

DATE OF RENTAL: _____
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**CHILDREN'S PARTY - CLASSROOM RENTAL APPLICATION**

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

PHONE (cell): \_\_\_\_\_ (home): \_\_\_\_\_ EMAIL: \_\_\_\_\_

APPROXIMATE # ATTENDING (maximum 35): \_\_\_\_\_ Will you be renting a Bounce House? \_\_\_\_\_

HOURS OF USE (available between 10am-4pm; 2 hour minimum) \_\_\_\_\_  
*Please include set-up and clean-up time*

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**RENTAL FEES:**

**Classroom**

Non-Resident Rental Fee: \$40/hr., plus \$50 building attendant fee	Security deposit: \$300 (refundable)
Marinwood Resident Rental Fee: \$20/hr., plus \$50 building attendant fee	Security deposit: \$300 (refundable)

**Bounce House Permit (if applicable): \$25**

This is a permit fee; Bounce House rental fee payable directly to the vendor. **Must use approved Bounce House vendors (Jubilee Jumps or Astro Jumps).** Bounce House to be set-up on lawn area adjacent to the Classroom.

**CLASSROOM INFORMATION:**

For children ages 10 & under  
Maximum capacity: 35  
No kitchen use and no alcoholic beverages allowed  
Room Size: 22 ft. x 30 ft. (660 sq. ft.)  
22 preschool chairs  
5 preschool tables (seat 4-6)  
1 – 12 ft. x 2.5 ft. Rectangular Table (seats 12-14)  
Coffee Maker  
White boards  
Small refrigerator  
Broom and dust pan

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**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** – Reservations are accepted a maximum of 12 months in advance. To make a reservation the applicant must complete and submit the **Children's Party – Classroom Rental Application** and submit with full payment. **Security deposit must be paid by credit card or cash.**

**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)

3. **CANCELLATIONS** – Cancellations must be made in writing. Cancellations made 30 or more days in advance will result in a full refund. No refunds will be issued within 30 days of the event. [Note: In the event of a cancellation the security deposit will be returned irrespective of cancellation date.]

4. **BUILDING ATTENDANT** – A building attendant will meet the applicant at the beginning of the rental to unlock the building, answer questions and will return at the end of the rental to lock the facility and to make sure the facility is left in a condition according to the rules and regulations stated below. The building attendant will not be present the entire time of the rental. The building attendant is not available for helping with set-up and clean-up, etc.

5. **CLEAN-UP, DAMAGE, and LOCK-UP** – The 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.

6. **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. The full or partial security deposit, and/or an itemized notice of deposit retention, will be returned to the applicant within 10 days after the rental.

7. **ALCOHOL** – No alcohol is allowed to be served or sold during a Children’s Party Rental.

8. **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.

9. 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.

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 \_\_\_\_\_

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*For Office Use Only:*

Application Approved on: \_\_\_\_\_ By: \_\_\_\_\_

**CHILDREN’S PARTY RENTAL:**

Rental Fee: \$ \_\_\_\_\_ Building Attendant Fee: \$50 Security Deposit: \$300

Bounce House Permit Fee: \$ \_\_\_\_\_

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

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## **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. 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.**
3. In the event of damage to Marinwood CSD property or grounds, the applicant 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.
4. 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.
5. Decorations must be hung with tape. No nails or tacks may be used.
6. Smoking is prohibited inside the building.
7. Eating and drinking is specifically prohibited in the lobby.
8. No unsupervised children in lobby.
9. No animals, except service dogs, are permitted in the building.
10. 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. **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.**

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**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**

**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.**

**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.