



# SAN BRUNO COMMUNITY SERVICES UNIVERSAL RENTAL APPLICATION

## APPLICANT CONTACT INFORMATION

Person responsible for rental/event: Birthdate: / /  
FIRST LAST (MM/DAY/YR)

Application on behalf of:  
 NAME OF GROUP, INDIVIDUAL, ORGANIZATION, OR BUSINESS

Address: STATE ZIP  
STREET CITY

Phone: ( ) ( ) ( )  
HOME PHONE WORK PHONE CELL PHONE

Email Address:

Alternate Contact Person: Birthdate: / /  
FIRST LAST (MM/DAY/YR)

Phone: ( ) ( ) ( )  
HOME PHONE WORK PHONE CELL PHONE

Email Address:

## PLEASE ANSWER THE FOLLOWING QUESTIONS

Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, an ABC License is required and due 2 weeks prior to event.	Are you using a caterer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name/number:
Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No Will food be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be an admission fee? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be amplified sound? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type of amplified sound:	Are you using an event planner? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name/number:  <i>OUTDOOR SITES ONLY:</i> Will you be renting porta potties? <input type="checkbox"/> Yes <input type="checkbox"/> No

## RENTAL INFORMATION

Rental Date(s):	Day(s) of Week:	Estimated Attendance:
Rental Hours Including Set-Up and Clean-Up: AM   PM to AM   PM	Guest Arrival Time: AM   PM	
Are you requesting a non-profit discount? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Non-Profit Name:		
Non-Profit Tax ID:		
Please describe the type of activity or event:		

FACILITY REQUESTED				
<b>Belle Air Community Center</b> 400 3 <sup>rd</sup> Avenue <input type="checkbox"/> Meeting Room	<b>Portola Performing Arts</b> 300 Amador Drive <input type="checkbox"/> Meeting Room  Tables & Chairs included	<b>San Bruno Library</b> 701 Angus Avenue W <input type="checkbox"/> Community Room  Tables & Chairs included	<b>San Bruno Senior Center</b> 1555 Crystal Springs Road <input type="checkbox"/> Assembly Room <input type="checkbox"/> Conference Room <input type="checkbox"/> Craft Room <input type="checkbox"/> Kitchen <small>stove, oven, refrigerator, warmers</small>  Tables & Chairs included	<b>Lara Field</b> 1150 Crystal Springs Road <input type="checkbox"/> Concession Stand <small>Non-profits/Service Groups</small>
PICNIC AREA REQUESTED			FIELD REQUESTED	
<b>Commodore Park</b> Commodore at Cherry Avenue <input type="checkbox"/> Area 1 <input type="checkbox"/> Area 2 <input type="checkbox"/> Area 3	<b>Grundy Park</b> Cherry at Park Avenue <input type="checkbox"/> Area 1	<b>San Bruno City Park</b> Crystal Springs at Oak Avenue <input type="checkbox"/> Area 1 <input type="checkbox"/> Area 2 <input type="checkbox"/> Area 3 <input type="checkbox"/> Area 4 <input type="checkbox"/> Area 5 <input type="checkbox"/> Area 6 <input type="checkbox"/> Area 7	<input type="checkbox"/> Area 8 <input type="checkbox"/> Area 9 <input type="checkbox"/> Area 10 <input type="checkbox"/> Area 11 <input type="checkbox"/> Area 12 <input type="checkbox"/> Area 14	<input type="checkbox"/> Pacific Heights  <b>San Bruno City Park</b> <input type="checkbox"/> Diamond #1 <input type="checkbox"/> Diamond #2 <input type="checkbox"/> Diamond #3  <input type="checkbox"/> Other _____

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR CITY OWNED FACILITIES:**

In consideration for the acceptance for use of the above facilities, applicant hereby agrees to **defend, indemnify, and hold harmless** the City of San Bruno, City Council, Boards and Commissions, Officers, Agents, and Employees against any and all claims, demands, damages, costs, and expenses, including attorney's fees, actions or liability whatsoever directly or indirectly arising out or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees. Applicant certifies that applicant is authorized to act on behalf of and bind applicant's organization to the terms of this indemnification and hold harmless agreement. *I fully understand that my participation in the above-referenced activity exposes me to the risk of personal injury, death, communicable diseases including COVID-19, illnesses, viruses, and/or property damage.*

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

Applicant further certifies that applicant shall accept responsibility on behalf of applicant and/or applicant's organization for any damage or theft sustained by the City (premises, furniture, or equipment) because of the occupancy and use of said premises by applicant or applicant's organization.

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

Applicant has read the Rental Policy on pages 3-10 and agrees to abide by these policies and procedures. Applicant agrees to pay the Facility Use Fees, if any, as set forth in the Facility Use Fee Schedule. Applicant understands that these fees are generally adjusted annually and are not guaranteed.

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

OFFICE USE ONLY			
Date Received:		Received By:	
Approved:	Denied:	Date:	Staff Signature:
Payment Method:		Permit#:	Rental Completion and Deposit Refund Date:
<b>FOR POLICE DEPARTMENT USE ONLY</b> Security Recommended: Yes No Number of Security Guards:			



## RENTAL POLICY AND FACILITY USE FEES

The Community Services Department has a variety of facilities available for your next special event. To inquire on availability or to schedule a viewing appointment, please call (650) 616-7180 or email [SBCS@sanbruno.ca.gov](mailto:SBCS@sanbruno.ca.gov).

Belle Air Community Center	400 3 <sup>rd</sup> Avenue
Commodore Park Picnic Sites	Commodore & Cherry Avenue
Grundy Park Picnic Sites	Cherry Avenue at Park Avenue
Lara Field Concession Stand	1150 Crystal Springs Road
Portola Performing Arts Center	300 Amador Drive
San Bruno City Park Picnic Sites	Crystal Springs & Oak Avenues
San Bruno Library Community Room	701 Angus Avenue W
San Bruno Senior Center	1555 Crystal Springs Road
Sports Fields	Various Locations

### I. GENERAL CONDITIONS

The following rental conditions and policies apply to all rentals made at any facility by a rental applicant (RENTER) and the City of San Bruno (CITY).

#### A. TERMS OF RENTAL

1. General
  - a. Applications may be submitted by email, mail, or in-person.
  - b. RENTERS must be 21 years of age or older.
  - c. Telephone inquiries or submitted applications are not considered confirmed rentals.
  - d. Sub-leasing or transferring rental to another individual or party is strictly prohibited.
  - e. Available parking is not guaranteed and may be limited.
  - f. All equipment brought in by RENTER must be removed from the facility during the time allotted in the rental contract.
  - g. The CITY is not responsible for damage or theft of items left by the rental party or services contracted by the rental party.
2. Payment
  - a. All fees/deposits are required to be paid in full at the time of application approval.
  - b. Payments for rentals may be in the form of a check, cash, or credit card (visa/mastercard).
3. Rental Time
  - a. Set up/preparation and take down/cleaning must be done within the approved rental time.
  - b. Facilities will not be opened prior to the times indicated on the rental contract.
  - c. The CITY staff reserves the right to book additional events before and after confirmed rentals.
  - d. Storage will not be provided either before or after an event.
  - e. If the event exceeds the times indicated on and paid for in the Rental Contract, RENTER will be charged the hourly rental rate and hourly staff fees, including overtime charges if incurred. This may also be deducted from the Damage and Recycling Deposit.
4. Photography
  - a. The CITY of San Bruno reserves the right to photograph activities and program participants for potential use in advertising brochures and the CITY's web page. All photos will remain the property of the CITY of San Bruno.



## RENTAL POLICY AND FACILITY USE FEES

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### B. CITY SERVICES PROVIDED

1. CITY attendant will be on duty during the entire event at all indoor facilities. The attendant will open the facility, provide information and directions, and close the facility at the end of the rental. The attendants will not be available to serve, decorate, or be involved with the event.
2. Tables and chairs provided by the CITY will be set up and taken down by CITY staff. CITY will provide one initial set-up.
3. It is the responsibility of the RENTER to set-up any tables, chairs, or other equipment rented from an outside vendor during their paid rental time. Any facility damage incurred during RENTER set-up and break down will be deducted from the Recycling and Damage Deposit. Damage, more than the deposit, will be billed to the RENTER.
4. The CITY is responsible for the facility, equipment, and staff only. CITY does not provide a “coordinator” to help plan, decorate, or organize the event.

### C. DECLINED APPLICATIONS

Rental applications will be declined under the following conditions:

1. The applicant falsely represents information requested in application.
2. The application is not completed.
3. The applicant intends on raffling, selling, or displaying firearms, tobacco, marijuana, or other controlled substances.

### D. DEPOSITS

1. A refundable Damage and Recycling Deposit is required of all rentals.
  - a. Exceptions may be made for government organizations and meetings held in rooms with a capacity of 100 or fewer where no food is served.
2. The Damage and Recycling Deposit is refundable unless an event causes the need for:
  - a. Cleaning procedures which are beyond the scope of normal maintenance;
  - b. Repairs or replacement due to structural or equipment damage; or
  - c. Additional services (e.g., the event exceeds the terms of the contract, including timeframe), in which the deposit may be used, in part or in full, to pay for these services.
3. A facility inspection will be conducted prior to the start of the rental and immediately following the event by the CITY and RENTER to determine the condition of the facility, including the assembly areas, restrooms, and kitchen.
4. If all cleaning requirements are met, no damage occurs, and the rental does not exceed the terms of the contract, the CITY representative will refund the Damage and Recycling Deposit.
5. Unscheduled changes to set up on the day of the event may result in forfeiture of Damage and Recycling Deposit.
6. Please allow 14 business days for processing of refunds.

### E. ALCOHOLIC BEVERAGE POLICY

1. Alcohol is not permitted at any celebration of a minor (i.e., baptism, any birthday under 21 years of age, quinceañera, etc.)
2. A “champagne toast” is a serving of alcohol and all rules apply.
3. If alcohol is sold or included and served as part of an admission price, an ABC license is required.
4. Alcoholic Beverage Control (ABC) licenses are only available to non-profit organizations registered with the State of California.
  - a. A copy of the ABC license must be submitted **14 calendar days** prior to the event.
  - b. ABC will issue one-day permits to groups who wish to sell beer, wine, or distilled spirits at



## RENTAL POLICY AND FACILITY USE FEES

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fundraisers. ABC Application Forms can be found online at

<https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>.

5. The ABC license or permit must be prominently displayed during the event.
6. The CITY attendant is required to check the ABC license or permit prior to allowing alcohol to be served.

### F. SECURITY

1. Security may be required, at the RENTER's expense, for any of the following rental conditions below:
  - a. When alcohol is served;
  - b. Events that have occupancy greater than 100 guests regardless of alcohol being served or the nature of the event.
2. Security contracts must be submitted at least **30 calendar days** prior to the event.
3. RENTER is responsible for all security costs required for events.
4. Guards must be present from the time the event begins to the time all guests leave the premises.
5. Guards cannot be off-duty police officers from surrounding cities. Guards must be hired from a "local, licensed, and bonded" security agency.
6. The San Bruno Police will review the rental application and determine the number of guards required.

### G. INSURANCE

1. Proof of Certificate of Liability Insurance in the amount of at least \$1,000,000 is required for all events with the endorsement naming the City of San Bruno, City Council, Boards and Commissions, Officers, Agents, and Employees as additional insured.
2. When alcoholic beverages are served, sold, or included, the applicant is required to carry a Certificate of Liability Insurance in the amount of \$2,000,000 with host liquor liability coverage and endorsement name the City of San Bruno, City Council, Boards and Commissions, Officers, Agents, and Employees as an additional insured.
3. CITY staff will provide the RENTER with instructions to purchase a Single Event Insurance Policy through HUB International Insurance Services, Inc ([sanbruno.ca.gov/RentalInsurance](http://sanbruno.ca.gov/RentalInsurance)).
  - a. Insurance must be purchased with HUB International; no other provider will be accepted.
  - b. Adding the CITY as additional insured on the RENTER'S homeowner's policy is not an option.
4. Picnic Rentals do not require liability insurance.

### H. NON-PROFIT REQUIREMENTS

If applicant is seeking a discount as a non-profit, they must comply with the following requirements:

1. Proof of non-profit status must be submitted with application. Organization must present government issued documentation of non-profit tax-exempt status (i.e., State letter);
2. Organization must operate, conduct regular meetings, serve the San Bruno community, or have an office within the boundaries of the CITY; and
3. Use of non-profit status for purposes of a rental discount may only be used for rental by the non-profit for an event or program operated by the non-profit.

### I. REQUIRED CLEAN UP

1. RENTER is responsible for the following:
  - a. All tables must be cleared of all items, such as table linens, dishes, decorations, food, garbage, etc.
  - b. All trash must be placed in receptacles provided. The CITY will provide additional trash liners if needed.
  - c. Boxes must be broken down before being placed in the dumpster.



## RENTAL POLICY AND FACILITY USE FEES

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- d. All decorations must be taken down and removed from the facility.
  - e. RENTER must wipe down all kitchen surfaces. Surfaces include stove tops, sinks, counters, tables, and refrigerator.
2. A portion may be deducted from the Damage and Recycling Deposit if additional cleaning is required beyond the scope of normal cleaning.

### **J. CANCELLATIONS & CHANGES TO RENTAL**

1. Cancellation of confirmed rentals will be subject to the following conditions and fees:
  - a. More than six (6) months' (180 days) notice in advance of the scheduled date, 0% of the rental fee retained.
  - b. 31 to 180 days' notice, 50% of the rental fee retained.
  - c. Less than 30 days' notice, 100% of the rental fee retained.
2. If the RENTER wishes to cancel the event, the cancellation must be submitted in writing with the following information: the signature of the person appearing on the rental contract, the event date, facility reserved, and the date of the cancellation request.
3. Fees will not be refunded for rental times not used.
4. Changes to the rental, including, but not limited to, changing time, location, room set-up, and changing number of guests, must be done at least 30 days prior to scheduled event. Changes after 30 days may not be accommodated.
5. In the event of any force majeure (including, but not limited to, acts of God, undesirable weather, park closures, strikes, failure of carrier or utilities, or any other cause or damage that is reasonably beyond the CITY's control), the CITY will not be responsible for any interruption to the event.
6. The CITY reserves the right to cancel a scheduled event without refund if RENTER does not meet contractual terms or falsely represents information in the application.
7. The CITY reserves the right to close a park or facility due to unsafe conditions or inclement weather.
8. The CITY may cancel the agreement at any time for any reason or for no reason with or without notice.



# RENTAL POLICY AND FACILITY USE FEES

## IIa. INDOOR FACILITY RENTAL CONDITIONS

The following rental conditions and policies apply to all rentals made by a rental applicant (RENTER) and the City of San Bruno Community Services Department (CITY) at the following locations:

- Belle Air Meeting Center
- Lara Field Concession Stand
- Portola Performing Arts Center
- San Bruno Library
- San Bruno Senior Center

In addition to the information in section I. **GENERAL CONDITIONS**, the following conditions apply to all rentals for indoor facilities identified above:

### A. APPLICATION PROCESS

1. Applications for indoor facilities may be emailed to [SBCS@sanbruno.ca.gov](mailto:SBCS@sanbruno.ca.gov) or submitted in person during regular business hours at the Community Service Department Office, located at 618 San Mateo Avenue, San Bruno, CA.
2. Rentals for a specific date are accepted on a first come, first served basis and may be made a maximum of one (1) year in advance of the use date, but must be made at least 60 days prior to the use date.
3. A rental is considered confirmed only after all payments and documentation have been received.
4. Once an application has been received by the CITY, RENTER will receive a follow up email from Staff within two (2) business days.

### B. TERMS OF RENTAL AND RESTRICTED USE

1. Available rental times are as follows:

Facility	Rental Times
Belle Air Community Center Portola Performing Arts Center	4:00 PM – 10:00 PM Monday - Friday 8:00 AM – 10:00 PM Saturday - Sunday
Lara Field Concession Stand	April-October, call for availability
San Bruno Library Community Room	Call for availability
San Bruno Senior Center	8:00 AM – 12:00 AM Saturday – Sunday Call for Monday-Friday availability

2. Barbequing or any outdoor cooking adjacent to the rented facility requires advanced written approval from the Director, or the assigned designee, and is restricted to specific areas outside the facility.
3. Decorations must be fireproof or made of fire-retardant materials and cannot cover or obstruct exits.
  - a. Open flame and pyrotechnics of any kind may not be used.
  - b. Tacks, nails, screws, staples, pins, etc., are not permitted.
  - c. Adhesives, such as scotch tape, duct tape, masking tape, may not be used. Only painter’s tape and Command Strips may be used and must be removed after use.
  - d. No decorations of any type may be hung, tied, or draped on any light fixture, overhead beam, structural element, or from the ceiling inside or outside the facility.



## RENTAL POLICY AND FACILITY USE FEES

- e. Decorations must be taken down and removed from the facility immediately after the event.
  - f. Balloons must be secured and weighted when used and must be removed by the RENTER.
  - g. Balloons may not be released inside or outside the facility.
  - h. The use of glitter, confetti, rose petals, straw, hay, silly string, window frosting, fog machines, rice, bubbles, and sand are not permitted.
4. Set-up diagrams must be submitted at least 30 days prior to the event.
  5. Tables and chairs are not to be taken outside by the RENTER.
  6. The CITY does not allow a revolving occupancy or “in and out” of the facility due to security reasons. The number of guests identified on the rental contract will reflect the total number of guests expected at the event.

### **IIb. TOM LARA FIELD CONCESSION STAND RENTAL CONDITIONS**

In addition to the information in section I. **GENERAL CONDITIONS AND IIa. INDOOR RENTAL CONDITIONS**, the following conditions apply to The Tom Lara Field Concession Stand:

#### **A. TERMS OF RENTAL**

1. The Concession Stand (FACILITY) at Tom Lara Field may be rented to Non-Profit Groups, Service Organizations, or School District Programs (RENTER) only for the benefit of the San Bruno Community.
2. Rental rates are a flat fee for a consecutive 2-week period.
3. Each new organization requesting to operate shall submit an application describing date and time of use.
4. Rental confirmation will be granted after completed Universal Rental Application, full payment, and insurance is received.

#### **B. Operation Guidelines**

1. Hours of operation must be requested on Universal Rental Application. RENTER will not enter the FACILITY until time requested and after completing a pre-inspection walk-through with City staff.
2. Renter is responsible for all cleaning of FACILITY and its surfaces, as well as removal of all items brought in.
3. No items are to be stored before or after the rental. Items left inside the concession will be disposed of.
4. RENTER must vacate the FACILITY upon end of rental time requested and after a post-inspection walk-through has been completed.
5. The prices of items being sold and name of group operating shall be displayed the entirety of the rental time.
6. The CITY shall provide:
  - a. Water and electrical power. In emergency situations such as lack of electricity or equipment failure, call the Recreation and Parks Divisions at (650) 616-7180. After business hours, contact the Police Department at (650) 616-7100.
  - b. RENTER shall be permitted to use CITY owned items within the FACILITY including: (2) refrigerators, (1) standalone freezer, sink, table, and shelves. It is the responsibility of the RENTER to notify CITY staff if items become non-functioning or are damaged during the rental period.

#### **C. INSURANCE**

1. Proof of Certificate of Liability in the amount of at least \$1,000,000 is required with the endorsement





## RENTAL POLICY AND FACILITY USE FEES

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naming the City of San Bruno, City Council, Boards and Commissions, Officers, Agents, and Employees as additional insured. Insurance policy must be submitted at least (30) days prior to reservation.

2. Equipment, supplies, and personal or other property left in the FACILITY IS \_\_\_\_\_ at the owner's risk. The CITY accepts no liability for such equipment or property.

### **D. OPERATION DATES**

1. Approximate dates of operation shall be April through October
2. Specific operating dates shall be recommended and submitted for approval by the Recreation Division to the Parks and Recreation Commission.

### **E. CANCELLATION OF RENTAL**

If the RENTER cannot operate the Concession Stand during their approved dates, the Recreation Division must be notified immediately by phone or email. Cancellation prior to two weeks will be granted 50% refund of rental fee. Cancellation less than two weeks will not be granted a refund.

### **F. FOOD CONTAINERS AND PACKAGING**

All containers used to serve products must be recyclable. Operators must not distribute food or beverage served in plastic, Styrofoam, or any other non-recyclable material.

### **G. INVENTORY**

1. RENTER is permitted to determine their own food product line and set their own prices for such products.
2. Unsold items or other material is not permitted to be left in the FACILITY. Any items left past your immediate rental time will be removed from the FACILITY and disposed of, and future rentals may be denied.



## RENTAL POLICY AND FACILITY USE FEES

### III. PICNIC RENTAL CONDITIONS

Picnic rentals may be reserved at the following locations:

- Commodore Park
- Grundy Park
- San Bruno City Park

In addition to the information in section I. **GENERAL CONDITIONS**, the following conditions apply to all picnic rentals:

#### A. TERMS OF RENTAL

1. Applications for picnic rentals may be completed online at [sanbruno.ca.gov/picnics](http://sanbruno.ca.gov/picnics) or submitted in person during regular business hours at the Recreation Division Office, located at 618 San Mateo Avenue, San Bruno, CA.
2. Rentals for a specific date are accepted on a first come, first served basis and may be made a maximum of one (1) year in advance of the use date, but must be made at least seven (7) days prior to the use date.
3. A rental is considered confirmed only after all payments and documents have been received.
4. Rentals may begin as early as 5:00 AM and must end by 10:00 PM.
5. No equipment, such as tents or canopies, may be staked into the ground.
6. Inflatable Jumpers are permitted from a "Department Approved Inflatable Jumper Contractors" list we provide when you reserve City Park #1, #3, #5, #6, #7, #8, #12, #14, Commodore Park #3, and Grundy Park. No electricity for jumpers will be provided at site. Generator rental will need to be included with your jumper rental.
7. The following is prohibited: outside charcoal bbqs, fires except in city provided bbqs, candles or open flames, farm animals, trains, amplified sound, drones, model airplanes, signs, or motorized scooters, and driving any vehicle on turf and grass areas.
8. Alcoholic beverages may only be consumed at your reserved picnic site with the advance purchase of an "Alcohol Use Permit".
9. Amplified sound is not permitted in any park.
10. Beckner Shelter (Area #14) only, a refundable deposit is received and returned if there is no damage to the property (including grass area) and there are no reports to the San Bruno Police Department.

#### B. CANCELLATIONS & CHANGES TO RENTAL

1. Any cancellation of a reservation will result in a total or partial loss of reservation fee.
  - a. If cancellation of reservation is made at least fourteen (14) days in advance of reserved date, a refund in the amount of 50% will be given, less a \$6 processing fee. If the area rebooks, the remaining 50% will be given.
  - b. If a picnic area reservation is made and cancelled less than fourteen (14) days in advance of a reserved date, no refund will be given.
  - c. **Rainy Day Refund:** No monetary refunds will be issued if it rains on the day of a picnic. Please call us on the Monday morning after your cancelled picnic if it rains. Once we verify that your picnic couldn't be held because of rain, we will put a credit on account for future use within the Recreation Division.



# RENTAL POLICY AND FACILITY USE FEES

## Parks & Recreation Fees

### I. Indoor Rental

#### HOURLY RENTAL BASE RATES

The BASE RATE is the room rental rate BEFORE any discount is applied. It is applicable to all private and businesses rentals that do not fall within the Non-Profit or Resident Discount Rate Category. (See “DISCOUNT RATES” below.)

#### Community Centers

<i>Belle Air Community Center</i>	\$63.00*
<i>Portola Community Center</i>	\$63.00*

#### Senior Center

<i>Senior Center Conference Room</i>	\$94.00*
<i>Senior Center Craft Room</i>	\$94.00*
<i>Senior Center Assembly Room</i>	\$164.00*
<i>Senior Center Kitchen Rental (Hourly Use for Kitchen Only WITHOUT Assembly Room)</i>	\$200.00*

#### Library Community Room

<i>Library Community Room</i>	\$88.00*
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#### \* DISCOUNT RATES

DISCOUNT RATES are applicable **to hourly rental rates only**. Only 1 discount rate may apply.

- **50% - Non-Profit Discount**  
San Bruno based service or community organization recognized as providing programs and activities for the benefit of the San Bruno community.
- **20% - Resident Discount**  
San Bruno resident or business possessing current San Bruno business license.
- **Off Peak | Extended Rental | Multi-Room** (May be applied to Base Rate Rentals Only)
  - 20% - Off Peak Hours (M-F 10 am – 4 pm)
  - 20% - Extended Rental (at least 6 months/year & 2 days/month)
  - 20% - Multi-Room Rental – When more than one room in a facility is rented for the same event or function, the full rate is applied for the highest rate room and a 20% discount is applied to the Base Rate of any additional rooms.



# RENTAL POLICY AND FACILITY USE FEES

## ADDITIONAL FEES – Discounts NO NOT apply to any of these fees

**Rental Deposits** (This deposit is required to secure/reserve a date. Unless this fee is collected, the City will not hold the date.)

<i>Rentals up to \$400</i>	Pay in Full
<i>Rentals above \$400</i>	\$400 or 50% of the total rental fee – whichever is greater

**Cancellation Fees**

<i>More than 6 months prior to the event</i>	No Fee
<i>31 - 180 days prior to the event</i>	50% of Rental Deposit
<i>Less than 30 days prior to the event</i>	100% of Rental Deposit

**Damage & Recycling Deposit (Refundable)** *The lessor of 2x the Hourly Rental Rate or \$500*

**Staffing**

*Facility Attendant Hourly Rate* \$25.00

**Senior Center Kitchen with Assembly Room Rental**  
*FLAT RATE w/Assembly Room Rental* \$100.00

**Alcohol Permit Processing Fee**  
*Does not include permit to sell* \$37.00

## II. Outdoor Rental (Daily Rental)

### DAILY RENTAL FEE BASE RATES

The BASE RATE is applicable to all private and businesses rentals who do not fall within the Non-Profit or Resident category.

<b>Small Picnic Area</b> <i>City Park 1-5 and 8-11</i> <i>Commodore Park and Grundy Park</i>	\$110.00
<b>Medium Picnic Area</b> <i>City Park 6,7, and 12</i>	\$120.00
<b>Large Picnic Area</b> <i>City Park 14 (Beckner Shelter)</i>	\$400.00



## RENTAL POLICY AND FACILITY USE FEES

### DISCOUNT RATES

#### 20% - Non-Profit and Residents

San Bruno based service or community organization recognized as providing programs and activities for the benefit of the San Bruno community; or a San Bruno resident or business possessing current San Bruno business license.

### ADDITIONAL FEES – Discounts DO NOT apply to any of these fees

<b>Damage &amp; Cleaning Deposit</b>	\$150.00
<i>Large Picnic Area: City Park 14 (Beckner Shelter)</i>	
<b>Alcohol Permit Processing Fee</b>	\$37.00
<i>Does not include permit to sell</i>	

### III. Concession Stand at Tom Lara Field (2 Week Rental Rate)

April through May	\$200.00
June through August	\$300.00
September through October	\$150.00

### IV. Athletic Fields (Hourly Rate)

#### Athletic Field Rental for Other than Organized Youth Sports

<i>Non-Profit</i>	\$20.00
<i>Resident</i>	\$40.00
<i>Base Rate</i>	\$50.00

#### Sport Field Lighting Fee (Hourly Rate)

<i>Diamond 2 &amp; 3</i>	\$10.00
<i>Diamond 2 &amp; Center Field</i>	\$18.00
<i>Center Field Only</i>	\$8.00
<i>Lara &amp; Center Field</i>	\$20.00
<i>Lions Baseball Field</i>	\$12.00
<i>Lions Football Field</i>	\$6.00

#### Field User Fee (Per Player Per Season Organized Youth Sports Only)

<i>Non-Profit   Resident</i>	\$10.00
<i>Base Rate</i>	\$15.00