

Community Center Rental Policies

Please read through this entire document carefully - as a renter, you are responsible for understanding and following the rental policies outlined below.

Application Process

1. You are welcome to visit and tour the Community Center during hours of operation, provided that an event or programming is not in progress. Guided facility tours are by appointment only. It is best to call ahead before a site visit: (415) 383-1370.
2. Applications must be on a form provided by the City of Mill Valley. Reservations cannot be made by phone. Reservations are taken by email, fax or in person at the Mill Valley Community Center, Monday – Friday, 9am – 5pm.
3. Applicants must be 21 years of age or older and the individual/organization listed on the application is responsible for paying in full, providing appropriate insurance coverage (when applicable) and the liability of the event itself.
4. Facility Rental Request Applications are accepted up to one (1) year in advance on a first-come, first serve basis. If there is more than one (1) application for the same facility/date/time, priority is given to Mill Valley Residents. If multiple residents or multiple non-residents apply for the same rental date a lottery will determine priority.
5. Renters will be notified by phone or email as to the status of their application within 72 hours of submitting an application. Incomplete applications may further delay the application process.
6. Please do not make plans until Facilities Staff have confirmed your rental. If you fax or mail your application and deposit, please follow-up and make sure that your materials were received.
7. Incomplete or inaccurate information by the renter on the Facility Rental Request Application and/or contract may result in cancellation of the contract and loss of fees paid.
8. City of Mill Valley activities and special events shall have priority over private rentals and for-profit commercial ventures.

General Information

1. Rental times are Sunday – Thursdays, 8am – 12am, Fridays and Saturdays, 8am – 1am. Outdoor amplified noise at the Community Center must conclude by 10pm and indoor amplified noise must conclude by 12am.
2. The City of Mill Valley retains the right to rent multiple Community Center rooms simultaneously for a variety of events and activities. Facilities Staff retain the right to deny an application if the size, scope and nature of the event or activity conflicts with a confirmed rental, program or City of Mill Valley Special Event.
3. The Community Center Parking Lot is a free, public parking lot utilized by a variety of user groups. Parking availability is not guaranteed and may be limited. Valet parking must be pre-approved by Facilities Staff prior to the event. Overnight parking is prohibited unless approved by Facilities Staff.
4. The organization or group representative applying for a rental must be present at the facility during the time of use. The facility cannot be left with a minor in charge.
5. A deposit is required at the time of application to secure the reservation. This deposit is fully refundable after the rental as long as all the rooms are left in the condition that they were found in, the event did not go beyond the paid rental time, and all rules have been followed.
6. Only the renter(s) whose name is on the rental application can submit changes. Changes are subject to approval and must be made in writing (email preferred) or directly with Facilities Staff in person or via phone. All rental changes are tentative until confirmed by Facilities Staff and any/all additional fees have been paid.
7. Renter acknowledges that the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, power outages, criminal acts, acts of war or terrorism or national, state and/or local emergencies. In the event that the facility should become unavailable due to any such circumstances, the City will refund any fees received from renter. The City shall not be liable for renter's consequential damages, including but not limited to other costs incurred in connection with renter's event, lost profits and lost opportunity.
8. The City reserves the right to cancel or stop an event in progress exceeding maximum limits.

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Maximum Occupancy Capacities for Community Center Rooms

Facility Name	Standing	Seated (Theatre-Style)	Seated (Dining)	Room Dimensions
Lobby	80			
Cascade	566	400	250-285	65' x 63'
Kitchen	15	N/A	N/A	27' x 18'
Forest Room	50	30	25	20' x 35'
Manzanita Room	25	20	15	20' x 17'
Terrace Room	105	49		63' x 17'
Tamalpais Room		12		20' x 13'
Game Room	55			35' x 21'
Field View Room	50	30		35' x 21'
Mountain View Room	142	80	66	53' x 21'
Triangle Lawn Area		250		
Dance/Fitness Studio	64			65' x 30'

General Information

1. City Personnel must be present during each rental for set up, main event and clean up.
2. Staffing requirements will be assessed and included in fees estimated prior to event. A Facility Attendant fee is required for all Friday, Saturday, and Sunday rentals and rentals occurring before 8:30am and after 5:30pm, Monday through Thursday.
3. A minimum of one Facility Attendant must be present during a rental at the Community Center. Facilities Staff will determine the number of staff assigned to a rental based on the nature of the event or activity. Facilities Staff retain the right to add or remove staffing as needed prior to the event. Actual expenditures for staff time exceeding the estimate will be subtracted from deposit.
4. Facilities Staff will set up and take down Community Center-provided tables, chairs and other equipment. The renting party shall be responsible for setting up and breaking down any equipment they purchase, rent or bring into the facility.
5. Facilities staff will take care of the 'finer' cleaning (sweeping, mopping, bathrooms, etc.), but renters need to communicate with the facility attendant as to the state of the rental area and scope of their responsibility.

Deposit

1. A refundable security deposit of \$500 - \$1,000 for the Cascade Room and \$100 for other Community Center Rooms is required to confirm a reservation.
2. The deposit amount is determined by Facilities Staff based on size, scale and type of event.
3. The deposit must be paid in full at the time facility is reserved. Deposits are separate from the rental fees. Deposit fees will be processed the same day the application is processed.
4. The deposit will be returned (if no damages or violations occur) within 30 days following the event. The deposit will be

Community Center Rental Policies

Deposit (continued)

used to pay for additional fees if your event/activity caused the need for:

- a. Cleaning beyond normal Community Center maintenance.
 - b. Repairs or replacement due to structural or equipment damage.
 - c. The number of persons attending the event exceeds the number of participants listed on the agreement.
 - d. Fire/Police Department response.
 - e. Unexpected/additional staff time.
5. If fees exceed the amount of deposit, renter will be required to pay the additional amount.

Insurance and Damage Responsibilities

1. A certificate of liability event insurance is required for any event in which alcohol is served or the number of participants exceeds 100. A certificate of insurance may also be required from third-party vendors and/or for special requests at the discretion of Facilities Staff.
2. Certificates of insurance must name the City of Mill Valley as additional insured and provide proof of coverage for a minimum of \$1,000,000 for property damage and public liability.
3. Insurance certificate(s) and additional endorsement page(s) must be received and approved by Facilities Staff at least 30 days prior to the event. Insurance documents can be emailed directly to Facilities Staff, faxed, or mailed to the Community Center.
4. All persons to whom a rental has been granted must agree in writing to hold the City of Mill Valley harmless and indemnify the City of Mill Valley from any and all liability for injury to persons or property occurring as a result of the activity sponsored.
5. Liability event insurance may be purchased through an individual's or organization's insurance company of choice or through the City of Mill Valley suggested vendor, HUB International. Please visit www.eventinsure.com for information on HUB International coverage details.
6. Facility inspections are conducted immediately following events by Facilities Staff to determine the condition of equipment used, room(s) rented and assembly/service areas. If damage is discovered, the renter will be notified by Facilities Staff within 14 business days following the rental.

Rental Fees

1. If a rental payment is not received within the specified time, the reservation will be canceled and the deposit will be retained by the City and not refunded.
2. Facility Attendant time is paid with the rental fees and will be billed at the appropriate rate, depending on time and scope of the event.
3. Events that exceed the scheduled rental time will be billed the hourly room rental rate for the additional time.
4. Fees are not refunded for reserved time not used. Reserved time should be chosen carefully; once fees are paid, there will be no refund for decreased reserved or actual use time.
5. Special payments plans for Cascade Room rentals and on-going Community Center Room rentals must be pre-approved by Facilities Staff and requested by the renter at time of application.

Community Center Rental Policies

Rental Fees (continued)

Cascade Room

All rental fees are due 180 days (6 months) prior to the scheduled Cascade Room event. Payments may be made in the form of check, cash or credit card (MasterCard or Visa).

Rental Fee Payment Schedule for Cascade Room

Date of Application	Deposit	Rental Fees
1 year - 6 months prior to event date	100% of deposit due at time of reservation	100% of rental fees due 180 days prior to event date
Less than 6 months prior to event date	100% of deposit due at time of reservation	100% of rental fees due at time of reservation

If the application date is 1 year to 6 months in advance, the remaining rental fee balance is due 6 months prior to the event date. The deposit and all rental fees are due in full at the time of application if the rental date is less than 6 months in advance.

Other Community Center Rooms

Fees for all other rooms are due 1 month prior to the event date. Payments may be in the form of check, cash or credit card (MasterCard or Visa).

Rental Fee Payment Schedule for Community Center Rooms

Date of Application	Deposit	Rental Fees
1 year - 30 days prior to event date	100% of deposit due at time of reservation	100% of rental fees due 30 days prior to event date
Less than 30 days prior to event date	100% of deposit due at time of reservation	100% of rental fees due at time of reservation

If the application date is more than 30 days in advance the rental fee balance is due 30 days prior to event date. Deposit and all rental fees are due at the time of application if the rental is less than 30 days prior to event date.

Cancellations and Refunds

Canceling a confirmed room reservation may be subject to penalties. Cancellation fees are determined by the amount of notice given prior to the scheduled event.

1. Deposits and refunds will be refunded in the same form as the original payment with the exception of cash payments which will be refunded as a check. No cash or check refunds will be issues for fees or deposits paid by credit card.
2. Refunds will be processed within 30 days after your event.
3. If the City cancels a rental, all fees will returned.
4. The person named on the contract must make a cancellation in writing (email preferred) or directly with Facilities Staff in person or via phone.

Community Center Rental Policies

Refund Schedule for Cascade Room

Cancellation Date	Deposit Fee Returned	Rental Fee Returned
More than 6 months prior to event date	50%	100%
4 - 6 months prior to event date	0%	50%
3 months or less prior to event date	100%	0%

1. Cancellations by any renting party more than 6 months prior to reserved date will be refunded 100% of rental fees and 50% of the deposit. The City will retain 50% of the deposit.
2. If cancellation is made less than 6 months but more than 4 months prior to reserved date, 100% of the deposit and 50% of the room rental fees will be retained by the City.
3. If cancellation is made 3 months or less prior to reserved date, 100% of the deposit fee will be returned, but the City will retain the full rental fee.
4. For rentals canceled 3 months or less in advance: If rental fees paid are less than the deposit, the deposit will be retained and rental fees will be returned.

Refund Schedule for Community Center Rooms

Cancellation Date	Deposit Fee Returned	Rental Fee Returned
More than 1 month prior to event date	50%	100%
Less than 1 month prior to event date	100%	0% *if rental fees paid are less than \$100, deposit will be withheld

1. Cancellations by any renting party more than 1 month prior to reserved date, 100% of rental fees are 50% of the room deposit will be refunded. The city will retain 50% of the deposit.
2. If cancellation is made less than 1 month prior to reserved date, 100% of the deposit fee will be returned, but the City will retain the full rental fee.

Conditions of Use for All Facilities

1. Care of Facilities:

All groups using a City of Mill Valley facility shall be responsible for proper use and care of all property, equipment and facilities. Department displays and holiday decorations will not be taken down to accommodate private receptions or parties.

2. Preparation and Clean-up:

Rental rooms/space must be left in the condition in which they were found. Any items brought in during the rental must be removed by the end of the rental time. Community Center staff will take care of the 'finer' cleaning (sweeping, mopping, bathrooms, etc.), but renters need to communicate with the facility attendant as to the state of the rental area

Community Center Rental Policies

Conditions of Use for All Facilities (continued)

and scope of their responsibility.

Preparation and clean up shall be completed by the rental party including removal of decorations and other items brought into the facility. The kitchen must be cleaned after use; counters and appliances wiped down and cleaned, floors mopped etc. or additional charges will be incurred. Additional cleaning charges may also be incurred due to spills, scuff marks, scratches, etc. which occur during the rental.

All activity, including set-up, main event and cleanup, must be listed as rental time on the application. Renters shall supply additional garbage and/or recycling containers at the renter's own expense at the discretion of Facilities Staff.

3. Renter Properties:

Any property, rental items, decorations or temporary fixtures brought to the facility for any event must be pre-approved by Facilities Staff. The renting party shall remove such items within a predetermined and agreed upon time after the scheduled event. Any property brought in or installed without prior approval will be removed at renting party's expense. The City of Mill Valley is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.

Mill Valley Community Center will not accept deliveries or mail relating to private rentals.

4. Use of City Equipment:

Equipment includes: chairs, tables, lounge furniture and audio/visual equipment. All equipment must be returned in the condition that it was borrowed in. Equipment returned with missing pieces or damaged in any way will incur a replacement fee. This replacement fee will be taken from the deposit.

5. Exits:

All exit doors and hallways must be kept clear at all times. At no time can exits be covered or obstructed by tables, chairs, decorations or other equipment. Fire code requires 5 ft. clearance to be maintained around all exit doors throughout the time of the event. The city reserves the right to cancel or stop an event that does not meet exit door clearance requirements.

6. Service of Food or Beverages:

In all facilities, no food items shall be sold to the public, unless approved in advance by Facilities Staff. A State Board of Equalization Swap Meets, Flea Markets, or Special Event Certification is required for all single day events selling food and/or beverages (county permits not required). Events for longer than one day, which include serving or selling food, are required to obtain a "Temporary Food Facility Permit" from the Marin County Environmental Health Department. In all cases where food is available, renters shall be advised to contact the Environmental Health Department regarding safe food handling.

7. Catering and Kitchen Use:

Renters may provide their own food and beverages, or they may utilize professional caterers for their event. Renters are responsible for arranging their own catering, linens, dishes and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within your reserved time unless prior arrangements are made with Facilities Staff.

Use of an on-site catering company must be declared to Facilities Staff at least 30 days prior to the event. Renter is responsible for the condition of the kitchen and for the caterer in charge of the event. Failure to comply with kitchen regulations and proper disposal of trash, recycling and compost will result in a deduction or forfeiture of the deposit. Kitchen must be returned to the same condition in which it was found at beginning of event. On-site barbecuing requires pre-approval and is restricted to certain areas outside the facility.

Community Center Rental Policies

Conditions of Use for All Facilities (continued)

8. Use of Alcohol:

Liability Event Insurance

A certificate of liability event insurance is required for any event in which alcohol is served. Host Liquor Liability is acceptable only if liquor is served, not sold, for less than 5.5 hours at an event with a closed guest list.

State Alcoholic Beverage Control Department Requirements

If alcoholic beverages are to be sold, the City requires the user to obtain a permit from the State Alcoholic Beverage Control Department. A permit is only required if the user is planning on selling alcohol and events involving exchange of any type of monetary consideration (example: purchase of meal ticket with alcohol being served as part of that meal) requires the renter to obtain an ABC permit.

Full Liquor Liability

A Full Liquor Liability Premium must be purchased and included on a certification of insurance if liquor, beer or wine is available for consumption and money is to change hands in any way, shape or form, between the event holder and those who participate/attend, (i.e., for a donation, ticket, for a meal, for entry to the event, for the beverage) or if liquor, wine and/or beer is available for longer than 5.5 hours.

Renter Responsibilities

Renter must obtain and submit all necessary insurance and permit certificates to Facilities Staff no less than 30 days prior to the event.

State law prohibits the serving of alcoholic beverages to minors or to anyone who is or appears to be under the influence of alcohol. Alcohol must be served by an adult, over 21, from a bar or staffed beverage table.

Renter is responsible for any of their guests that bring alcohol into the facility without obtaining the proper insurance and security requirements. Events may immediately be canceled if alcohol is consumed without meeting these requirements.

9. Parking:

Parking availability is not guaranteed and may be limited. Valet parking must be pre-approved by Facilities Staff prior to the event.

10. Security:

The City of Mill Valley may require, as a condition for approval of a Facility Contract, that licensed security guards be present at a rental event. Security might be required for, but not limited to, the following:

- The honoree is under 21 years of age and attendance is over 75
- The event is open to the public
- The event is private and attendance is over 150

Facilities Staff may, at any time, require additional security at the renter's expense prior to and/or during the event.

10. Decorations:

- No tape is allowed under any circumstance on the Cascade Room floor, no exceptions. This includes painter's, masking, gaffing, or any other type of tape.
- No decorations of any kind may be taped, hung or secured to the Cascade projection screen wall.

Community Center Rental Policies

Conditions of Use for All Facilities (continued)

- All rented or purchased free standing equipment to be placed in the Cascade Room must have protective footings or layers. No wood or metal surfaces should be in direct contact with the hardwood floors.
- Smoke and fog machines of any type are not to be used inside facility.
- No candles or oil lamps permitted. Votive candles in glass containers may be used if the tip of the flame is 1.5 inches below the top of the votive. Renters must provide their own lighters.
- No tacks, pins, tape or nails may be used to put up decorations.
- Dry rice, birdseed, grass, hay, flower petals, loose glitter or confetti are prohibited both inside and outside the Community Center.
- Mylar balloons are prohibited in the Cascade Room and Lobby at the Community Center. Other balloons may be used if they are weighted or secured; no balloon releases are allowed either inside or outside the facilities.
- Any plants or shrubs brought into the building must be in a waterproof container. When setting up the plants on the wood flooring, there must be something underneath the container to protect the floor.
- Exits, exit sign, fire extinguishers, and any other safety devices or signage must not be covered or obstructed at any time.
- The City of Mill Valley may not supply ladders for renter's use. Please bring your own equipment.
- Mill Valley Community Center will not lend renters any equipment (matches, silverware, extension cords, etc.) beside that which is included in the rental (see Equipment List).
- All decorations, rentals, flowers, and any items brought in by the renter must be removed by the end of the rental time. This includes removal of any tape, fishing line, escaped balloons, etc.

12. **Tenting:**

Tents, canopies or awnings must be requested on the facility contract and pre-approved by Facilities Staff. If a tent exceeds 400 sq. ft., a permit for the tent must be obtained through the Mill Valley Fire Dept. and an onsite inspection must be scheduled with the Fire Marshal.

13. **Music:**

DJ's and musicians may use Mill Valley Community Center sound equipment with pre-approval from Facilities Staff or bring their own equipment and extension cords.

Doors on either side of the Cascade Room should remain closed after 10pm. Amplified sound inside the Community Center must conclude by 12am.

14. **Smoking and Chemical Sensitivity:**

Smoking is not permitted in any City of Mill Valley facility. Smoking is permitted on Cascade and Lobby Patios after 6pm. Cigarette receptacles are available for no additional fee upon request.

In order to allow individuals with allergies, asthma, or multiple chemical sensitivity to attend functions at the Mill Valley Community Center, individuals are requested to refrain from wearing perfume or other scented products.

15. **Photography:**

The Mill Valley Community Center staff reserves the right to photograph events for promotional purposes.

Community Center Rental Policies

Conditions of Use for All Facilities (continued)

16. Publicity:

The City of Mill Valley reserves the right to review and approve materials used to publicize events to be held in a City of Mill Valley facility. City of Mill Valley staff may not/will not give out information on private rentals. The Mill Valley Community Center is not to be listed as a contact for your event or expected to assist with event promotion.

17. Banners and Signs:

No signs or banners of any size are allowed to be displayed outside the Mill Valley Community Center per Mill Valley Municipal Code (section 20.74.050).

18. Youth Dances:

High school-age open dances are prohibited.