Highlands Recreation District

1851 Lexington Avenue, San Mateo, CA 94402
Phone: 650-341-4251 Fax: 650-349-9627
www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

Application For Use of Rec Center Facilities

Date of requested use: _____ Day of the week :_____

Hours requested :_____ to _____ Total Hours :_____

Request made by: Name _____ Phone: _____

Address: _____ E-mail: _____

Organization represented (if applicable):_____

Purpose:_____

Maximum number of persons to attend: _____

Facilities Requested (circle the appropriate area/s):

Pool Gym Upper Kitchen Social Rm Multipurpose Rm Other*_____

Chairs & Tables:

# of chairs needed _____ # available: MPR-60 Gym/S.R- 95

# of tables needed _____ # available: MPR-10 Gym/S.R- 30 (6ft. tables)

Will alcoholic beverages be served? (Not permitted for pool rentals) _____ Yes _____ No

Responsible adults available to assist the Rec. Center staff in an emergency or to maintain orderly behavior (at least three with phone number):

1. _____ 2. _____

3. _____ 4. _____

It is the responsibility of these individuals to identify themselves to the Rec. Center Staff upon arrival and to advise the staff upon their departure from the premises. **This Application for Use of Rec. Center Facilities must be signed, indicating that the information supplied by applicant is correct and the applicant has received and understands the Rules and Regulations for the use of recreation facilities.**

Signature of Applicant _____ Date _____

APPLICATION PROCESS

1. When scheduling an event time, please remember that set-up and clean-up must be conducted and completed within the hours of the contractual rental agreement.

2. The General Manager and/or the Recreation Supervisor must approve all applications.

3. Individuals or groups may request use of Recreation Center facilities. Groups must be organized and non-discriminatory.

4. Applications are issued to adults 21 and over only. All children attending the rental must be supervised by an adult at all times. This includes anywhere on Recreation District property.

5. At least one member of the Recreation Center Staff will be on the premises during rental period, unless otherwise specified by the General Manager and/or Recreation Supervisor.

6. The Recreation District reserves the right to have its representatives enter any function at any time for the purpose of inspection to ascertain that all regulations are being complied with.

7. The General Manager and/or the Recreation Supervisor must approve plans for decorations at the time the application is granted and prior to installation. Only fireproof and fire retardant materials may be used. All decorations, trash, and supplies must be removed before the applicant leaves.

8. The Highlands Recreation District 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 reserved room(s) needed for District use or maintenance, the Highlands Recreation Center 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 and a full refund.

9. No rental can be greater than 8 hours unless approved by General Manager/Recreation Supervisor.

Fees and Deposit

1. A cleaning/damage deposit is required to reserve the date of the rental. The deposit will be refunded provided the facility is left in a clean and presentable condition as determined by the Rental Supervisor and there is no damage, breakage or missing Recreation District equipment or supplies**. The individual or group granted use of the facility shall be held responsible for payment of any damage to or loss of Recreation District property, as well as the cost of any clean up required after their use. Any damage or charges will be billed as soon as possible after the event and any remaining deposit returned along with a statement.** ***Initial*****_____**

2. Hourly rental fee includes: rental supervisor, use of tables, and chairs. **Full payment and insurance is due one week before the rental.** ***Initial*****_____**

3. Rental Supervisors will monitor event, answer questions, and ensure all rules are being complied with before, during, and after rental. **Rental Supervisors are not responsible for setup or cleanup.** ***Initial*****_____**

4. The Applicant will be billed at a rate of one and one half times the hourly rate for any unreserved time used before or after the rental. Therefore, rental time should include all necessary setup and cleanup time. This fee will not be prorated for portions of an hour used. ***Initial***_____

5. If the charges exceed the deposit, the Applicant will be required to pay additional fees to cover the balance within two business days of rental.

6. Deposit will be forfeited in its entirety if Rental Supervisor feels it is necessary to call in the Sheriff to re-establish order.

7. Deposits will be returned to the Applicant in three to five business days following the event, assuming no damages or additional fees were incurred.

8. Deposits can be transferred to Households as district credits.

Deposit

	Without Alcohol	**With Alcohol**	**Pool & Room**
Highlands Res.	$250.00	$350.00	$350.00
Non-Res.	$300.00	$400.00	$400.00

Rental Fee

Rental Fees	**Multipurpose Rm**	**Gym**	**Social Rm**	**Upper Kitchen**	**Pool**
Rental Capacity	Under 50/ Over 50	Under 50/ Over 50	Under 50/ Over 50	Under 50/ Over 50	Under 50/ Over 50
Highlands Res.	$60/70 hr.	$65/$75 hr.	$55/$65 hr.	$10 hr.	$130/$140
Non-Res.	$70/80 hr.	$75/$85 hr.	$65/$75 hr.	$20 hr.	$160/$175

***All fees are hourly rates with a minimum of 2 hours**

Insurance

1. A Certificate of Insurance with the **Highlands Recreation District** listed as additionally insured under a $1 million dollar policy with an endorsement on the certificate is also required. The Certificate of Insurance may be obtained from the renter's homeowners insurance or through the Recreation District for an additional fee.

Alcohol

1. Liquor, including beer and wine may be served only with advance permission by the General Manager and/or Recreation Supervisor. If alcohol is served, the General Manager and/ or the Recreation Supervisor may require additional staff to be present at an additional cost. All alcohol must be removed from the premises immediately upon completion of the event. This includes all bottles, opened or not and all glasses or containers in which liquor has been served. No liquor is to be delivered to the premises until immediately

prior to the event and is at no time to be left unattended. **Alcoholic beverages are not permitted in the playground, pool, sports court and grass area.** ***Initial*****_____**

2. Alcoholic beverages may be neither sold nor served to or by individuals under (21) twenty-one years of age. Any questions will be addressed by contacting the Sheriff and this may result in immediate termination of the renal and forfeiture of the rental deposit.

Rental Rules

1. Facility capacity must be adhered to:

Multipurpose Room	75 persons Maximum
Gym	132 persons Maximum*
Social Room	75 persons Maximum

*May require an additional Rental Supervisor

2. If contracted rental capacity is exceeded, HRD reserves the right to terminate the rental and/or contact the Sheriff.

3. The Highlands Recreation District reserves the right to require an additional Rental Supervisor for any event at an additional cost to the applicant.

Prior to Rental

1. Any set-up and clean-up of chairs, tables, or other equipment is to be done by the renter. **Rental Supervisors are not authorized to assist in any set-up or clean-up.** ***Initial*****_____**

2. Mylar balloons are not permitted for safety reasons. ***Initial*****_____**

3. **The Upper Kitchen's utensils and refrigerator are not available for rental use**. Cutting on the counters is not permitted. Other appliances are only available if included in original rental application.
Initial**_____**

4. No storage is permitted either before or after the event. All items, including catering and rental supplies must be removed promptly at the conclusion of the event. The Highlands Recreation District accepts no responsibility for any items left behind.

5. Driving on the pathway is not permitted without a Rental Supervisor present. ***Initial*****_____**

During Rental

1. **Smoking is NOT permitted on Recreation Center grounds.**

2. Fighting or other unruly conduct will not be tolerated and will result in immediate termination and forfeiture of the refund. The District Code of Conduct needs to be followed at all times.

3. Children must be supervised at all times and remain in the rented area.

4. Nails, tacks, pins, staples, scotch tape, masking tape, or any other items that put holes in or removes paint from the walls or ceilings are strictly forbidden. Painter's tape (blue tape that can be purchased at a local hardware or paint store) can be used to hang decorations, providing that it is removed after event.

5. Open flames are not permitted. All candles must be encased in a glass votive candleholder with the flame at least one inch below the glass.

6. BBQ's require prior approval. ALL BBQ's must be gas grills, as we do not have a receptacle for the disposal of charcoal. ***Initial***_____

7. If music is used during the event, it must be turned down at 8 p.m. Sunday through Thursday and by 10 p.m. on Friday and Saturday. ***Initial***_____

8. If your rental is planning to have a DJ or live band the rules below must be followed:

a. The volume must not exceed 50 decibels.
b. If a subwoofer is used it must not exceed 500 watts.
c. If there are complaints from the surrounding neighbors or supervisor, the music and/or subwoofer must be turned down or off. ***Initial***_____

9. Any rental that involves a DJ or live band will need to have the music off by 10 pm Fridays and Saturdays.

10. All evening rentals must exit the building by 10pm Sunday through Thursday, and 11pm Friday and Saturday. **No Exceptions.**

End of Rental

1. **Clean up after activity MUST include the following, if applicable:**

a. Wipe tables and chairs clean. ***Initial***_____
b. Return tables and chairs to storage room in appropriate places. ***Initial***_____
c. Clean kitchen if included in rental. ***Initial***_____
d. Empty garbage cans and remove trash to parking lot dumpster. ***Initial***_____
e. Sweep floors. ***Initial***_____
f. Mop floors. ***Initial***_____
g. Pick up paper in bathrooms. ***Initial***_____

2. Cleanup of chairs, tables, or other equipment is to be done by the renter. **Rental Supervisors are not authorized to assist in any set-up or clean-up.** ***Initial***_____

3. User must remove all personal property at the conclusion of the rental. The District cannot accept responsibility for loss of personal property.

4. Rental Supervisors will review the Rental Checklists at the end of rental to determine if any items require additional follow up or charge against deposit.

HIGHLANDS RECREATION DISTRICT
AGREEMENT, WAIVER, AND RELEASE

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the Districts' facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees, and volunteers against any and all such claims, demands, causes of actions, suits and expenses, arising out of or resulting from its use of the District's facilities. I also agree to name the Highlands Recreation District as an additional insured on my homeowner's policy for the period of time of facility use. I understand the conditions and regulations and hereby represent that I will be present at the facility during its use and agree to use due care to ensure that said regulations are enforced while the facility is in use. I further realize the ramifications of failure to abide by the policies and/or permit requirements.

Signature of Applicant _____Date_____

For District Use Only

Rate		
Deposit		
Insurance		
Rental Balance		

Highlands Recreation Center

Code of Conduct

Welcome to the Highlands Recreation Center. The HRC is a multi-use facility where customers can participate in recreation, socialization, educational, and fitness activities, as well as find a variety of helpful, relevant services in a fun and relaxed setting.

The Highlands Recreation District is committed to providing a safe and welcoming environment for our participants, visitors and staff. To help ensure a positive setting for all who come to the Center, the following Code of Conduct was established based on common sense and respect.

It is imperative that all participants, visitors and staff act appropriately while at the Highlands Recreation Center or any of its satellite locations. Everyone should be able to participate, socialize and interact with others in a positive matter. This means that people should treat each other with dignity and respect at all times.

The following is not acceptable conduct:

1. profanity, vulgarity or explicit sexual language
2. hate speech or epithets (e.g. racial, ethnic, sexist, homophobic and religious slurs)
3. promotion of or engaging in any illegal activities
4. participating while under the influence of alcohol or illegal drugs
5. harassment of any kind to anyone
6. fighting, physical abuse, challenging others to a fight, destroying or damaging property

Inability to comply with the Code of Conduct may result in losing the temporary or permanent privilege of using Center grounds and/or participating in Center programs and activities. In certain situations it may be necessary to defer matters to the Sheriff's Department to ensure customer compliance and/or safety.

Use is a privilege not a right

Adopted September 11, 2007 by the Highlands Recreation District Board of Directors