

# FACILITY RENTAL PROCEDURES



COMMUNITY SERVICES DEPARTMENT—RECREATION DIVISION  
 3230 MACDONALD AVENUE, RICHMOND, CA 94804  
 P: (510) 620-6793 F: (510) 620-6583 E: CSDREGISTRATION@CI.RICHMOND.CA.US

<p><b>INDOOR FACILITIES AVAILABLE</b></p> <p>RICHMOND CONVENTION CENTER—403 CIVIC CENTER PLAZA                  RICHMOND RECREATION COMPLEX—3230 MACDONALD AVE                  NEVIN COMMUNITY CENTER—598 NEVIN AVE  <del>BOOKER T. ANDERSON (BTA)—960 47TH STREET-TBD</del>                  PT. RICHMOND—139 WASHINGTON AVE                  SHIELDS REID COMMUNITY CENTER—1410 KELSEY STREET                  PARCHESTER COMMUNITY CENTER—900 WILLIAMS DR.</p>	<p><b>OTHER FACILITIES</b></p> <p>OUTDOOR FACILITIES—PARKS, BALL FIELDS, SPORTS COURTS, ETC.                  SWIMMING POOLS—PLUNGE &amp; SWIM CENTER                  CIVIC CENTER PLAZA</p>
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## STEPS TO FOLLOW AND REQUIREMENTS

**Effective December 2020**

**- \$50.00 Non-Refundable Application fee is assessed to process a rental request in 31 days or more days' notice.**  
**- An additional \$50.00 Non-Refundable Short Notice Fee will be assessed for applications received less than 30 days prior to event date.**

<p><b>1. COMPLETE RENTAL APPLICATION</b>                  (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)</p>	<ul style="list-style-type: none"> <li>•Name of Organization / Contact Person / Rental Information</li> <li>•Name of person for individual parties/contact information</li> <li>•Name of event and details of event</li> <li>•A tentative rental estimate will be processed for your review</li> </ul>
<p><b>2. PAY RENTAL DEPOSIT</b>                  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 matter. It only indicates the availability of a facility for a date(s) and gives an estimate of associated costs to help you plan for your event. The actual costs may vary. Full fees must be paid at least 30 days in advanced prior to rental date.</p>	<ul style="list-style-type: none"> <li>•Must pay the rental deposit to reserve facility and date(s) requested. Reservations will be held for 2 weeks effective when your estimate has been provided, after which it will be cancelled without further notice.</li> <li>•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 there are no additional charges for excessive clean-up.</li> </ul>
<p><b>3. SECURE REQUIRED INSURANCE</b>                  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 <i>"The City of Richmond, its Council, Community Services Department and their officers, employees and agents "as additional insured"</i>, with a limit of liability not less than \$1,000,000.00 combined single limit for a personal injury and damage to property.  <b>Certificate Holder should read:</b>                  City of Richmond, 450 Civic Center Plaza, Richmond, CA 94804</p>	<ul style="list-style-type: none"> <li>•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.</li> <li>•Facility users are to secure their own insurance and at their own expense.</li> <li>•Proof of insurance must be turned in 2 weeks prior to any event date.</li> <li>•Feel free to visit <a href="http://www.cjprma.org">www.cjprma.org</a> 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.</li> </ul>
<p><b>4. PAY ALL APPLICABLE RENTAL FEES</b></p>	<p>All rental fees must be paid in full at least 30 days prior to rental date</p>
<p><b>5. SIGN A FACILITY RENTAL AGREEMENT</b></p>	<p>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 the event.</p>
<p><b>6. IF REQUIRED— COMPLETE SPECIAL EVENT PERMIT APPLICATION</b>                  This application is routed to other City Departments for approval. You will be notified as soon as possible if your request has been approved, denied, or whether you will be required to submit more documents or information.</p>	<ul style="list-style-type: none"> <li>•If selling or serving alcoholic beverages</li> <li>•If serving food to the public</li> <li>•Using amplified sound outdoor</li> <li>•If using a Park or Ball Field</li> <li>•If installing a Jumper or other play equipment</li> <li>•If an event has an expected attendance of 200+</li> </ul>
<p><b>7. RENTAL CANCELLATION</b></p>	<ul style="list-style-type: none"> <li>•31 days or more prior to the event—Deposit and rental fees will be returned. We will retain administrative cost.</li> <li>•30 days or less—NO REFUND WILL APPLY! Deposit/rental fees will NOT be refunded.</li> </ul>