



City of Dublin

FACILITY RESERVATION POLICIES AND RULES

Reservations: www.DublinRecGuide.com

1. **Rental Categories** - Facilities may be used by residents, non-residents, public groups, private groups, or commercial groups. Fees are applied based on who is using the facilities, when, and for what purpose.
 - **Public Agencies** (Alameda County, Dublin-San Ramon Services District, Dublin Unified School District).
 - **Dublin-based Non-Profits** (Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowners Associations, and Sports League Organizations).
 - Locally based organizations with a Dublin address, recognized as 501 (c) 3 charitable organizations must provide a current membership roster showing 51% of its members either own property or reside in Dublin. To be eligible for this rate - Charitable and Social Welfare Organizations must apply annually for this designation by completing a “*Charitable and Social Welfare Organizations Verification Form*” and submitting a copy of their organization’s bylaws, membership roster, I.R.S. Tax Exemption letter, and current insurance.
 - **Dublin Residents and Non-Residents**
 - Residents are individuals residing within the City’s limits.
 - A valid California driver’s license, ID, or current utility bill showing proof of residency.
 - Non-residents are individuals residing outside the City’s limits.
 - **Commercial** - use of facilities for business purposes. This includes events charging admission fees.
 - **Fundraising (Available to approved Dublin NPOs)** – a rental at which admission is granted upon payment of a designated amount, a donation of an amount left to the discretion of the patron, or a rental at which funds are collected through any auction, raffle/door prize activity, or other means designated to generate monies to offset costs or to benefit a community or charitable agency of cause. **Tickets may not be sold at the door unless the applicant has received prior approval.**
2. **Rental Categories Priority Use**
 - Public Agencies, Dublin-based Non-Profits, and Dublin Residents can reserve *one (1) year in advance*.
 - Non-residents can reserve *nine (9) months in advance*.
 - Commercial rentals can be reserved *six (6) months in advance*.
3. **Rental Deposit** - A reservation deposit is required at the time of application submittal. Please reference the fee schedule for deposit amounts.
 - The rental deposit is refundable and will be returned within 45 days following the rental, provided there are no violations of the facility policies and rules.
 - Any overtime charges, costs incurred for extra cleaning of the facility or furnishings, both inside and outside, or damages to floors, walls, and landscaping will result in a deduction or forfeiture of the rental deposit.
 - The renter will be billed for any damages not covered by the rental deposit.
 - The renter will forfeit the entire rental deposit and may be charged for Police or Fire response costs due to public safety intervention. Events will end immediately with forfeiture of all deposits and fees.
4. **Rental Fee Balance** - All fees are due **at least 30 days before** the rental date. VISA, MasterCard, Discover, and American Express are the preferred forms of payment. Cash or checks are also accepted. **Payments not received by this deadline may result in the cancellation of the rental and forfeiture of the deposit.**

- For applications submitted less than 30 days before the rental date, all fees are due upon reservation approval and no cancellations will be permitted without forfeiture of the refund and fees.
- Applications, modifications, or changes submitted less than 21 days before the requested rental date will be subject to review before approval and may be charged a \$25 late charge/change fee.

5. **Additional Fees** - Required for specific uses, changes, and equipment.

- Changes in hours, rooms, and setup requirements may incur a **\$25** change fee. Changes will require pre-approval. Changes will not be accommodated on the day of the rental. If the change fee has not been paid at the time of the rental, the change fee will be withheld from the deposit.
- Additional equipment is available for rent and varies by venue. This includes a portable dance floor, stage, linens, heat lamps, etc. Please reference the fee schedule for current equipment fees.

6. **Rental Hours of Use**

Facility	Rental Days and Hours	Minimum Rental Period
Shannon Community Center	Sunday-Thursday 8:00 AM-10:00 PM Friday & Saturday 8:00 AM-12:00 AM (Midnight)	Monday-Thursday Two (2) hours Friday-Sunday Six (6) hours <i>*Use of Patio prohibited after 10:00 PM</i>
Senior Center	Friday 4:00 PM-12:00 AM (Midnight) Saturday & Sunday 10:00 AM-12:00 AM (Midnight)	Friday - Saturday - Sunday Six (6) hours <i>*Use of Patio prohibited after 10:00 PM</i>
Heritage Park & Museums	Sunday-Thursday 8:00 AM-10:00 PM Friday & Saturday 8:00 AM-12:00 AM (Midnight)	Monday-Thursday Two (2) hours Friday-Sunday Four (4) hours
Civic Center and Library Available for meetings and training only	Sunday-Saturday 8:00 AM-10:00 PM	Sunday-Saturday Two (2) Hours
The Wave Community Room	Sunday-Thursday 8:00 AM-10:00 PM Friday & Saturday 8:00 AM-12:00 AM (Midnight)	Monday-Thursday Two (2) Hours Friday - Sunday Four (4) hours

7. **Insurance** – Insurance documentation must be completed, with an approved copy provided, **fourteen (14) days before the rental date**.

- Event Liability Insurance** – Every event requires event liability insurance. The City of Dublin offers the option to purchase this insurance with your rental. If the renter prefers to provide their own liability insurance, they may do so if all the requirements are met and approved. Rates vary based on the type of event, guest counts, and alcohol use.
- Third Party Vendors** – Such as decorators, bartenders, petting zoo requests, tents, DJs, and live bands must be disclosed to the City of Dublin rental facility coordinator upon submission of a rental request. Requirements for approval, possible permits, and restrictions will be discussed at that time with the renter.

8. **Continuous Use** – Available at multiple facilities. Continuous-use applications are approved on a case-by-case basis.

Categories	Jun – Aug	Sep-Dec	Jan – Mar	April – May
Public Agencies, Dublin Non-Profits, Residents	Starting April 15	Starting July 15	Starting November 15	Starting February 15
Non-Residents	Starting May 1	Starting August 1	Starting December 1	Starting March 1
Commercial	Continuous use is considered on a case-by-case basis			

9. **Cancellation Policy** – The City of Dublin reserves the right to cancel any reservation to operate in an emergency response capacity. The City will make all efforts to notify reservation holders of the City’s intent to cancel their reservation as soon as possible.

Cancellation requests must be made in writing by the original applicant by emailing facility.rentals@dublin.ca.gov. Refunds will be processed within 45 days of the receipt of the written cancellation request. Refunds will be processed as follows:

Facility Rentals

- Requests received 90+ days from the event will be refunded in full less the \$25 processing fee.
- Requests received 89-31 days from the event will forfeit the full deposit and be charged a \$25 fee.
- Requests received 30 days or less from the event will forfeit the entire deposit and 50% of rental fees

Facility Rental Rules

Advertising

No advertising may be posted, petitions circulated, solicitations, or sales made in the building or on the facility grounds without the Director of Parks and Community Services’ written permission. Banners and/or signs may not be hung on the facility’s exterior or the grounds unless previously approved by the Director of Parks and Community Services.

Air Conditioning/Heating

City Staff will provide a comfortable temperature in all buildings that have HVAC available. *City Staff will not maintain temperature with doors repeatedly opened or left standing open.*

Alcohol Use

- Alcohol at an event designated as a “youth event” (most of the attendees are under 21 years of age) must have two adults for every 10 children AND the event attendance must be more than 51% adults.
- Use of the bar requires a leak-free ice container and mats to absorb condensation and protect the floor. Metal containers (i.e., buckets, and tubs) must not be placed directly on the bar.
- Beer kegs are not permitted on carpeted areas. Kegs may be set up outside on the courtyard/patio areas adjacent to the building.
- Alcohol must be consumed inside the facility or in the courtyard/patio areas adjacent to the building. It is prohibited to consume alcohol in any other site area (City Ordinance Chapter 5.100, Section 150).
- **Alcohol Sales** – Sale of alcohol or exchange of any type of monetary consideration, i.e., tickets. Requests to sell alcohol must be submitted in writing to Dublin Police Services, 6361 Clark Ave., Dublin, 94568. If permission is granted, applicants must then obtain the appropriate permit from the Alcohol Beverage Control (ABC) Board. Evidence of approval must be submitted at least *fourteen (14) days before your rental date.*

Candles, Clay Ovens, or Open Flames

The use of open flame devices, such as candles and cooking equipment can pose a fire hazard.

- For decorative, ceremonious, or centerpiece purposes, indoor **use of candles** (other than small candles on cakes) requires a separate **Open Flame Permit** from the Dublin Fire Prevention Department. Battery-operated candles are recommended to achieve the desired effect.
- Sterno canisters, under chaffing dishes to heat food, are allowed in designated areas.
- The use of **outdoor** charcoal burners, LPG (propane), clay ovens, deep fryers, and approved BBQs are permitted in specific designated outside areas.
- **Fire Department Permits** - A permit is required for the use of any open flame indoors. Approved charcoal BBQs, clay ovens, and deep fryers are permitted in designated **outdoor** areas at the Shannon Community Center and Senior Center. Sterno canisters are allowed in designated areas without a fire permit. Fire Permits may be obtained from the Dublin Fire Prevention Department, at (925) 833-6606. *Open Flame Permits must be obtained at least fourteen (14) days before the rental date.*
- *Due to the historical significance of the Dublin Heritage Park & Museums facilities, candles and open flame devices are not permitted. Sterno canisters are only permitted in the Sunday School Barn.*

Caterer's Information

Use of the catering kitchen is included in the rental of Ambrose Hall at the Shannon Community Center and the Alamilla Springs Ballroom at the Dublin Senior Center. The City maintains a list of approved caterers who must follow State and County Regulations, City of Dublin rental policies, and have a valid City of Dublin Business License. Approved caterers must also have a certificate of liability insurance and endorsement listing the "City of Dublin, its officers, employees, agents, and volunteers" as an "Additional Insured." (All new caterers must be approved 30 days before the rental date). Catering companies that do not properly clean or who cause damage will be removed from the City's approved list. In addition, the facility renter will be charged a fee based on the condition of the kitchen or any damage incurred, which will be deducted from the security deposit. **The use of food frying equipment is strictly prohibited inside all city facilities.**

City Staff

City staff will be on duty during the entirety of the rental. Staff will be available to open the facility, answer questions, and periodically check in with the person in charge of the rental. Staff are not available for cooking, decorating, waiting tables, serving food, or cleaning. Questions regarding damages or cleanup after the rental should be directed to the Facility Rental Coordinator. *On-site staff cannot assure a full refund of the renter's deposit.*

Cleanup

Renters are responsible for the cleanup and condition of the facility at the end of their rental. The facility must be left in the same condition it was found before the rental. Cleanup includes all areas used during the rental, including outer courtyards, parking lot, and restrooms. Garbage bags will be provided. It is the renter's responsibility to bag all garbage and properly dispose of it. Renters will be charged for damage/abuse beyond normal wear and tear, and for additional clean-up, if required. **City Staff will not clean for the renter after the event.**

Crab Feed Requirements

- Crab Feed rentals must secure a 4-yard dumpster from Amador Valley Industries (AVI), the trash company used in the City of Dublin, to be delivered on the day of their rental and scheduled for pick-up the day following their rental (rentals on Saturday's will need to schedule a Monday pick-up). Proof of dumpster delivery and pick-up from AVI is required a month before the rental date. The AVI dumpster fee is set at market rate by AVI. AVI requires the payment upon scheduling.
- Crab Feed rental carpet cleaning in Ambrose Hall is charged at **\$50 per hour** for labor plus carpet cleaning fees. These costs will be withdrawn from the rental deposit to clean and restore the Ambrose Hall carpet to its initial condition. Charges to complete this work will be based on the market rate.

Decorations

All decorations must be either non-combustible or treated with state-approved flame-retardant solutions or processes. Violation of the below decorations information will result in the automatic forfeiture of the full rental deposit:

- City ladders are not available for public use. Please do not stand on tables or chairs.
- Any equipment brought into the facility must have protected feet (rubber or felt).
- No attaching decorations to any stage, curtain, batten, fixture, wall, ceiling, or cross beams.
- The use of tacks, tape, nails, staples, or putty on any walls is prohibited. It is prohibited to paste, tack, glue, or post any sign, placard, advertisement, or inscription or erect any sign at the site (per City Ordinance). Balloons may be used if they are weighted or secured.
- Smoke/fog machines, bubbles, sparklers, dry ice, rice, birdseed, confetti (paper, plastic, or metal), confetti guns, color packets/dye, flower petals, glitter, hay, sand, aerosol streamers, and similar materials are prohibited inside any city facility.
- Any plants, shrubs, or flowers brought into the building must be in waterproof containers.
- The use of decals, powders, wax paint, etc., is prohibited on the facility's floor areas.
- It is strictly prohibited to wrap the portable dance floor at the Shannon Community Center.

Designated Representatives

Each rental is required to identify two (2) representatives authorized to make decisions or respond to questions/problems on the day of the event and agree to be the primary points of contact for City staff.

Equipment/Fountains/Ice Machine

Kitchen storage cabinets, closets, and kitchenware are not available for use. A commercial ice machine is available at Shannon and the Senior Center. Exterior fountains are not included in the rental. Guarantees cannot be made regarding the operation of the fountains during a specific event.

Exit Doors and Paths

Do not block or obstruct any hallway, corridor, vestibule, aisle, or exit door.

Guests

Renters are solely responsible and answerable for all accidents or injuries to person(s) or property resulting from the rental usage. The renter is responsible for the control and supervision of all people in attendance during the rental and that everyone conducts themselves in an orderly manner.

Hand Cart/Dolly

Must have large, clean rubber wheels, with all projecting edges protected, to move heavy objects (i.e., speakers, plants, or cases of food). The renter will be charged for any damage to the floor, stairs, or walls.

Holiday Rentals

City facilities are not available for rent on the following holidays: Thanksgiving Day and Christmas Day. All other holidays are at the City's discretion. New Year's Eve rentals are permitted until 10 pm.

Inappropriate Uses

Any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means is deemed inappropriate use.

Kitchen Use/Cleaning

- **Dublin Senior Center & Shannon Community Center**
The catering kitchen is included in the rental of Ambrose Hall and the Alamilla Springs Ballroom. No kitchen utensils, dishes, or cutlery will be available for your use. It is the renter's responsibility to clean the kitchen. Failure to clean the kitchen and leave it in the condition it was received will result in charges,

which will be deducted from the rental deposit. **City staff will not clean for you after your event.**

- Events with an approved caterer will have full access to the catering kitchen.
- Events without an approved caterer will have limited access to the kitchen. No use of the oven, stove, cooktop, or dishwasher is permitted without an approved caterer.

Loading/Unloading/Parking

Parking: Parking is restricted to designated areas only. Reserved parking is not provided nor permitted. Vehicles parked illegally will be cited. Parking in an area designated as a fire zone is strictly prohibited.

- **Shannon Community Center** – Caterers may park in the caterer’s area behind the back kitchen entrance. Renters and/or vendors may drop off decorations and other set-up items at the back of the facility. **Parking behind the building is for City Staff only.** All vehicles (renters and guests) must park in the front parking lot. *Vehicles parked in the back of the building during the rental will be reported to Dublin Police to be cited. The vehicle will be towed at the owner’s expense.*
- **Senior Center** – Caterers may only park in the designated parking lot for the Senior Center. Caterers and/or renters may drop off food, decorations, or other setup items through the side entrance gate, allowing access to the back patio area (inquire directly with Senior Center staff for permission/access). Once all items are unloaded, vehicles must park in the designated parking lot for the Senior Center.
- **All other venues** – Park in designated parking areas.

Office Supplies/Equipment

Renters must provide their own supplies (stapler, tape, scissors, etc.) and equipment (ladders with rubber feet, easels, etc.) to complete decorating and registration for their event.

Overcrowding

Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department may be called to reduce the overcrowded conditions. Renters will not be permitted to exceed the Fire Code Capacity of any room. Overcrowding is forbidden and will result in immediate cancellation of the event and forfeiture of all fees paid.

Recycling

The City of Dublin supports efforts to protect the earth and environment through an intensive recycling program. Recycling containers are provided for cans, glass, hard plastic containers, and cardboard. Organic containers are provided for food scraps, food-soiled paper, and flowers. Guest, vendors, and caterers should assist by using appropriate recycling containers in event rooms and dumpster areas. Use of polystyrene (Styrofoam) cups, plates, etc., is prohibited per City Ordinance. Liners for the recycling, organics, and garbage containers will be provided. The renter will be responsible for sorting and bagging all discards and depositing them in the appropriate dumpsters.

Rental Time

- *Caterers, vendors, or rental members will **not** have access to the facility before the contracted rental time.* Rentals that exceed the scheduled hours will be charged **twice the hourly rate for any increment** of overtime.
- The facility will not be open earlier than the permit start time. The renter must rent enough time for all necessary rental preparation, events, and complete cleanup.
- The facility is not available for the storage of items either before or after the event. Any items rented from an outside vendor must be picked up before the event's end time.
- The City of Dublin recommends allowing at least one (1) hour each for setup and cleanup.
- All venues must be completely cleaned and vacated no later than midnight. (Friday-Saturday-Sunday).

Setup/Equipment Needs

The renter is responsible for scheduling a walkthrough appointment with the facility coordinator if one is desired. Requested room setups must be received at least ten (10) days before the event.

Smoking

SMOKING IS PROHIBITED within the interior of all City facilities and 25 feet from every facility entrance (per City Ordinance). No smoking is allowed on the Heritage Park & Museums grounds.

Audio and Sound System

Audio/Visual (AV) equipment, projectors, and screens are available at most facilities. Our systems have microphones (some are wireless) with an output line to use for media devices. Renters are responsible for providing their own connection cords and/or laptops.

Storage

Storage is not available, neither before nor after your event. After the event, all materials and supplies must be removed from the facility. The City is not responsible for items left after designated rental times.

Tables/Chairs

Dining tables and chairs are included in all indoor rentals. High-top cocktail tables are available to rent at an additional fee. Please do not slide tables or stacked chairs across the floors. Do not stand, sit, or lie on tables. Any damage to tables and/or chairs will be deducted from the renter's deposit.

The City of Dublin reserves the right to deny the use of any Dublin Facility due to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents. Applicants should thoroughly review the Facility Reservation Policies and Rules to become familiar with all rental fees, policies, and procedures.

Requests for an exception to the Facility Rules must be submitted in writing to the Parks and Community Services Director or his/her designee no later than one (1) month before the requested rental date. The City reserves the right to book additional events before or after applicants confirm rental time.