



Hayward Area Recreation and Park District  
 1099 E Street, Hayward CA 94541-5299  
 Phone (510) 881-6700 Fax (510) 881-6763

<b>FOR OFFICE USE ONLY</b>
Date _____
Received by _____

**Application/Permit for Use of Recreation Facility**  
**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Organization (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

E Mail: \_\_\_\_\_ Is your organization non-profit? No Yes Non-Profit # \_\_\_\_\_

Name of person in charge day of event: \_\_\_\_\_ Phone: \_\_\_\_\_

**RENTAL/EVENT INFORMATION**

<input type="checkbox"/> Ashland Community Center	<input type="checkbox"/> Kenneth C. Aitken Community Center	<input type="checkbox"/> Sorensdale Recreation Center
<input type="checkbox"/> Castro Valley Community Center	<input type="checkbox"/> Matt Jimenez Community Center	<input type="checkbox"/> Southgate Community Center
<input type="checkbox"/> Eden Mansion	<input type="checkbox"/> San Felipe Community Center	<input type="checkbox"/> Weekes Park Community Center
<input type="checkbox"/> Hayward Senior Center	<input type="checkbox"/> San Lorenzo Park Recreation Center	<input type="checkbox"/> Other _____

**Dates Requested:** \_\_\_\_\_ Anticipated attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_

**Total Hours of use (including time needed for decorating & cleanup):** \_\_\_\_\_ am/pm \_\_\_\_\_ am/pm

Type of function (meeting, reception, etc.) \_\_\_\_\_ Event Type  Youth  Adult

Will alcohol be served?  Yes  No **ALCOHOL TO BE SERVED AFTER 4PM ONLY** Option # \_\_\_\_\_

**FEE COMPUTATION (DISTRICT USE ONLY)**

Use fee per hour	\$ _____ per hour	\$ _____
Additional hour(s)	\$ _____ @ _____ hours	\$ _____
Alcohol permit fee		\$ _____
Refundable security deposit	Cash _____ Credit Card _____	\$ _____
Total fees		\$ _____
Non-refundable deposit		\$ _____
Contract # _____	Balance due	\$ _____

**LESSEE'S AGREEMENT**

The Hayward Area Recreation and Park District grants to the lessee, permission to use the facility as indicated above. Use of facility shall begin and terminate on the date(s)/time(s) indicated above. Lessee agrees to pay the Hayward Area Recreation and Park District the total fee stated above for the use of said facility in accordance with the rules and policy indicated on this application. Lessee hereby agrees to hold harmless, defend and indemnify the Hayward Area Recreation and Park District and its Officers, Agents and Employees from any loss, damage, cost of expense that might arise during or be caused by the use or occupancy by lessee of leased facility.

I, the undersigned, hereby certify that I, as or on behalf of, the lessee, agree to be responsible for any damages to the building, furniture or equipment accruing through occupancy of use of said facility by the lessee. Any damages sustained to the above shall be compensated within five (5) days of notice of payment due.

I hereby certify that I have read and understand the Hayward Area Recreation and Park District's rules and policy and agree that they are made a part of this agreement by reference and that I will abide by the same. It is acknowledged that all reservations are granted with the understanding that the Hayward Area Recreation and Park District may cancel such reservations should the facility be required for District activities.

I have read the policy for reservation of facility and understand the policy regulating alcohol consumption, regulating amplification equipment and clean up. I further agree to be responsible for the conduct of all members in my party, both adults and children, including reimbursement to the District for any financial damage caused by a member in my party. (initial) \_\_\_\_\_

Signature of Applicant	Date	Supervisor Approval	Date
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**Hayward Area Recreation & Park District**

1099 "E" Street, Hayward, CA 94541

(510) 881-6700

LIABILITY RELEASE

\_\_\_\_\_ Name of Applicant \_\_\_\_\_ Name of Organization

\_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone

1. This is in response to your request to make the following described use of:

\_\_\_\_\_ on \_\_\_\_\_  
 \_\_\_\_\_ Facility \_\_\_\_\_ Date/s  
Describe Use \_\_\_\_\_

2. The District is very pleased to have you use the facility for the above purpose under the following conditions:  
Conditions \_\_\_\_\_

3. Lessee agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. Lessee agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District's facilities.

4. In this connection, please list liability insurance you will have in force at the time of the above use.

\_\_\_\_\_ Type of Policy \_\_\_\_\_ Policy Number \_\_\_\_\_ Policy Limits

No Liability Insurance

\_\_\_\_\_ Name of Insurance Company

5. After filling in this form, the user or an officer of the organization using the facility signs below. Return all copies to the Hayward Area Recreation and Park District, Attention: Recreation Department, 1099 "E" Street, Hayward, CA 94541.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_ Office Held \_\_\_\_\_

**GENERAL POLICY (#43889)**

1. The Hayward Area Recreation and Park District was primarily created as a social force dedicated to the conservation, development, and wise use of recreational resources in order to satisfy the social, leisure and health goals of the people residing within the District.

2. Recreation and park programs and parks/facilities have been established for the benefit of the local residents without discrimination as to race, religion, sex, economic status, or place of residence within the District.

3. The Board of Directors shall have absolute authority and control over parks and facilities under their jurisdiction and shall not delegate such authority and control to any individual, group or organization, either public or private.

4. Due to the extremely heavy use, parks in total will not be reserved for individuals or groups. However, portions of parks such as baseball diamonds, soccer fields, buildings, or on special occasions portions of parklands such as picnic groves, may be reserved upon approval of the Board of Directors.

5. A service charge may be levied for activities which require special equipment, facilities, or personnel not normally provided.

6. The rules governing the use of park and recreation areas and facilities, as adopted by the Board of Directors, shall apply to all users.

7. Use of parks/facilities shall not be granted:

a. When, for any reason, as determined by the District, such use may not be in the best interest of the District.

b. To persons, groups, association, clubs or organizations desiring such use for "private gain," which term is defined and herein to mean use for the principal purpose of making a profit not pledged to be devoted to public or welfare users.

c. For business or commercial use.

8. The Hayward Area Recreation and Park District is not responsible for accidents, injury or loss of individual property in its parks/facilities.

9. Permission for use of parks/facilities will be granted upon the condition that all rules governing use of said parks/facilities will be followed. Permission may be revoked at any time for failure to do so. These rules are subject to change by the Board of Directors of the Hayward Area Recreation and Park District.

10. Any request for exceptions to rules or service charge for use of parks/facilities must be presented in writing to the District no later than one month prior to the date requested. The General Manager is authorized by the Board of Directors to make exceptions based only on extreme hardships.

Classification of Groups – To provide for public leisure activities in the best interests of the community at large, the recreation facilities/equipment will normally be administered in accordance with the following priorities:

A. Priority One - Programs administered by the Recreation and Park District

B. Priority Two - Groups that are sponsored by city, county, state and federal governments, including local school districts when the use is for recreation, cultural or educational purposes.

C. Priority Three - Resident non-profit service and community organizations having unrestricted membership, whose scope and purpose are recognized primarily as a service to the citizens of the Recreation and Park District.

D. Priority Four - Non-profit resident private groups or organizations which may include, but not necessarily be limited to, closed membership clubs, fraternal orders and service clubs; also includes invitational affairs, covers clubs and organizations that vote in membership.

E. Priority Five - Resident business or commercial use. Any type of commercial venture usage which does not fall into any of the above classifications.

F. Priority Six - Non-resident individuals or groups with less than 50% of their membership in attendance residing within the boundaries of the Recreation and Park District.

The use of community center facilities for Priority One will not normally require a service charge. Priority Two, Three, and Four will require a service charge. Charges shall be per hour, not pro-rated

for part of an hour. A majority of those attending must reside within the boundaries of the Hayward Area Recreation and Park District.

The Recreation and Park District agrees, at the established service charges, to furnish only the equipment which is regularly a part of those facilities. Additional equipment is the responsibility of the group requesting use.

Facility fees and charges shall be waived only for cause by the Board of Directors or their designated representative.

**RULES**

**A. General**

1. An application form shall be completed and filed with the District at least 30 days prior to the date being requested.

2. District resident will be required to provide proof of residency.

3. A written permit is required by all groups using a Recreation and Park District park/facility and the validity of the application will not be recognized until such a permit is signed and fees are paid. Permits will be issued to adults only (18 years of age).

4. When the parks/facilities are used by minors, the group must at all times be under the direction of its own adult leadership while on the premises. There must be at least one adult for each twenty (20) minors if those in the group are under 18 years of age.

5. The consumption of beer, champagne, champagne punch or wine is permitted only upon prior approval by the District and additional fees paid.

6. Should the use of District equipment such as banquet tables, chairs or card tables be desired, such request shall be submitted with the application for use of park/facilities. The use of this equipment may require a deposit.

7. No advertising shall be exhibited, and no solicitations or sales made, in the parks/facilities without prior written permission from the District.

8. Tentative reservations will not be held for more than three (3) business days in fairness to others desiring to use the facilities.

9. Any standing reservation group using the parks/facilities must maintain an average attendance of fifteen (15) in order to hold its reservation.

10. The person obtaining the use permit shall be responsible for the general conduct of the activity covered by such permit and the enforcement of the rules and regulations governing the use of the park/facility.

11. Attendant on duty, as representative of the Hayward Area Recreation and Park District, has the authority to disperse any group for failure to comply with these rules - group forfeits fees paid.

**B. Facilities/Equipment**

1. Facilities/equipment are generally available for reservations daily 9 am to 10:00 pm. Standing reservations are limited to Monday through Thursday to 10:00 pm and Friday to 5:00 pm. All activities must end prior to these times.

2. The holder of the permit should arrive prior to the arrival of the other members of the group and present the permit to the attendant on duty. Groups should plan to enter and leave the facility at the time specified on the permit. The organization or individual obtaining the permit shall plan to accomplish the following within the time specified on the permit:

a. Putting up and taking down all decorations.

b. Any other preparations and cleanup associated with the activity being conducted.

3. Plans for decorations must be approved by the District:

a. Cellophane adhesives, nails, screws, staples, etc. in walls or on woodwork are prohibited. Free standing and table decorations allowed.

b. All decoration materials must be fireproof or of fire retardant materials, and shall be subject to approval of the District.

\_\_\_\_\_  
**Signature** **Date**



# Hayward Area Recreation and Park District

## Facility Rental

### **RULES AND REGULATIONS**

The Hayward Area Recreation and Park District (H.A.R.D.) operates various community facilities that are available for public use and rental. In addition to our General Park and Facility policies please find specific rules and regulations for use of District Facilities.

Please carefully review and inform your guests of these requirements. Failure to follow established rules and regulations can result in the forfeiture of your security deposit and loss of the ability to use our District Facilities in the future.

By initialing items below you are acknowledging that you have read and understand facility rental rules and regulations and agree to comply:

#### **ALL CONTRACTS MUST BE FULLY EXECUTED 30 DAYS PRIOR TO EVENT**

- Contract completed, initialed, and signed
- Payment in full
- Insurance requirements submitted

INITIAL: \_\_\_\_\_

#### **SECURITY DEPOSIT AND PAYMENT**

- A non-refundable deposit of \$50.00 is due at the time the application is submitted. This deposit is non-transferable. All reservation fees, including the \$300 (\$500 for Hayward Sr. Center, Matt Jimenez Community Center and Sorensdale Recreation Center) refundable security deposit (cash or credit card only) is due and payable **thirty days (30) prior to event date** of use.
- **Should full payments not be received within required 30 days it will result in cancellation of the permit and forfeiture of the non-refundable deposit.** Check, cash, Visa, MasterCard or American Express are accepted methods of payment.
- Security Deposit will be refunded within 30 days after the permit date providing there was no violations of rules and regulations during permit.
- Security Deposit will be forfeited at the discretion of the District to cover expenses should there be additional clean-up, extra time or any damage to facility or equipment. No cash refunds.

INITIAL: \_\_\_\_\_

#### **CANCELLATIONS, CHANGES & REFUNDS**

- Any changes to permit regarding date, time, location or cancellation
  - Are subject to a forfeiture of the \$50 non-refundable deposit.
  - Must be made **before fifteen (15) business days** prior to the event.
- The original permit must be returned to obtain a revised permit.
- Any cancellation and/or changes must be in writing **by the applicant** a minimum of **fifteen (15) business days** prior to the permit date. Refunds and service fees will be assessed as follows:
  - Cancellation **more than fifteen (15) business days** before scheduled permit date – forfeiture of non-refundable deposit
  - Cancellation **fewer than fifteen (15) business days** before scheduled permit date – forfeiture of non-refundable deposit and 50% of fees paid.
- Occasionally, the District may find it necessary to reschedule, relocate or cancel a previously approved permit. In that event, the District will give as much notice as possible. In the event of a cancellation, the entire permit fee (including all deposits) will be refunded. No cash refunds.

INITIAL: \_\_\_\_\_

### INSURANCE REQUIREMENTS

- All applicants must sign a District liability waiver.
- Serving alcohol requires proof of:
  - Purchase of District Special Event Liability Insurance with a liquor liability policy **or**
  - Certificate of Insurance with Property Damage Liability protection in the amount of \$1,000,000 per occurrence.
    - District named as “additionally insured” with a secondary endorsement.
- All insurance requirements must be provided 30 days prior to scheduled permit or the District will cancel permit.

INITIAL: \_\_\_\_\_

### NO SMOKING

- No smoking of any kind is allowed or permitted on District property (District Ordinance).

INITIAL: \_\_\_\_\_

### ALCOHOLIC BEVERAGES

- State law prohibits serving alcoholic beverages to minors.
- A Champagne/Wine/Beer permit to serve alcohol must be obtained from the District.
- Alcohol is not allowed to be served **prior to 4:00pm.**
- Alcohol will **not** be permitted if facility is **rented less than 15 business days** prior to the permit.
- **HARD LIQUOR is not allowed** at any District building and/or grounds.
- **Kegs are not allowed** at any District building and/or grounds.
- Beverages must be served from a designated bar-like setting at all times.
  - A designated adult **cannot serve to individuals** who are and/or appear to be under the influence of alcohol to the reasonable person.
  - **Beverages must be served in cups and consumed within the facility.**
  - Bottles cannot be placed on tables with people helping themselves.
- Alcohol **is not allowed** at Kenneth Aitken Senior Center and Matt Jimenez Community Center.
- Applicant is fully responsible for conduct of all guests.
- Alcohol will **not be permitted** at any events with more youth in attendance than adults, 15<sup>th</sup> – 20<sup>th</sup> Birthday Parties, High School Graduations or other youth events.

INITIAL: \_\_\_\_\_

### SET-UP

- **Please include necessary time to decorate and clean up when filling out Rental Application.**
- Bouncers, inflatables and smoke machines are strictly prohibited.
- Assigned Building Attendant will:
  - Open facility at the start time listed on the permit to only the permit holder and/or the person listed on permit as in charge the day of the event.
  - Set up only District tables and chairs according to selected preset layout
  - Review contract with permit holder/person in charge
  - Will assist with the removal and disposal of any trash or spills and assist with questions regarding the facility.

INITIAL: \_\_\_\_\_

### CLEAN -UP

- Cleanup includes all areas used during your permit.
- The permit holder/person in charge must remove all decorations, wipe up any spills on the floor, clean countertops, stove top, inside the oven and dispose of all trash in the appropriate proper containers provided.
- The Building Attendant will take the tables and chairs down, sweep the floor and take out the trash bags
- All food and beverages must be removed from the refrigerator/freezer.

- The District encourages recycling- please see Building Attendant for the locations of recycling containers and procedures.
- 

INITIAL: \_\_\_\_\_

## DECORATIONS

- Decorations are limited to table or free standing.
- Helium balloons are prohibited.
- The use of tacks, tape, nails, screws, staples or putty is not allowed.
- All decorations must be fire proof or of fire retardant material.
- Rice, birdseed, confetti, etc. **is prohibited on District property.**
- Any seasonal decorations at the Hayward Senior Center cannot be removed.

INITIAL: \_\_\_\_\_

## GENERAL RENTAL INFORMATION

- Amplification equipment may be used inside the facility.
  - Volume must be kept at a reasonable level.
  - Doors must remain closed during use of amplified music in consideration of our neighbors.
- Outside use of amplification equipment is permitted only with prior approval of the District and clearly noted on permit.
- At no time shall facility capacity be exceeded or exits be covered or blocked. Overcrowding is forbidden and will result in cancellation of permit and forfeiture of all fees paid.
- Facility use will not be granted for business, commercial use or for profit.
  - No cash collection, sales or fee collection is permitted without written pre-approval and clearly noted on permit.
- The permit holder/person in charge is responsible for the conduct of all guests. Children must be supervised at all times.
- Note: Facilities with air conditioning – *Ashland, Castro Valley, Kenneth Aitken, San Lorenzo, Sorensdale.*
- All facilities close at 10:00pm Monday – Saturday and 8:00pm Sunday.
- If facility is not cleaned and vacated by permit time, you will be subject to additional fees and charges.
- Charcoal, LPG (natural gas) or open flames, including candles, are strictly prohibited inside the facility. **However**, sterno tins for chafing dishes and small birthday candles are accepted.

INITIAL: \_\_\_\_\_

## FOOD PREPARATION (COOKING OUTSIDE FACILITIES)

Any use of cooking or grilling equipment outside the kitchen facilities must receive written pre-approval, be clearly noted on permit and must comply with the following conditions (*Taqueros included*):

- All cooking equipment setup on pre-approved locations and must be a minimum of 5 feet from the facility and in designed area.
- A tarp must be placed under cooking equipment if set up on concrete or patio areas.
- Cooking equipment is prohibited from being set up under any awnings or trees.
- No equipment can be driven into landscaped areas or walk ways.
- No entrances or exits can be obstructed with cooking equipment.
- No vending or sales (caterer can only provide food for your permit).
- No advertising of any kind.
- Outdoor cooking is not permitted at Hayward Senior Center, Kenneth Aitken Center & Matt Jimenez Center.

INITIAL: \_\_\_\_\_

## COMMERCIAL KITCHEN USE AT HAYWARD SENIOR CENTER

The following equipment is available for use by permit group:

- Under counter refrigeration (no freezer available)
- Ice maker
- Stove and stove top
- Oven and convection oven

- Microwave
- All counter areas (non-abrasive cleaning required)
- Three (3) compartment sink for clean-up

INITIAL: \_\_\_\_\_

**COMMERCIAL KITCHEN USE AT MATT JIMENEZ COMMUNITY CENTER**

The following equipment is available for use by permit group:

- Walk in refrigerator
- Freezer
- Ice machine
- Stove and stove top
- Two ovens
- Microwave
- All counter areas (non-abrasive cleaning required)
- Four (4) compartment sink for clean-up

INITIAL: \_\_\_\_\_

**COMMERCIAL KITCHEN USE AT SORENSDALE RECREATION CENTER**

The following equipment is available for use by permit group:

- Under counter refrigeration (no freezer available)
- Ice maker
- Stove top with griddle
- Two convection ovens
- Microwave
- All counter areas (non-abrasive cleaning required)
- Three (3) compartment sink for clean-up

INITIAL: \_\_\_\_\_

**PLEASE NOTE:** District reserves the right and authority to call local authorities to disperse, cancel or shutdown any permit should group not comply with the above general rules and regulations. Should this occur the applicant will forfeit full security deposit.

- By signing below, I acknowledge that I have read and reviewed this document and understand that I am the responsible party for the permit of a District Facility and will abide by all District rules, regulations and laws.
- I understand that failure to adhere to rules, regulations or laws may result in a loss of my facility deposit, additional damage costs or loss of the privilege of renting a District Facility in the future.
- I will review and enforce said rules and regulations with my event attendees.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ / Event Permittee

DIST:                      Event Permittee- copy                      Rental File / Packet- original



**Hayward Area Recreation and Park District**

1099 'E' Street, Hayward, CA 94541

(510) 881-6700

[www.haywardrec.org](http://www.haywardrec.org)

**REQUEST TO SERVE CHAMPAGNE, WINE OR BEER**

Permission is requested to serve CHAMPAGNE / WINE / BEER at:

\_\_\_\_\_ to be held at \_\_\_\_\_  
Activity Facility

on \_\_\_\_\_  
Date

-----  
I understand and acknowledge that I have read and agree to follow the rules and regulations under ALCOHOL BEVERAGES in the Facility Rental Rules and Regulations packet.

\_\_\_\_\_  
Signature of Applicant Date

**OFFICE USE ONLY**

**Approved** (comments/limitations list below, if any)

\_\_\_\_\_  
\_\_\_\_\_

**Denied** (comments/limitations list below, if any)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Representative of District Date

Permit Fee: \$250.00

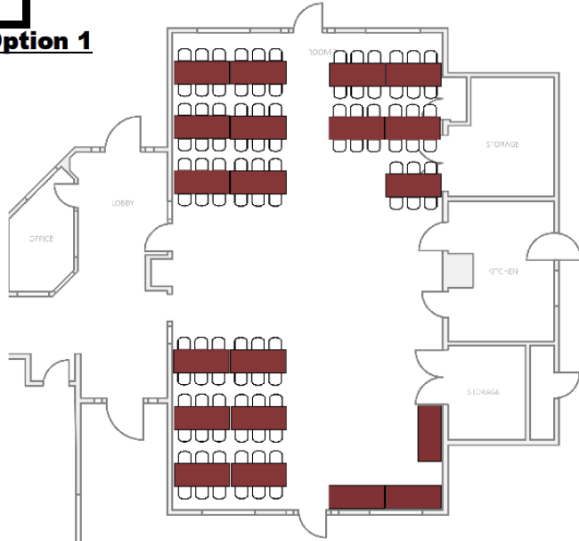
Effective 1/18



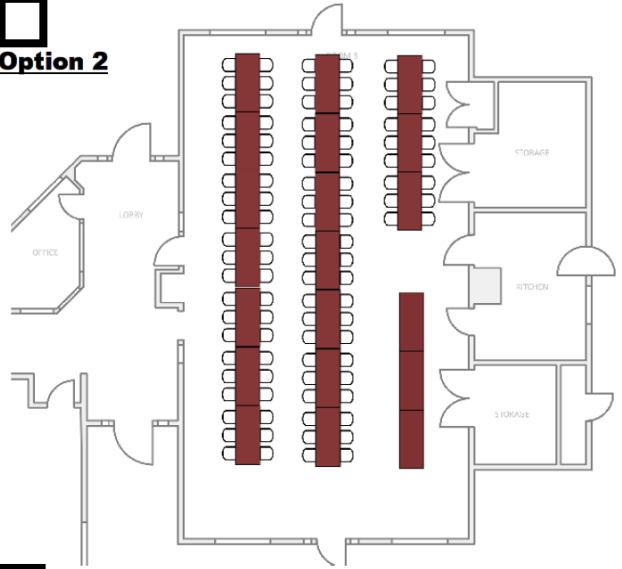
# Ashland Seating Options

(Please check one)

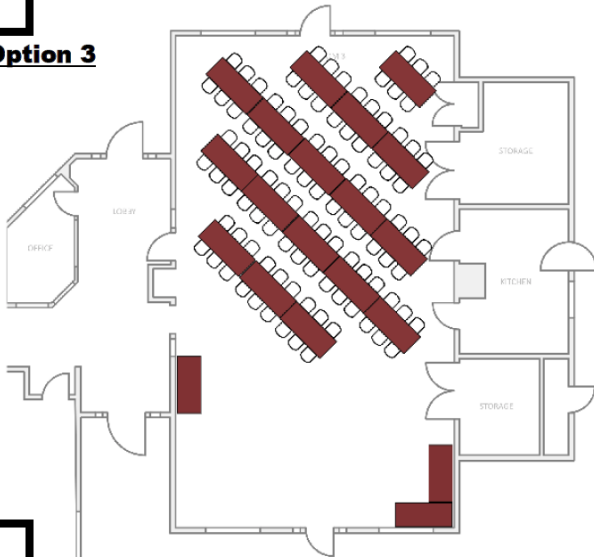
**Option 1**



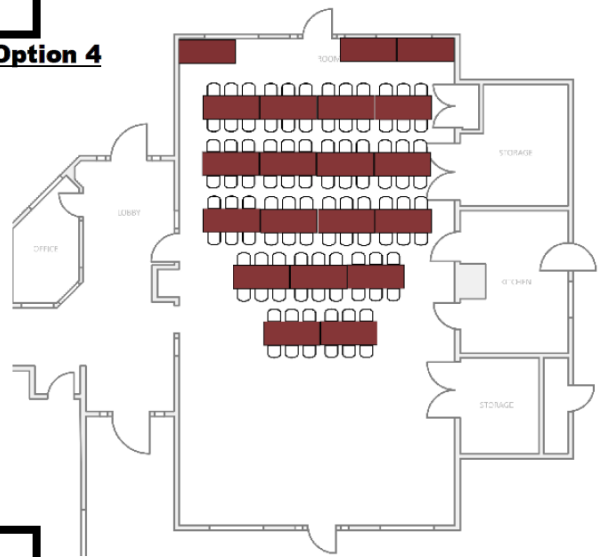
**Option 2**



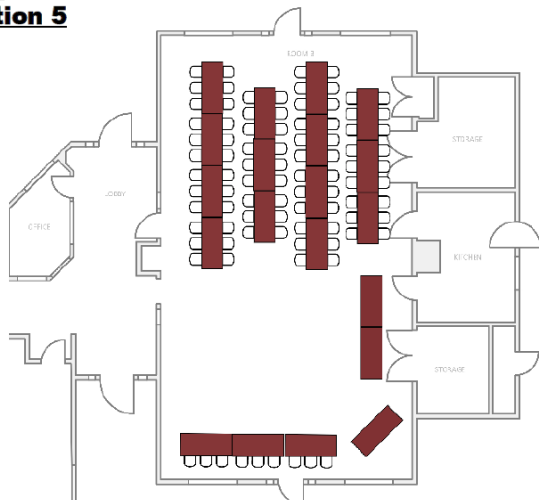
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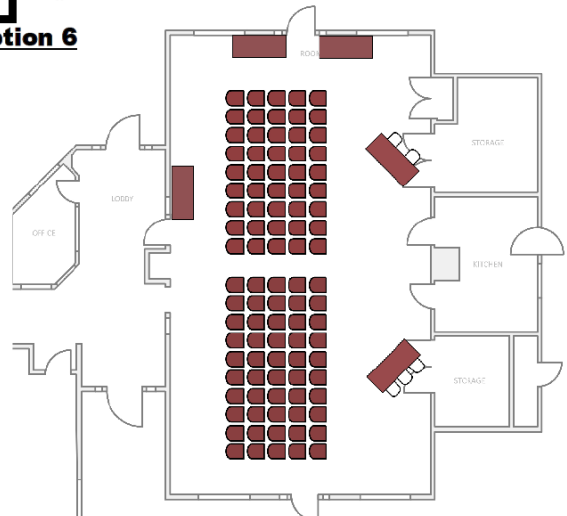
**Option 4**



**Option 5**



**Option 6**



**All layouts are designed for the maximum hall capacity of 100**



Hayward Area Recreation and Park District  
1099 "E" Street, Hayward, CA 94541  
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I, \_\_\_\_\_, authorize the Hayward Area Recreation and Park District to charge my credit card in the amount of \$ \_\_\_\_\_ for the reservation of the \_\_\_\_\_ on \_\_\_\_\_.

Credit Card Type (Circle One): AMEX    MASTERCARD    VISA

Credit Card #: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_\_ 3-Digit Sec. Code \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Contract holder name:** \_\_\_\_\_

Be sure to include copy of driver's license/identification for signature verification.