

Parks or Playfields
Foster City Parks and Recreation Department
Facility Rental Application Policies and Procedures

The City of Foster City Parks and Recreation Department would like to thank you for considering our centers for the site of your upcoming event. The following rental information packet clearly outlines all policies and procedures for facility rental and is provide to assist you in the application process.

HOURS OF OPERATION:

Brewer Island Gym

Rental Hours:
Friday 4:30pm – 10:30pm

Leo Ryan Bocce Ball Court

Rental Hours:
Daily 9am – 10:00pm

Edgewater Park Softball Field

Rental Hours:
Saturday 8am – 2pm

APPLICATION PROCESS:

- Review Facility Rental Information Packet.
- Complete the Facility Use Application and Facility Rules Agreement, submit payment, and submit insurance (If needed).
- Insurance must be a \$1,000,000 policy and must read City of Foster City/Estero Municipal Improvement District, 650 Shell Blvd, Foster City, CA 94404.
- Please make all checks or money orders **payable to the City of Foster City**. Payments may also be made by Credit Card: Mastercard or Visa only.
- When scheduling event time, please remember that set-up and clean-up must be conducted and completed within the hours of the contracted rental agreement.
- Reservations are not valid until Facility Use Application is signed by the Facility Services Coordinator or Supervisor.
- Community Organizations or Clubs may submit Facility Use Application up to six months in advance. Private companies or organizations can reserve no more than Three months in advance.
- The Facility Use Application must be received at least 30 days prior to the proposed event.
- Facility Users may not charge a registration fee, admission fee, or entrance fee of any type. No solicitations or sales presentations may be made on City property. Failure to adhere to this policy will seriously jeopardize the status of any future rentals. Permission to hold a fundraiser is limited to non-profit organizations and must be granted by the Director of Parks and Recreation.
- The Foster City Parks and Recreation Department reserves the right to refuse rental or use to groups or individuals who have previously used the facility and left it in poor condition.
- In the event that the gym is needed for City use or maintenance, the City of Foster City reserves the right to reschedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advanced notice as possible.

FEES:

- **Deposit Fee:** For detailed information, please refer to Deposit section below.
- Deposit for Brewer Island Gym is \$350.00
- **Facility Rental Fee:** For detailed information and rental rates please refer to Facility Rental Fee Structure. Rental fees will not be refunded for any portion of reserved time not used.
- **Lost Key Fee: (If keys are issued) Lost keys must be reported immediately and facility users will be charged the cost to re-key the location**

DEPOSIT:

- Deposit for Brewer Island Gym is \$350.00
- Deposit must be submitted with the Facility Use Application
- A refund of the Deposit, minus \$50 will be issued to Facility Users who cancel their facility rental at anytime from the time the permit is submitted up until 30 days prior to their contracted event.
- Deposit will be lost if our staff feels it is necessary to call in the Police to re-establish order

- The facility user will be billed at a rate of one and one half times the hourly rate for any unreserved time used. This fee will not be prorated for portions of an hour used.
- Deposits will be mailed to the facility users six to eight weeks following the event, assuming no damages or additional fees were incurred.

RESPONSIBILITIES OF CITY:

- Respond to correspondence in a timely manner.
- Enforce all rules over the use of City Facilities
- Terminate contracted event if activity, or any guests in attendance misuse the facility or fail to conform to rules and regulations over use of the facility. Police assistance may be called in if staff deems it necessary.

RESPONSIBILITIES OF FACILITY USER:

- Turn in all paperwork and fees in a timely manner.
- Conform to all rules as outlined in the Facility Information Packet.
- Restore facility to same condition in which it was found. See Facility Clean-up Check List.
- Control conduct of attendees.
- Be on site and available for the entire duration of the event.
- Accept the cost of repair and any other City costs that may occur as a result of the event.
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MISCELLANEOUS RULES AND REGULATIONS:

- When scheduling event time, please remember that set-up and clean-up must be conducted and completed within the hours of the contracted rental agreement.
- NO storage is permitted either before or after the event. The Foster City Parks and Recreation Department accepts no responsibility for any items left behind.
- Children must be supervised at all times and remain in the rented area.
- Food and Drink are not allowed at Brewer Island Gym.
- No smoking is allowed on San Mateo & Foster City School property.

APPLICATION CHECKLIST:

To reserve the facility for your event, please be sure the following items are submitted according to the schedule provided below. Please note, your reservation is not confirmed until it has been reviewed and signed by the Recreation Coordinator or Supervisor. Make all checks or money orders payable to City of Foster City of Foster City

Due when application is turned in:

- _____ Completed and signed Facility Use Application
- _____ Completed and signed Facility Rules Agreement
- _____ Deposit (If Applicable)
- _____ Liability Insurance (If Applicable)
- _____ Facility Rental Fee

FACILITY RULES AGREEMENT

Please Initial:

- _____ 1. I have received and agree to read the Community Facility Rental Information packet.
- _____ 2. The hours I have noted on the permit include my set-up/decorating and clean-up time, and under no circumstances may I enter the building prior to the time listed on my permit.
- _____ 3. I understand that filling out and handing in the application form does not guarantee the reservation. The application needs to be approved by authorized Recreation Staff, and possible conflicts with City events must be reviewed. This process normally takes 1 to 2 business days.
- _____ 4. I understand that I should not send out information to this event until I receive a confirmation copy sent in the mail.
- _____ 5. In order to receive a full refund of my payment in the event that I cancel my reservation, I must cancel at least 3 weeks prior to the event date. If I receive a refund, it will take up to 8 weeks after the date of use, assuming no damages or additional fees were incurred.
- _____ 6. I am aware that I am responsible for the building and equipment during my event, as well as the actions of my guests.
- _____ 7. I am responsible for the removal and disposal of all trash. I am aware that the City of Foster City is not responsible for any lost, forgotten, or stolen items.
- _____ 9. I understand that children must be supervised at all times and remain in the rented area.

Thank you for renting our facility. We hope that yours is an enjoyable, memorable event. Please let us know if we can be further assistance.

Permittee Signature _____

Staff Signature _____

Date _____

Date _____

