Facility Rental Policy Handbook

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Thank you for your interest in our rental facilities. Our goal is to provide safe, clean and aesthetically pleasing facilities for your recreational, cultural and social uses. We appreciate your cooperation in helping us achieve this goal.

This Facility Rental Policy Handbook provides you with information on our available facilities, the reservation process, expectations of use and fees. To meet the needs and interests of the community, City facilities will be reserved in the following order:

1. Programs administered by the City of Union City.
2. Organized non-profit youth groups under adult supervision whose major objective is serving the youth of Union City.
3. Organized non-profit service, community, government and public groups/agencies that serve Union City.
4. Organized non-profit, self-serving, special interest community groups who serve Union City residents.
5. Private parties such as wedding receptions, birthdays, showers, retirements, banquets and other similar functions.
7. Political uses.
8. Private or public, promotional or commercial events or fundraisers where a fee is charged to attend. Reservations must be submitted a minimum of three months in advance. A mandatory meeting between the applicant, Community & Recreation Services Management and the Union City Police Department must occur before the application can be approved. Deposit amounts, fees, insurance rates and security requirements (minimum of four security guards) are all subject to revision. **No tickets can be sold at the door.**

In order to give customers the best possible service, we recommend making an appointment to tour rental facilities. **Advance appointments are highly encouraged to reserve a facility.** All appointments should be made directly through Center Offices during regular business hours. Union City Residents are eligible for discounted rates, but proper proof of residency is required. Reservations must be made in person, on the proper Facility Use Application. Proof of Residency will require the following valid identification to process an application:

- All applicants must provide valid photo ID, such as: Valid California Driver’s License OR Valid California Identification Card.
- UC Residents must provide a copy of a current utility or telephone bill listing the permittee’s name and address.

Facility Use permits will be issued to adults 21 years or older. Approval by the Community & Recreation Services and the UC Police Department takes a minimum of two (2) weeks for group meetings and one (1) month for social uses. High-risk or teen/youth events with alcohol or large special events require longer approval time. See page 5. Once a permit application is approved, applicant will be notified by phone or e-mail by Center Staff. An invoice sheet along with items that are still pending such as fees and security requirements will be mailed approximately 60 days prior to the event. **Invitations should not be sent out until official approval is received.** A copy of your event invitation or announcement must be submitted at least one (1) month prior to event, or with final payment. Permit approval requirements could require guests to present invitations upon entering the facility. **The permittee or alternate contact must be present in the facility during entire rental period.** The alternate contact should be someone who will be able to make any decisions for the permittee, who will be able to direct any contracted services (DJ, caterer, etc.), and who will be at the facility during the entire rental hours. It is recommended that the alternate contact NOT be a member of the bridal party or someone who will be attending a service prior to the start of the event. No applications will be accepted for large multiple events at the same facility and/or park. There is no exclusive use of any facility; multiple events may be occurring simultaneously.
APPLICATION SUBMITTAL PERIOD

Facility Rental Applications will be accepted in advance according to the following guidelines, depending on the eligibility of residency status and event type:

<table>
<thead>
<tr>
<th></th>
<th>AT LEAST</th>
<th>UP TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union City Residents (Res)</td>
<td>One (1) Month</td>
<td>One (1) Year</td>
</tr>
<tr>
<td>Non-Residents (Non)</td>
<td>One (1) Month</td>
<td>Six (6) Months</td>
</tr>
<tr>
<td>Meetings (No food or beverage)</td>
<td>Two (2) Weeks</td>
<td>Three (3) Months</td>
</tr>
<tr>
<td>Special-Use Groups</td>
<td>One (1) Month</td>
<td>Three (3) Months</td>
</tr>
</tbody>
</table>
| Teen and Youth Events with Alcohol | Two (2) Months | Res: One (1) Year  
|                              |                  | Non: Six (6) Months |
| Private or Public Promotional Fundraising Events or Dances | Three (3) Months | Res: One (1) Year  
|                              |                  | Non: Six (6) Months |

Reservations for private/public promotional or fund-raising events or dances made less than three (3) months in advance will not be accepted. Exceptions to the application submittal deadline will be dependent upon staff availability and supervisor approval, and are subject to an additional $20 per hour premium.

HOURS OF USE

Hours of use vary for each facility. Please inquire with the staff at the appropriate center for more information regarding the hours of your event. Hours of use must include set-up, event, and clean-up time. There is a minimum reservation time for events, a five to six hour time block depending on center and room. There is a two (2) hour minimum for meetings held during operating hours. Department policy dictates that there will be no events scheduled beyond 11 P.M. on Friday and Saturday evenings or after 9 P.M. on Sunday through Thursday evenings. If there are special circumstances that additional time is needed for clean-up or closing beyond 12 A.M. Friday and Saturday or past 10 P.M. Sunday through Thursday, the permittee will be billed at DOUBLE time (x 2), in one hour increments upon prior approval on a case by case basis.

Reservation times stated on the application should include the time when the first member of the party/group (caterers, decorators, band, etc.) arrives, through the required time for clean-up, removal of decorations and departure of all members of the group and guests. Applicant or alternate contact must be present during entire rental period. Under no circumstance will anyone be allowed to enter the facility before the time indicated on the permit. Additional hours for decoration and clean-up (one hour mandatory clean-up) must be pre-arranged and are billed at the regular rate, in half hour increments. If event or clean-up time extends beyond scheduled times, permittee will be charged time and a half (1 1/2) in 1 hour increments. If clean-up time extends after 10 pm Sunday—Thursday, or 12 am Friday—Saturday, the hourly rate is double (2x) in 1 hour increments.

HOLIDAY & PREMIUM RENTAL DAYS

All facilities will be closed and are generally unavailable for rental on the following City holidays:

- New Year’s Day
- Labor Day
- Martin Luther King Jr.’s Birthday
- Veterans’ Day
- President's Day
- Thanksgiving Day
- Memorial Day
- Christmas Day
- Independence Day

The following dates are considered Premium Days requiring administrative approval and are subject to premium fees which are time and a half (1 1/2) the normal hourly rate.

- Valentines Day
- Halloween
- Easter
- Christmas Eve
- Mother’s Day & Father’s Day
- New Year’s Eve

MAKING CHANGES TO EXISTING RESERVATIONS

Requests for time changes must be received at least two (2) weeks before the event. With less than two (2) weeks notice, time change approval depends on the department's staffing availability. Any time changes will be subject to a $25 processing fee for the first change and $50 for the second. No more than TWO time changes are allowed per permit application.
Only the permittee or alternate contact listed on the application may make changes to a submitted permit including: payments, submitting security contracts, requests for time changes, floor plan submittals or cancellations.

CANCELLATIONS

After a reservation is made, the permit and deposit will be held for ONE business day, during which time the permittee may cancel their facility reservation without penalty. After the end of the one day grace period, the permit will be processed for approval. After approval notification, the following rules for cancellation apply:

- Cancellation notices of less than 3 months/90 days prior to the event will forfeit the entire deposit.
- Cancellation notices received more than three (3) months/90 days prior to the event will receive a refund of 50% of the deposit.
- Cancellations with less than one (1) month notice will forfeit all paid fees. If the date can be re-booked, deposit will be forfeited, but rental fees will be refunded.*
- The City may cancel a group's reservation upon reasonable notice to the group (a minimum of three days in advance) for events scheduled during operating hours. For private weekend events, the reservation will not be canceled except in the case of a facility emergency, natural disaster or failure to fulfill all requirements.
- Re-scheduling of event must be done 90 days prior to the initial event and a new permit must be submitted.
- The City reserves the right to cancel any event that is misrepresented during the application process.

*Does not apply to permits submitted less than one (1) month in advance.

DEPOSITS

Permit applications will not be accepted, or dates held, without a deposit, nor will a deposit be taken without a completed application. Deposit fees vary and are facility-specific. Please check facility fee pages for each individual deposit fee:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Page</th>
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<tr>
<td>Studio 11 &amp; UC Library</td>
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</tr>
<tr>
<td>Holly Community Center</td>
<td>Pg. 12</td>
</tr>
<tr>
<td>Kennedy Youth Center</td>
<td>Pg. 14</td>
</tr>
<tr>
<td>Ruggieri Senior Center</td>
<td>Pg. 16</td>
</tr>
<tr>
<td>Sports Center</td>
<td>Pg. 18</td>
</tr>
</tbody>
</table>

SECURITY DEPOSIT

A refundable security deposit is required for all uses. This deposit is due with your application. Any event reserved by a non-Union City resident or at which alcohol is being served requires an additional deposit and the presence of security guards. Please refer to the Security Guards section on page 21 for more information. Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit.

PAYMENT OF DEPOSIT

Deposits may be paid by Visa, MasterCard, Discover, cash, money order or cashier’s check. All cashier’s checks or money orders must be made payable to the City of Union City, and paid by the permittee. Deposit payments from a second party will not be accepted.

REFUND OF DEPOSIT

The deposit will be refunded in approximately 6 - 8 weeks after the event, assuming all conditions were met and no damages or additional fees were incurred during rental. The City will bill the permittee for any balance if there are damages, services or fees that exceed the deposit. Refunded deposits will be made payable by City check to permittee and mailed to the address listed on the permit only. No refunds will be processed to second parties.
LOSSL OF DEPOSIT

All or part of your deposit may also be forfeited and your event may be shut down early or cancelled if any of the following occurs:

- Misrepresentation of your activity, yourself or organization on the permit application or during the permit application process.
- Exceeding maximum capacity stated on the permit application.
- Misuse or mistreatment of City personnel, facilities, equipment or supplies by permittee or their guests.
- Disregard of any of the rules on the Facility Reminder Sheet
- Event is shut down by Police, Fire or City Staff.
- Presence or evidence of hard alcohol consumption.
- Use of alcohol without proper permit including use outside of perimeter of building & parking lot, underage drinking or beyond approved bar hours.
- Use of any equipment or supplies having an “open flame.”
- Facility set-up and clean-up requirements are not met.
- Damage to or excessive mess in or around the facility.

Forfeiture of part or all of your deposit may also result in the denial of future applications for use of City facilities.

The entire deposit will be forfeited if it becomes necessary to contact or dispatch the Police Department or Fire Department (including pulled fire alarms or prank 911 phone calls) during the course of an event.

FEES & CHARGES

Full payment of fees and all other pertinent information required by the City for use of the rental halls are due one (1) month prior to the event date, otherwise the permit will be automatically cancelled and the deposit will be forfeited. Fees may be paid with cash, money order, cashier’s checks or credit card (Visa / MasterCard / Discover). No personal checks will be accepted. Full payment of fees for use of meeting rooms are due two (2) weeks prior to use. All meeting room use fees must be submitted with the permit application. No group will be allowed to meet without approved permit and prior payment of any fees. Commercial rates (COM) are available, though determined by type of event and contract only.

Any changes to a processed Facility Use Permit will incur a charge of $25 for the first change and $50 for the second change. Permittees are limited to a maximum of two (2) changes per facility permit.

INSURANCE

Groups or individuals using Union City facilities for meetings and social events will be required to purchase Special Event Liability Insurance or provide proof of private insurance coverage. The cost of the one-day coverage varies according to event, number of attendees and hazard classification. The average premium cost is $175 - $225. An additional insurance fee will be added when alcohol is sold. (The State of California considers alcohol to be sold even when a voluntary donation for the beverage is collected or event tickets are sold—see page 20 for more information).

Individuals or organizations have the option of using their homeowners or business insurance if the following conditions are met:

- The City of Union City must be listed on the policy as additional insured.
- The coverage amount for damage liability limits must be at least $1,000,000 for a one-time event

CLEANING REQUIREMENTS

The permittee is responsible for the removal of everything brought into the facility for their event by the end of the permitted time, as well as leaving the facility clean of debris. This includes all equipment, decorations, food, and trash. If additional janitorial time is needed to clean any excessive mess that occurred during rental period or from a guest’s actions, additional fees will be billed or deducted from deposit.

Please refer to the User Clean-Up Section on page 25 for more details regarding cleaning responsibilities.
STUDIO 11

Res = Union City Resident Rates  Non = Non-Resident Rates

<table>
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<tr>
<th>Room</th>
<th>Type of Use</th>
<th>Maximum Capacity</th>
<th>Fee per Hour for Non-Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio 23’ x 38’</td>
<td>Meeting (no food / alcohol)</td>
<td>100</td>
<td>$55 (Res) $65 (Non)</td>
</tr>
<tr>
<td>Studio With Kitchen</td>
<td>Socials, Showers, Dinners, etc.</td>
<td>75</td>
<td>$100 (Res) $115 (Non)</td>
</tr>
</tbody>
</table>

DEPOSITS
$400 deposit events without alcohol / $500 non-resident
$500 deposit events with alcohol / $600 non-resident

*There is a four (4) hour minimum for private rentals, and a two (2) hour minimum for meetings during regular business hours. For reservations, please call Holly Community Center at 510-675-5488. Note: Parking is limited at Studio 11 especially on weekdays and may required meter parking on the street or paid parking at BART lot.

RENTAL HOURS
Sunday — Thursday: Must end by 7 PM
Friday — Saturday : Must end by 9 PM

Liability insurance is required for each rental.
*Smoking or vaping are not allowed within 25’ of building.

UNION CITY LIBRARY MEETING ROOM
The Union City library meeting room can accommodate up to 35 people during non-operating library hours for 1 hour increments at a starting fee of $25 per hour. Reservations must be made at least 2 weeks in advance, and can be reserved up to three months at a time. No food allowed. Applications for use are available at the Ruggieri Senior Center, 33997 Alvarado-Niles Road (across from the library). For more information, call (510)675-5495 or email ruggieriseniorcenter@unioncity.org

HOLLY COMMUNITY CENTER

FACILITY USE FEES

Res = Union City Resident Rates  Non = Non-Resident Rates

Business/Commercial rates are determined by type and event size.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type of Use</th>
<th>Maximum Capacity</th>
<th>Fee per Hour for Normal Operating Hours</th>
<th>Fee per Hour for Non-Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium 49’ x 64’</td>
<td>Meeting (no food / alcohol)</td>
<td>315</td>
<td>$60 (Res) $70 (Non)</td>
<td>$115 (Res) $130 (Non)</td>
</tr>
<tr>
<td>Auditorium 49’ x 64’ With Kitchen</td>
<td>Socials, Weddings, Dinners, etc.</td>
<td>250</td>
<td>$80 (Res) $90 (Non)</td>
<td>$125 (Res) $140 (Non)</td>
</tr>
<tr>
<td>Senior Room 32’ x 45’</td>
<td>Meeting (no food/alcohol)</td>
<td>90</td>
<td>$35 (Res) $45 (Non)</td>
<td>$70 (Res) $80 (Non)</td>
</tr>
<tr>
<td>Senior Room &amp; Kitchenette</td>
<td>Socials, Weddings, Dinners, etc.</td>
<td>75</td>
<td>$55 (Res) $65 (Non)</td>
<td>$80 (Res) $90 (Non)</td>
</tr>
<tr>
<td>Meeting Room 11’ x 15’</td>
<td>Small Meeting (no food/alcohol)</td>
<td>12</td>
<td>$20 (Res) $25 (Non)</td>
<td>$35 (Res)</td>
</tr>
</tbody>
</table>

DEPOSITS
$300 deposit events without alcohol / $400 non-resident
$400 deposit events with alcohol / $500 non-resident

Liability insurance is required for each rental.
*Smoking or vaping are not allowed within 25’ of building.

*There is a six (6) hour minimum for private rentals in the Auditorium, five (5) hour minimum for private rentals in the Senior Room and a two (2) hour minimum for meetings during operating hours.

To prevent circuits from overloading, only 1 DJ or 1 live band may play at a time on the Holly Auditorium stage.
KENNEDY YOUTH CENTER FACILITY USE FEES

Res = Union City Resident Rates  Non = Non-Resident Rates
Business/Commercial rates are determined by type and event size.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type of Use</th>
<th>Maximum Capacity</th>
<th>Fee per Hour for Non-Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom/Patio With Kitchen</td>
<td>Socials, Showers, Dinners, etc.</td>
<td>50</td>
<td>$80 (Res.) $90 (Non)</td>
</tr>
<tr>
<td>Classroom</td>
<td>Meeting (no food / alcohol)</td>
<td>50</td>
<td>$50 (Res.) $60 (Non)</td>
</tr>
<tr>
<td>Lounge</td>
<td>Meeting (no food or kitchen access)</td>
<td>60</td>
<td>$50 (Res.) $60 (Non)</td>
</tr>
<tr>
<td>Classroom/Patio with Kitchen and Lounge</td>
<td>Socials, Showers, Dinners, etc.</td>
<td>110</td>
<td>$100 (Res.) $115 (Non)</td>
</tr>
<tr>
<td>Atrium (available in conjunction with Lounge or Classroom rental)</td>
<td>(No food / drinks allowed in Atrium)</td>
<td>—</td>
<td>$25 (Res.) $35 (Non)</td>
</tr>
<tr>
<td>Classroom or Lounge Only available during operating hours</td>
<td>Meeting (No food / alcohol)</td>
<td>50/60</td>
<td>$35 (Res) $40 (Non)</td>
</tr>
<tr>
<td>Game Room (Only available in conjunction with Classroom/Kitchen rental)</td>
<td>Birthday Parties/Socials (No food / drinks allowed in Game Room)</td>
<td>25</td>
<td>$300 for 2 hours $50 for each additional hour</td>
</tr>
</tbody>
</table>

*Operating Hours Only

Due to Teen Programming the Kennedy Youth Center is NOT available for private rentals Monday—Friday from 12 pm—6 pm.

DEPOSITS

- $400 deposit events without alcohol / $500 non-resident
- $500 deposit events with alcohol / $600 non-resident

*There is a five (5) hour minimum for private rentals, and a two (2) hour minimum for meetings during operating hours.

Liability insurance is required for each rental.

*Smoking or vaping are NOT allowed in atrium, patio or within 25’ of building.
KENNEDY YOUTH CENTER

RUGGIERI SENIOR CENTER FACILITY USE FEES

Res = Union City Resident Rates  Non = Non-Resident Rates
Business/Commercial rates are determined by type and event size.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type of Use</th>
<th>Maximum Capacity</th>
<th>Fee per Hour for Non-Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly Hall 72' x 32'</td>
<td>Theater Style</td>
<td>275</td>
<td>$130 (Res) $145 (Non)</td>
</tr>
<tr>
<td></td>
<td>Meeting / Performance Chairs Theater Style</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(no food / alcohol)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assembly Hall</td>
<td>Banquet Style</td>
<td>200</td>
<td>$140 (Res) $160 (Non)</td>
</tr>
<tr>
<td>With Commercial Kitchen</td>
<td>Socials, Weddings, Dinners, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining Room 48' x 36'</td>
<td>Theater Style</td>
<td>90</td>
<td>$85 (Res) $95 (Non)</td>
</tr>
<tr>
<td></td>
<td>Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(no food / alcohol)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining Room With Kitchen</td>
<td>Banquet Style</td>
<td>80</td>
<td>$100 (Res) $115 (Non)</td>
</tr>
<tr>
<td></td>
<td>Socials, Weddings, Dinners, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courtyard 36' x 24'</td>
<td>May ONLY be used in conjunction with Assembly Hall or Dining Room.</td>
<td>20</td>
<td>$25 (Res) $30 (Non)</td>
</tr>
<tr>
<td>Sun Room 36' x 20'</td>
<td>May ONLY be used in conjunction with Assembly Hall or Dining Room.</td>
<td></td>
<td>Inquire for more information</td>
</tr>
<tr>
<td>Classroom 26' x 24'</td>
<td>Meeting</td>
<td>40</td>
<td>$40 (Res) $50 (Non)</td>
</tr>
<tr>
<td></td>
<td>(no food / alcohol)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DEPOSITS**

$300 deposit events without alcohol / $400 non-resident
$400 deposit events with alcohol / $500 non-resident

There is a six (6) hour minimum for private rentals in the Assembly Hall, five (5) hour minimum for private rentals in the Dining Room and a two (2) hour minimum for meetings during operating hours.

Liability insurance is required for each rental.

*Smoking or vaping are not allowed within 25' of building.
ADDITIONAL PARAMETERS FOR RUGGIERI SENIOR CENTER

- Due to senior programming, the Ruggieri Senior Center is only available for rentals during non-operating hours (evenings and weekends).
- The second floor is not available for rental.
- Interior tables or chairs are not allowed in the courtyard or outside building.
- Helium balloons, fog machines or confetti are not allowed in the facility.
- Decorations may be placed only on tables (No attachments to chairs, walls, pillars, windows, light fixtures, stage or fireplace).
- Jumpers or other inflatables are not allowed at the Ruggieri Senior Center.

MARK GREEN SPORTS CENTER

Res = Union City Resident Rates  Non = Non-Resident Rates

Business/Commercial rates are determined by type and event size.

<table>
<thead>
<tr>
<th>Room</th>
<th>Type of Use</th>
<th>Maximum Capacity</th>
<th>Fee per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym 140' X 90'</td>
<td>Theater Style Meeting (no food / alcohol) Chairs</td>
<td>600</td>
<td>$175 (Res) $195 (Non)</td>
</tr>
<tr>
<td></td>
<td>Theater Style</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>no Kitchen Use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gym 140' X 90'</td>
<td>Banquet Style Socials, Weddings, Dinners, etc.</td>
<td>500</td>
<td>$200 (Res) $225 (Non)</td>
</tr>
<tr>
<td>Includes Commercial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gym Commercial</td>
<td></td>
<td>May only be used</td>
<td></td>
</tr>
<tr>
<td>Kitchen</td>
<td></td>
<td>in conjunction</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>with Gym Rental</td>
<td></td>
</tr>
<tr>
<td>Classroom B or C</td>
<td>Meeting (no food / alcohol)</td>
<td>40—Single room</td>
<td>Operating Hrs. Only</td>
</tr>
<tr>
<td>*May be rented indi-</td>
<td></td>
<td>or</td>
<td>$40 (Res/per room)</td>
</tr>
<tr>
<td>videntally or together</td>
<td></td>
<td>90-Both rooms</td>
<td>$50 (Non/per room)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>combined</td>
<td></td>
</tr>
</tbody>
</table>

DEPOSITS

$500 deposit events without alcohol / $600 non-resident
$600 deposit events with alcohol / $700 non-resident

*There is a six (6) hour minimum for private rentals, and a two (2) hour minimum for meetings held during operating hours.

Liability insurance is required for each rental.
*Smoking or vaping are not allowed within 25’ of building.

Note: Parking is limited at the Sports Center Facility. Please inquire with office about overflow parking options.
ADDITIONAL PARAMETERS FOR THE SPORTS CENTER

- **RENTAL DAYS & HOURS**
  - Saturday: 1 P.M. - 11 P.M. (6 hour minimum)
  - Sunday: 1 P.M. - 9 P.M. (6 hour minimum)
  
  Classroom Rental hours vary, please call for availability.

- **SPECIAL EVENT LIABILITY INSURANCE**
  
  Insurance rates vary from $175 - $225 depending on type and size of event.

- **DECORATIONS**
  
  Helium balloons, fog machines or confetti are not allowed in the facility. Nothing may be hung or suspended from rafters, bleachers or basketball hoops.

- **Out of consideration for the Sports Center’s neighbors, ALL Live music, DJs and amplified sound/music must end by 10 P.M.**

RULES AND REGULATIONS

**SMOKING**

No smoking or vaping is allowed inside any City facility, including any atriums, patios and courtyards. There is no smoking within 25 feet of any entrances or exits of city buildings.

**ALCOHOL**

**No hard alcohol is permitted.** Beer, wine and champagne only. Alcohol may not be consumed in lobbies, hallways, restrooms or parking lots. Alcoholic beverages must be served at the bar area. Alcoholic beverages are allowed in the rental rooms only and may only be served and consumed during hours listed on the alcohol permit.

**Alcohol may not be served to minors.** Any violation of alcohol use policies may result in the closure of event.

Any event at which alcohol is served requires an additional deposit. The amount depends on your residency status and the facility. Please refer to the **Facility Use Fees** section on pages 11 - 19 for individual deposit fees.

Permits to serve alcohol shall be obtained from the Union City Police Department via the Community & Recreation Services Department. Consumption of alcohol during an event without a permit will result in the forfeiture of deposit and closure of the event with no refunds. Additional liability insurance and security may be required. **No drinking of alcohol is permitted during set-up or clean-up.**

Any alcohol-related problems or disturbances, which are not satisfactorily resolved, will cause the immediate forfeiture of the entire deposit and early closure of the event. Otherwise, this deposit will be refunded in accordance with the guidelines stated in the **Refund of Deposit** section on page 8. The serving of alcoholic beverages is limited by department policy to four (4) hours for any one reservation. The permittee will be required to post a notice listing the hours that the bar will be opened and closed for the information of their guests.
Bar hours must end at least thirty (30) minutes prior to the end of event or start of clean up. No alcohol may be consumed during clean up.

A group or organization wishing to sell alcoholic beverages will be required, at their expense, to obtain the appropriate permit or license from the State Alcoholic Beverage Control Department (ABC) and the Union City Police Department.

When beverages are sold, a daily liquor license must be acquired by the sponsoring organization. Forms, fees and fees can be obtained from:

**State of California / Alcoholic Beverage Control Department (ABC)**
Alameda County District Office
1515 Clay Street-Suite 2208, Oakland, CA 94612

(510) 622 - 4970 or online at [www.abc.ca.gov](http://www.abc.ca.gov/)

Applications for daily licenses (Form ABC-221) must be submitted to the ABC (30) days prior to the event. Evidence of this license must be submitted to the community center office at least two (2) weeks prior to the event.

### USER RESPONSIBILITIES

Prior to, during and after the event, the permittee is responsible for the following:

### SECURITY GUARDS

The City of Union City may require State-Licensed Private Security Guards from a licensed firm and with a valid Private Patrol Operator Permit (PPO) and/or Union City Police officers to be present at social events. If the event requires security guards and/or police officers, the permittee will be notified upon approval of the permit and it is the permittee’s responsibility to secure a contract with a security company. The Community & Recreation Services Department reserves the right to decline security guard firms with which the Department has had poor experience.

<table>
<thead>
<tr>
<th>Regular Social Events</th>
<th>0 - 4 Guards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Events with Alcohol</td>
<td>1 - 6 Guards and/or Police Officers</td>
</tr>
<tr>
<td>Youth or Teen Events with or without Alcohol; High-Risk Events</td>
<td>4 or more Guards, Police Officers or Both *</td>
</tr>
</tbody>
</table>

General guidelines for security requirements include the following:

- All security guards must be employees of a [California State Licensed Private Patrol Operator security firm](http://www.abc.ca.gov/). They also need to be clearly identifiable and should be in proper attire/uniform.
- Guards are schedule to arrive fifteen (15) minutes before guests arrive and stay fifteen (15) minutes after the end of permittee’s clean-up time (usually one hour after event has ended).
- CRS staff will review alcohol policy and bar hours with security guards. Guards are expected to enforce bar hours, report any use of hard liquor, and prevent any underage drinking.
- Security guards may be required to check invitations at the door or monitor a restricted guest list. Number of guests may not exceed approved number on permit.
- Security guards should help keep the lobbies and hallways cleared of guests. Security guards should walk perimeter of building on a regular basis. Guests may not congregate in parking lots, on backside of buildings or outside kitchen areas.
- Security guards are expected to check restrooms in regular thirty (30) minute intervals. Any damage, graffiti or excessive mess should be reported to CRS staff immediately.
- At the end of the event, during clean-up, security guards should actively assist CRS staff to clear out any guests who are not helping the permittee with clean-up. Any guests who are lingering in the building or out in the parking lot should be asked to leave.

Security contracts must be submitted to Union City Community & Recreation Services one (1) month prior to events. *Additional security requirements may be imposed by the Union City Police Department.*
A menu of room set-up options are available for each center. The rented room will be set up with tables and chairs according to the set-up diagram selected by the permittee. If no set-up is selected, staff will select a standard arrangement with no changes allowed.

Rented tables, chairs and stages may not be brought in without prior approval. A copy of the rental contract must be submitted when final facility fees are paid. Staff will not set up, move or take down rental equipment. Delivery and pick-up of rented equipment must be completed during reserved hours or additional fees will apply. No early drop-off or next day pick-up allowed. Permittee must ensure that rented equipment does not damage facility floors, walls or entry ways.

- Room set-up may not exceed the approved maximum number of guests indicated on the approved permit.
- There is a limit of one DJ or one live music band allowed to set up at one time. The City is not liable for overloading of circuits. **Tables or chairs are not provided for DJs or Musical equipment.**

- **No facility tables or chairs are allowed outside of the building, and City provided tables are not permitted on the Holly Center stage.**

- Exterior doors leading from the rented room must remain closed to ensure that the surrounding residents will not be disturbed.

The size and style of tables available are shown below. Round and 12’ tables are available in limited quantities. Please inquire at each center.

### ROOM SET-UP

<table>
<thead>
<tr>
<th>Holly Center</th>
<th>Kennedy Youth Center</th>
<th>Ruggieri Senior Center</th>
<th>Sports Center</th>
<th>Studio 11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12’ Rectangle</strong></td>
<td><strong>6’ – 8’ Rectangle</strong></td>
<td><strong>60’ Round</strong></td>
<td><strong>48” Round</strong></td>
<td><strong>33” Bistro</strong></td>
</tr>
<tr>
<td>12’</td>
<td>8’</td>
<td>60</td>
<td>48</td>
<td>33</td>
</tr>
<tr>
<td>Holly Center</td>
<td>●</td>
<td>● AUD</td>
<td>● SR Rm</td>
<td>● SR RM AUD(2)</td>
</tr>
<tr>
<td>Kennedy Youth Center</td>
<td>●</td>
<td>● (1)</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Ruggieri Senior Center</td>
<td>●</td>
<td>●</td>
<td>(1)</td>
<td>●</td>
</tr>
<tr>
<td>Sports Center</td>
<td>● (2)</td>
<td>●</td>
<td>● (2)</td>
<td>●</td>
</tr>
<tr>
<td>Studio 11</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

### DECORATIONS

- **All tables must be completely covered with a table cloth or some type of liner.** Permittee must provide own table covering. If no table coverings are brought by the permittee, CRS staff may provide a basic table covering and permittee will be responsible for the cost (approximately $25/per roll).
- Nothing may be used to affix table coverings to tables (No tape, staples, tacks).
- All decorations must be completely removed at the conclusion of event. Tables and chairs must also be wiped clean.
- Interior tables and chairs are not allowed outside of building.
- Only clear or damage free adhesive tapes. No duct tape.
- Absolutely no open flames or smoke / fog machines (includes: candles, torches, incense burners, gas stoves, etc.)
- No confetti, bird seed, rice, glitter, etc. may be thrown or used before, during or after events.

### Additional Facility-Specific Parameters:

<table>
<thead>
<tr>
<th>Holly Center Auditorium</th>
<th>Senior Room</th>
</tr>
</thead>
</table>
| ● Only clear or damage free adhesive tapes may be used on the walls to attach decorations | ● No center provided tables on the stage  
**Senior Room**—No jumpers  
Decorations on bulletin boards & mirrors only |

<table>
<thead>
<tr>
<th>Kennedy Youth Center Classroom / Patio</th>
<th>Ruggieri Senior Center</th>
</tr>
</thead>
</table>
| ● Only clear or damage free adhesive tapes may be used to attach decorations to the glass or white tiles. No jumpers. | ● Decorations may be placed on tables only or be free standing  
No attachments to chairs, walls, pillars, windows, light fixtures, stage or fireplace  
No helium balloons or jumpers. |

<table>
<thead>
<tr>
<th>Sports Center</th>
<th>Studio 11</th>
</tr>
</thead>
</table>
| ● Decorations may be placed on tables only or be free standing  
No attachments to chairs, walls, basketball hoops, bleachers, etc.  
No helium balloons | ● |
Please bring your own:

- Decorations
- Dishwashing Soap & Cleaning Supplies
- Utensils
- Pens/Pencils, Tape & Scissors
- Table Coverings
- Extension Cords & Step Stools
- Pots, Pans, Baking Trays
- Pot Holders & Dish Towels
- Tables and chairs are not provided for DJs or musicians
- Outside vendor rental of tables, chairs, stages, or any other equipment must be approved prior to event. A copy of rental agreement must be submitted with final payment.
- No gas stoves/burners or barbecues may be used inside the building.
- Any large pieces of equipment (i.e. jumpers, canopies, arches, etc.) must be included on permit and are subject to approval and other requirements or restrictions.
- No facility tables or chairs are allowed outside of the building.

Permittee clean-up responsibilities include:

- Removal of everything brought into the building including decorations, food, and supplies.
- All trash must be picked up and/or swept off the floor of the rental room, including any areas where guests have left trash.
- All cardboard boxes must be broken down, and all recycling is left in proper containers or removed off premises.
- Kitchen must be left ready for the next use with sinks, counters, stoves, refrigerator, freezer and microwave wiped clean.
- Lobbies, hallways, outside entrances, patios and restrooms must all be returned to the condition in which they were found.

The City of Union City requires all users to recycle when renting at our City facilities. Single-stream recycling receptacles (recyclable materials are mixed together in one container) are conveniently located throughout all City facilities. Recyclable materials include glass, metal, aluminum, plastic food containers, paper and cardboard. Permittees and their guests should properly sort garbage and recyclables and dispose in appropriate receptacles. Collected recyclable materials may be taken at end of event or it will be transported by staff to the enclosure area for recycling pick up. There may be deductions from your event deposit if you fail to recycle during your event.

The City of Union City prohibits the use of any Styrofoam™ cups, plates, bowls, etc. No disposable foam food ware products are allowed in any City facilities. Single-use food and drink containers must be recyclable or compostable. Examples include paper, aluminum and recycled plastic. For more information, please visit www.unioncity.org/eps.

Each facility has a limited amount of available parking. A certain amount will be designated for your event. Alternate, off-site parking areas are also available at all locations.* Please note the following special circumstances:

KENNEDY YOUTH CENTER PARKING LOT

During certain times of the year (March through September), the Kennedy Youth Center Parking Lot is very popular with center and park users. The department will attempt to mark off half the parking lot (30 parking spaces) for your guests.

SPORTS CENTER PARKING LOT

The Sports Center has limited on site parking. Alternate parking areas are within close walking distance. A map of alternate parking locations can be requested from the Sports Center office. A shuttle bus service is also available for parking in the Holly Community Center parking lot for an additional fee.

STUDIO 11 PARKING

Studio 11 offers only a limited amount of metered street parking. You may use BART parking which is located across the street, however it will also require payment.

* The total parking space for each event will be determined by the department. An additional fee may be charged for off-site parking. Please note that not all parking areas are accessible to persons with disabilities. A map of accessible parking areas is available at the Sports Center office.
The City Council or its authorized representative (Community & Recreation Services Director) may make exceptions to any of the facility use rules and regulations, including rental rates.

This Facility Use Policy Handbook
Effective July 2019
Supersedes Any Earlier Version

The City of Union City reserves the right to refuse service.