

# ARRILLAGA FAMILY GYMNASIUM RENTAL INFORMATION & USE POLICY

Community Services  
Arrillaga Family Gymnasium  
600 Alma St., Menlo Park, CA 94025  
tel 650-330-2220 fax 650-330-2242



## Facility description

The Arrillaga Family Gymnasium is available for rentals, tournaments, instructional classes, clinics, camps and leagues. The facility is available from 5:30 am to 10 pm seven days per week. The Arrillaga Family Gymnasium has two high school size basketball courts (50' x 84'), four cross court basketball courts (50' x 58'), three volleyball courts (29.5' x 59'), and four badminton courts (20' x 44'). The total seating capacity for the gym is 664 people. The facility has restrooms, locker rooms with showers, conference room, storage, and a curtain to divide the two main courts.

## Reservation process

1. Facility application: Applications are accepted in person only on a first come, first serve basis and can be submitted up to one year in advance. To secure a one-time rental reservation, payment must include the security deposit and a minimum of three hours rent. If the rental is less than three hours, the entire rental payment is due at the time of the reservation. The remaining balance, if any, is due two weeks prior to the date of your reservation (exceptions may be considered for tournaments with staff approval). Reservations are not accepted with less than two weeks' notice. For a long-term rental, applications are accepted on a quarterly or annual basis. Payments will be made monthly or otherwise specified on contract. Verification of residency must be provided at the time of reservation and the applicant must be at least 18 years of age. We reserve the right to refuse rental or use to groups or individuals who have previously used the facility and left it in poor condition. In the event that the reserved court(s) is needed for City use or maintenance, the City of Menlo Park reserves the right to reschedule, relocate, or deny a request previously approved. In this event, the group or individual will be given as much advance notice as possible.
2. Liability insurance: A Certificate of Liability Insurance is required for all facility rentals. The renter must bring proof of insurance from their insurance company for 1 million dollars, naming the City of Menlo Park as additionally insured. The certificate must be submitted at least two weeks before the rental date. No reservation will be confirmed without proof of insurance. A Certificate of Liability Insurance can be issued by the renter's homeowner's or other insurance carrier. In order for the certificate to be valid, it must contain the following:
  - The renter's name must be listed as the one "insured."
  - The policy must not expire before the event date.
  - The policy must be for \$1,000,000.
  - The "description" should list the rental location, day and event planned.
  - The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."
3. Confirmation: No reservation is confirmed until the completed reservation form has been approved, all fees and security deposit have been paid, and the insurance certificate is submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.
4. Cancellations: For all cancellations, a \$25 service fee will be assessed. Any cancellation within 2 weeks of the rental date will result in forfeiture of the deposit.
5. Refunds: Refunds on security deposits are based on compliance with the rental contract, as well as the security and clean-up requirements. To receive a full refund on the security deposit, the building must be cleaned and cleared of all guests at the agreed upon time. The renter is responsible for all participants and guests tardiness and may have all or part of their security deposit withheld if they go over the agreed upon rental time. The renter will be billed for any damages or extra staff time not covered by the deposit. Deposits are generally refunded within 2-3 weeks.

### Rental rules and regulations

- A. Renter conduct: The renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility including the surrounding park areas and parking lot. If damages or behavior of the group are deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities. In addition, if it becomes necessary during the course of the function to summon the police for any reason, all or part of the security deposit will be forfeited. Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.
- B. Decorations: No decorations or signage is allowed in and outside of the gymnasium.
- C. Gym floor: If necessary and depending on the type of rental, the renter is responsible for sweeping gym floor to ensure it is left in the same condition as before rental began.
- D. Damages: Any damage incurred to the gym floor, walls, windows, tables, chairs, or any of the property will be deducted from the cleaning deposit and is the responsibility of the renter. This includes litter in the bleachers, restrooms, locker room, parking lot, and lobby or any excessive cleaning done by our staff. Renter will be billed for damages, cleaning expenses, and staff overtime in excess of the deposit or for total damages.
- E. Storage: Unless a part of a long-term rental contract, storage is not available either before or after the event.
- F. Opening/closing checklist: If the renter finds anything to their dissatisfaction upon entering the building, staff should be notified **immediately** so that prompt action can be taken to correct the situation. Failure to do so may result in all or partial withholding of the security deposit. In addition, the renter must check with staff before leaving and after cleaning up to ensure everything on the checklist has been completed.
- G. Hours of reservation: In the event that the renter has not exited the building within the time parameters noted on the contract, a penalty will be assessed. It is not an option for the renter to add additional time to their reservation on the day of the event itself. Any and all time changes must be made at least one week in advance. There are no partial refunds/prorated fees if an event ends earlier than the scheduled time. For special circumstances, such as games or tournaments going into overtime, the renter should notify the staff attendant immediately. Approval will be granted on a case by case basis and the renter will be charged for the additional time and staff overtime if applicable.
- H. Facility attendant: A facility attendant will be on duty for the duration of your event. They will unlock and lock the building, inform the renter of the equipment location, answer any questions, and enforce the rules of the facility. You are required to complete opening and closing checklists with the attendant at the beginning and end of your event. Please report any facility issues to the attendant immediately. Attendant will be in Menlo Park staff shirt.
- I. Solicitations & sales: Renters may not charge a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in your event being shut down.

### Facility fee schedule and information

Gym facility	Resident per hour	Non-resident per hour
Conference Room	\$31	\$31
1 court	\$84	\$114
1 court (1-5 month rental)	\$76 (10% Discount)	\$103
1 court (6-12 month rental)	\$68 (20% Discount)	\$92
Security deposit	\$250 (refundable at the end of your rental)	

- All of the rental fees for Arrillaga Family Gymnasium are stated in the City of Menlo Park Master Fee Schedule and approved by City Council. The Master Fee Schedule is reviewed by the Community Services staff each year. The City reserves the right to increase fees to offset administrative and maintenance costs.

- Fees will be determined per hour per court or unless otherwise described.
- Half court rentals will not be approved unless another rental party is willing to rent the other half of the court. Otherwise, the renter will pay for the full court rental.

### **Gym schedule allocation**

Community Services will make every attempt to accommodate all groups and allow for a diverse use of the facility. Contract instructors and renters can request gym space through using the reservation process or new instructor process. However, Community Services reserves the right to make the final decision regarding how to allocate gym space. Prior use by a particular contract instructor or renter does not guarantee future allocations to use the gym.

Factors affecting gym schedule allocation include:

- On season programs vs. off season programs
- Total number of Menlo Park residents in the program
- Percentage of Menlo Park residents in the program

### **Gym use priority**

The qualifying criteria for gym use priority is:

1. City sponsored youth programs
2. City sponsored adult programs
3. Returning contracted youth programs with greater than 50% residents
4. Returning contracted adult programs with greater than 50% residents
5. Returning rentals with greater than 50% residents
6. New contracted youth programs with greater than 50% residents
7. New contracted adult programs with greater than 50% residents
8. New rentals with greater than 50% residents
9. All other programs

### **Additional facility rules**

- Contract instructors or renters may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.
- Each contractor, instructor or renter is limited to conducting only the activities specified in their contract.
- No amplified sound is allowed without prior approval by City staff.
- Community Services reserves the right to close the gym at any time for maintenance or any safety reason. Staff will make every attempt to give notice when possible and assist with informing the program participants.
- Participants are responsible for all of their personal belongings. Personal belongings should not block any walkways or be left in areas that could result in safety hazards.
- Participants may not enter the gym prior to rental time and never without proper staff supervision.
- All participants must exit the area at the conclusion of the scheduled rental time so other programs may begin on time.
- City staff must approve posting of signs or setting up billboards prior to posting. These items are not to be stored on City property or in public areas.
- No vehicles are allowed on sidewalks or non-designated areas. Cars must use designated parking spaces. Be mindful of emergency exit areas, fire lanes, and loading and unloading areas. The City reserves the right to request participants in any of the programs or renters to park in designated parking lots at the civic center campus.
- Groups shall replace or be billed for any destroyed or damaged City equipment or property.
- Groups are to provide their own recreational equipment. All special activities or equipment must have prior approval.
- Storage space will not be available without prior approval and an additional rental fee may be required.
- All areas are to be left clean after any activity. Groups are required to dispose of all garbage from the premises.
- Pets are not allowed in the facility with the exception of guide animals.
- No eating, smoking, alcohol, or gum in the gym. Only water is allowed on the gymnasium floor.
- No fighting, poor language, or un-sportsmanlike behavior will be tolerated.
- Lost and found is located in the administrative offices. Please contact 650-330-2220.
- No hard soled shoes will be allowed on playing floor.
- The Community Services staff will enforce the use of the gym and ensure that all user groups adhere to the above requirements of the City of Menlo Park.
- Bicycles are not allowed inside gym. Bike parking is provided in the front of the gymnasium.

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# RENTAL INSURANCE REQUIREMENTS

Community Services  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-2200  
fax 650-330-2242



## Information

A Certificate of Liability Insurance is required for all field, gym, and indoor facility rentals, all non-resident picnic rentals, and any picnic rentals (resident or non-resident) serving alcohol or using special equipment such as, but not limited to, additional cooking apparatuses, tents/canopies, bounce houses and other inflatables.

In order for a Certificate of Liability Insurance to be valid, it must contain the following:

- The renter's name must be listed as the one "insured". Please note: we do not accept insurance from a third party such as a bounce house company, caterer, etc.
- The policy must not expire before the planned event date.
- The policy must be for \$1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be noted as the certificate holder.

Please pg. 2 for a sample Certificate of Liability Insurance.



# ARRILLAGA FAMILY GYMNASIUM RESERVATION FORM

Community Services  
 Arrillaga Family Gymnasium  
 600 Alma St., Menlo Park, CA 94025  
 tel 650-330-2220 fax 650-330-2242



<b>Rented to:</b>					
Organization:			Contact:		
Phone:			Email:		
Address:		City:	State:	Zip:	
Type of Use:			Estimate Attendance:		
<b>Rental of:</b>					
Location <small>(Court 1 or 2, Conference Room)</small>	Day	Date	Start Time	End Time	Total Hours
Deposit due date:    /    /				Total Hours:	
Balance due date:    /    /				Hourly Rental Rate: \$	
Deposit amount: \$				Total Rental Rate: \$	
<b>Agreement</b>					
<p>I hereby certify and agree that I shall be personally responsible on behalf of myself/organization for any damage sustained by the facility, field, equipment, or premises as a result of the occupancy of said facility by my group/organization. Approval is dependent upon the intended use, availability and the applicant's agreement to facility rental terms. The City of Menlo Park is not responsible for arrangements made and expenses incurred if your application is not approved. I hereby waive, release, discharge and agree to indemnify, defend and hold harmless the City, its officers, employees, and agents from and against any and all claims by any person or entity, demands, causes of action or judgments for personal injury, death, damage or loss of property, or any other damage and/or liability occasioned by, arising out of, or resulting from this reservation or use of the facilities. I hereby declare that I have read and understand and agree to abide by and to enforce the rules, regulations, and policies affecting the use of the facilities.</p>					

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date

<b>Payment information</b>
<input type="checkbox"/> <b>Cash</b> <input type="checkbox"/> <b>Check</b> <input type="checkbox"/> <b>Visa</b> <input type="checkbox"/> <b>Mastercard</b> Please make all checks payable to: City of Menlo Park. <b>Note: There is a \$30 charge for returned checks.</b>  <b>Account #</b> _____ <b>Exp.</b> _____ <b>Account Holder Name:</b> _____ I agree to pay the above charges and authorize the City of Menlo Park to charge these costs to my credit card.  <b>Authorized Signature:</b> _____

<b>OFFICE USE ONLY:</b>
<b>Receipt #:</b> _____ <b>Date:</b> _____ <b>Residency Verified:</b> _____ <b>Processed by:</b> _____