

DATE OF RENTAL: _____
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APPLICANT'S NAME \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ FUNDRAISER? YES \_\_\_\_\_ NO \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE (cell) \_\_\_\_\_ (home) \_\_\_\_\_

EMAIL \_\_\_\_\_ TYPE OF ACTIVITY \_\_\_\_\_ APPROX # ATTENDING \_\_\_\_\_

HOURS OF USE \_\_\_\_\_  
(include set-up and clean-up time)

\_\_\_\_\_ BILL GORDON HALL \_\_\_\_\_ BILL GORDON HALL (WEST SECTION)

\_\_\_\_\_ BILL GORDON HALL (EAST SECTION) \_\_\_\_\_ CLASSROOM

ALCOHOL WILL BE \_\_\_\_\_ SERVED \_\_\_\_\_ SOLD

**APPLICATION PROCEDURES:**

- 1. DEFINITION OF APPLICANT** – The individual signing and completing the rental application must be the same individual renting the facility. Applicant must be a minimum of 21 years of age and be able to furnish valid documentation showing proof of age and, if claiming Marinwood residency, proof of address. Applicant assumes responsibility for ensuring that all Marinwood CSD policies and regulations, as outlined below, are complied with.
- 2. RESERVATION PROCEDURE** – Building reservations are accepted a maximum of 12 months in advance. To make a reservation the applicant must complete and submit the building rental application and make the necessary payment, outlined below:
  - For **Parties/Receptions/Special Events**: Fifty percent of the rental fee is due when the reservation is made. The security deposit and the remaining fifty percent of the rental fee are due 30 days prior to the date of the event. **We accept cash or credit cards (no checks).**
  - For **Meetings/Conferences**: Fifty percent of the rental fee, as well as the \$50 building attendant fee are due when the reservation is made. The security deposit and remaining fifty percent of the rental fee are due 30 days prior to the date of the event. **We accept cash or credit cards (no checks).**
- 3. CANCELLATIONS** – Cancellations must be made in writing. Cancellations made 90 or more days in advance will result in a full refund. Cancellations made between 30 and 90 days in advance will result in the forfeiture of 50% of the total rental fees. No refunds will be issued for cancellations within 30 days of event. [Note: In the event of a cancellation the security deposit will be returned irrespective of cancellation date.]
- The Marinwood CSD reserves the right to cancel any reservation at any time in the event of emergency or other unforeseen circumstances, in which case all fees and deposits will be refunded.
- 5. BUILDING ATTENDANT** – For **Parties/Receptions/Special Events**: A building attendant will be on duty during your entire use of the building. The attendant will be available to unlock the building, answer questions, and check-in periodically with the applicant during the rental. The attendant will check the condition of the building with the applicant (or applicant's designee) prior to the start of the event and again prior to the applicant's departure at the end of the event (see number 6 below). The building attendant is responsible for enforcing all regulations governing the use of the facility, and if necessary, will stop the serving of alcohol, shut down music/entertainment, and/or clear the facility and end your event. The services of the building attendant are not available for waiting tables, serving, helping with set-up and clean-up, etc.  
  
For **Meetings/Conferences**: Please see above. (Note: building attendant may not be present for entire duration of your event.)
- 6. CLEAN-UP, DAMAGE, and LOCK-UP** – The applicant (or representative designated by applicant) must be present at the start and end of the rental to inspect the building with the building 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 reservation end time stated on this form.

**MARINWOOD COMMUNITY CENTER**  
775 Miller Creek Road, San Rafael, CA 94903  
Phone: 415-479-0775; Fax: 415-479-7759; Email: [csd@marinwood.org](mailto:csd@marinwood.org)

7. **SECURITY DEPOSIT** – In the event that the building and/or surrounding grounds incur damage during the rental, the building and/or surrounding grounds are not cleaned to the standards outlined in the CLEAN UP AND LOCK UP CHECKLIST, or the building is not completely vacated by the above listed reservation end time, the applicant may forfeit some or all of the security deposit, to be determined by the Recreation Director. If items such as beverage/alcohol containers are discarded in surrounding property of the Community Center, a clean-up fee of \$100/hr. will be charged. (Initial) \_\_\_\_\_

8. **ALCOHOL** – Intent to serve or sell alcoholic beverages must be noted on this application. Consumption of alcoholic beverages is allowed in the Marinwood Community Center, including the north patio, but not in the 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 ensure that minors are not permitted to consume alcoholic beverages on CSD property.

9. **INSURANCE** – The Marinwood CSD's liability insurance does not provide coverage for renters. You may wish to contact your insurance agent for coverage of your event.

10. 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, I agree 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 damage to property arising out of or in any way connected with the use of the premises rented herein or the activity for which this permit is issued.*

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

*For Office Use Only:*

Application Approved on: \_\_\_\_\_ By: \_\_\_\_\_ PERMIT # \_\_\_\_\_

**PARTIES/RECEPTIONS/SPECIAL EVENTS:**

Rental Fee: \_\_\_\_\_ Additional Hours (if applicable): \_\_\_\_\_ Security Deposit: \$400

50% of Rental Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_ Date Due: \_\_\_\_\_

Balance Paid on: \_\_\_\_\_ Security Deposit Paid on: \_\_\_\_\_ (cash/credit card)

Deposit Refunded on: \_\_\_\_\_ Signature of renter (if paid by cash) : \_\_\_\_\_

**MEETINGS/CONFERENCES:**

Rental Fee: \_\_\_\_\_ Building Attendant Fee: \$50 Security Deposit: \$400

50% of Rental Fee & Building Attendant Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date Due: \_\_\_\_\_ Balance Paid on: \_\_\_\_\_

Security Deposit Paid on: \_\_\_\_\_ (cash/credit card)

Deposit Refunded on : \_\_\_\_\_ Signature of renter (if paid by cash): \_\_\_\_\_

## RENTAL FEES

### PARTIES, SPECIAL EVENTS, AND RECEPTIONS

(8 hour block which includes set-up and clean-up time. Rental fee includes building attendant, kitchen, north patio, tables & chairs)

**Days & hours available for rental:**  
**Fridays: Between 2pm-midnight**  
**Saturdays: Between 8am-midnight**  
**Sundays: Between 1pm-11pm**

#### **Bill Gordon Hall**

Non-Resident Rental Fee:	\$995	Security deposit:	\$400 (refundable)
Marinwood Resident Rental Fee:	\$545	Security deposit:	\$400 (refundable)

#### **Bill Gordon Hall - West Section**

Non-Resident Rental Fee:	\$915	Security deposit:	\$400 (refundable)
Marinwood Resident Rental Fee:	\$460	Security deposit:	\$400 (refundable)

✓ **Additional Hours** (over 8 hours): \$125 each additional hour

### MEETINGS/CONFERENCE SPACE

(2 hour minimum, not to exceed 10 pm. No kitchen use and only non-alcoholic beverages and light snacks allowed)

#### **Classroom Rental**

**Days & hours available for rental: Monday-Sunday, Between 8am-10pm**

Non-Resident Rental Fee:	\$40/hr., plus \$50 building attendant fee	Security deposit:	\$400 (refundable)
Marinwood Resident Rental Fee:	\$20/hr., plus \$50 building attendant fee	Security deposit:	\$400 (refundable)

#### **Bill Gordon Hall Rental**

**Days & hours available for rental: Monday-Friday, Between 8am-10pm**

#### **Bill Gordon Hall – Entire Hall**

Non-Resident Rental Fee:	\$100/hr., plus \$50 building attendant fee	Security deposit:	\$400 (refundable)
Marinwood Resident Rental Fee:	\$50/hr, plus \$50 building attendant fee	Security deposit:	\$400 (refundable)

#### **Bill Gordon Hall - West Section**

Non-Resident Rental Fee:	\$75/hr., plus \$50 building attendant fee	Security deposit:	\$400 (refundable)
Marinwood Resident Rental Fee:	\$37.50/hr., plus \$50 building attendant fee	Security deposit:	\$400 (refundable)

#### **Bill Gordon Hall - East Section**

Non-Resident Rental Fee:	\$40/hr., plus \$50 building attendant fee	Security deposit:	\$400 (refundable)
Marinwood Resident Rental Fee:	\$20/hr., plus \$50 building attendant fee	Security deposit:	\$400 (refundable)

**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:**

Gas Range and Oven  
Microwave Oven  
Dishwasher  
Refrigerator  
Kitchen Cart

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

Ladder, step stool  
Dolly  
Mop, Broom

## **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 unsupervised children in lobby.
13. No animals, except service dogs, are permitted in the building.
14. Barbecuing is permitted on outdoor patio; however, patio must be protected from grease and spills.
15. 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.
16. 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 remove all garbage from building. Garbage must be in securely tied bags and placed in dumpster with lid shut. A \$50 fee will be assessed if this rule is ignored.**

**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.**

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**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 onto Miller Creek Road. The Community Center is on the right, next to the Firehouse.

**From Novato:**

Take Highway 101 south to the Lucas Valley exit. Turn left at the signal (onto Lucas Valley Road.) Turn right onto Miller Creek Road. The Community Center is on the right, next to the Firehouse.