

# City of Millbrae Facility Rental Procedures

## 1. Appointments

- + Appointments must be made in advance to view the facility.
- + Call 650.259.2360 for an appointment.
- + Rental requests must be made at least two(2) weeks in advance.

## 2. Millbrae Community Center Rental Hours

- + Weekday Room Rentals are on an hourly basis.
- + Weekend Room Rentals require a minimum of at least three(3) hours.
- + All City facilities have an 11:00pm curfew due to the proximity to residential neighborhoods, which may be extended to midnight by special request.
- + Mondays through Thursdays, 8:30am to 9:00pm.
- + Fridays, from 8:30am to 11:00pm.
- + Saturdays, and Sundays from 1:00pm to 11:00pm.
- + Reservations are accepted six(6) months in advance.
- + Millbrae Residents may reserve up to eight(8) months in advance.

## 3. Event Documents and Payment Requirements

- + Proof of insurance, rental payment balance, security deposit, and set-up fees are due 15 days in advance of the event date.
- + Failure to comply with these requirements will result in cancellation of the event, and loss of all payments and fees.

## 4. Liability Insurance Policy

- + A \$1 million dollar policy, naming the City of Millbrae, its officers, agents, and employees as additionally insured, is required for all events, and the responsibility of the Renter.
- + Typically, obtained through a homeowners insurance policy.

## 5. Minor Attendees

- + Must be supervised by *1 adult* for every *20 minors*, while they are present in the facility.

# City of Millbrae Facility Rental Procedures

## 6. Security Deposit

- + Security Deposit of \$380 is required for all Rental activities.
- + The Security Deposit must be paid, by cash or check, and contract signed before a reservation is confirmed.
- + The Security Deposit is refunded three weeks(3) after the event, provided that the space is left clean, and no damage occurred.
- + Cleaning supplies must be refurbished by the Renter.

## 7. Cancellation Policy

- + The following charges are retained from the Security Deposit if an event is cancelled:
  - + 30 days or less \$300; 31-45 days \$150; 46 days or more \$100.
- + The City reserves the right to cancel a reservation in the event of a local, state, national, or global *emergency*.

## 8. Alcoholic Beverages

- + Events in which alcoholic beverages are sold require a 24 hour permit.
- + Obtained from the Alcohol Beverage Control Department,  
71 Stevenson Street, Suite 1500, San Francisco CA 94105.

## 9. Events larger than 75 attendees

- + If alcoholic beverages are served, the Renter must provide a Security Guard at the Renter's expense.
- + Two(2) Security Guards are required for events larger than 175.

## 10. City of Millbrae Building Attendant

- + An Attendant is provided to assist with furniture set-up.
- + The Attendant will be on-site, but may not be present during the entire event time.
- + The Attendant is not responsible for supervision of attendees, security, law enforcement and/or conflict resolution.
- + The Attendant is instructed to call 911 in case of an emergency situation. The Renter, as the Event Host, must assume responsibility for any event situation.

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## 11. The Facility

- + Opened, with tables and chairs set-up by the Attendant designated on the contract.
- + The Renter must provide a sound system for amplified music, microphones, and a piano, if needed for the event.
- + Extending hours beyond the event end time on the contract will result in an additional charge at twice the hourly rate.

## 12. The Renter as Event Host

- + If alcoholic beverages are being served or sold, the Renter is responsible, and potentially liable for the safety of attendees, both at the event, and while they are under the influence of the alcoholic beverages.
- + The Renter should maintain strict control over alcoholic beverage service, and assure that attendees are safely returned home after the event. This is not the responsibility of the Attendant.

## 13. Recycling - A California State Mandate

- + The CA State Mandate AB341 requires waste recycling of all bottles, cans, mixed paper and cardboard must be recycled. Recycle bins are available for use by event kitchen staff and attendees. The recyclables may be emptied into the outdoor enclosure recycle bins. Recyclable materials may be removed from the premises to be recycled elsewhere. A portion of the cleaning deposit may be withheld if recyclables are not recycled.
- + Where bins are available, food scraps from food preparation and leftovers, paper plates, and napkins must be placed in the appropriate marked indoor food waste recycle bins, and emptied into the outdoor enclosure food waste recycle bins, which is then processed off-site and composted.

## 14. Facility Safety Check

- + A Building Attendant will complete a Facility Safety Check of all equipment in the facility.
- + A diagram is in the Rental packet showing exits, evacuation routes, fire extinguishers, AED, phones, and fire alarms.