



Parks Recreation & Waterfront Department  
 Recreation Division  
 2701 Telegraph Avenue  
 Berkeley, CA 94705  
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 E-mail: recreation@cityofberkeley.info

# Special Use Rental Application

## Recreation Facility

- Frances Albrier
- James Kenney
- Live Oak
- MLK/YAP

### Applicant Information

**Type of Group:**  Neighborhood Group  Non-Profit Group  Community Agency Contract Group

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Organization/Group Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

### Event Information

Event Purpose: \_\_\_\_\_ Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of Adults (18+): \_\_\_\_\_ Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Youth (under 18): \_\_\_\_\_

### Recreation Facility Request:

Please mark which room you are interested in using for your meeting(s) so that your application can be routed to the appropriate facility coordinator. Requests are limited to a maximum of eight (8), two-hour meetings per year.

**Frances Albrier:**  Game Room/Classroom  Arts and Crafts Room  Auditorium\*

**James Kenney:**  Arts and Crafts Room  Meeting Room  Community Room\*

**Live Oak:**  Fireside Room  Arts and Crafts Room  Meeting Room  Social Hall\*

**MLK/YAP:**  Game Room  Meeting Room

**\*NOTE:** Rooms marked with (\*) may only be requested for one (1) additional "larger scale" meeting, such as a banquet or social event, each year.

**Equipment Request:** Number of Tables: \_\_\_\_\_ Number of Chairs \_\_\_\_\_

**Surcharges:** (Check all that apply)

- Table/Chair setup (\$63/\$76 per day)
- Kitchen Use (\$86/\$103 per day)
- P.A. System (\$42/\$50 per hour)

### The following must be included with your completed Special Use Rental application:

- Proof of membership-approved meetings (copy of Board Resolution, Agendas, or Minutes)
- Written statement of Non-Discrimination (see policy for details)
- Written statement of group's goals (and how they support and benefit the goals of the City of Berkeley Parks, Recreation and Waterfront Department)
- For Community Agency Contract and non-profit groups:
  - Membership roster with names, addresses, and phone numbers
  - Proof of non-profit status (501(c)3 letter required for non-profit groups)

|             |   |            |                             |              |
|-------------|---|------------|-----------------------------|--------------|
| OFFICE ONLY | Proof of Residency <input type="checkbox"/> | Receipt #: | Date Permit/Receipt Issued: | Approved By: |
|-------------|---|------------|-----------------------------|--------------|

## GENERAL RULES

1. All Rental Fees are due ten (10) working days before the date of your rental. Refund requests must include an original copy of the permit, an original receipt and a letter of justification. No refunds will be given without 7 days notice. An administrative fee of 25%, or a minimum of \$10 service charge applies.
2. The City may revoke this permit (i) for any reason upon five or more working days before the rental date, or (ii) at any time for violating these rules. In the event of revocation, the City shall refund the rental fee and deposit.
3. No permits will be issued to persons under the age of eighteen (18).
4. A driver's license or photo identification card confirming age and a recent utility bill to prove residency of the permit holder are required.
5. Use of the site, including all preparation, set-up time, and clean up afterwards, is limited to actual permit time.
6. Use of intoxicating liquors and illegal substances are prohibited.
7. Permit holder agrees activities, including use of amplified sound equipment, are subject to limitations and permitting requirements of the Berkeley Municipal Code, including 13.40 (Community Noise).
8. Hanging ropes or lines from trees or structures in horizontal position is prohibited, other than to set up a volleyball or badminton net or similar recreational activity where attached visible netting can be easily seen by a passerby.
9. Charging admission, selling tickets, requesting donations, or soliciting money in any manner is prohibited.
10. Permit holder's publicity must not appear as if the City or the Recreation Center is co-sponsoring the activity.
11. Additional rules are found in City Resolution Nos. 64,456—N.S. (Fees) and 64,335—N.S. (Policies).
12. Permit holder agrees to comply with all applicable federal, state and local laws, including but not limited to BMC Chs. 12.90 (Nuclear Free Berkeley), 13.26 (Living Wage) and 13.26 (Non-Discrimination), as well as City Resolution No. 59,853—N.S. (Oppressive States).
13. Failure of City to insist on strict performance of the permit terms shall not constitute a waiver of any of its provisions.
14. The laws of the State of California shall govern this permit.
15. The use of explosives, fire, pyrotechnics or fog-producing devices is prohibited.
16. This permit may not be assigned, subcontracted or transferred without the City's prior written consent.
17. If any part of this permit is declared invalid, such invalidity shall not affect the remaining provisions that can be given effect, and to this end the remaining provisions of this permit are declared to be severable.
18. If the conduct of permit holder, its employees, agents or invitees results in any disturbance of the peace and/or requires a response from City public safety personnel, the City reserves the right to require permit holder, its employees, agents and/or invitees to immediately vacate the premises and to charge permit holder for any overtime expenses incurred.

If a permit is issued after full application review, the following will be required at least 14 days in advance of first meeting date:

- a. A \$200.00 (refundable) cleaning/damage deposit
- b. Valid Certificate of Insurance (COI) with minimum \$1,000,000.00 limits and naming the City of Berkeley as additional insured on separate endorsement
- c. Original, signed facility use permit

**Date:** \_\_\_\_\_

**Applicant's Name (Print):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_