



RECREATION DEPARTMENT  
7007 MOESER LANE  
EL CERRITO, CA 94530  
(510) 559-7004 Fax (510) 528-9413

### Clubhouse Rental Application

**Check Clubhouse Requested**

- Arlington Clubhouse
- Madera Clubhouse
- Castro Clubhouse
- Harding Clubhouse
- Fairmont Clubhouse

**Please note that Clubhouse Rentals do not include the use of nearby picnic sites or fields, they must be reserved**

**Requested Date:** \_\_\_\_\_  
DAY OF WEEK MONTH DATE YEAR

**Requested Time:** \_\_\_\_\_  
STARTING TIME ENDING TIME **(ALL EVENTS MUST END BY 10:00PM)**

**RENTAL CLASSIFICATION (PLEASE CHECK ONLY ONE):**

Resident                       Non-Resident                       City Event

WCCUSD program                       City Co-Sponsored

Non-Profit Resident                       Non-Profit Non-Resident\*  
(Provide proof of Non-profit status)

**Applicant's Name:** \_\_\_\_\_  
(PLEASE PRINT CLEARLY)

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(STREET ADDRESS) CITY STATE ZIP

**Day Phone (\_\_\_\_\_) Evening Phone (\_\_\_\_\_) \_\_\_\_\_**

**Type of Activity** \_\_\_\_\_

**Number in Attendance:** \_\_\_\_ Children \_\_\_\_ Teens \_\_\_\_ Adults

**# Tables needed \_\_\_\_ # Chairs needed \_\_\_\_ Will alcoholic beverages be served? Yes No**

**OVER**  
▶▶▶

**OFFICE USE ONLY**

Date Key Issued: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_ Received by: \_\_\_\_\_

DEPOSIT: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_ Form of Payment: (Circle one) Check# \_\_\_\_\_ Cash

TRUST FUND? YES NO ENTERED IN BOOK? YES NO

FEE: \$ \_\_\_\_\_ PER HR @ \_\_\_\_\_ HRS = \$ \_\_\_\_\_

DATE PAID: \_\_\_\_\_ Form of Payment? (Circle one): Cash Amx Visa MasterCard Check# \_\_\_\_\_

STAFF SIGNATURE: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

NOTES: \_\_\_\_\_



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### **APPLICANT'S AGREEMENT/CLUBHOUSE**

1. Applicant will accept full responsibility for the use of this facility during scheduled rental hours. Music is to be off by 9:00pm and rental ends by 10:00pm.
2. Any damages incurred during scheduled rental hours will be paid by the applicant. Applicant agrees to clean up after themselves, leaving the facility in the condition found, or better.
3. Applicant will lock facility (windows, doors) turn off the lights and heat.
4. Applicant will return the keys within 48 hours (2 days) after use or will forfeit our deposit unless prior arrangements are made with Rental Coordinator.
5. Applicant understands that no alcoholic beverages may be served without prior permission by the City. If alcoholic beverages are served without permission, applicant will forfeit their deposit. Note: A permit is required and a fee is charged when serving alcohol.
6. Applicant understands that there are no bounce houses, no tumbling, re-bounding or trampoline-like devices permitted in City Parks or on City property.
7. Provisions of the Joint Use Agreement between the City of El Cerrito and the West Contra Costa Unified School District shall apply where applicable for usage of City facilities by the District.

#### **GENERAL CLUBHOUSE RENTAL INFORMATION (please initial each line)**

\_\_\_\_\_ A. The City Clubhouse is available to rent on an hourly basis when not programmed for use by the City of El Cerrito.

\_\_\_\_\_ B. The user is responsible for checking out a key, setting up tables / chairs and cleaning up afterwards.

\_\_\_\_\_ C. Keys will be issued two (2) days prior to the rental. Please note the Community Center is open Mon, Wed, every other Fri 8:00a.m. - 5:00p.m. Tue, Thur 8:00am-6:00pm, closed on holidays and weekends.

\_\_\_\_\_ D. The Facility will be inspected by maintenance personnel to check for cleanliness following the rental. If there appears to be any damage to the clubhouse, or the clubhouse has not been cleaned properly, your deposit will be forfeited.

\_\_\_\_\_ E. Upon return of the keys and report from our maintenance personnel, your deposit will be refunded to you with in 4-6 weeks.

\_\_\_\_\_ F. If your clubhouse date is changed there is an additional \$41.00 fee for rescheduling, based upon availability.

\_\_\_\_\_ G. All clubhouses are used for childcare/ summer camp. Applicant is not allowed to remove any decorations from the wall or ceiling. Only removable tape may be used to hang party decorations. It is advised that you at least look through the windows of the clubhouse before renting.

\_\_\_\_\_ H. Applicant understands that nearby picnic sites and fields are not included in the Clubhouse Rental and must be reserved separately. Applicant also understands that other parties may rent these areas at the same time as the Clubhouse Rental.

\_\_\_\_\_ I. **If you cancel your rental, your deposit will be forfeited. Rental fees will only be refunded if the clubhouse is re-rented.**

**I hereby release and hold harmless the City of El Cerrito, its officers, employees, and volunteers from liability for damages, cost and expenses which may incur as a result of property damage or personal injury in connection with renting the above facility.**

**I have read and understand the responsibilities of an applicant renting the City of El Cerrito facilities**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**City of El Cerrito**  
Recreation Department

(Please initial each line)

\_\_\_\_\_ I am aware that my deposit (by check or cash) will be put into a Trust Fund account.

\_\_\_\_\_ I understand that after I return my rental keys (not applicable for Cerrito Vista Park) my deposit refund will be processed.

\_\_\_\_\_ I understand that my deposit refund check will take 4-6 weeks to arrive.

**Because of the lengthy refund process, we encourage you to leave your credit card number instead of check or cash. Your credit card will be authorized for the deposit amount.**

**CREDIT CARD**  
**AUTHORIZATION - DEPOSIT**

\_\_\_\_\_ I understand that my credit card will be encrypted in to a secure, third party computer system under your household name.

\_\_\_\_\_ I understand that my credit card will be authorized for the deposit amount of \$\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For PCI purposes, please do not write your credit card number on this form.