



Staff Use ONLY:
 W2W

Meeting Room Rental Agreement

400 Old Bernal Ave. Pleasanton, CA 94566
Mailing address: P.O. Box 520 Pleasanton, CA 94566
Email: recreation@cityofpleasantonca.gov Phone: 925-931-5340

Permit #: _____
 Insurance
Due: _____

MEETING ROOM / DATE / TIME INFORMATION

(Check one): Cultural Arts Building (49) 4477 Black Avenue Senior Center Classroom (50) 5353 Sunol Boulevard Senior Center Meeting Room (25) 5353 Sunol Boulevard

Date(s)	Day of Week	Rental Start Time	Meeting Start Time	Meeting End Time	Rental End Time

RENTER INFORMATION

Name of Organization/Company: _____

Name of Responsible Party: _____

Phone: _____ Email: _____

Address: _____ City/State _____ Zip _____

MEETING INFORMATION

Type of Event: _____

Estimated Attendance: _____

Room Set Up Style: Classroom/Meeting Auditorium

Projector (\$75) Yes No

Number of Tables: _____ Number of Chairs: _____

MEETING ROOM RESERVATION PROCEDURE AND GENERAL RULES

Initial _____ I have read the Meeting Room General Rules, and agree to, and will abide by those rules.

HOLD HARMLESS AND COMPLIANCE AGREEMENT

I certify that the above information is accurate. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agree to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to release and hold harmless the City of Pleasanton from any and all liability for damage or injury to person or property of the undersigned due to use of said facility. Evidence of this Hold Harmless and Compliance Agreement shall be provided through a Certificate of Liability Insurance from any insurance carrier, or, if available, through special facilities insurance purchased through the City of Pleasanton.

Signature of Renter

Date

Organization

Staff: _____ Comments: _____