



COMMUNITY SERVICES  
DEPARTMENT  
3230 MACDONALD AVENUE  
RICHMOND, CA 94804  
PH: (510) 620-6793  
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## FACILITY RENTAL PROCEDURE

(STEPS REQUIRED TO HELP YOU FACILITATE A RENTAL REQUEST)

### INDOOR FACILITIES AVAILABLE:

Richmond Convention Center- 403 Civic Center Plaza  
Richmond Recreation Complex- 3230 Macdonald Avenue  
Nevin Community Center- 598 Nevin Avenue  
Booker T Anderson (BTA)- 960 47<sup>th</sup> Street  
Pt. Richmond- 139 Washington Avenue  
Shields Reid Community Center- 1410 Kelsey Street  
Parchester Community Center- 900 Williams Drive

### OTHER FACILITIES:

**OUTDOOR FACILITIES** (Parks, Ball Fields, Sports Courts, etc.,)  
**SWIMMING AREAS-** (Plunge & Swim Center)  
**CIVIC CENTER PLAZA**

## STEPS TO FOLLOW AND REQUIREMENTS

**Effective July 01, 2019**

- . **\$31.00 Non-Refundable Application fee is assessed to process a rental request received in 31 or more days' notice. (Payment of \$31.00 plus Rental Application must be submitted to process a rental request).**
- . **Plus \$26.00 Non-Refundable Short Notice Fee – for applications received in less than 30 days prior to event date.**

### 1. COMPLETE THE RENTAL APPLICATION

(Make sure to identify your group doing the event such as a business or organization if representing an organization, or an individual for a family event)

Name of Organization / contact persons /rental information

Name of person for individual parties / contact information

Name of event and details of event.

A tentative rental estimate will be processed for your review.

### 2. PAY THE RENTAL DEPOSIT

Refer to rental estimate. A rental estimate is NOT a contract NOR a permit for use. It does not bind the City of Richmond in any manner. It only indicates the availability of a facility for a date or dates and gives an estimate of associated costs known as of the date and time printed, to help you plan for your event. The actual costs may vary. Full fees must be paid at least 30 days in advance prior to rental date.

Must pay the rental deposit, which is required in order to hold a facility and date requested. We can only hold your request for 2 weeks effective when your application was received, after which it will be canceled without further notice.

Deposits are refundable if there are no other charges incurred during your event, or after – meaning additional clean-up after event is not necessary and no additional charges for excessive clean-up.

### 3. SECURE THE REQUIRED INSURANCE

*Applicants and users of any city facility for rentals are required to purchase Insurance Policy and furnish the City of Richmond, Community Services Department with a "Certificate of Insurance" demonstrating a comprehensive general liability coverage listing "The City of Richmond, its Council, Community Services Department and their officers, employees and agents "as additional insured", with a limit of liability not less than \$1,000,000.00 combined single limit for a personal injury and damage to property.*

Certificate Holder should read:

City of Richmond, 450 Civic Center Plaza, Richmond, CA 94804

Certificate of Liability Insurance is required when renting City of Richmond facilities. All certificates must be endorsed. The "Additional Insured" page must be submitted with the certificate.

Facility users are to secure their own insurance elsewhere and at their own expense.

Proof of insurance must be turned in 2 weeks prior to any event date.

Feel free to visit [www.cjprma.org](http://www.cjprma.org) Note the Special Event Insurance Icon located on the right hand side towards the middle of home page. Click on the icon to be re-directed to the Gales Creek site.

### 4. PAY ALL APPLICABLE RENTAL FEES

All rental fees must be paid in full at least 30 days prior to rental date.

### 5. SIGN A FACILITY RENTAL AGREEMENT

A contract is drawn and must be signed by renter and supervisor in agreement to the conditions of the rental. A signed contract must be made available at all times during event.

### 6. IF REQUIRED - COMPLETE A SPECIAL EVENT PERMIT APPLICATION

This application is routed to the other City Departments for approval. You will be notified as soon as possible if your request has been approved or denied, or whether you will be required to submit more documents or information.

If selling or serving alcoholic beverages

If serving food to the public

Using amplified sound outdoors

If using a Park or Ball field

If installing a Jumper or other play equipment

If an event has an expected attendance of 200+

### 7. RENTAL CANCELLATION

IF YOU CANCEL YOUR RENTAL WITHIN 31 DAYS PRIOR TO EVENT DATE- WE WILL REFUND ALL FEES PAID.

IF YOU CANCEL LESS THAN 30 DAYS PRIOR TO YOUR EVENT- YOU WILL FORFEIT RENTAL FEES PAID, OR LOSE YOUR RENTAL DEPOSIT.