



FACILITIES RENTAL AGREEMENT PACKET

Reservations Office: City of Oakdale Finance Department
285 North Third Avenue, Oakdale CA 95361
Phone Number: (209) 845-3571 Fax Number: (209) 847-6834
E-mail: reservations@oakdalegov.com
Rental Business Hours: Monday – Thursday 7:30 am – 5:00 p.m.

Thank you for your consideration on the rental of a City of Oakdale facility. There are two facilities that are available for rental: Gene Bianchi Community Center and Gladys L. Lemmons Senior Community Center. The checklist below is provided to help you with the facility rental process. Our staff is here to assist you in order to make your event a success.

CHECKLIST

DUE UPON REGISTRATION

- Signed Facility Use Permit - pages 3 - 4
- Renter Responsibilities Acknowledgement Form - page 5
- Oakdale Police Department Security Application - page 6
- Signed Policy and Procedures Acknowledgement Form - pages 7 -10
- Deposit
- Non-Profit organizations must attach a copy of the 501(c) exemption letter or copy of page 1 tax return and the membership list to Facility Use Application.

DUE SIXTY DAYS PRIOR TO EVENT

- Payment of all fees
- Certificate of Insurance, if not purchasing insurance through the City's third-party carrier.
- Stage and/or room set-up diagram, if applicable
- Alcoholic Beverage Control (ABC) permit, if required.

CITY OF OAKDALE RENTAL FACILITIES

GENE BIANCHI COMMUNITY CENTER

110 South Second Avenue, Oakdale, California 95361

CAPACITY

Main Hall	Dining – 450	Assembly – 1,000
Conference Room 1	Seating – 20	
Conference Room 2	Seating – 10	

KITCHEN

The kitchen is equipped with two convection ovens, two stoves, two ovens, walk-in refrigerator and freezer, and ice machine.

EQUIPMENT AVAILABLE

Item	Quantity	Size
Chairs	450	
Round Tables	58	5 ft. (60")
Rectangular tables	15	10 ft. (120")
	1	8 ft. (96")

Public Address System

Internet Available

GLADYS L. LEMMONS SENIOR COMMUNITY CENTER

450 East A Street, Oakdale, California 95361

CAPACITY

Main Hall	Dining – 150	Assembly – 200
Conference Room 1	Seats for dining comfortably; 125 if having dancing	
	Seating – 10	

KITCHEN FACILITY

The kitchen is equipped with a refrigerator, ice machine and stove with oven.

ITEMS INCLUDED IN RENTAL

Item	Quantity	Size
Chairs	150 – 200	
Round Tables	10	4 ft. (48")
	24	5 ft. (60")
Rectangular Tables	24	10 ft. (120")
Public Address System		



CITY OF OAKDALE FACILITY USE APPLICATION
285 NORTH THIRD AVENUE, OAKDALE, CA 95361
OFFICE (209) 845-3571, FAX (209) 847-6834

RENTER INFORMATION:

Event Date: _____

Name of Group/Applicant: _____

Address: _____

City: _____ Zip: _____

Contact Phone: _____ Alternate Phone: _____

E-mail Address: _____

Designated Person in Charge: _____

Contact Phone: _____ Alternate Phone: _____

Type of Activity: _____ Estimated Attendance: _____ Entertainment _____

Open Facility Time: _____ Event Hours: _____ to _____ Clean-up: _____ to _____

Date of Set-up (if different from event date): _____ Set-up Time: _____ to _____

FACILITY REQUESTED Normal rental fees apply:

Community Center 110 South Second Avenue

Capacity: 450 Dining 1,000 Assembly

(Please check all boxes pertaining to this reservation)

Banquet Room Kitchen Plaza*

Large Conference Room* Small Conference Room* 70" Smart TV*

Cleaning Service* Set-up (Tables & Chairs) *

Equipment Requested: Stage/Size* _____ PA System Internet Service Pull Down Screens*
(Please use attached map and mark location)

* *Additional Fee*

Senior Center 450 East A Street

Capacity: Dining 150 Assembly 200

(Please check all boxes pertaining to this reservation)

Banquet Room Class Room Conference Room* Kitchen Cleaning Service* Set-up (Table & Chairs) *

Equipment Requested: 16X12 Stage* PA System Piano* 55" Smart TV*

* *Additional Fee*

Alcoholic Beverages Served?

Alcoholic Beverages Sold?

ABC Permit Required?

Admission charge or other form of fees collected?

Will a commercial caterer be used?

Name of Caterer: _____ Caterer's Phone #: _____

Tax exempt non-profit organization? Yes No *(If yes, please provide a copy of your 501(c) exemption letter or copy of page 1 tax return)*

Indemnity/Hold Harmless Agreement: *Undersigned shall indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers (“City indemnitees”), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels’ fees and costs of litigation (“claims”), arising out of the Undersigned’s performance of its obligations under this agreement or out of the operations conducted by Undersigned, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Undersigned’s performance of this agreement, the Undersigned shall provide a defense to the City indemnitees, or at the City’s option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels’ fees, incurred in defense of such claims.*

Communicable Disease Waiver and Release: *Undersigned waives and releases the City from any and all claims, causes of action, allegations, or assertions that may arise relating to infection of any person by COVID-19 or other communicable disease that occurs, or is alleged to occur, during the event. Undersigned also agrees to defend, indemnify, and hold City harmless from any and all claims, causes of action, allegations, or assertions made against City or City’s employees arising from or relating to actual or alleged infection occurring during the event, except where caused by the sole negligence or willful misconduct of the City.*

I have read the Facility Use Policy and do hereby certify that I have been duly authorized by the above-named organization which I represent to enter into this agreement, and that the activity which the organization is sponsoring fully meets the conditions set for the herein and that we agree to observe all rules and procedures as stated.

Print Name of Applicant _____

Signature of Applicant: _____ Date: _____

Primary Phone Number(s): _____ Email: _____

renter Responsibilities Acknowledgement Form

Decorations

- NO candles or open flames of any kind are allowed.
- NO confetti or glitter.
- NO fog machines.
- Tacks, nails, screws and scotch tape are not permitted on walls, tables, chairs, ceiling, etc. Masking tape is permissible on tables and chairs.
- Decorations, which damage or discolor the facility or grounds, are not allowed. If balloons are released and get caught in the lights or rafters, cost of damages will be deducted from the deposit.

Non-Paid Cleaning Requirements

- Pick up all trash from inside and outside of the facility and dump in **OUTSIDE** dumpster.
- Sweep floors in Kitchen, Main Hall, Bathrooms and Lobby.
- Clean Kitchen and remove all food.
- Wipe down and put away tables and chairs. If not properly stacked there will be an additional charge.

Paid Cleaning Requirements

- Tables cleared.
- Decorations and food removed from site.
- Garbage put in indoor receptacles.

Fees

- Will be charged based on your hourly rate/event if you are not out of the facility at allotted time.
- 15-30 minutes = 30 minutes
- 31+ minutes = 1 hour

Check-in Time

- We will open the facility at your requested time. You are responsible for letting vendor(s) into the facility (i.e.: caterer, florist, baker, etc.)

Internet service is ONLY available at Community Center.

I have read and understand the attached information packet and agree to abide by the policies and procedures as listed in this packet.

I acknowledge that the City of Oakdale has the right to cancel this rental contract. And, I acknowledge that my deposit may be forfeited should any violation of the listed policies occur. I also understand that if security is required, they must be on duty for the entire time guests are present at my event.

I have retained a copy of this packet for my reference.

Event Rental Date

Printed Name of Applicant/Renter

Signature of Applicant/Renter

Date

Name of Organization (if applicable)

OAKDALE POLICE DEPARTMENT PUBLIC EVENT SECURITY APPLICATION

Rental Date(s): _____ Date of Application: _____

Location of Event: _____

Attendance: _____ Type of Event: _____

Event hours (when guests are present): From: _____ To: _____

Will Alcoholic Beverages be served? _____ Will Alcoholic Beverages be sold _____

(If yes) Number of Bars _____

Security Guard Language Preference: _____
(Will attempt to accommodate)

Name of Applicant/Renter: _____

Organization name (if applicable): _____

Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Department Use Only

Department Recommendations: _____ _____	
Requested By: _____	Date: _____
<input type="checkbox"/> Security Officer(s) Required: _____	
<input type="checkbox"/> Security Not Required	
Misc.: _____ _____	
Approved by: _____	Date: _____

Policies and Procedures

Acknowledgement Form

Please read the following policies and procedures carefully. A full understanding is required before signing this agreement. Please read the following, initial in required areas and sign below that you have read and understand the requirements. Your signature on this agreement is the City's guarantee that you assume full responsibility for the facility while you have it rented.

Reservations

The individual filling out and signing the Rental Application must be the same person renting the facility and be present at the facility for the duration of the event. Facility rental cannot be transferred, assigned, sublet or issued to a second party. Renters must be a minimum of 21 years of age and have a valid CA driver's license or DMV ID at the time of application to rent the facility.

Programs and activities administered or sponsored by the City of Oakdale have priority.

Reservations are made in person only, first come-first served; at the Oakdale Finance Department, 285 North Third Avenue – no phone reservations will be accepted.

Once a reservation has been made and the renter desires to make changes such as the hours of use or change the number of people, the change request must be done in writing and is subject to approval by the Recreation Supervisor. Changes may be made up to 15 days prior to the event.

- A prospective renter may tour the facility by appointment only.
- Reservations may be scheduled up to twelve (12) months in advance. Reservations made 30 days prior to the event need approval from the Recreation Supervisor.
- Reservations may be scheduled up to one year and five days in advance for Non-Profit Groups for annual recurring events.

Renter's Initials _____

Rental Times

Gene Bianchi Community Center: Rental times for a full-day rental can be no earlier than 8:00 am and your event must end at 11:00 pm and you must be cleaned up and out of the facility by 1:00 am. Additional fees will be charged if renter has not vacated the facility by designated time.

Gladys Lemmons Senior Community Center: Rental times for a full-day rental can be no earlier than 8:00 am. Reservations after 8:00 p.m. must be moved to the inside of the facility and conclude by 10:00 p.m. Clean-up must be completed by 12:00 midnight. Additional fees will be charged if renter has not vacated the facility by designated time.

Renter's Initials _____

Payments & Documents (Liability Insurance and copy of Security Contract)

Renter shall pay rental fees as set forth on the Rental Application. A completed rental application and deposit are due at the time of reservation. The balance of the rental fee must be paid in full sixty (60) days prior to the rental event date to avoid cancellation of the rental.

Fees and deposits may be paid by cash, check, money order or credit card. Checks should be made payable to the City of Oakdale. If a check is returned for non sufficient funds, the event will be subject to cancellation of the reservation and additional charges.

If the reservation is for a date less than thirty (30) days from the date of use, one hundred percent (100%) of the rental fees and deposit must be paid at the time of the reservation. Payment must be made by cash, credit card, cashier's check or money order – no checks will be accepted.

Fees will not be refunded if actual use time is less than the rental period agreed upon in the Facility Use Contract. Therefore, reserved time should be carefully considered.

If full payment and all documents are not received 30 days prior to the event, the event is subject to cancellation. There will be no reminders sent from the City. It is the Renter's responsibility to be aware of the due date.

Renter's Initials _____

Cancellation/Rebooking/Contract Changes

Request for cancellation, date change or an addition to the contract must be in writing by the renter listed on contract to the City of Oakdale.

Rebooking Fee \$50

Cancellation fees are determined by the date the City receives written notification as follows:

- 90 - 60 days prior to event = 25% of the total rental fee (deposits will be applied)
- 59 - 31 days prior to event = 50% of the total rental fee (deposits will be applied)
- 30 days and under prior to event = forfeiture of entire rental fee and deposit

Renter's Initials _____

Use of Alcohol

NO ALCOHOLIC BEVERAGES ARE PERMITTED AT YOUTH ORIENTED EVENTS. Youth oriented events include birthday parties, Quinceañeras, youth fund-raising events, teen dances or any event in which the primary participants are under 21 years of age.

For all other events, only alcoholic beverages described by renter on the Oakdale Police Department Public Event Security Application (page 6) may be served. No additional alcohol may be brought into facility by guests. All alcohol must remain inside the facility.

Alcohol SOLD by any means (selling tickets, donations, cost in admission or charging a sponsor fee) will require an Alcoholic Beverage Control (ABC) Permit. Once obtained, renter must provide proof of an ABC permit to City Hall within fifteen (15) days of the event.

A "Liquor Liability" endorsement is required to the users General Liability insurance if alcohol is sold. **This certificate must name The City of Oakdale as "Additional Insured" and specify the date, time and location of the event.**

Deposit will be forfeited for non-compliance of alcohol use provisions described above.

Renter's Initials _____

Insurance Requirement

General Liability Insurance is required for all events at the renter's expense. The renter must provide Commercial General Liability coverage at least as broad as the ISO CG 00 01 form and an Additional Insured endorsement at least as broad as the latest edition of the CG 20 10 form. A minimum of \$1,000,000 must be secured adding the City of Oakdale as the additionally insured listing the date and location on the Certificate of Liability. If alcohol is SOLD at the event, the certificate must also include Liquor Liability.

If a renter's insurance agent is unable to provide the required insurance as stated above, renter may use a third-party provider through www.eventinsure.com. See Event Insurance Requirement flyer for more details.

Renter's Initials _____

Damages & Personal Property Loss

Renter shall be responsible for any and all damages to the real and personal property of the facility, including but not limited to: the premises, equipment and appliances, lights, restrooms and fixtures, furnishings, cooking utensils, parking lot and/or landscaping which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations and/or attendees. Reimbursement for such expenses that are in excess of the security deposit will be invoiced to the renter. **THE CITY SHALL NOT BE RESPONSIBLE FOR ANY LOST PERSONAL PROPERTY OF THE RENTER.**

Renter's Initials _____

Smoking

As per Government Code Section 7597, no person shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of an exit, entrance, or operable window of a public building.

Renter's Initials _____

Site Monitor

A Site Monitor may be required to monitor the safety and security of the facility during your event at no additional charge. The Site Monitor will open the facility for set-up, do the walk through before and after the event and be at the facility during event hours. Other duties will include maintaining adequate supplies, inspecting equipment to be sure it is in proper working order and closing the facility. **It is expected that the site monitor(s) will be treated with respect. Failure to comply with this expectation will result in the inability for future facility use by those involved and forfeiture of deposit. The site monitor may terminate the event at any time if the renter has violated or not complied with the terms of this agreement.**

Renter's Initials _____

Walk Through

A full walk through of the building will take place before and after the event. The renter (or designated person in charge) must be present at each walk through to inspect the condition of the facility. Renters who have been issued an electronic key must return it to the site monitor during the final walk through.

Renter's Initials _____

Security

Security may be required at the renter's expense. The City of Oakdale will review the Public Event Security Application (page 6) to determine the number of security guards required for the event. SECURITY GUARDS MUST BE ON DUTY FOR THE ENTIRE TIME GUESTS ARE PRESENT (4 hour minimum). Renter will be notified with security requirements and fees. No outside security companies are permitted.

Renter's Initials _____

Janitorial

Renter is responsible for all clean-up responsibilities (page 5). The City offers, at an additional cost, event clean-up which must be requested in advance. The renter is responsible for removing all dishes, linens, food and personal items at the end of the event.

Renter's initials _____

Damage/Cleaning Deposit

Renter shall pay a Damage/Cleaning Deposit as set forth on the Rental Application at the time of facility reservation. This deposit will be used to cover any excessive or unusual cleanup done by the City, loss or damage to the facility, facility use past hours stated in the contract and/or use of other rooms or equipment not stated in contract. If staff, Police or Fire are called to the event for any reason including, but not limited to, an uncontrollable situation, an unsafe situation or a false alarm is activated, the total deposit will automatically be forfeited. The deposit will be forfeited for non-compliance of the alcohol policy. The deposit is in addition to the rental fee and may be refunded upon the approval of the Recreation Supervisor after the final walk through. The deposit refund will be mailed to the Renter within four to six (4-6) weeks after the event. Costs exceeding the deposit will be billed to the Renter.

Renter's Initials _____

Rights of the City

The Police Department, Fire Department and/or a designated City representative shall have the right to enter the Center at any and all times during the event for the purpose of inspection and may terminate any event deemed to be detrimental to the health, safety or welfare of the participants, community or premises. If an event is terminated, Renter shall be responsible for any and all costs and shall not be eligible for any reimbursements.

Renter's Initials _____

Facility Use

1. Renter shall be solely responsible for setting up, arranging, and decorating the facility; for an additional fee, tables and chairs may be set-up. Renter is responsible for removing any and all personal property at the end of the event before leaving. All items must be removed from the facility by 1:00 a.m. Renter is not allowed to drop of anything the day before the event or store anything for pick-up the next day unless a prior written request is approved. If approved, the City is not responsible for these items.
2. NO CANDLES, or open flames of any kind are allowed. Violation of this policy may result in termination of the event.
3. Tacks, nails, screws, and scotch tape are not permitted on walls, tables, chairs, etc.
4. Masking tape is permissible on tables and chairs.
5. DO NOT ATTACH ANYTHING TO THE WALLS AND/OR CEILING.
6. Decorations which damage or discolor the facility or grounds are not allowed.
7. If balloons are released and get caught in the lights or rafters, cost of damages will be charged from the deposit.
8. NO FOG MACHINES OR CONFETTI ARE ALLOWED WITHIN CITY FACILITIES. If the fire alarm is set off due to fog machine usage, renter will be held liable for all service call charges and additional staff time. Non-compliance will result in forfeiture of deposit.
9. NO guns are allowed in any of the City facilities, unless carried by City of Oakdale Police Officers or City authorized and pre-approved licensed security.
10. Renter must stop serving alcohol 30 minutes prior to the end of event.
11. Renter shall stop music 15 minutes prior to the end of event.
12. Renter shall not tamper with or alter the thermostats.
13. With the exception of Service Dogs and police canines, live animals are not allowed inside City buildings. Inflatable structures, motorized vehicles, dunk tanks, climbing walls or other apparatus are prohibited inside City buildings.

Renter's Initials _____

I hereby understand the policy set forth by the City of Oakdale and agree to pay the rental fees in accordance with fees adopted by the Oakdale City Council as shown on the Rental Application:

Signature: _____ Date: _____

Host/Hostess's Phone # _____

Gene Bianchi Community Center

Rental Fees Schedule

Weekday (Monday - Thursday)				Friday & Sunday			
Room	Hourly			Room	Tier 1	Tier 2	Tier 3
	Tier 1	Tier 2	Tier 3				
Main Hall & Kitchen	\$ 90	\$ 120	\$ 35	Main Hall & Kitchen	\$ 1,400	\$ 1,600	\$ 800
Kitchen Only	\$ 35	\$ 40	\$ 35	Plaza	\$ 110	\$ 160	\$ 110
				Saturday			
Conference Room - Small	\$ 25	\$ 35	\$ 15	Main Hall & Kitchen	\$ 1,900	\$ 2,100	\$ 1,000
Conference Room - Large	\$ 40	\$ 50	\$ 25	Plaza	\$ 110	\$ 160	\$ 110
Plaza	\$ 35	\$ 45	\$ 35				
Room Capacity							
Room	Assembly	Dining	Damage Deposit (Refundable)				
Main Hall	1000	450	Main Hall	\$ 1,000	\$ 1,000	\$ 1,000	
Conference Room - Small	10	N/A	Conference Rooms	\$ 100	\$ 200	\$ 100	
Conference Room - Large	20	N/A	Kitchen Only	\$ 200	\$ 200	n/a	

Additional Fees

Setup

Main Hall & Kitchen \$ 440

Stage

16 X 12 \$ 60
 16 X 16 \$ 90
 16 X 24 \$ 150
 16 X 32 \$ 210

Cleaning

Main Hall & Kitchen \$ 440

Screens

Projector & Screens \$ 300
 Conference Rooms \$ 50

Tier 1: Oakdale Residents & Business

Tier 2: Non-Oakdale Applicants (Residents, Business & Non-Profit)

Tier 3: 95361 Non-Profit & School District

Security: \$43/hr per guard

Hourly: 4 Hour Minimum

Gladys L. Lemmons Senior Community Center

Rental Fees Schedule

Saturday & Sunday

Room	Tier 1	Tier 2
Main Hall & Kitchen		\$ 600
Senior Event Over 55	\$ 500	n/a

Damage Deposit (Refundable)

Room	Tier 1	Tier 2
Main Hall	\$ 1,000	\$ 1,000
Conference Room	\$ 200	\$ 200
Craft Room	\$ 200	\$ 200

Tier 1: Oakdale Senior Residents

Tier 2: 95361 Non-Profit

Security: \$43/hr per guard

Additional Fees

Setup

Main Hall & Kitchen \$ 300

Cleaning

Main Hall & Kitchen \$ 300

Stage

16 X 12 \$ 60

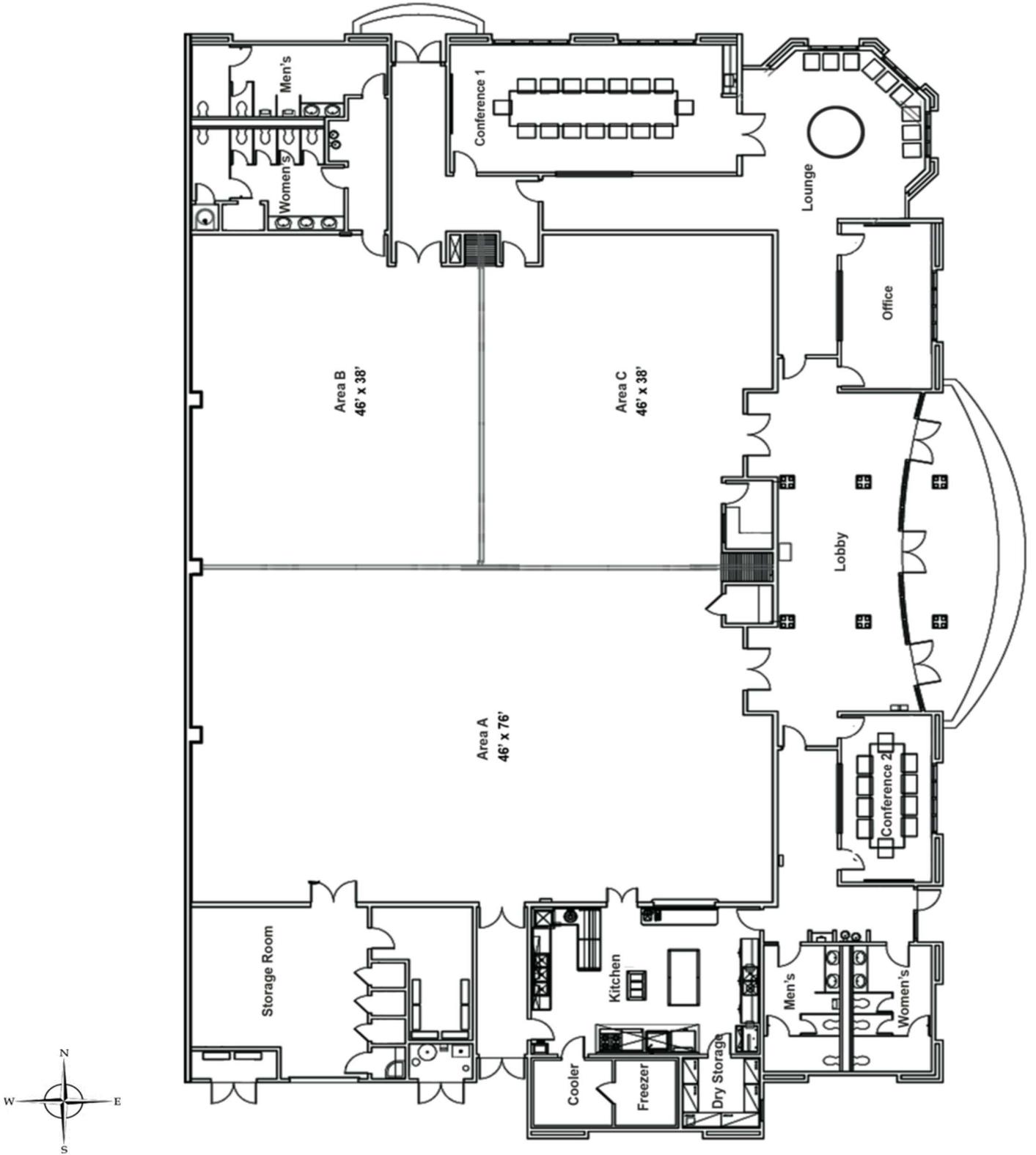
Screen

55" Smart TV \$ 50

Room Capacity

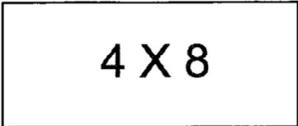
Room	Assembly	Dining
Main Hall	200	150
Conference Room	10	n/a
Craft Room	15	n/a

Gene Bianchi Community Center



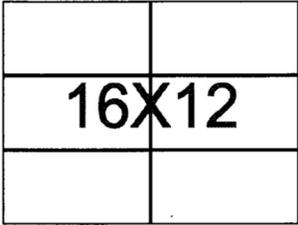
Stage Set Up Options

16 X 12 is the standard size stage. The price is \$60.00 & each additional 4X8 piece is an additional \$15.00 each.

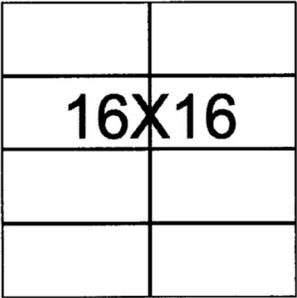


Please choose one of the options for the stage that you would like to have at your event @ the Gene Bianchi Community Center

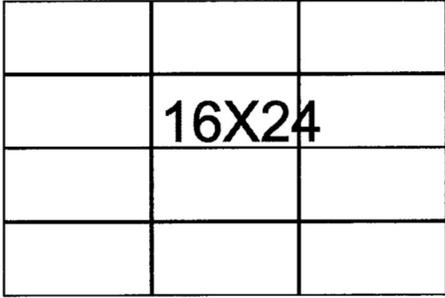
Option 1: 16 X 12 cost of \$60.00. This stage can fit anywhere in the banquet room



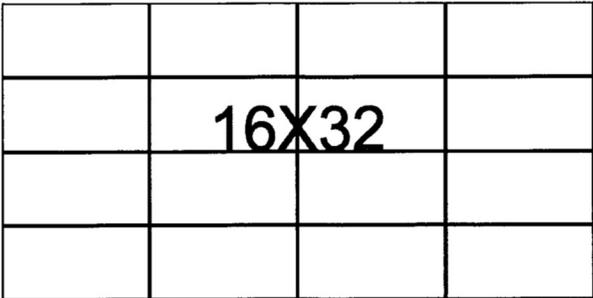
Option 2: 16 X 16 cost of \$90.00. This size stage can fit anywhere in the banquet room



Option 3: 16X24 cost of \$150.00. This stage size only fits by the front door



Option 4: 16X32 cost of \$210.00. This size stage can only fit against the back wall



Gladys Lemmons Senior Center

