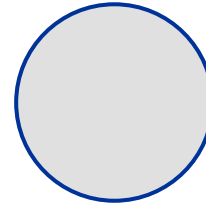
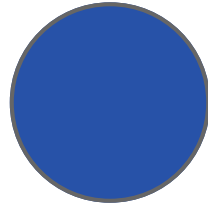


# CITY OF SAN RAMON RESERVATION INFORMATION



## HOW DO I RESERVE?

- Appointments can be made with Venue Staff for viewing during normal business hours or viewing can also be done after hours and/or on weekends, pending venue availability.
- Availability for potential dates can be checked online at [www.SanRamonRecGuide.com](http://www.SanRamonRecGuide.com) or over the phone by contacting Venue Staff directly.
- Reservations can be made up to one year in advance by making an appointment with Venue Staff. Please be able to provide;
  - Completed Reservation Application
  - Proof of identification and residency (I.D. with name/address)
  - Payment for appropriate deposits and/or rental fees
- Payments can be made by using cash, check (payable to *The City of San Ramon*) or credit card (Visa, MasterCard, or American Express).

NOTE: Reservations may not be transferred, assigned, or sublet. Residents are not permitted to book facilities for non-residents.

## WHO DO I CALL?

San Ramon Community Center: (925) 973-3217  
 Alcosta Senior & Community Center: (925) 973-3252  
 Dougherty Station Community Center: (925) 973-3351

## WHAT TIMES CAN I RESERVE?

Rental Venue	Monday – Thursday	Friday	Saturday	Sunday
San Ramon Community Center	8:30am-10:00pm	8:30am-1:00am	8:30am-1:00am	8:30am-11:00pm
Alcosta Senior & Community Center	5:30pm-10:00pm	5:30pm-1:00am	8:30am-1:00am	8:30am-11:00pm
Dougherty Station Community Center	8:30am-10:00pm	8:30am-1:00am	8:30am-1:00am	8:30am-11:00pm
San Ramon Library	10:00am-10:00pm	8:30am-10:00pm	8:30am-10:00pm	8:30am-10:00pm

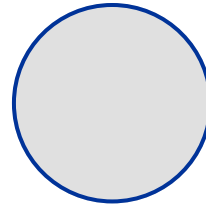
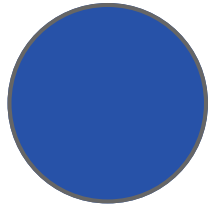
## HOW DO THE RATES WORK?

- Rental rates are broken down by the organization and residency of private renters. The classifications of groups are as follows;
  - **Co-Sponsored Organization** - Organization that is partnered with the City of San Ramon and provides an activity to benefit the Community that the City cannot provide.
  - **Local Non-Profit Organization** - Locally based organization that are recognized as a 501(c)3 charitable organization with at least 51% membership of San Ramon residents.
  - **Other Non-Profit Organization** - Organizations that are recognized as a 501(c)3 charitable organization that do not meet the *Local Non-Profit Organization* criteria.
  - **Private Resident** - Individuals who live or own property within San Ramon.
  - **Private Non-Resident** - Individuals who live outside San Ramon city limits.
  - **Commercial** - All organizations that do not meet either *Non-Profit Organization* criteria.

# ALCOSTA SENIOR AND COMMUNITY CENTER

9300 ALCOSTA BOULEVARD SAN RAMON, CA 94583

2



## WHAT'S THE HOURLY COST?

Rental Space	Capacity	Refundable Deposits:	Co-Sponsored/ Local Non-Profit		Private Resident/ Other Non-Profit		Private Non-Resident/ Commercial	
			Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Vista Grande AB	115	\$200	\$35	\$80	\$70	\$130	\$90	\$165
Vista Grande A or B	50	\$100	\$25	\$60	\$55	\$85	\$70	\$105
Commercial Kitchen *	-	\$100	\$11	\$11	\$20	\$20	\$21	\$21
Garden View Room	40	\$200	\$35	\$80	\$70	\$130	\$90	\$165
Room 112 AB	40	\$100	\$25	\$60	\$55	\$85	\$70	\$105
Room 112 A or B	20	\$50	\$20	\$45	\$40	\$65	\$50	\$80

- \* Kitchen can only be rented with the Vista Grande Room—must reserve the same time frame.
- Deposits are based on room size and are due at the time of the initial booking. Deposit payments are not applied to future rental fees - deposits are refunded pending completion of the rental by Venue Staff.
  - Final payment for all reservations is due 90 days prior to the event. The City reserves the right to cancel room use if payment is not received by the deadline.



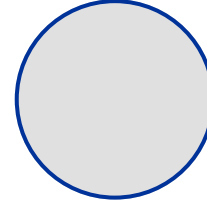
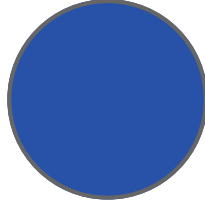
Check us out on:



**Don't forget to ask about our current promotions for your upcoming rental.**

# DOUGHERTY STATION COMMUNITY CENTER

17011 BOLLINGER CANYON ROAD SAN RAMON, CA 94582



## WHAT'S THE HOURLY COST?

Rental Space	Capacity	Refundable Deposits:	Co-Sponsored/ Local Non-Profit		Private Resident/ Other Non-Profit		Private Non-Resident/ Commercial	
			Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Ridge View Room (Mon—Thur)	250	\$500	\$50	\$130	\$105	\$255	\$135	\$320
Ridge View Room (Fri—Sun)	250	\$1,000						
Commercial Kitchen *	-	\$100	\$11	\$11	\$20	\$20	\$21	\$21
North/South Meeting Room	75	\$200	\$35	\$80	\$70	\$130	\$90	\$165
Courtyard *	250	-	\$30		\$30		\$30	
North, South, or West Meeting Room	30/45	\$100	\$25	\$60	\$55	\$85	\$70	\$105
East Meeting Room or Room 104	15/25	\$50	\$20	\$45	\$40	\$65	\$50	\$80
Dance Studio	-	\$200	\$20	\$45	\$40	\$65	\$50	\$80

\* Kitchen and Courtyard can only be rented with the Ridge View Room—must reserve the same time frame.

- Deposits are based on room size and are due at the time of the initial booking. Deposit payments are not applied to future rental fees - deposits are refunded pending completion of the rental by Venue Staff.
- Final payment for all reservations is due 90 days prior to the event. The City reserves the right to cancel room use if payment is not received by the deadline.



Check us out on:

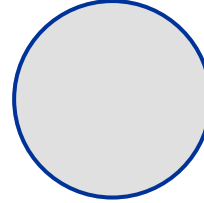
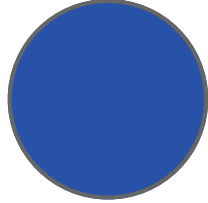


**Pssst...** Ask about our current promotions for your rental of the Ridge View Room

# SAN RAMON COMMUNITY CENTER

12501 ALCOSTA BOULEVARD SAN RAMON, CA 94583

4



## WHAT'S THE HOURLY COST?

Rental Space	Capacity	Refundable Deposits:	Co-Sponsored/ Local Non-Profit		Private Resident/ Other Non-Profit		Private Non-Resident/ Commercial	
			Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Fountain Room (Mon– Thur)	250	\$500	\$50	\$130	\$105	\$255	\$135	\$320
Fountain Room (Fri—Sun)	250	\$1,000						
Commercial Kitchen *	-	\$100	\$11	\$11	\$20	\$20	\$21	\$21
Rose Garden *	120	-	\$30		\$30		\$30	
Terrace Room	80	\$200	\$35	\$80	\$70	\$130	\$90	\$165
Terrace Patio	120	-	\$30		\$30		\$30	
Alcosta Room	40	\$100	\$25	\$60	\$55	\$85	\$70	\$105
Dance Studio	-	\$200	\$20	\$45	\$40	\$65	\$50	\$80
Room 101 or 102	15/25	\$50	\$20	\$45	\$40	\$65	\$50	\$80
Dance Floor (Fountain Room)	-	Daily Rate	\$200		\$250		\$300	
		Size	(12ft x 30ft)		(15ft x 30ft)		(18ft x 30ft)	



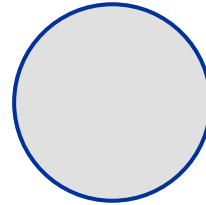
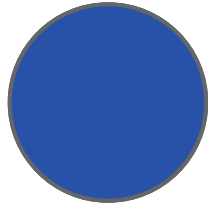
- \* Kitchen and Rose Garden can only be rented with the Fountain Room—must reserve the same time frame.
- Deposits are based on room size and are due at the time of the initial booking. Deposit payments are not applied to future rental fees—deposits are refunded pending completion of the rental by Venue Staff.
  - Final payment for all reservations is due 90 days prior to the event. The City reserves the right to cancel room use if payment is not received by the deadline.

**We have Rental Promotions!!  
Don't forget to inquire with our facility staff.**

Check us out on:



# ADDITIONAL RENTAL VENUES

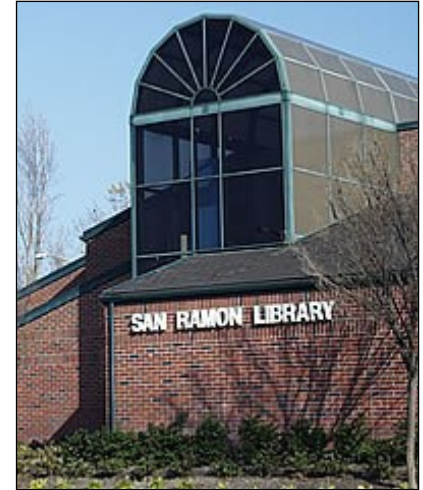


## SAN RAMON LIBRARY

Rental Space	Refundable Deposits:	Co-Sponsored/ Local Non-Profit		Private Resident/ Other Non-Profit		Private Non-Resident/ Commercial	
		Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun	Mon-Thur	Fri-Sun
Meeting Room *	\$200	\$35	\$80	\$70	\$130	\$90	\$165

\* Key pickup and room setup is the responsibility of the renter.

- Deposits are based on room size and are due at the time of the initial booking. Deposit payments are not applied to future rental fees—deposits are refunded pending completion of the rental by Venue Staff.



## CENTRAL PARK

Rental Space	Hourly	6 Hour	All Day
Amphitheater *	\$150	\$750	\$1,500

- \* Two hour minimum. All outdoor equipment must be provided by the renter.
- Pending the proposed event, a Special Event Permit may be required.



## SENIOR CENTER PARK

Rental Space	Private Resident/ All Non-Profit	Private Non-Resident/ Commercial
Gazebo *	\$105	\$135

- \* Two hour minimum. All outdoor equipment must be provided by the renter.



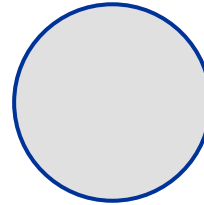
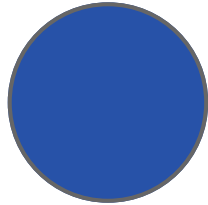
## FRONT ROW THEATER/ DOUGHERTY VALLEY PERFORMING ARTS CENTER

## SAN RAMON OLYMPIC POOL

For Aquatic Center Meeting Space Rentals at the San Ramon Olympic Pool, please contact the Office Technician at (925) 973-3233.

For Theater Rentals at the Front Row Theater or Dougherty Valley Performing Arts Center please contact the Theater Manager at (925) 973-3345

# DEPOSITS, INSURANCE, AND CANCELLATIONS



## HOW DO I GET MY DEPOSIT BACK?

- All events require a mandatory damage deposit and undergo a pre and post-event inspection to determine the condition of the reserved room(s). The renter must sign a form indicating agreement as to the room condition prior to the event. The renter is expected to return the reserved room(s) to its pre-use condition in order to receive a refund.
- Cleaning tasks that are required are as follows: disposal of all garbage and recyclable items into designated dumpsters, picking up and discarding of large items on the floor, wiping down all tabletops, removal of all decorations, spot-mop and/or vacuum as necessary, and completion of the kitchen cleaning task check list (if the kitchen is included in your rental).
- The renter is responsible for all replacement costs for damages resulting from their use of the venue. The City of San Ramon reserves the right to charge additional maintenance fees for damages or additional cleaning. Repairs will be handled by the City or contractor if necessary.
- The renter must agree to take full responsibility for the behavior exhibited by his/her guests. If staff deems a situation uncontrollable and must call for police intervention, the total deposit will be automatically forfeited.

## DO I NEED INSURANCE?

- The City of San Ramon requires proof of insurance for all events, against claims for injuries to persons or damages to property, which may arise from or in connection with the renter's use of a venue. The cost of such insurance shall be the responsibility of the renter.
- The presence of alcohol and/or dancing and certain high-risk activities mandate proof of insurance coverage. Separate liquor liability coverage is required for fundraising events in which alcohol is to be sold during the event or included in admittance. See Facilities Supervisor for additional information on insurance.

## WHAT IF I NEED TO CANCEL?

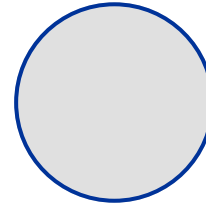
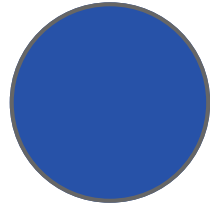
- Notice of cancellation must be submitted in writing and may be subject to a fee. Cancellation fees are determined by the amount of notice given prior to the event. Fees are based on a percentage of the total rental charges—rental deposits are refunded if rental fees are paid.
- A \$25 transaction fee applies to any revision or cancellation. This fee is in addition to any applicable cancellation fees. Refunds are issued back in the original form of payment.
- There are no refunds for any unused portions of rental time.
- The City of San Ramon reserves the right to reschedule, relocate or cancel a previously approved rental. In this event, the City will provide as much advance notice possible.
- If the City of San Ramon cancels, reschedules or relocates a previously scheduled event at a time or place which is deemed unsatisfactory by the Renter, the full deposit and all rental fees paid will be refunded.

## CANCELLATION FEES

Room Size	90 Days or more	89 - 61 Days	60 - 31 Days	30 Days or less
Small	No Penalty	No Penalty	No Penalty	100%
Medium	No Penalty	No Penalty	50%	100%
Large/Grand	No Penalty	50%	75%	100%

- Cancellation fees are based on a percentage of the rental charges—rental deposits are refunded if all fees are paid.
- A \$25 transaction fee applies to any revision/cancellation.
- Contact Venue Staff for room size classifications.

# POLICIES AND PROCEDURES



Reservations must include time for setup/decorating and takedown/cleanup of the rental space. Rental fees are not adjusted for setup or takedown time. Tables and chairs will be provided and arranged prior to the contracted start time and taken down at the conclusion of your rental.

Additional time used outside of the contracted hours is assessed at two times the hourly rate (no pro ration for partial hours or unused time). Reservations must be made in a continuous block; there is no provision for free, unused time between setup/decoration and the actual event. Staff is not available to decorate.

Adjustments to the contracted time must be completed one month prior to the event date, any changes requested after that cannot be guaranteed.

All rental areas, excluding small rooms, require a **two-hour minimum rental**. On weekends, the Fountain Room, Terrace Room, Ridge View Room, and Vista Grande Room require a **four-hour minimum rental**. No pro-rations will be given for half-hours or unused rental time.

Wedding Rehearsals require a minimum of one hour reservation for the specific room(s) or area(s).

Storage of items left in the venue is subject to availability and may incur additional fees. The City is not responsible for lost, stolen, or stored items.

Renters that require more than one setup per rented area, must pay one hour's fee at the Private Resident Rate, per area, for each additional setup.

The Renter is responsible for the actions of his or her guests. The Renter is responsible for any labor, repair and/or replacement cost related to any such activities or damages.

For patrons safety, dancing on the carpet is prohibited. The rental of a dance floor is available for an additional cost in the Fountain and Terrace Rooms. Setup of the dance floor is included in the rental cost.

A full Commercial Kitchen is available to be rented in conjunction with the Fountain Room, Ridge View Room, or Vista Grande Room only. The Kitchen is not required to reserve, however if reserved, the time reserved must coincide with the attached rental room. Additionally, the Kitchen may be rented individually, for an hourly fee pending availability and approval. Use details must be disclosed during the preapproval process.

The Rose Garden is available to be rented in conjunction with the Fountain Room only. The Rose Garden is not required to be reserved, however if reserved, the time reserved must coincide with the Fountain Room. Alcohol is not allowed in the Rose Garden.

The renter must schedule an appointment one month prior to the scheduled event to go over setup and equipment needs, provide required catering documents (Business License, Health Permit and Certificate of Insurance), provide proper insurance certificates if required and go over any other outstanding items. If no setup is provided in advance, the rented areas will be empty on the day of the event. All setup for the event will then be the renter's responsibility.

The use of open-flame decorations such as candles is prohibited both inside and outside the venue. Battery operated candles are acceptable to achieve the desired effect.

Plants or shrubs brought into the venue must be in waterproof containers.

The City of San Ramon does not offer ladder's for renter's use. Please bring all necessary equipment.

All decorations must be pre-approved. The use of nails, tacks, staples, adhesive tape, etc. is prohibited. Painters tape is the only adhesive that is acceptable for use of hanging items directly on the wall. If painters tape is used, it must be removed following the conclusion of the event. Exits and exit signs must not be covered or obstructed at anytime. Mylar balloons are prohibited. Latex balloons may be used if they are weighted or secured; no balloon releases are allowed.

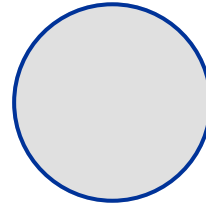
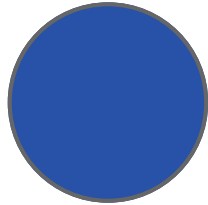
Smoke machines, sparklers, use of dry rice, birdseed, flower petals, loose glitter, confetti, color packets/dye, sand, and bubbles are prohibited both inside and outside the venue. Violation of this policy will result in the automatic forfeiture of the full rental deposit.

For outdoor events, including the Amphitheater, Rose Garden, Terrace Room Patio, or Gazebo, outdoor equipment is not available through the City of San Ramon. All outdoor equipment must be provided by the renter or an outside vendor.

All items must be removed at the conclusion of your rental. Food items and large objects must be picked up off the floor. The renter is not responsible for cleaning stains on the carpet, however, spot mopping and/or vacuuming may be requested by the onsite staff if deemed necessary (such supplies would be provided in this instance). All tabletops must be wiped down. Kitchen responsibilities include wiping down kitchen counters and appliances, cleaning out sinks, sweep, and mop the kitchen floor. The renter is responsible for providing standard cleaning supplies.

For assistance with garbage disposal during your event, please contact Building Staff who will be able to assist with disposal and liner replacement.

# USE RESTRICTIONS



In order to protect the City of San Ramon and its standards of excellence, the City reserves the right to review and approve materials used to publicize events to be held in a City venue. City staff may not give out information on private rentals. Therefore, please make sure flyers/ads have the renter's contact information, not the City's.

Building Staff is onsite throughout the entire rental. Building staff will be responsible for demonstrating control of the lights and in-house audio systems, as well as locking and unlocking doors, general maintenance (including garbage disposal during the event), and taking down the tables and chairs at the conclusion of the rental.

NOTE: Building Staff are not available at the Library Meeting Room. Instead a key will be furnished and the renter will be responsible for the setup and takedown of the room and returning of the key.

Application for youth oriented activities must be completed by a sponsor (21 years of age or older). The sponsor must be present during all event hours. Minors must be chaperoned at a ratio of at least one (1) chaperone (21 years of age or older) per every twenty (20) minors. Names, addresses, and phone numbers of chaperones must be furnished to the City representative at least twenty-four (24) hours prior to the event. Minors must be supervised at all times by responsible chaperones from the event. Staff is not available to care for unsupervised children. The renter/sponsor is responsible for any costs from repairs or additional cleaning associated with damages caused by guests. Failure to meet these requirements will result in event cancellation.

If the renter plans to employ a commercial caterer and/or bartender, they must be able to supply the City with special documentation. Upon request the City can supply the renter with a list of pre-approved caterers.

Any additional cooking equipment requires approval a minimum of 30 days prior to the event. Any equipment used without prior approval will result in automatic rental deposit forfeiture.

Use of all liquefied petroleum gases such as propane and butane, and Class I and II liquids are prohibited in and outside the venue. Charcoal barbecues may be used outside in designated areas only and with a free standing fire extinguisher within 5 feet of the barbecue. Approval is required a minimum of 30 days prior to the event. Damage resulting from the use of this equipment may result in and automatic rental deposit forfeiture. Persons who operate barbecues must be at least 21 years of age.

Oil used for cooking must be removed from premises at the renter's own expense. It may not be dumped in City dumpsters, garbage containers, or down any drains. Damage resulting from the use of cooking oil or associated equipment may result in automatic deposit forfeiture.

The City of San Ramon supports efforts to protect the earth and environment through an intensive recycling program. Recycling containers are provided for cans, glass, and plastic. Guests and caterers should assist by using appropriate recycling containers in event rooms and dumpster area.

Based on availability, the City of San Ramon will do its best to accommodate all reservation requests however, reservation requests received less than 14 days in advance cannot be guaranteed.

Equipment provided by the City of San Ramon must be contained to the reserved indoor area(s). All outdoor reservations that require equipment must be provided by the renter and approved by City Personnel.

Smoking is not permitted in any location inside facilities. Guests may smoke outside where proper disposal containers are provided.

Parking is restricted to designated areas only. Reserved parking is not provided nor permitted.

Exterior fountains are not included in rentals at the San Ramon Community Center. Guarantees cannot be made regarding the operation of the fountains during a specific event.

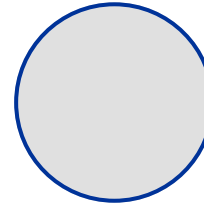
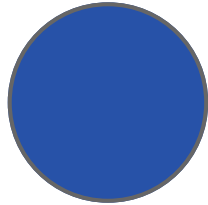
The City of San Ramon reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City and/or its residents.

A Commercial Photography Permit is required for all exclusive photography use of a City of San Ramon Park or Facility. The fees are as follows:  
Daily Commercial Photography Fee: \$55.00 per day  
Annual Commercial Photography Fee: \$ 220.00 per year

Emergency equipment (fire alarms, defibrillator, fire extinguishers, and first aid supplies) shall not be misused by the renter and/or guests. If any of the above items are used in a non-emergency, the renter will be held responsible and may be subject to additional fees associated with the use of emergency equipment.



# RESERVATION APPLICATION



This application does not guarantee your reservation. You must sign a completed rental contract with a Facilities Technician to confirm your reservation.

Venue reservations may be confirmed at one of the Community Centers by appointment only.

Alcosta Senior and Community Center — (925) 973-3252  
9300 Alcosta Blvd. San Ramon, CA 94583

Dougherty Station Community Center — (925) 973-3351  
17011 Bollinger Canyon Rd. San Ramon, CA 94582

San Ramon Community Center — (925) 973-3217  
12501 Alcosta Blvd. San Ramon, CA 94583

***Event information provided on this application must coincide with rental activity during event hours. Misrepresentation of your event will result in immediate cancellation and forfeiture of rental deposit and fees.***

## PAYMENT INFORMATION:

Check Number Enclosed:

Print Name on Card:

Amount \$:

Date:

Authorized Signature:

Expires: \_\_\_\_\_ Charge to my:  MasterCard  VISA  American Express

Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## APPLICANT INFORMATION:

Applicant Name:

Company or Organization:

Address:

City:

Zip:

Primary Phone:

Work Phone:

E-mail:

Name/Type of Event:

Venue Locations:  San Ramon Community Center

Alcosta Senior & Community Center  San Ramon Library

Dougherty Station Community Center  Forest Home Farms

Room(s):

Date(s) of Event:

Rental Times *(Including Setup and Takedown Time)*:

Estimated Total Attendance: