

*City of Albany*

Recreations & Community Services Department

# FACILITY RENTAL GUIDE

Thank you for your interest in our Facilities



# WELCOME

## ROOM VIEWING

Monday—Friday

8:30 am—5:00 pm

Contact the site to verify room availability for viewing.

## WEBSITE

[albanyca.gov](http://albanyca.gov)

## BUILDING AMENITIES

- Free Parking
- Free Wi-Fi
- ADA Accessible
- Table/Chair Set up & Take Down
- Heating & Air Conditioning
- Various Sized Meeting Room
- Great Natural Lighting
- Commercial Size Kitchen (Community Center Only)
- Close to Freeway/Public Transit

## RENTAL HOURS

Daily: 8:00 am—11:00 pm (Community Center & Senior Center)

Saturday & Sunday: 9:00 am—6:00 pm (Memorial Park)

Closed on City Holidays

### Albany Community Center

1249 Marin Ave

510-524-9283

[recinfo@albanyca.org](mailto:recinfo@albanyca.org)



### Albany Senior Center

846 Masonic Ave

510-524-9122

[seniorinfo@albanyca.org](mailto:seniorinfo@albanyca.org)



### Memorial Park Building

1331 Portland Ave

510-559-7220

[friendshipclub@albanyca.org](mailto:friendshipclub@albanyca.org)



# APPLICATION

## Application Process

- Applications are accepted up to one year in advance on a first-come, first-serve basis.
- Applications are tentative until a confirmation is received. Applications will be reviewed, and applicant will be notified of decision within 5 business days.
- Applications are to be fully completed and signed before approval.
- Fees are determined by residency and organization status.
- The damage deposit and 50% of all rental fees are due when event date is confirmed by City staff.

## Rental Times and Locations

- Rental hours for the Community Center and the Senior Center are 8:00 am—11:00 pm daily. Memorial Park rental hours are 9:00 am—6:00 pm, Saturday & Sunday only.
- The Community Center and the Senior Center require a minimum rental time of 4 hours, and the Memorial Park Building requires a minimum of 2 hours. When calculating the rental duration, please factor in at least one hour for setup and one hour for cleanup in addition to your event time.
- Rental time should include set up, clean up, decorating, and catering.
- Events at the Community Center and Senior Center can run until 10:00 pm, while events at the Memorial Park Building must conclude by 6:00 pm. Cleanup must be finished by 11:00 pm at the Community Center and Senior Center, and by 6:30 pm at the Memorial Park Building.

## Amendment/Cancellation Policy

- If an applicant wishes to cancel their event, a written cancellation letter must be submitted to the City of Albany at [recinfo@albanyca.org](mailto:recinfo@albanyca.org).
- Cancellation fewer than 60 days before the event will result in loss of deposit.
- The City of Albany reserves the right to book additional events and programs before and after rentals.
- The City of Albany reserves the right to reschedule, relocate, or cancel a previously scheduled rental. The City will provide as much advance notice as possible in this event.

# FEES

## Rental Fees, Deposits & Insurance

- Rental Fees are hourly based, with a 4-hour minimum for the Community Center and the Senior Center or a 2-hour minimum for the Memorial Park Building.
- Once the date is confirmed, the refundable damage deposit and 50% of the rental fees are required. The deposit will be refunded after the event, though any damage to the room may result in deductions. Please allow up to 3 weeks for processing.
- The remaining fee balance is due 45 days before the event. The rental fee includes tables, chairs, and setup/breakdown.
- Events with 95 or more guests, or any event serving alcohol, must have event liability insurance. The applicant is responsible for obtaining the insurance. Alcohol is not permitted at the Memorial Park Building.
- In securing liability insurance, name the “City of Albany” as an additional insured party with coverage that meets minimum policy standards.
  - **Policy Standard:**
    - i. General Event liability coverage in the amount of \$2,000,000.00
    - ii. Name on Insurance same as Name on Application
    - iii. Name City of Albany, 1000 San Pablo, CA 94706, as additional insured.

## Alcohol & Security (Excluding Memorial Park Building)

- Any event serving alcohol must retain a \$50 City of Albany Alcohol permit, which can be attained through the Recreation & Community Services Department.
- Event Security is required when an event has 95 or more attendees or alcohol is present. Security will be scheduled & invoiced with your rental contract.
- If alcohol is purchased through tickets, tokens, or admission as part of your event, an ABC liquor license is required.
- Alcoholic beverages are not permitted outside of the facilities.

# FEES

**Refundable Damage Deposit: Community Center & Senior Center - \$300.00 / Memorial Park Building - \$150.00**

MAIN HALL •		Community Center		
Community-Based Organization (Not for Profit)	4 Hour Minimum		Each Additional Hour	
	Resident	Non-Res	Resident	Non-Res
Monday - Thursday	\$372.00	\$404.00	\$93.00	\$101.00
Friday - Sunday	\$528.00	\$572.00	\$132.00	\$143.00
Private Rental for Social or Fundraising				
Monday - Thursday	\$528.00	\$592.00	\$132.00	\$148.00
Friday - Sunday	\$684.00	\$756.00	\$171.00	\$189.00
Commercial and Business				
Monday - Thursday	\$620.00	\$684.00	\$155.00	\$171.00
Friday - Sunday	\$776.00	\$852.00	\$194.00	\$213.00

MULTI-USE ROOM •		Senior Center		
Community-Based Organization (Not for Profit)	4 Hour Minimum		Each Additional Hour	
	Resident	Non-Res	Resident	Non-Res
	\$264.00	\$296.00	\$66.00	\$74.00
Private Rental for Social or Fundraising	\$312.00	\$372.00	\$78.00	\$93.00
Commercial and Business	\$404.00	\$460.00	\$101.00	\$115.00

## FEES CONTINUED

<b>MEETING ROOM •</b> Community Center (EOC, Room 1, Room 2), Senior Center (South Room), Senior Annex				
	<b>4 Hour Minimum</b>		<b>Each Additional Hour</b>	
	<b>Resident</b>	<b>Non-Res</b>	<b>Resident</b>	<b>Non-Res</b>
<b>Community-Based Organization</b> (Not for Profit)	\$188.00	\$216.00	\$47.00	\$54.00
<b>Private Rental for Social or Fundraising</b>	\$232.00	\$296.00	\$58.00	\$74.00
<b>Commercial and Business</b>	\$328.00	\$388.00	\$82.00	\$97.00

## ADDITIONAL FEES

	<b>Rates</b>
<b>Security Required</b> (95+ Attendees or Alcohol)	4 Hour Minimum \$120.00 Each Additional Hour \$30.00
<b>Liability Insurance</b> (95+ Attendees or Alcohol)	Provided by Applicant (Renter)
<b>City Alcohol Permit</b>	\$50.00 (Flat Rate)
<b>Kitchen</b> (Community Center Only)	\$60.00 (Flat Rate)
<b>Audio/Visual System</b> (Preapproval)	\$125.00 (Flat Rate)
<b>Transfer Fee of Rooms</b>	\$31.00 (Flat Rate)
<b>Late Payment Fees</b>	20% of the Balance of Fees Due

# GUIDELINES

## Event Guidelines

- Facility Staff will set up and break down tables and chairs for the event.
- On-duty staff do not have the authority to grant additional facility usage or extension of time.
- All waste must be sorted and disposed of in its proper category: Trash, Recycling, or Compost. Please do your part to recycle, reduce, and reuse.
- The parking lot is behind the Community Center. Street parking is available; please be respectful of our neighbors.
- The kitchen is only available at the Community Center in conjunction with a room reservation.
- All kitchen users must contact the Alameda County Department of Environmental Health for regulations and restrictions. Permits and certification may be required.
- No food preparation, barbecues, or propane are permitted on the patio. No fires of any size or kind (including candles) are allowed on the building grounds.
- All exits and exit signs must be kept clear and unobstructed.
- Please respect our neighbors and play music (live or DJ) at a reasonable volume.
- The applicant is 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.
- Do not use **balloons**, dry ice, birdseed, flower petals, loose glitter, or confetti inside or outside the facility.
- Only use painter's tape when decorating. Decorations are subject to approval before use. Do not glue, staple, or nail anything to walls or doors.
- Smoke/fog machines are prohibited.
- Smoking is prohibited inside the building. Stay 25 ft. away from the property if smoking.

# ROOM AMENITIES



## COMMUNITY CENTER: HALL

- Good for large events and lectures
- 52' x 52'
- Audio/Visual capability (Additional Fee)
- Commercial Kitchen Attached (Additional Fee)
- 5' round tables (8 per table) (qty—20 max)
- 6' x 2.5' rectangle tables (8 per table) (qty—25 max)
- Max Seating: 160 people



## COMMUNITY CENTER: PATIO

- Approx. 40' x 16' outdoor space
- Planter Boxes
- Chairs & Tables Available

# ROOM AMENITIES



## COMMUNITY CENTER: ROOM 1

- 20' x 21' - Tile Floor
- Dry Erase Board
- Seating:
  - Banquet Style: 25 people
  - Theater Style: 40 people



## COMMUNITY CENTER: ROOM 2

- 29' x 22' - Wood Floor
- Projector Screen
- Floor to Ceiling Mirror
- Seating:
  - Banquet Style: 30 people
  - Theater Style: 50 people



## COMMUNITY CENTER: EOC

- 21' x 29' - Carpeted Floor
- Dry Erase Boards
- Seating:
  - Banquet Style: 32 people
  - Theater Style: 50 people

# ROOM AMENITIES



## SENIOR CENTER: MULTI-USE ROOM

- 31' x 34' - Wood Floor
- Audio/Visual System (Additional Fee)
- Small sink & Microwave
- Seating:
  - Banquet Style: 55 people
  - Theater Style: 70 people



## SENIOR CENTER: SOUTH ROOM

- 19' x 28' - Wood Floor
- Audio/Visual System (Additional Fee)
- Small sink & Microwave
- Seating:
  - Banquet Style: 25 people
  - Theater Style: 40 people



## SENIOR CENTER: PATIO

- 25' x 15' - Outdoor Space
- Natural Shading
- Umbrellas, Chairs & Benches
- ADA Accessible
- Seating:
  - 15 - 20 people

# MEMORIAL PARK BUILDING

1330 PORTLAND AVE



## RENTAL HOURS

Saturday & Sunday: 9:00 am—6:00 pm  
Closed on City Holidays

## CONTACT INFORMATION

510-559-7220  
friendshipclub@albanyca.org

## ROOM VIEWING

By Appointment Only

## AMENITIES

- Patio Included
- Access to the public play structure
- Small sink and refrigerator
- Capacity: 50 max
- Table/Chair Set up & Take Down
  - 6 ft Tables - 4 max.
  - Chairs & Benches Available
- Street parking
- Staff on site

MEMORIAL PARK BUILDING •		Room 1	Refundable Damage Deposit: \$150	
Community-Based Organization (Not for Profit)	2 Hour Minimum		Each Additional Hour	
	Resident	Non-Res	Resident	Non-Res
	\$132.00	\$148.00	\$66.00	\$74.00
Private Rental for Social or Fundraising	\$156.00	\$186.00	\$78.00	\$93.00
Commercial and Business	\$202.00	\$232.00	\$101.00	\$116.00



## **RECREATION & COMMUNITY SERVICES DEPARTMENT**

1249 Marin Avenue Albany, CA 94706

**Phone:** (510) 524-9283 **Email:** [recinfo@albanyca.org](mailto:recinfo@albanyca.org) **Website:** [albanyca.gov](http://albanyca.gov)