

HOLLY COMMUNITY CENTER

31600 Alvarado Blvd. Union City, CA 94587
(510) 675-5488 ~ Fax (510) 471-6878

OFFICE HOURS

Monday – Friday 9:00 A.M. - 4:00 P.M.
Office closed from 12 Noon to 1 P.M.

KENNEDY COMMUNITY CENTER

1333 Decoto Rd., Union City, CA 94587
(510) 675-5329 ~ Fax (510) 429-6730

OFFICE HOURS

Monday – Friday 9:00 A.M. - 4:00 P.M.
Office closed from 12 Noon to 1 P.M.

RUGGIERI SENIOR CENTER

33997 Alvarado-Niles Rd., Union City, CA 94587
(510) 675-5495 ~ Fax (510) 477-0317

OFFICE HOURS

Monday – Friday 9:00 A.M. - 4:00 P.M.

SPORTS CENTER

31224 Union City Blvd., Union City, CA 94587
(510) 675-5808 ~ Fax (510) 489-8620

OFFICE HOURS

Monday – Thursday 8:00 A.M. - 8:00 P.M.
Friday 8:00 A.M. - 4:00 P.M.

**All City Offices are Closed on Alternating Fridays*

Visit us on the web at: www.ci.union-city.ca.us



Facility Rental Policy Handbook



**This Facility Use Policy Handbook
Effective April 2010
Supersedes Any Earlier Version**

The City reserves the right to refuse service to anyone.

SPECIAL USE PERMITTEE RESPONSIBILITIES

The permittee will be responsible for the direct costs or provision of the following:

- Facility Rental Deposit
- Direct staffing costs
(usually two staff minimum at \$25/per staff, per hour)
- Special Event Liability Insurance **OR** Certificate of Insurance for event
- Liquor Liability and permitting
- Facility Maintenance Fees
- Security or Police services as required by Union City Leisure Services (UCLS) or Union City Police Department (UCPD)

Restricted Periods

- “Special Use” fundraiser/social events in City facilities will not be allowed the last three (3) weeks of May, the first three (3) weeks of June, and from November 15 through January 15
- “Special Use” fundraiser/social events in City parks will not be allowed during June, July and August
- Reservations must be made a minimum of one (1) month and a maximum of three (3) months in advance

AUTHORITY TO WAIVE OR CHANGE

The City Council or its authorized representative (Leisure Services Director) may make exception to any of the facility use rules and regulations, including rental rates.

Union City Leisure Services Department Facility Rental Policy Handbook

TABLE OF CONTENTS

RENTAL PRIORITY	4
RESERVATIONS & CANCELLATIONS	5
Application Submittal Period	6
Hours of Use	6
Holiday Rentals	7
Making Changes to Existing Reservations	7
Cancellations	8
DEPOSITS	8
Security Deposit	9
Payment	9
Refund of Deposit	9
FEES & CHARGES	10
Insurance	11
Maintenance Fees	11
Holly Community Center	12
Kennedy Community Center	14
Ruggieri Senior Center	16
Sports Center	18
RULES & REGULATIONS	20
Smoking	20
Alcohol	20
USER RESPONSIBILITIES	21
Security Guards	21
Room Set-Up	23
Decorations	24
Equipment	25
Clean-Up	25
Recycling	26
PARKING	26
SPECIAL USE ALLOWANCES	27
Parameters for Qualified Union City Groups	28
Criteria for Use	28
Special Use Permittee Responsibilities	30
AUTHORITY TO WAIVE OR CHANGE	30

RENTAL PRIORITY

Thank you for your interest in our facilities. Our goal is to provide safe, clean and aesthetically-pleasing facilities for your recreational, cultural and social uses. We appreciate your cooperation in helping us achieve this goal.

This Facility Rental Policy Handbook provides you with information on our available facilities, the reservation process, and conditions of use and fees. To meet the needs and interests of the community, City facilities will be reserved in the following order:

1. Programs administered by the City of Union City.
2. Organized non-profit youth groups under adult supervision whose major objective is serving the youth of Union City.
3. Organized non-profit service, community, government and public groups/agencies that serve Union City.
4. Organized non-profit, self-serving, special interest community groups who serve Union City residents.
5. Private parties such as wedding receptions, birthdays, parties, banquets and other similar functions.
6. Business and commercial meetings.
7. Political uses.
8. Private, or public promotional events and fund-raisers.

Reservations must be submitted a minimum of three months in advance. A mandatory meeting between the applicant, Leisure Services Management and the Union City Police Department must occur before the application can be approved. Deposit amount, insurance rates and security requirements (minimum of four security guards) are all subject to revision. No tickets can be sold at the door.

Fees for all additional “regular” meetings, over and above the allotted number of “special” uses, shall be charged a fee of \$25 per hour (in one hour increments), as long as no additional staff time is incurred.

During Regular Facility Operating Hours

- Regular operating hours are:
 - Monday - Friday** 9 A.M. to 4 P.M.
 - Weekday Evenings** (When a facility attendant is present)
 - * *Offices are closed from 12 P.M. to 1 P.M.*
- Event or meeting is scheduled a minimum of two (2) weeks in advance and does not conflict with on-going programs, rentals or classes.
- Event must be a “regular” meeting (not a banquet, social, etc.) of an open membership group without discrimination.
- Organization or group chairperson has approved or authorized the event.
- Permittee will be required to do their own set-up, take down and clean-up.
- Event liability insurance or a certificate of insurance will apply.

During Non-Operating Hours of Community Centers

Event must be organized and sponsored by the qualified group for purposes of fundraising or pre-approved special events. This includes events at community centers and weekend use of city parks.

Community group meetings and events held outside of normal operating hours are subject to the full fees charged for private use during non-operating hours. Any additional (after the annual use has been completed) fundraiser, dance, meeting, banquet and similar type functions are subject to the full fees.

PARAMETERS FOR QUALIFIED UNION CITY GROUPS

Youth Groups

- Twenty (20) meetings per year at the Community Centers during regular operating hours.
- One (1) annual weeknight (Monday - Friday) Community Center use for fundraiser/social event or one (1) annual weekend Park Use.

Community Service Groups & Government Agencies

- Fifteen (15) meetings per year at the Community Centers during regular operating hours.
- One (1) annual weeknight (Monday - Friday) Community Center use for a fundraiser/social event OR one (1) annual weekend Park Use fundraiser/social event.

Special Interest Groups

- Twelve (12) meetings per year at the Community Centers during regular operating hours.
- One (1) annual weeknight (Monday - Friday) Community Center use for a fundraiser/social event OR one (1) annual weekend Park Use fundraiser/social event.

CRITERIA FOR USE

Any required Special Use fees or charges must be submitted with the Facility Use Application.

Any groups applying for Special Use Allowances must provide an insurance certificate naming the City of Union City as an additional insured, or purchase insurance.

If custodial or janitorial services are required, permittee will be charged standard maintenance fee. During regular operating hours each special use allowance is limited to four (4) hours. For events over four hours, a second special use may be applied or you may pay \$25 for each additional hour.

RESERVATIONS & CANCELLATIONS

Reservations must be made in person, on the proper Facility Use Application at a Leisure Services office. Proof of Residency will require the following valid identification to process an application:

- Valid California Driver's License **OR** Valid California Identification Card.
- Copy of a current utility or telephone bill listing the permittee's name and address.

Facility Use permits will be issued to adults 21 years or older. Approval by Leisure Services and the UC Police Department usually takes two (2) weeks for group meetings and one (1) month for social uses. High-risk and teen and youth events with alcohol may require longer approval time. A processing fee will be charged for any changes to the permit following its acceptance.

It is recommended that an alternate contact be listed on the permit. This alternate contact should be at the facility during the event set-up and be an available contact when the main contact is not available.

The permittee or alternate contact must be present in the facility during entire rental period. The alternate contact should be someone who will be able to make any decisions for the permittee, who will be able to direct any contracted services (DJ, caterer, etc.) and who will be at the facility during the entire rental hours. It is recommended that the alternate contact not be a member of the bridal party or a family member who will need to be at the church or will be attending a service prior to the start of the event. No applications will be accepted for large multiple events at the same facility and/or park. There is no exclusive use of any facility. There may be multiple events occurring simultaneously.

A copy of your event invitation or announcement must be submitted at least one (1) month prior to event, or with final payment. Permit approval requirements could require guests to present invitations to enter the facility.

APPLICATION SUBMITTAL PERIOD

Facility Rental Applications will be accepted in advance according to the following guidelines, depending on the eligibility of residency status and event type:

	AT LEAST	UP TO
Union City Residents (Res)	One (1) Month	One (1) Year
Non-Residents (Non)	One (1) Month	Six (6) Months
Meetings (No food or beverage)	Two (2) Weeks	Three (3) Months
Special-Use Groups	One (1) Month	Three (3) Months
Teen and Youth Events with Alcohol	Two (2) Months	Res: One (1) Year Non: Six (6) Months
Private or Public Promotional Fundraising Events or Dances	Three (3) Months	Res: One (1) Year Non: Six (6) Months

Exceptions will be dependent upon staff availability and are subject to an additional \$20/per hour premium. Reservations for private/public promotional or fund-raising events or dances made less than three (3) months in advance will not be accepted.

HOURS OF USE

Hours of use vary for each facility. Please inquire with the staff at the appropriate facility for more information regarding the hours of your event. Hours of use must include set-up, decorating, and clean up time.

The minimum reservation time for events is a five (5) hour time block (six hour minimum for Sports Center). There is a two (2) hour minimum for meetings held during operating hours. Department policy dictates that there will be no events scheduled beyond 11 P.M. on Friday and Saturday evenings or after 9 P.M. on Sunday through Thursday evenings. **If additional time is needed for clean-up or closing beyond 12 A.M. Friday and Saturday or past 10 P.M. Sunday through Thursday, the permittee will be billed at time-and-a half (1 1/2), in one hour increments.**

SPECIAL USE ALLOWANCES

Any interested Union City 501(c)3 non-profit organization must apply annually for “Union City Special Allowance Use – Facilities or Parks.”

Applications may be picked up at:

Kennedy Community Center,
1333 Decoto Road
Union City, CA 94587

If you would like to request an application by phone or mail, please contact:

Union City Leisure Services
34009 Alvarado-Niles Road
Union City, CA 94587

(510) 675-5329

Qualified groups must submit a completed Special Use Allowance Application with the following attached:

- List of organization or group’s officers, membership names, addresses, and phone numbers. In order to qualify, the majority of membership must be residents of Union City.
- Copy of group’s bylaws.
- Organization’s 501(C)3 status and current IRS State documentation.
- Valid Certificate of Insurance listing the City of Union City as additionally insured party and meeting the minimum liability requirements.
- Completed application and attachments must be submitted one (1) month before first use.

RECYCLING

The City of Union City highly encourages recycling in our community, especially in all city facilities. Single-stream recycling receptacles (all recyclable materials are mixed together in one container) are conveniently located at all facilities. Recyclable materials include glass, plastics, cans, paper and cardboard. Renters and permittees are requested to please encourage their guests to use the recycling containers provided.

PARKING

Each facility has a limited amount of available parking. A certain amount will be designated for your event. Alternate, off-site parking areas are also available at all locations.

** Please note the following special circumstances:*

KENNEDY CENTER PARKING LOT

During certain times of the year (March through September) the Kennedy Community Center Parking Lot is very popular with center users and park users. The department will attempt to mark off half the parking lot (30 parking spaces) for your guests.

SPORTS CENTER PARKING LOT

The Sports Center has limited on site parking. Alternate parking areas are within close walking distance. See Sports Center front desk for a map of alternate parking locations. A shuttle bus service is also available for parking in the Holly Community Center parking lot for an additional fee.

Reservation times stated on the application should include the time when the **first member** of the party/group (caterers, decorators, band, etc.) arrives, through the required time for clean-up, removal of decorations and departure of all members of the group and guests.

Under no circumstance will anyone be allowed to enter the facility before the time indicated on the permit. Additional hours for decoration and clean-up (one hour mandatory clean-up) are billed at the regular rate. Billing is in half hour increments.

HOLIDAY RENTALS

All facilities will be closed and are generally **unavailable for rental** on the following holidays:

New Year's Eve and Day	Independence Day
Martin Luther King Jr.'s Birthday	Labor Day
Lincoln's Birthday	Veterans' Day
President's Day	Thanksgiving Day
Easter	Christmas Eve
Memorial Day	Christmas Day

Special arrangements may sometimes be made, dependent upon staff availability.

**Please note that fees will be doubled on holidays.*

MAKING CHANGES TO EXISTING RESERVATIONS

Requests for time changes **must** be received two (2) weeks before the event. With less than two (2) weeks notice, time change approval depends on the department's staffing ability. Time changes will be subject to a \$25 processing fee for the first change and \$50 for the second. No more than two changes are allowed.

Only the permittee or alternate contact listed on the application may make changes to a submitted permit including: payments, submitting security contracts, requests for date/time changes, and floor plan submittals or cancellations.

CANCELLATIONS

After a reservation is made, the permit and deposit will be held for the first two (2) weeks, during which time the permittee may cancel their facility reservation without penalty. After the end of the two week grace period, the permit will be processed for approval. After approval notification, the following rules for cancellation apply:

- Activities cancelled less than three (3) months prior to the event will forfeit the entire deposit.
- Cancellation notices received more than three (3) months prior to the event will receive a refund of 50% of the deposit.
- Cancellation with less than one (1) month notice will forfeit all fees unless the facility can be re-booked.
- The City may cancel a group's reservation upon reasonable notice to the group (a minimum of three days in advance) for events scheduled during operating hours. For private weekend events, the reservation will not be canceled except in the case of a facility emergency or a natural disaster.
- The City reserves the right to cancel any event that is misrepresented during the application process.

**This does not apply to permits submitted less than one (1) month in advance.*

DEPOSITS

Deposit fees vary and are facility-specific. Please check facility fee pages for each individual deposit fee:

Holly Community Center	Pg. 12
Kennedy Community Center	Pg. 14
Ruggieri Senior Center	Pg. 16
Sports Center	Pg. 18

EQUIPMENT

- Please bring your own:

Decorations	Dishwashing soap & cleaning supplies
Extension Cords	Pens/Pencils
Pot Holders	Table Coverings
Tape	Scissors
Utensils	

- Facility will not provide any office supplies, equipment or extension cords.
- Tables, chairs, extension chords, etc. are not provided for DJs' or musicians' equipment.
- Outside vendor rental of tables and chairs must be approved prior to event, and copy of rental agreement must be submitted with final payment.
- No gas stoves/burners or barbecues may be used inside the building.
- Any large pieces of equipment (i.e. jumpers, canopies, arches, etc.) must be included on permit and are subject to approval and other requirements or restrictions.

CLEAN-UP

Clean up should include:

- Removal of all decorations, food and supplies.
- Disposing of general event trash in facility trash cans. Staff will empty them throughout the course of the event.
- Disposing of kitchen trash in dumpsters. It is the permittee's responsibility to dispose of all trash from the kitchen in the dumpster at the completion of the event.
- Kitchen must be left ready for the next use with sinks, counters, stoves, refrigerator, freezer and microwave wiped clean.
- Lobbies, hallways, outside entrances and restrooms must all be returned to the condition in which they were found.

DECORATIONS

- All tables must be completely covered with a table cloth or some type of liner. Permittee must provide own table covering. If no table coverings are brought by the permittee, Leisure Services staff may provide a basic table covering and permittee will be responsible for the cost (approximately \$25/per roll).
- Nothing may be used to affix table coverings to tables (e.g. tape, staples, tacks).
- All decorations must be completely removed at the conclusion of event. Tables and chairs must also be wiped clean.
- No colored crepe paper is allowed near the kitchen area (stains when wet).
- Absolutely no flames or smoke/fog machines (includes: candles, torches, incense burners, gas stoves, etc.)
- No confetti, bird seed, rice, glitter, etc. may be thrown or used before, during or after events.

Additional Facility-Specific Parameters:

Holly Center Auditorium	<ul style="list-style-type: none"> • Only masking or adhesive tapes may be used on the walls to attach decorations
Holly Center Senior Room	<ul style="list-style-type: none"> • Decorations may be placed on bulletin boards only
Kennedy Center Assembly Hall	<ul style="list-style-type: none"> • Only masking or adhesive tapes may be used on the walls to attach decorations
Ruggieri Senior Center	<ul style="list-style-type: none"> • Decorations may be placed on tables only • No attachments to chairs, walls, pillars, windows, light fixtures, stage or fireplace • No helium balloons or any food or beverages containing red dye
Sports Center	<ul style="list-style-type: none"> • Decorations may be placed on tables only • No attachments to chairs, walls, basketball hoops, etc • No helium balloons

SECURITY DEPOSIT

A refundable security deposit is required for all uses. This deposit is due with your application. Any event reserved by a non-Union City resident or at which alcohol is being served requires an additional deposit and the presence of security guards. Please refer to the **Security Guards** section on **page 21** for more information. Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit.

PAYMENT

Deposit may be made by cash, check or money order.

All checks or money orders must be made payable to the **City of Union City**. Checks or money orders must be paid by the permittee. We will not accept deposit payments from a second party.

REFUND OF DEPOSIT

The deposit will be refunded in full approximately 6 - 8 weeks after the event, assuming all conditions were met and no damages or additional fees were incurred during rental. The City will bill the permittee for any balance if damages, services or fees exceed the deposit. Refunded deposits will be made payable by check to permittee and mailed to address on permit only. No refunds will be processed to second parties.

The entire deposit will be forfeited if it becomes necessary to contact or dispatch the Police Department or Fire Department (including pulled fire alarms or prank 911 phone calls) during the course of an event.

All or part of your deposit may also be forfeited and your event may be shut down early if any of the following occurs:

- Misrepresentation of your activity or yourself or organization on the permit application or during the permit application process.
- Exceeding maximum capacity stated on the permit application.
- Misuse or mistreatment of City personnel, facilities, equipment or supplies by permittee or their guests.
- Disregard of any of the rules on the Facility Reminder Sheet
- Event is shut down by Police, Fire or City Staff.
- Evidence of hard alcohol use.
- Use of alcohol without proper permit including use outside of perimeter of building & parking lot, or beyond approved bar hours.
- Use of any equipment or supplies having an “open flame.”
- Facility set up and clean up requirements are not met.
- Damage to or excessive mess in the facility.

Forfeiture of part or all of your deposit may result in the denial of future applications for use of City facilities.

FEES & CHARGES

Full payment of fees and all other pertinent information required by the City for use of the **rental halls** are **due one (1) month prior to the event date**, otherwise the permit will be automatically cancelled and the deposit will be forfeited. **Fees may be paid with cash, check, money order or credit card (Visa / Mastercard / Discover).**

Full payment of fees for use of the **meeting rooms** are **due two (2) weeks prior to use**. Any room use fees must be submitted with the application. No group will be allowed to meet without approved permit and prior payment of fees.

Any changes to a processed Facility Use Permit will incur a charge of \$25 for the first change and \$50 for the second change. Permittees are limited to a maximum of two (2) changes per facility permit.

Fees will be doubled on holidays. Please refer to the **Holiday Rentals** section on **page 7** for a list of observed holidays.

ROOM SET-UP

The rented room will be set up with tables and chairs according to the set-up diagram submitted by the permittee. If no set-up is submitted, staff will select a standard arrangement with no changes allowed.

Rented tables may not be brought in without prior approval. A copy of the rental contract must be submitted when facility fees are paid. Staff will not set up or take down rented tables or rental equipment. Delivery and pick-up of rented tables or equipment must be completed during reserved hours or additional fees will apply. No early drop-off or next day pick-up allowed.

The exterior doors leading from the rented room must remain closed to ensure that the surrounding residents will not be disturbed.

Room set-up may not exceed the number of guests indicated on the approved permit.

There is a limit of one DJ or one live music band allowed to set up at one time. The City is not liable for overloading of circuits.

Tables or chairs are not provided for DJs or Musical equipment.

No facility tables are permitted on stages.

The size and style of tables available for use are as follows:

	12'	8'	60"	48"
Holly Center	•	•	•	
Kennedy Center		•		•
Ruggieri Senior Center	•		•	•
Sports Center	•	•	•	•

For more information about the quantity of tables available and possible room set-ups, please inquire at each center.

General guidelines for security requirements include the following:

Regular Social Events	0 - 4 Guards
Social Events with Alcohol	1 - 6 Guards
Youth or Teen Events with or without Alcohol; High-Risk Events	4 or more Guards, Police Officers or Both

Security guard procedures and requirements:

- All security guards must be employees of a California State Licensed security firm. They also need to be clearly identifiable and should be in proper attire/uniform.
- Guards are schedule to arrive fifteen (15) minutes before guests arrive and stay fifteen (15) minutes after the end of permittee’s clean-up time (usually one hour after event has ended).
- Leisure Services staff will review alcohol policy and acceptable bar hours with security guards. Guards are expected to enforce bar hours, report any use of hard liquor, and prevent any underage drinking.
- Security guards should help keep the lobbies and hallways cleared of guests.
- Security guards are expected to check restrooms in regular fifteen (15) minute intervals. Any damage, graffiti or excessive mess should be reported to Leisure Services staff immediately.
- Security guards should walk perimeter of building on a regular basis. Guests should not be congregating in parking lots, on backside of buildings or outside kitchen areas.
- At the end of the event, during clean-up, security guards should assist Leisure Services staff to clear out any guests who are not helping the permittee with clean-up. Any guests who are lingering in the building or out in the parking lot should be asked to leave.

Security contracts must be submitted to Union City Leisure Services one (1) month prior to events.

**Additional security requirements may be imposed by the Union City Police Department.*

INSURANCE

Groups or individuals using Union City facilities for meetings and social events will be required to purchase **Special Event Liability Insurance** or **provide proof of private insurance**. The cost of the one-day coverage varies according to event, number of attendees and hazard classification. **The average premium cost is \$175 - \$225.** An additional insurance fee will be added when alcohol is sold. (The State of California considers alcohol to be sold even when a voluntary donation for the beverage is collected or event tickets are sold).

Individuals or organizations have the option of using their homeowners or business insurance if the following conditions are met:

- The City of Union City must be listed on the policy as additional insured.
- The coverage amount for damage liability limits must be at least \$1,000,000 for a one-time event.

MAINTENANCE FEES

A **mandatory maintenance fee** is charged for each rental of a facility room, depending on the size of the room rented. The maintenance fee covers the cost of professional janitorial services to thoroughly clean the facility after the completion of the event (clean and disinfect restrooms, sanitize kitchen, mop and buff floors).

Sports Center Gym	\$185
Auditorium & Assembly Halls (Holly, Kennedy, Ruggieri)	\$150
Other Room Rentals	\$100

The maintenance fee does not cover all cleaning duties. **The permittee is still responsible for the removal of decorations, food and trash.** If additional janitorial time is needed to clean any excessive mess, that fee will be deducted from the deposit.

Please refer to the **Clean-Up Section** on **page 25** for more details regarding permittee cleaning responsibilities.

HOLLY COMMUNITY CENTER FACILITY USE FEES

Res = Union City Resident Rates Non = Non-Resident Rates

Com = Business/Commercial Use

Room	Type of Use	Maximum Capacity	Fee per Hour for Normal Operating Hours	Fee per Hour for Non-Operating Hours
Auditorium 49' x 64'	Meeting (no food / alcohol)	315	\$60 (Res) \$80 (Non)	\$85 (Res) \$105 (Non)
	Business/ Commercial		\$90 (Com)	\$115 (Com)
Auditorium With Kitchen	Socials, Weddings, Dinners, etc.	250	\$60 (Res) \$80 (Non) \$90 (Com)	\$85 (Res) \$105 (Non) \$115 (Com)
	Business/ Commercial			
Senior Room 32' x 45'	Meeting (no food/alcohol)	90	\$35 (Res) \$55 (Non)	\$60 (Res) \$80 (Non)
	Business/ Commercial		\$65 (Com)	\$90 (Com)
Senior Room & Kitchenette	Socials, Weddings, Dinners, etc.	90	\$35 (Res) \$55 (Non) \$65 (Com)	\$60 (Res) \$80 (Non) \$90 (Com)
	Business/ Commercial			
Meeting Room 11' x 15.5'	Small Meeting (no food/alcohol)	12	\$20 (Res) \$40 (Non)	\$35 (Res) \$55 (Non)
	Business/ Commercial		\$50 (Com)	\$65 (Com)

DEPOSITS

\$200 deposit events without alcohol/\$400 non-resident

\$300 deposit events with alcohol/\$600 non-resident

*There is a five (5) hour minimum for private rentals.

*There is a two (2) hour minimum for meetings during operating hours.

***No smoking is allowed in Patio outside Senior Room.**

Bar hours may not be scheduled less than thirty (30) minutes prior to the end of event.

A group or organization wishing to **sell** alcoholic beverages will be required, at their expense, to obtain the appropriate permit or license from the State Alcoholic Beverage Control Board (ABC) and the Union City Police Department.

When beverages are sold, a daily liquor license must be acquired by the sponsoring organization. This can be obtained from the:

State of California

Alcoholic Beverage Control Department (ABC)

Alameda County District Office

1515 Clay Street-Suite 2208

Oakland, CA 94612

(510) 622 - 4970

Applications for daily licenses must be submitted to the ABC a minimum of one (1) month in advance. Evidence of this license must be submitted to the community center office at least two (2) weeks prior to the event.

USER RESPONSIBILITIES

Prior to, during and after the event, the permittee is responsible for the following:

SECURITY GUARDS

The City of Union City may require **State-Licensed Private Security Guards** from a licensed firm or Union City Police officers to be present at social events. If your event requires security guards and/or police officers, you will be notified upon approval of your permit. It is your responsibility to contract with a security company. The Leisure Services Department reserves the right to decline security guard firms with which the Department has had poor experience.

RULES AND REGULATIONS

SMOKING

No smoking is allowed inside any City facility, including any atriums, patios and courtyards.

There is no smoking within 20 feet of entrances and exits of buildings.

ALCOHOL

No hard alcohol is permitted. Beer, wine and champagne only. Alcohol may not be consumed in lobbies, hallways, restrooms or parking lots.

Alcoholic beverages are allowed in the rental rooms only and may only be served and consumed during hours listed on the alcohol permit.

Alcohol may not be served to minors. Any violation of alcohol use policies may result in the closure of event.

Any event at which alcohol is served requires an additional deposit. The amount depends on your residency status and the facility. Please refer to the **Facility Use Fees** section on **pages 12 - 19** for individual deposit fees.

Permits to serve alcohol shall be obtained from the Union City Police Department via the Leisure Services Department. Consumption of alcohol during an event without a permit will result in the forfeiture of deposit and possible early closure of the event. Additional liability insurance and security may be required. No drinking of alcohol is permitted during clean-up.

Any alcohol-related problems or disturbances, which are not satisfactorily resolved, will cause the immediate forfeiture of the entire deposit and possible early closure of the event. Otherwise, this deposit will be refunded in accordance with the guidelines stated in the **Refund of Deposit** section on **page 9**.

The serving of alcoholic beverages is limited by department policy to four (4) hours for any one reservation. The permittee will be required to post a notice listing the hours that the bar will be opened and closed for the information of their guests.

HOLLY COMMUNITY CENTER



Auditorium



Kitchen



Senior Room

KENNEDY COMMUNITY CENTER FACILITY USE FEES

Res = Union City Resident Rates Non = Non-Resident Rates
Com = Business/Commercial Use

Room	Type of Use	Maximum Capacity	Fee per Hour for Normal Operating Hours	Fee per Hour for Non-Operating Hours
Assembly Hall 38' x 57'	Meeting (no food / alcohol)	175	\$45 (Res)	\$75 (Res)
	Business/ Commercial		\$65 (Non)	\$95 (Non)
Assembly Hall With Kitchen	Socials, Weddings, Dinners, etc.	160	\$75 (Com)	\$105 (Com)
	Business/ Commercial		\$45 (Res)	\$75 (Res)
Conference Room 24.5' x 48'	Meeting (no food / alcohol)	50	\$65 (Non)	\$95 (Non)
	Business/ Commercial		\$75 (Com)	\$105 (Com)
Conference Room 24.5' x 48'	Small Socials with Light Refreshments	35	\$25 (Res)	\$45 (Res)
	Business/ Commercial		\$45 (Non)	\$65 (Non)
			\$55 (Com)	\$75 (Com)

DEPOSITS

\$200 deposit events without alcohol/\$400 non-resident

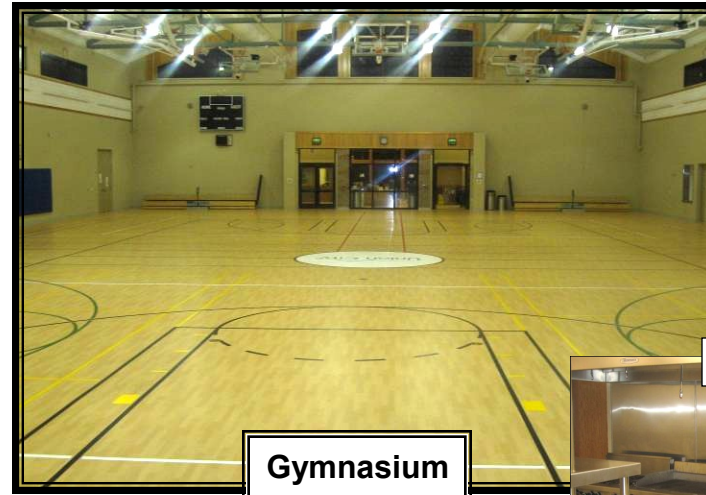
\$300 deposit events with alcohol/\$600 non-resident

*There is a five (5) hour minimum for private rentals.

*There is a two (2) hour minimum for meetings during operating hours.

***No smoking is allowed in Atrium.**

SPORTS CENTER



Gymnasium



Kitchen



Classroom

ADDITIONAL PARAMETERS FOR THE SPORTS CENTER

- **RENTAL HOURS**

Saturday: 1 P.M. - 11 P.M. (6 hour minimum)

Sunday: 2 P.M. - 10 P.M. (6 hour minimum)

Class Room Rental hours vary, please call for availability.

- **FACILITY MAINTENANCE FEE**

A maintenance fee of \$185 for gym and \$100 for classroom rental is charged.

- **SPECIAL EVENT LIABILITY INSURANCE**

Insurance rates vary from \$175 - \$225 depending on the type and size of event.

- **DECORATIONS**

Helium balloons, candles, and confetti are not permitted in the Sports Center.

No decorations may be affixed on the walls. Nothing may be hung or suspended from rafters or basketball hoops.

- **Live music, DJs and amplified sound/music is subject to volume control after 10 P.M.**

UNION CITY SPORTS CENTER FACILITY USE FEES

Res = Union City Resident Rates Non = Non-Resident Rates

Com = Business/Commercial Use

Room	Type of Use	Maximum	Fee per Hour
Gym 140' X 90'	Theater Style Meeting (no food / alcohol)	600	\$150 (Res) \$170 (Non) \$190 (Com)
Gym 140' X 90'	Banquet Style Socials, Weddings, Dinners, etc.	500	\$150 (Res) \$170 (Non) \$190 (Com)
Commercial Kitchen	Commercial Kitchen	May only be used in conjunction with Gym Rental	\$20/per hour
Classroom 34' x 58"	Meeting (no food / alcohol)	100	Operating Hours \$40 (Res) \$60 (Non) \$70 (Com)
Classroom 34' x 58"	Meeting (no food / alcohol)	100	Non-operating Hours \$60 (Res) \$80 (Non) \$90 (Com)

DEPOSITS

\$400 deposit events without alcohol/\$500 non-resident

\$600 deposit events with alcohol/\$700 non-resident

*There is a six (6) hour minimum for this facility rental

*There is a two (2) hour minimum for meetings during operating hours

**Note: Parking is limited at the Sports Center Facility.
Please inquire about overflow parking options.**

KENNEDY COMMUNITY CENTER



Assembly Hall



Kitchen

RUGGIERI SENIOR CENTER FACILITY USE FEES

Res = Union City Resident Rates Non = Non-Resident Rates

Com = Business/Commercial Use

Room	Type of Use	Maximum Capacity	Fee per Hour for Non-Operating Hours
Assembly Hall With Kitchen 72' x 32'	Banquet Style	200	\$110 (Res)
	Socials, Weddings, Dinners, etc		\$130 (Non) \$140 (Com)
	Theater Style	275	
	Meeting (no food / alcohol)		
Dining Room 48' x 36'	Theater Style	150	\$75 (Res)
	Meeting		\$95 (Non) \$105 (Com)
Dining Room With Kitchen 48' x 36'	Banquet Style	100	\$95 (Res)
	Socials, Weddings, Dinners, etc.		\$115 (Non) \$125 (Com)
Courtyard 36' x 24'	May ONLY be used in conjunction with Assembly Hall or Dining Room use.	20	\$25 (Res) \$45 (Non) \$55 (Com)
Sun Room 36' x 20'	May ONLY be used in conjunction with Assembly Hall or Dining Room use.	40	\$20 (Res) \$40 (Non) \$50 (Com) <i>No charge if used with Assembly Hall</i>
Classroom 26' x 24'	Meeting (no food / alcohol)	40	\$40 (Res) \$60 (Non) \$70 (Com)

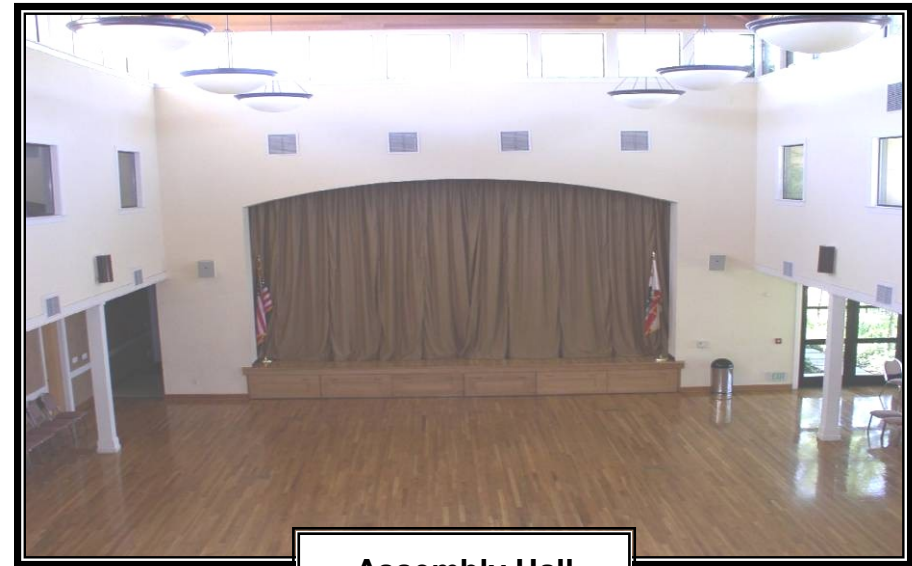
DEPOSITS

\$400 deposit events without alcohol residents or non-resident

\$600 deposit events with alcohol residents or non-resident

*There is a five (5) hour minimum for this facility rental.

RUGGIERI SENIOR CENTER



Assembly Hall



Dining Room



Courtyard

ADDITIONAL PARAMETERS FOR RUGGIERI SENIOR CENTER

- No smoking in the courtyard.
- No inside tables or chairs may be used in the courtyard.
- The following are not permitted: helium balloons, any food or beverage containing red dye.
- Decorations may be placed *only* on tables (No attachments to chairs, walls, pillars, windows, light fixtures, stage or fireplace).
- The second floor is not available.
- Due to senior programming the Ruggieri Senior Center is only available for rentals during non-operating hours.