



City of Foster City
Parks and Recreation Department
670 Shell Blvd., Foster City, CA 94404 (650) 286-3382 / (650) 286-3380
Community Center
1000 E. Hillsdale Blvd., Foster City, CA 94404 (650) 286-2500

STAFF USE ONLY:

Date Rec'd _____

Time _____

Rec'd By _____

Facility Rental General Application

**APPLICANT CONTACT INFORMATION**

- ☐ Resident ☐ Non-Resident
☐ Business ☐ Non-Profit

Name of Individual/Organization

Contact Name

Telephone#:

Alternate Phone#

Address

Email:

City/State/Zip Code

If applying as a non-profit, please provide 501(c)3

Tax ID#

**FACILITY REQUESTED****Community Center Rooms**

- ☐ Port Room ☐ Wind Room
☐ Business ☐ Wind Room Patio
☐ Starboard Room ☐ Other _____

Modular Unit Rental Fees

- ☐ 48'x40' Modular Unit - Portable 1
☐ 24'x40' Modular Unit - Portable 2
☐ 24'x40' Modular Unit - Portable 3

**EVENT INFORMATION****Day and Time:**

Date(s) requested: _____ to _____

Day(s) of the week: ☐ Su ☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa

Event hours: (includes set-up & clean-up time)

Start Time: _____ am/pm

End Time: _____ am/pm

Estimated Attendance:**Other Information:**Will alcohol be served? ☐ YES ☐ NOWill alcohol be sold? ☐ YES ☐ NO Permit #: _____**Event Type**

- ☐ City Use ☐ Meeting
☐ Employee Training ☐ Private Party
☐ Fundraising ☐ Public Event (describe)
☐ Other _____

Event Description:**Set-Up Requested:**

- ☐ Classroom ☐ Theater Style
☐ Square ☐ U Shape
☐ Other _____

**AGREEMENT FOR USE**

In submitting this application, I certify that I have read and understand the guidelines for facility use and abide by any special conditions set forth. I certify that the intended use, as detailed above, is in compliance with said rules and regulations, application instructions and any specific use regulations and subject to advance payment of all rental fees, security deposit, certification of insurance requirements (if required) and approval by the Director of Parks and Recreation, or designated staff person. I understand and agree that the City retains the right to cancel this permit at any time. APPLICANT ACKNOWLEDGES THAT THEY ARE RENTING A PUBLIC FACILITY AND AS SUCH, THE CITY CANNOT GUARANTEE ACTIVITIES SURROUNDING THE BUILDING THAT MAY IMPACT PARKING, SOUND, OR VIEW. **Submission of this form is not a guarantee for use.**

To the fullest extent allowed by law, I agree to indemnify and defend the City of Foster City and Estero Municipal Improvement District (City/District), its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City/District, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

✓ Applicant (Type Name): _____ Date: _____

✓ Applicant Signature: _____

Rental Information & General Rules for Use



City of Foster City
Parks and Recreation Department



APPLICATION

INITIAL:

- Application must be submitted at least seven (7) working days prior to date requested. Applications are accepted on a first come/first served basis. Foster City residents may book up to a year in advance with proof of residency. Non residents may book up to ten (10) months in advance.
- Room set-up must be received ten (10) days prior to event. If no set-up is received, staff will do a standard set up.
- The City of Foster City reserves the right to reschedule, relocate, or deny a request previously approved in the event of an emergency, or if room is needed for City use or maintenance. The applicant will be given as much advance notice as possible if this is necessary.
- **Completion of application does not guarantee reservation.** Please allow 1 week for review/processing. Invitations should not be sent until permit and receipt are received.
- Hours listed on application must include set-up and cleanup time. The facility user will be billed for any unreserved time used. This fee will not be prorated for portions of an hour used.



ALCOHOL

INITIAL:

- Alcohol sales: The facility user, at their expense, must obtain a permit from the Alcoholic Beverage Control Office. A copy of the permit must be received by the Facility Services Coordinator at least ten (10) days prior to the event. The original must be displayed during the event.



INSURANCE REQUIREMENTS

INITIAL:

- The City requires a certificate of Commercial General Liability Insurance for all parties or if serving alcohol. The renter must provide proof of insurance for \$1million per occurrence. Certificate must be provided no less than 30 days prior to use of the facility.
- The certificate must include that "The City of Foster City, its elected and appointed officials, employees, volunteers, and agents are named as additional insured."
- The renter's name must be listed as the "insured."
- The description must include the rental location address and date(s) of the event.



FEES / SECURITY DEPOSIT

INITIAL:

- Full payment is due at time of booking, if reserving less than 30 days before event date.
- Deposit is due and payable with application. Applications submitted without payment will be rejected.
- The Vibe and Wind Room balance due payments are due in full 45 days prior to event date or event may be cancelled.
- Security deposit refund is contingent upon condition of the facility rented following your event. The Department reserves the right to refuse rental or use to applicants who have previously used the facility and left it in poor condition.
- Applicants assume full responsibility for their party and guests in case of damage, theft or disturbances during their event. Damage/theft will be deducted from the deposit..
- Security deposit and/or any refunded fees will be mailed to the address listed on the application. Please allow up to 6 weeks after the reservation date for return of security deposit if paid by cash or check.
- Any group that stays past their permitted time will be charged 1.5x the rental rate



PROHIBITED ITEMS

INITIAL:

- The following are not allowed: **Nails, tacks, pins, staples, scotch tape, or any other items that may damage walls/ceilings.** Painter's tape may be used. **Dry rice, birdseed, glitter, and confetti are prohibited** both inside and outside our buildings. Any violations may result in forfeiture of the deposit and hourly staff cleaning fee.
- **Smoke machines, fog machines, and strobe lights** of any type are prohibited.*
- **Open flames are not permitted.** Candles must be encased in a glass votive candleholder with the flame at least one inch below edge of glass.*
- All decorations must be removed after event.
- **Smoking is prohibited** at all City buildings and public property.*

**If smoke alarm is activated, renter may incur Fire Dept. response fee.*



CANCELLATION / PERMIT CHANGES

INITIAL:

- To cancel reservations, please go to www.fostercity.org/cancellations. Cancellations made thirty (30) days or more prior to the event date will receive full deposit minus \$50. Cancellations made less than thirty (30) days will result in loss of deposit.
- First permit change is free. Any additional changes will incur. Permit processing charge due at time of request.
- Only the applicant may make changes to reservation. Change requests must be submitted in writing. No changes will be accepted with less than seven (7) days notice.



RENTAL POLICIES

INITIAL:

- Application must be submitted at least seven (7) working days prior to date requested. Applications are accepted on a first come/first served basis. Foster City residents may book up to a year in advance with proof of residency. Non residents may book up to ten (10) months in advance.
- Room set-up must be received ten (10) days prior to event. If no set-up is received, staff will do a standard set up.
- The City of Foster City reserves the right to reschedule, relocate, or deny a request previously approved in the event of an emergency, or if room is needed for City use or maintenance. The applicant will be given as much advance notice as possible if this is necessary.
- **Completion of application does not guarantee reservation.** Please allow 1 week for review/processing. Invitations should not be sent until permit and receipt are received.
- Hours listed on application must include set-up and cleanup time. The facility user will be billed for any unreserved time used. This fee will not be prorated for portions of an hour used.

I understand and agree to all of the rules as stated above



Applicant Signature: _____ **Date** _____

Staff Signature: _____ **Date** _____

Foster City Facility FY 25/26 Fees



COMMUNITY CENTER RENTAL FEES

ROOMS	Day of the Week	FY 25/26 Resident Rate	FY 25/26 Non- Resident Rate	FY 25/26 Non- Profit Rate
Port, Sail, & Starboard	Monday - Thursday	\$55 /hr	\$82 /hr	\$37 /hr
	Friday - Sunday	\$94 /hr	\$109 /hr	\$52 /hr
Wind Room	Monday - Thursday	\$82 /hr	\$109 /hr	\$58 /hr
	Friday - Sunday	\$137 /hr (5 hr min)	\$197 /hr (5 hr min)	\$89 /hr
Patio (with Wind Room)		\$109 (flat fee)	\$109 (flat fee)	



MODULAR UNIT RENTAL FEES

ROOMS	Day of the Week	FY 25/26 Resident Rate	FY 25/26 Non- Resident Rate
48' x 40' Modular Unit	Monday - Thursday	\$60 /hr	\$92 /hr
	Friday - Sunday	\$107 /hr	\$125 /hr
24' x 40' Modular Unit	Monday - Thursday	\$50 /hr	\$77 /hr
	Friday - Sunday	\$89 /hr	\$104 /hr



DEPOSIT FEES

Deposits are required for all party rentals. Security deposit and/or any refunded fees will be mailed to the address listed on the application. Please allow up to 6 weeks after the reservation date for return of security deposit if paid by cash or check.

Deposit (All other Rooms)

\$200

Wind Room Deposit

\$350

Rental Fees Continued >>>

Foster City Facility FY 25/26 Fees



ADDITIONAL RENTAL FEES

Custodial Fee

\$55 (flat fee)



Only for groups with over 80 people



Administrative Fee

\$26 (flat fee)

*Applies to all rentals

Additional Building Attendant

\$30 /hr



Only for groups with over 100 people

Location or Date Change Fee

\$10 (flat fee)

First Change is free but additional changes will cost \$10



FACILITY CAPACITY LIMITS

Community Center

1000 East Hillsdale Blvd 2nd Floor
Foster City, CA 94404

ROOMS	Square Feet	Theater Style	Reception/ Meeting Style	Classroom Style
Wind	1,900 sqft	100	100	70
Port & Sail	850 sqft	40	30	30
Starboard	850 sqft	40	30	30

Foster City Facility Material Based Fees FY 25/26 Fees

GENERAL MATERIAL FEES



Material	FY 25/26 Fees
Air Pots	\$11 for 3
Coffe Maker	\$11
Portable Stage	\$11 each piece (3 pieces = full stage)
Podium or Podium with Mic	\$11
Small TV (42")	\$20
Large TV (75")	\$50
Microphone (wired or wireless)	\$11 per mic
Portable Projector Screen	\$11
Stanchions	\$15 for 2 includes topper
Social Media Op Frame	\$11

OUTDOOR EVENT FEES



Material	FY 25/26 Fees
A-Frames	\$11 for 2
Barricades	\$10 each
Cord Covers	\$15 each
Spider Box	\$55
Traffic Cones	\$2 per cone

WIND ROOM PATIO MATERIAL FEES



Material	FY 25/26 Fees
BBQ Grill	\$21
Patio Heater	\$20 each
Patio Umbrella	\$16 each
Portable Bar	\$40
Projector & Screen	\$20

*Only for the community center patio.

School MPRS - FY 25/26 Fees



SCHOOL MPRS RENTAL FEES - Foster City, Beach Park, & Audobon Elementary School

ROOMS	Day of the Week	FY 25/26 Resident Rate	FY 25/26 Non- Resident Rate
School MPRS Foster City, Beach Park, & Audobon Elementary School	Monday - Thursday	\$52 /hr	\$99 /hr
	Friday - Sunday	\$115 /hr	\$141 /hr

Deposit - School MPRS

\$200



NON-PROFIT RATES

Does your organization qualify for our Non-Profit Rate? _____

To be eligible for the non-profit rate structure, groups must present the Parks and Recreation Department with their letter of non-profit status 501(c)(3). ·Deposit still applies.

ROOMS	Day of the Week	Non-Profit Resident Rate	Non-Profit Non- Resident Rate
School MPRS Foster City, Beach Park, & Audobon Elementary School	Monday - Thursday	\$32 /hr	\$37 /hr
	Friday - Sunday	\$47 /hr	\$68 /hr

Is your Non-Profit Eligible for the Resident Rate? _____

To be eligible for the resident non-profit rate, a roster must be presented showing at least 51% of the group to be Foster City residents in addition to the non-profit letter



SCHOOL GYM RENTAL FEES - Brewer Island Elementary School Gymnasium

ROOMS	Day of the Week	FY 25/26 Resident Rate	FY 25/26 Non- Resident Rate
BEIS School Gym	Monday - Sunday	\$110 /hr	\$138 /hr








Liability Insurance Required: \$1,000,000 Coverage

Alcohol and insurance Guidelines


Do you need to provide insurance for my rental?

The table to the right summarizes the Insurance and Alcohol Insurance requirements by rental type for building and park rentals.

The Foster City Recreation Center does not purchase insurance for rentals.

RENTAL TYPE	Event Type <i>Will there be Alcohol?</i>	Building	Park
Meeting No Alcohol	 No Alcohol	✗	✗
Party No Alcohol	 No Alcohol	✓	✗
Public Event No Alcohol	 No Alcohol	✓	✓
All Types Serving Alcohol	 Serving Alcohol	✓	✓
All Types Selling Alcohol	 Selling Alcohol	+ ✓	+ ✓
*All private or public meetings, parties or events.			
+Alcohol Permit from ABC			

Where can you request a certificate of liability insurance?

- ☒ Geico Insurance
- ☒  theeventhelper.com
- ☒ AAA Insurance
- ☒ Your homeowner's or renter's insurance carrier

 We recommend **theeventhelper.com** as it's the easiest to use.

What do I need to include on my insurance certificate?

The information below may be given to the vendor or insurance carrier, so the certificate is properly filled out)

- ☒ Date of the event
- ☒ The City of Foster City requires a \$1,000,000 comprehensive liability insurance policy
- ☒ The City Of Foster City must be named as additional insured. Wording on the certificate should read:
City of Foster City and Estero Municipal Improvement District, its Council, officers, boards, commissions, employees and agents."
- ☒ **The additional insured address is:**
City of Foster City/Estero Municipal Improvement District
670 Shell Blvd
Foster City, CA 94404
ATTN: Dusty Landwehr

Certificate of insurance is due:

30 days prior to you event

It can be emailed to **dlandwehr@fostercity.org**, or it may be U.S. mailed or dropped off at the **Vibe Teen Center at 670 Shell Blvd.**

Please see the following page for an example of the Certificate of Liability Insurance and Endorsement that we will need for your rental.

Insurance Example:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Next First Insurance Agency, Inc. PO Box 80787 Palo Alto, CA 94308		CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: State National Insurance Company, Inc.	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 5810811 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00
							MED EXP (Any one person) \$15,000.00
							PERSONAL & ADV INJURY \$1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COM/OP AGG \$2,000,000.00
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Foster City and Estero Municipal Improvement District, its Council, officers, boards, commissions, employees, and agents as an Additional Insured on the General Liability policy on a primary and non-contributory basis. All Certificate Holder privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER

City of Foster City
 Estero Municipal Improvement District
 670 Shell Blvd
 Foster City, CA 94404

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ADDITIONAL INSURED – PRIMARY INSURANCE

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person or Organization:

City of Foster City and Estero Municipal Improvement District, Its Council, officers, boards,
commissions, employees, and agents.
650 Shell Blvd
Foster City, CA 94404

- I. **SECTION II - WHO IS AN INSURED** is amended to include the person or organization shown in the **SCHEDULE**, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you. However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- II. With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE**:
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.
- III. Coverage provided to the additional insured shown in the **SCHEDULE** is afforded on i) a primary basis, ii) a noncontributory basis, or iii) a primary and noncontributory basis in accordance with the applicable written contract between you and the additional insured.

All other terms and conditions of the policy remain unchanged.