



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

HRD Rental Policies & Procedures

Description of Rental Spaces

HRD rentals are available between 9 a.m. and 9 p.m. All evening rentals must exit the building by 9 p.m. Rentals that exit the building after 9 p.m. are subject to full deposit loss.

Multi-Purpose Room: The Multi-Purpose room is a single room (780 square feet) that can accommodate 60 people. There is a sink, electric stove and oven, microwave, and mini fridge in the room. Tables and chairs are located in a storage closet inside room. A unisex restroom is next to room.

Gymnasium: The gymnasium houses a full court basketball area (2040 square feet) and can accommodate 100 people. Tables, chairs and a refrigerator are available in a storage room inside the gym. A unisex restroom is available next to the gym.

Rental Classifications

Highlands Recreation District offers differential pricing for rentals, we have 4 classifications:

Group Classifications:	
Group A	Private parties and commercial renters
Group B	Non-Profit Groups and Organizations
Group C	Continuous Instruction Renters*
Group D	HRD Sponsored Renters and Community Groups**

**Continuous renters sign a contract for a minimum of three months and use the facility a minimum of once a month.*

***Week day rentals only- weekends charged at Group B rate.*

Rental Rates

Within each classification we have different rates for Highlands Residents and non-residents. Rentals are for a minimum of 3 hours. Hourly rental fee includes specified facility use, District Building Attendant, use of tables and chairs, and cleaning supplies. The on-site Building Attendant will answer questions and ensure rules are being followed before, during, and after rental. The Building Attendant is not responsible for set up or clean up.

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.



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Highlands Resident Rates				
ROOM	Group A	Group B	Group C	Group D*
MPR	\$97/HR	\$85/HR	\$50/HR	No Charge
GYM	\$105/HR	\$92/HR	\$50/HR	No Charge
Non-Resident Rates				
ROOM	Group A	Group B	Group C	Group D*
MPR	\$106/HR	\$97/HR	\$50/HR	No Charge
GYM	\$115/HR	\$104/HR	\$50/HR	No Charge

Deposit

Applicants classified as Group A and B are required to provide a maintenance and damage deposit to reserve the date of the rental. Deposits for rental events without alcohol is \$400. The deposit for rentals serving and or selling alcohol is \$500. A \$30 maintenance fee is nonrefundable. The remainder of the deposit will be refunded provided the facility is left in a clean, damage free, and presentable condition as determined by the Recreation Coordinator.

If charges due to damage or rule violation are in excess of deposit, the additional amount will be charged directly to the rental applicant, and all fees must be paid within two business days of receipt of invoice.

Deposit will be forfeited in its entirety if the Building Attendant calls in the Sherriff for any reason. Rentals that do not leave the premises by 9 p.m. are subject to loss of deposit.

Remaining deposit will be returned to applicant within one week of rental in the manner the deposit was made (check, debit or credit card). Deposits can be transferred to Household as District credit if authorized by Recreation Coordinator

Without Alcohol	With Alcohol
\$400.00	\$500.00

Cancellations and Refunds

Full refunds will be granted if cancellation is made a minimum of 90 days prior to the event. Reservations cancelled less than 90 days prior to the event lose their Security Deposit or the contracted rental amount, whichever is less.



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Insurance Requirements

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

Premiums for Certifications purchased through HRD are based upon the type of event, if there will be alcohol at the event, and the number of participants at the event. The insurance premium rates are subject to increase based upon current billing rates of insurance carrier and type of event.

Liability

The applicant is solely responsible and accountable financially for any and all accidents or injuries to persons or property resulting from use of HRD facilities. The applicant is responsible for knowing and understanding all rules and regulations governing HRD facilities. The applicant shall also be responsible for the control and supervision of all people in attendance during the usage of the facility and shall take care to see that no damage is done to the facility, and that everyone conducts himself or herself in an orderly manner. Minors must be supervised at all times during an event rental, including setup and cleanup. HRD will not be held responsible for unsupervised minors. If facility damage, inappropriate behavior of a rental group, or exceeding capacity levels occur at any rental activity, the event may be shut down and future use of HRD facilities by an individual applicant or group may be denied.

Time Schedule on Application

HRD rentals are available between 9 a.m. and 9 p.m. All evening rentals must exit the building by 9 p.m. Rentals that exit the building after 9 p.m. are subject to full deposit loss.

The time period stated on the application will be strictly enforced. The reservation period must include all time necessary for setup and cleanup for the event, and time must be consecutive. If applicant does not use full time stated on their application there will be no refunds given or funds transferred.

Facility Rental Onsite Appointment

Facility rentals receive one (1) thirty (30 minute) onsite appointment. This appointment is not mandatory, however first-time renters of HRD facilities are encouraged to schedule this appointment. Applicants schedule their one (1) courtesy appointment with the Recreation Coordinator. Appointments are scheduled on a first come, first serve basis. Appointments start and end at the designated times as scheduled. Applicants must contact the Recreation Coordinator within 48 hours to reschedule an appointment.



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Capacity

The rental capacity of the room rental must not be exceeded. The MPR has a capacity of 60 people and the Gym has a maximum capacity of 100 people. If rental capacity is exceeded, Highlands Recreation District reserves the right to terminate the rental and/or contact the Sherriff. Exceeding the maximum capacity can result in full forfeiture of deposit.

Building Attendants

A minimum of one Building Attendant will be on site during the entire rental including set up and clean up. Building Attendant must be present during entire set up and clean up. Building Attendants are responsible for completing the turnover checklist and signing off on the departure status of the rental- indicating recommendations for deposit refund. During the rental, the Building Attendant will work in the registration office and will check in with the renters every hour (at a minimum). These hourly visits are to ensure that renters are abiding by all rules and regulations. The Building Attendant will inform renters of their location in the registration office and have the door open for people to stop by with questions. The Building Attendant is responsible for monitoring group size and holding the renter accountable to all group size limitations, and rules and regulations. The Building Attendant is also responsible for monitoring noise, and starting and end time of rentals.

Building Attendants are not available for loading/unloading supplies, waiting tables, serving, moving rented furniture or equipment, and/or assisting with the applicant's portion of cleanup.

Condition of Facility

Building Attendants will check the condition of the facility with the applicant before the start of the event and prior to their departure to determine if additional damage, cleaning, or overtime use has occurred. Building Attendants will document any issues during the total length of the rental including but not limited to set up, event time, and clean up. The onsite evaluation is only one means of evaluating the return of the rental deposit, additional charges may be imposed for damages or cleanup not identified on the evaluation form if additional items are identified after the applicant has left the facility. It is the responsibility of Building Attendants to enforce facility use regulations and prevent abuse of the facility.

Trash & Recycling

Room rental entitles renter to two trash bins and two recycling bins. Event trash and recycling must be properly bagged and placed in designated trash/recycling receptacles. Renters are responsible for bringing all trash and recycling to dumpsters located in the parking lot. If trash or recycling bins are left in the room, renter will be deducted \$75 from deposit for each trash and/or recycling bin. Waste beyond 2 trash bins and 2 recycling bins may be subject to additional fees.



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Room Set Up & Clean Up

The setup and take down of HRD tables and chairs are done by the Renter. Applicants are responsible for the removal and or disposal of food, beverages, paper goods, decorations, signage, equipment, furniture and personal items by the end time indicated on the rental application and agreement. Applicants are required to notify HRD staff immediately of any large spills and or damages to HRD property. Applicants are responsible for ensuring that DJs, caterers, decorators, etc. adhere to HRD's cleaning requirements and exit the facility by the event rental end time. Failure to adhere to HRD's cleaning requirement could result in the forfeit of the entire facility rental deposit.

Cleaning Requirements

- a. Tables and chairs must be wiped clean and returned to proper storage location (building attendant will direct you to proper locations).
- b. Empty garbage and recycling receptacles and place in appropriate parking lot dumpsters.
- c. Sweep floors and mop up any spills or messes.
- d. Ensure all trash in restrooms in in provided trash receptacles.
- e. Remove all decorations and personal items from premises.
- f. Cutting on counters is not permitted. Any damages to counters may result in additional charges and/or loss of deposit.

No storage is permitted 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.

Driving on the pathway is not permitted. Renter can make arrangement with Recreation Coordinator in advance for deliveries to have access to pathway. Building attendant will raise and lower bollards and must be present while delivery is being made. Delivery must be made during the rental period.

It is the responsibility of the applicant to leave the facility clean and orderly. Building Attendants will have cleaning equipment available for use. Based on the turnover checklist, part or all of the security deposit may be withheld. Any on site concerns can be further discussed with the Building Attendant on site or with the Recreation Coordinator during normal business hours. Please note any concerns on the additional comments space provided on the turnover checklist and or check out form.

It is the responsibility of the Building Attendant on duty to review the pre-inspection, turnover checklist and check out form with the applicant. The Building Attendant will remain on site until the event is concluded and checklist and checkout form have been completed and signed.

Additional Incident Fee

Excessive cleaning performed by HRD staff beyond the normal event cleaning requirements or minor facility repairs following a rental activity will result in a cleaning fee of \$150 per incident. Any amount of



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these services shall be deducted from the rental deposit, or in the event of an insufficient deposit balance, shall be a separate obligation of the applicant.

Decorations

The rooms are rented as is - all furniture must remain inside the rental space. Description of decoration items must be included in the rental application and be pre-approved by Recreation Coordinator. All decorations must be fire proof and/or fire retardant. All decorations must be removed and or properly disposed of prior to departure of group. Adhesives, nails, screws, pins, or staples are prohibited on facility walls. Confetti, glitter, sequins, sparklers, candles, rice, or birdseed is not allowed in any HRD facility. Painter's tape (blue tape) or command strips may be used to hang decorations and must be removed prior to departing.

BBQ's & Grills

HRD Propane BBQ can be rented from HRD for \$25.00. The use of BBQ's during a rental requires prior approval from Recreation Coordinator, and must be requested on the Rental Application. All BBQ's must be gas grills. Use of BBQ is only allowed in designated area.

Music/Audio

HRD complies with the San Mateo County noise ordinance for all facility rentals. Amplified music must be restricted to the interior of the building. Outdoor musical instruments may only be acoustical. Volume must not exceed 50 decibels. Subwoofers must not exceed 500 watts.

All music must be turned off by 8 p.m.

If music/sound becomes excessively loud in the judgement of HRD staff on duty, the renter will be asked to lower the volume. Failure to do so will result in loss of music/sound and or eviction from premises.

Smoking

It shall be unlawful to smoke or in any way engage in the use of tobacco, marijuana, or tobacco-like products of any kind or description and in any form, on any property owned and/or operated by the District. Smoke, mist or fog machines, haze or vapor type devices are prohibited in all HRD facilities.

Prohibited Items

- Smoke, mist or fog machines, haze or vapor type devices
- Recreational drones, model airplanes, and any other unmanned aerial vehicle or systems are not permitted on any District property
- Mylar balloons are not permitted.
- Open flames are not permitted. Chafing dishes with flame are acceptable. Cake candles are permitted
- Animals with the exception of service animals



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- Paint, spray chalk or any painted ground decorations or signage
- Tape, glue, thumbtacks, nails
- Rice or Bird seed
- Live Bands
- Food Trucks

Alcohol

Wine and Beer may be consumed in HRD facilities with approval from Recreation Coordinator and must be indicated in the application, all alcohol (only beer and wine allowed) 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 alcohol has been served. Consumption of alcoholic beverages is not permitted in the playground, pool, or tennis courts. The floor in an indoor bar area must be protected with waterproof material.

If alcohol (only beer and wine) is to be sold during an event the renter must purchase an additional permit from the Department of Alcoholic Beverage Control (ABC). A copy of the ABC issued permit must be submitted to HRD Recreation Coordinator 5 days prior to event and must be posted during event. Alcoholic beverages must not be sold or served to individuals under 21 years of age.

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 _____



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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: _____ Purpose: _____

Maximum number of persons to attend: _____ Organization: _____

Facilities Requested (circle the appropriate area/s):

Gym **Social Room** **Multipurpose Room** **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:

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 _____

Highlands Recreation District
Turnover Check Out Forms

Name of Renter: _____ **Date:** _____ **Time in:** _____ **Time Departed:** _____

MPR

Turnover Expectation	Status	Staff	Comments
Chairs wiped down			
Tables wiped down			
Chairs returned to proper storage			
Tables returned to proper storage			
All decorations/adhesives removed from premises			
Trash Collected and deposited in Dumpster			
Recycling Collected and deposited in Dumpster			
Floor swept			
Kitchen Counter Swept			
Personal Items removed			
Floor mopped if dirty or spills occurred			
Restroom is clear of trash and paper on the ground			
Was Sheriff contacted for any reason?			
Any excessive cleaning done by staff?			
Rental occurred during agreed upon times			

GYM

Turnover Expectation	Status	Staff	Comments
Chairs wiped down			
Tables wiped down			
Chairs returned to proper storage			
Tables returned to proper storage			
All decorations/adhesives removed from premises			
Trash Collected and deposited in Dumpster			
Recycling Collected and deposited in Dumpster			
Floor swept			
Personal Items removed			
Floor mopped if dirty or spills occurred			
Restroom is clear of trash and paper on the ground			
Was Sheriff contacted for any reason?			
Any excessive cleaning done by staff?			
Rental occurred during agreed upon times			

Highlands Recreation District
Turnover Check Out Forms

Name of Renter: _____ **Date:** _____ **Location:** _____

Expectation	Renter Initials	Staff Initials	Comments
Floor is swept and clean			
Chairs are wiped clean			
Tables are wiped clean			
Trash is empty			
Recycling is empty			
Restroom is clean			

Comments

Check out

Description	\$Amount		Payments Made/ Comments
Deposit Amount	\$400	\$500	
Non Refundable \$30 Maintenance Deposit	(\$30.00)	(\$30.00)	
Rule Violation			
Extra Trash Fee			
Extra Recycling Fee			
Extended Hours			
Damage			
Deposit to be returned			
Outstanding Amount Owed			

Comments

Staff Signature

Date