



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

Bill Gordon Hall Rental Request Application

Rental Date: _____
Permit #: _____

Requested Date: _____

Applicant Name: _____

Organization: _____

Non-Profit Tax ID: _____

*Must provide proof of non-profit status for special rate.

Email: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Event Day Coordinator (if different than applicant): _____

Type of Activity: _____

Hours of Use: _____ *Rental Hours must include at least one hour for breakdown/cleanup.

Estimated Attendance: _____ Will minors be present? No Yes

Alcohol will be: Served Sold*
*If selling alcohol, ABC permit is required at least 15 days prior to event.

Will there be amplified sound? Yes No Will there be a bounce house? Yes No

All items below must be initialed:

Initial _____ I understand that a Certificate of Insurance is required for any event where alcohol is served or if there are more than 100 participants at the event. I understand that the Certificate of Insurance is due no less than 30 days before the event date.

Initial _____ I have read the "Reservation Procedures/Building Rules and Regulations" in full and agree to, and will abide by those rules and regulations before, during and after the event.

Initial _____ I understand that all rental fees are due no less than 30 days before event date.
Failure to meet all conditions will result in the cancelation of your rental. In consideration of accepting this registration and to the extent permitted by law, I hereby agree to release, indemnify, defend and hold harmless on behalf of myself (and any minor children for whom I have the capacity to contract) Marinwood Community Services District (MCSD) and its officers, clients, agents, employees and volunteers from and against any and all liabilities, claims, penalties, losses, or expenses (including attorneys' fees), of any kind or nature whatsoever, whether related to bodily injury, property damage or any other form of injury or loss to myself (and to any minor children for whom I have the capacity to contract), arising out of or in any way related or connected to participation in the activity for which I (and any minor children for whom I have the capacity to contract) am registering. I acknowledge that the activity to which this release applies can be dangerous, and as a result of signing below, I am voluntarily accepting those risks for myself and for any minor participants for whom I can contract. I give permission to MCSD to take photographs of me or my children while participating in this activity for use in future MCSD publicity and understand that I will not receive any compensation for such use. In case of emergency, my child may be treated by a qualified physician. The MCSD programs and facilities are available to the public without regard for race, color, national origin, or disability. Any individual that believes he/she has been subjected to discrimination may file a complaint alleging discrimination with the MCSD to U.S. Dept. of Interior, Washington D.C., 20240.

Applicant's Signature _____ Date _____

Security Deposit: \$500 _____	Date Paid: _____ (Cash/Credit Card)
Rental Fee: _____	Date due: _____
Certificate of Insurance Due: _____	



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

For Office Use Only:

Application Approved on: _____ By: _____ PERMIT # _____

Security Deposit: \$500 Date Paid: _____ (Cash/Credit Card)

Rental Fee: _____ Date due: _____ Date Paid: _____ (Cash/Credit Card)

Certificate of Insurance Due: _____ Certificate of Insurance Received: _____

Deposit Returned on: _____

Paid by: American Express, Discover, Mastercard or Visa

Cardholders Name (as it appears on card): _____

Card #: _____

Exp Date: _____ CVV/CVC code: _____



RENTAL FEES

Days & hours available for rental:

Saturdays: Between 10am-11pm (Event must end by 10pm)

Sundays: Between 1pm-10pm (Event must end by 9pm)

Rental fee covers 8-hour block of time, building attendant, kitchen, north patio, tables and chairs.

Fees:

Security deposit: \$500 (refundable)

Non-Resident Rental Fee: \$1,500

Marinwood Resident Rental Fee: \$750

Non-Profit Organization Rental Fee: \$750

ADDITIONAL INFORMATION

Reception Hall:

Dimensions: 57 ft. x 32 ft. (1824 sq. ft.)

Maximum capacity for reception: 150 persons

Maximum capacity for sit-down dinner: 100 persons

Maximum capacity for classroom style: 90 persons

North Patio:

Dimensions: 40 ft. x 45 ft. (1800 sq. ft.)

Maximum capacity for reception: 50 persons

Maximum capacity for sit-down dinner: 40 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)

Approx. 120 Chairs (Folding metal chairs)

Kitchen Equipment:

Gas Range

Oven

Microwave Oven

Refrigerator

Kitchen Cart

Other Equipment:

Ladder

Step stool

Mop

Broom



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

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.

Application Process

1. The individual signing and completing the rental application must be the same individual renting the facility and must be present for the duration of the event. Applicant must be 25 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. 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. For Parties/Receptions/Special Events, security deposit is due when the reservation is made. Rental fee is due no less than 30 days prior to the date of the event. We only accept cash or credit cards.
3. The security deposit is fully refundable after the rental as long as the building and surrounding grounds are left in the condition they were found in. If you pay in cash for your security deposit you will receive reimbursement by check no later than 14 days after your event. If you pay by card for your security deposit your credit card will be reimbursed no later than 7 days after your event.
4. Rental requests will be reviewed and processed in the order in which they were received. Renters will be notified by phone, mail, or email as to the status of their application. The CSD may require, as a condition for approval of application, that licensed security guards be present at a rental event, based upon size and nature of event. The security deposit will be refunded in full if the application is not approved. Please do not make plans until the Marinwood CSD staff has confirmed your rental. Please allow for a minimum of 3 business days for processing and confirmation.

Deposit and Fee structure

1. A refundable deposit of \$500 is required to confirm a reservation. The deposit must be made in full at the time the facility is reserved. Deposits are separate from the rental fees. Deposit fees will be processed the same day the application is processed.
2. Your deposit (full or partial) may be retained by Marinwood CSD if your event caused the need for:
Cleaning beyond normal Community Center maintenance. (Please refer to clean-up and lock-up checklist)
 - Repairs or replacement due to structural or equipment damage.
 - The number of persons exceeds the number of participants listed on the agreement.
 - Fire/Police Department response.
 - Unexpected/additional staff time.
 - The building is not vacated by the reservation end time.
3. The entire rental fee is due no less than 30 days prior to the event day. We only accept cash or credit cards for rental fees.
4. 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 security deposit (\$500). No refunds will be issued for cancellations within 30 days of event.

Insurance Requirement



1. The Marinwood CSD's liability insurance does not provide coverage for renters. A Certificate of Insurance is required for any event in which alcohol is served and/or attendance exceeds 100 participants and is due at least 30 days before the event date. Please send or provide the original certificate to: MCSD, 775 Miller Creek Road, San Rafael, CA 94903.

The Insurance Certification must provide the following:

- Name Marinwood Community Services District as the certificate holder and "Marinwood CSD, its Officer, Agents, and Employees" must be listed as Additionally Insured on a separate addendum, endorsement or provisions.
- The policy must be for \$1,000,000.
- If the rental includes the sale or serving of alcohol, liquor liability is required.
- The policy must not expire before the event date.
- The "description" should list the rental location, date(s), and event planned.

Personnel

1. The applicant (or representative designated by applicant) must be present at the start and at the 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.
2. 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 the applicant's designee) prior to the start of the event and again prior to the applicant's departure at the end of the event. The building attendant is responsible for enforcing all regulations governing the use of the facility, and if necessary, will stop the serving the 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.

Rules and Regulations:

1. 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 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.
2. All activities must comply with District ordinances and policies and must be conducted in a peaceful and orderly manner.
3. Maximum capacity for the Bill Gordon Hall is 150 for assembly and 100 for dining. Maximum capacity for the classroom is 45 for assembly and 35 for classroom style.
4. Event guests must vacate the Marinwood CSD premises at least one hour before event end time or by 10pm on Saturdays and 9pm on all other evenings.
5. All loading and unloading must be done from the parking lot. Vehicles are not allowed to drive up to the building. Entire security deposit will be forfeited if vehicles are driven up to building.
6. 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.



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

7. 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.
8. 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.
9. 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.
10. 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.
11. Decorations must be hung with tape. No nails or tacks may be used.
12. Smoking is prohibited inside the building.
13. Eating and drinking is specifically prohibited in the lobby.
14. No unsupervised children in lobby.
15. No animals, except service dogs, are permitted in the building.
16. Barbecuing is permitted on outdoor patio; however, patio must be protected from grease and spills.
17. Amplified music is not permitted after 10:00 p.m. Saturday evenings, 9:00 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.
18. All trash must be bagged, tied and placed in dumpster located in parking lot. Cardboard boxes must be broken down and laid flat in cardboard recycling 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.
19. Bulbs lights located on the front patio are not available for rental use.



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.