open to public) 4 hour maximum including set-up and clean-up time

#### Bill Gordon Hall -

Rental Rate: \$220 - to 10:00 P.M. \$270 - to midnight  
Security deposit: \$300 - to 10:00 P.M. \$300 - to midnight  
(refundable)

#### West Section -

Rental Rate: \$170 - to 10:00 P.M. \$220 - to midnight  
Security deposit: \$300 - to 10:00 P.M. \$300 - to midnight  
(refundable)

#### East Section -

Rental Rate: \$120 - to 10:00 P.M. \$170 - to midnight  
Security deposit: \$150 - to 10:00 P.M. \$150 - to midnight  
(refundable)

#### Classroom -

Rental Rate: \$30/hour, with 2 hour minimum  
Security deposit: \$50  
(refundable)

Ask about our special weekend rates for children's parties (applies to Classroom use only and dependent on availability)!

**BUILDING ATTENDANT FEE: (certain exceptions may apply)**  
**\$25/hour (1-8 hrs.); \$35/hr. (9-12 hrs.); \$45/hr. (over 12 hrs.)**

**PA SYSTEM FEE: \$20**  
(Speakers, Tape Player & CD Player)

**ADDITIONAL RENTAL HOURS: (over 8 hour base)**  
**\$25/hour**

## MARINWOOD COMMUNITY CENTER

### REDUCED RATES:

Rental Rate: 50% of regular rates  
Security deposit: Same as for regular users  
Building Attendant fee: Same as for regular users

### AUTHORIZED USERS FOR REDUCED RENTAL RATES

1. Marinwood resident in honor of family member or Marinwood resident.
2. Community service groups (on approved list) - for a fundraiser or where a fee is charged.
3. Groups using the building on a regular weekly or monthly basis, with a minimum of six uses per year.
4. Marinwood businesses.
5. Private schools serving Marinwood - e.g. St. Isabella's, St. Mark's, Waldorf.
6. Full-time employees of the Marinwood CSD.

### COMMUNITY SERVICE GROUPS

#### 1. YOUTH GROUPS SERVING MARINWOOD:

Cub and Boy Scout troops.  
Brownies and Girl Scout troops.  
Blue Birds and Camp Fire Girls.  
Little League and Senior League  
Soccer League  
Pop Warner Football.

#### 2. ADULT GROUPS SERVING MARINWOOD:

Charitable organizations serving Marinwood (e.g. Sunnyhills)  
Lion's Club  
Marinwood Association  
Marinwood Firefighters Association  
Marinwood Fire Union and employee groups  
Marin County Fire Chiefs Association  
Marin County Fire Districts Association  
Marin County Sheriff's Association  
Marin County Firefighters Association  
Other charitable organizations (with approval of Recreation Director)

#### 3. GOVERNMENT ORGANIZATIONS SERVING MARINWOOD:

Marinwood CSD Board, Commissions, and special committees.  
Marinwood CSD-sponsored activities - e.g. Swim Team, Preschool, etc.  
Marin County Special Districts Association.  
Marin County Community Development Agency.  
Marin County Board of Supervisors.  
Other Marin County departments pertaining to Marinwood issues.  
School groups sanctioned by Dixie School District and Terra Linda High.  
Public Employees Retirement groups.  
California Special Districts Association, incl. CSRMA and CSWCA.

# **MARINWOOD COMMUNITY CENTER**

## **AUTHORIZED FREE USE OF CENTER**

### **CONDITIONS:**

1. Fundraisers, reduced rates apply (no free use).
2. Does not interfere with District recreation programs, meetings, or rentals.
3. Weekend use can be confirmed no earlier than four weeks prior to date of event.
4. Security deposit is required.
5. Building Attendant fee is required.
6. Group is responsible for own set-up and clean-up.
7. Group is responsible to pay for any damage.
8. Event must end (and clean-up complete) at midnight.

### **YOUTH AND ADULT COMMUNITY SERVICE GROUPS:**

1. Free use on weekdays.
2. One free use per year on Saturday or Sunday.

### **GOVERNMENT ORGANIZATIONS SERVING MARINWOOD**

1. Unlimited free use for all Marinwood CSD organizations and CSD-sponsored activities (Swim Team), including fundraisers, weekdays and weekends.
2. Free use for school groups sanctioned by Dixie School District and Terra Linda High, except fundraisers or where a fee is charged. Free use restricted to weekdays and one free use per year on Saturday or Sunday.

### **MARINWOOD RESIDENTS' GROUPS**

One free use per year for group of fifteen plus Marinwood families, e.g. block parties, memorials, etc., application requires Board approval.

### **MARINWOOD RESIDENT FOR COMMUNITY SERVICE**

One-time free use to a Marinwood resident who has donated fifty hours minimum of community service - e.g. CSD Board and Commissioners, volunteer firemen - for an adult function application requires Board approval.

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**Phone: (415) 479-0775 Fax: (415) 479-7759**

**DIRECTIONS TO MARINWOOD COMMUNITY CENTER:**

**From San Francisco:**

Take Highway 101 north to the Lucas Valley exit. Turn left and continue west on Lucas Valley Road. Turn right on Miller Creek Road. The Community Center is on the right, next to the Firehouse.

**From Novato:**

Take Highway 101 south to the Marinwood exit. Turn right and continue west on Miller Creek Road. The Community Center is on the left, next to the Firehouse.

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The Marinwood Community Services District is not responsible for the work done by the companies listed above.