



# RECREATION & COMMUNITY SERVICES DEPARTMENT FACILITY RENTAL APPLICATION

Application Date: \_\_\_\_\_

## Rental Information:

Rental Date First Choice: \_\_\_\_\_

Day: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Rental Date Second Choice: \_\_\_\_\_

Day: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

1 Hour minimum for Set Up & 1 Hour minimum for Clean Up

4 Hour minimum not including clean up/set up

Set Up Time: \_\_\_\_\_ TO \_\_\_\_\_

Event Time: \_\_\_\_\_ TO \_\_\_\_\_

Clean Up Time: \_\_\_\_\_ TO \_\_\_\_\_

Total Rental Hours: \_\_\_\_\_ (All Hours Must Be Consecutive)

## Facility Rental Location:

Community Center Rooms:

☐ Main Hall ☐ Rooms 1 & 2  
☐ Room 1 ☐ Patio  
☐ Room 2 ☐ EOC

Senior Center Rooms:

☐ Multi-Use  
☐ South Room  
☐ Patio

## Rental Classification:

☐ Private ☐ Commercial/Business

☐ Community Based Organization

Non-Profit #: \_\_\_\_\_

## Applicant Information:

Name of Applicant (Primary Contact): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative Contact (Secondary Contact): \_\_\_\_\_

Secondary Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Org/Business Name (if applicable): \_\_\_\_\_

Org/Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_

## Event Details:

Description of Event (i.e. 5th Birthday): \_\_\_\_\_

Event Day Contact (If different): \_\_\_\_\_ Phone #: \_\_\_\_\_

Anticipated Max Number of Attendees: \_\_\_\_\_ (Social Events of 95+ attendees or alcohol will require both security and liability insurance)

Will you be using the kitchen (Community Center Only)? ☐ Yes ☐ No

Will you need Audio/Visual? ☐ Yes ☐ No

Are you serving Alcohol? ☐ Yes ☐ No

☐ Microphone ☐ Projector

Are you selling Alcohol? ☐ Yes ☐ No

Will you have live music or entertainment? ☐ Yes ☐ No

## Department Use Only

Received By: \_\_\_\_\_ Date & Time: \_\_\_\_\_ ☐ Emailed

Staff Notes: \_\_\_\_\_

## TERMS & AGREEMENTS

\_\_\_\_\_  
INITIAL Applicant acknowledges that applications are tentative until they receive confirmation. This application will be reviewed and applicant will be notified of outcome within 5 working days in writing based on the information provided on the reverse side of this document.

\_\_\_\_\_  
INITIAL Applicant understands that a refundable \$250 damage deposit and 50% of the rental fee are required upon confirmation of the reservation. If the reservation is cancelled less than 60 days before the event, the deposit will be forfeited. The deposit will be refunded within 3 weeks after the event.

\_\_\_\_\_  
INITIAL Applicant acknowledges that the full rental fee must be paid no later than 45 days before the rental date. Rentals with an unpaid balance two weeks before the event may be cancelled. Payments made less than 30 days prior to the rental must be made by cash, credit card, or money order.

\_\_\_\_\_  
INITIAL Applicant acknowledges that a minimum of 1 hour should be added to the beginning and ending of event time for set up and clean up. Rentals can go until 10:00 pm, and the facility will remain open during clean up until 11:00 pm.

\_\_\_\_\_  
INITIAL Applicant acknowledges that if the social event is 95 or more attendees or serving/selling alcohol, liability insurance and security are required.

\_\_\_\_\_  
INITIAL Applicant acknowledges that if alcohol is sold, that an Alcoholic Beverage Control (ABC) License is required.

\_\_\_\_\_  
INITIAL Applicant acknowledges that a Recreation & Community Services staff will contact them at least 5 days prior to event to discuss diagram/layout and for the event.

\_\_\_\_\_  
INITIAL Applicant acknowledges that either themselves or an appointed representative must be present during the entire rental time and complete 2 walk throughs with the staff day of the event. One before set up and one after clean up.

\_\_\_\_\_  
INITIAL Applicant acknowledges that smoking (including vaping) is not allowed in any City of Albany buildings or within 25 feet of all city facilities.

\_\_\_\_\_  
INITIAL Applicant acknowledges that there are no balloons or propane during a rental and that music volume should be kept to a reasonable volume for those in the surrounding areas.

\_\_\_\_\_  
INITIAL Applicant acknowledges that they are responsible for all attendees at their event. If there are repeated violations of the rental agreement, the event may be terminated, and all guests will be required to leave immediately.

\_\_\_\_\_  
INITIAL Applicant acknowledges that the on-duty staff does not have the authority to grant additional facility usage or extension of time.

\_\_\_\_\_  
INITIAL Applicant confirms that they have reviewed the rental guide and are informed of the policies and procedures for renting the space.

\_\_\_\_\_  
INITIAL Applicant acknowledges that failure to comply with the agreement and guidelines, or any damages incurred, may result in the forfeiture of the deposit.

**Hold Harmless Agreement:** Applicant hereby agrees to, and shall hold the City of Albany, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Applicant agrees to and shall defend the City of Albany, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above Hold Harmless Agreement and understand that if this application is approved, that this agreement shall be legally binding upon myself and the organization or group I represent.

I certify that the above information is accurate. I have read the rules and regulations pertaining to the use of the City of Albany's Recreation facilities (reverse side of application and have received a copy of the City of Albany Facility Rental Packet). (1) Permittee will be responsible for all injuries caused by such use. (2) Hours will be strictly observed and if time is extended beyond that specified, it is understood that additional charges may be necessary. (3) Permittee shall be responsible for reimbursing the City for any loss or damage to City property caused by such use. (4) In consideration of participation as specified at location shown on the above dates and times, Permittee does hereby release and hold harmless the City of Albany from any and all liability of claims for damage or injury to person or property of the undersigned due to Permittee's use of said facility, by reason of any act or omission by the City of Albany Recreation and Community Services Department, or any of its officers, agents or employees or the condition of its property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_