

Meeting Rooms

Cultural Arts Building

4477 Black Avenue
Capacity: 49



Senior Center Classroom

5353 Sunol Boulevard
Capacity: 50



Senior Center Meeting Room

5353 Sunol Boulevard
Capacity: 25



All Rooms:

- Available (limited on all days):
Monday-Friday, 6:00pm-10:00pm
Saturday, 10:00am-10:00pm
Sunday, 10:00am-9:00pm
- 50 chairs (except the Senior Center Meeting room)
- Six, 8-ft. rectangular tables

Also Available:

- LCD projector: \$75

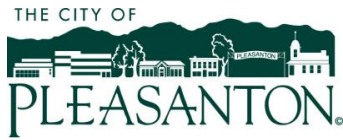
Meeting Room Reservation Procedure

1. **Call Office for Availability of Facility (925-931-5340)** - A tentative hold will be placed on date requested and an appointment will be scheduled to process paperwork, collect reservation deposit, and if necessary, view the facility.
2. **Complete an Agreement** - A duly authorized representative of the organization, or person responsible for the rental, must sign the completed agreement.
3. **Cleaning Deposit** - A cleaning deposit is required for use of the facilities, and is due 30 days prior to use. The cleaning deposit will be returned within three (3) weeks if the facility is left in satisfactory condition. Additional cleaning costs are charged at \$50 per hour for labor. Any damage repairs will be charged at the actual cost. Applicant will forfeit entire Cleaning Deposit and may be charged for costs related to Police or Fire response due to public safety intervention.
4. **Rental Fee Balance** - All fees are due **30 days prior** to your scheduled use. Checks should be made payable to: City of Pleasanton. Cash, VISA, MasterCard, Discover or American Express are also accepted.
5. **Insurance Certificate** - Each renter is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance, written through acceptable carriers. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$1,000,000. The Certificate shall name the City of Pleasanton, 400 Old Bernal Ave., Pleasanton CA 94566, as an Additional Insured, in conformance with the Hold Harmless Agreement in the Facility Rental Application. The Certificate shall include the Endorsements page.

Typically, homeowners insurance can be extended to cover such events or you can purchase insurance by using this link: <https://bit.ly/COPInsurance> with Passcode: LJWAC

6. **Additional Fees** - are required for specific uses and equipment. See facility descriptions for more details.
7. **Continuous Rentals** – the number of facility rentals allowed by an individual or organization may not exceed twelve (12) in a calendar year and pertains to all facilities. Extended rentals of a facility may not exceed three (3) months at a time and may not book more than six (6) months in advance.
8. **Cancellation Policy** - All cancellations must be in writing, and received at least 30 days prior to the event. Reservations cancelled less than 30 days prior to a scheduled use will forfeit 50% of the Rental Fee; 10 days prior will forfeit 100% of the rental fee. Damage/cleaning deposit will be fully refunded. Reservations may not be transferred, assigned, or sublet.
9. **The City of Pleasanton** reserves the right to reschedule, relocate, or deny a request previously approved. In those cases, the renter will be given as much notice as possible, and all fees paid will be refunded.
10. **Holiday Rentals** – City facilities are *not available* for rent on the following holidays: New Year's

Eve, New Year's Day; Martin Luther King, Jr. Day, President's Day, Memorial Day, Easter Sunday, 4th of July, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving; Christmas Eve, and Christmas Day.



Meeting Room General Rules

Advertising - No advertising may be posted, petitions circulated, or solicitations or sales made in the building or on the facility grounds without written permission from the Director of Library and Recreation.

Air Conditioning/Heating - The Department will provide a comfortable temperature. Buildings will not maintain temperature with doors repeatedly opened or left standing open.

Banners or Signs - May not be hung on the exterior of the facility or on the grounds unless previously approved. All signs must comply with the City Sign Ordinance.

Clean Up - You are responsible for the clean-up and condition of the facility at the end of your rental. You will be charged for damage/abuse beyond normal wear, and additional clean-up, if required. All renters must:

- Place filled garbage containers outside in designated area.
- Pick up litter inside and outside the facility and restrooms.
- Clean spills and debris from tables and chairs.
- Return chairs and tables to the original setup in all rooms used during the rental.

Exit Doors and Paths - Do not block or obstruct any stairway, hallway, corridor, aisle, or exit door.

Food - Food and/or beverages of any kind are not allowed in meeting rooms.

Hand Cart/Dolly - Must have large, clean rubber wheels, with all projecting edges protected.

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.
- Consecutive time use of more than three months at a time.

Office Supplies/Equipment - You must provide your own supplies and equipment.

Rental Time - You must enter and leave within the time specified on your agreement which includes set-up and clean-up (we recommend allowing 15 minutes for each). Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time. Renters will not receive a refund or credit for time reserved but not used.

Smoking - Is prohibited in buildings. Additionally, the City has adopted a ban on smoking in:

- City Parks – as well as pathways through the parks
- Trails – including arroyo trails
- City parking lots adjacent to parks and recreational facilities.

Storage – Is not available, either before or after your event. At the conclusion of 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 - Do not slide tables across the floors. Do not stand, sit, or lie on tables.

Vehicles—Driving or parking on sidewalks, pathways, patios, or turf areas is prohibited.