



Burlingame Community Center Rental Policies

We are excited to have your event in our Community Center. The following policies have been developed to ensure an easy and pleasant rental experience. If you have questions about any of the policies, please contact Community Center staff.

General Rental Information

1. The renter must provide acceptable photo identification and proof of address. The renter must be at least 21 years of age and be present during the entire reserved event.
2. Burlingame residents can book up to one year in advance. Non-residents can book up to 10 months in advance.
3. Children must be supervised at all times. Staff on site do not supervise children.
4. Interior furniture must remain indoors, and exterior furniture must remain outdoors. All exits and exit signs are to be kept clear and unobstructed at all times.
5. Available rental times are from 8am-12am. The building must be vacated by 1am.
6. The facility will not be open earlier than the rental start time. The renter must rent enough time for all necessary rental preparation.
7. The facility is not available to store items either before or after the event. Any items rented from an outside vendor must be picked up immediately after the event unless approved by the facility supervisor prior to the event. Staff is not allowed to move any rental items. The City of Burlingame is not responsible for items left overnight in the building.
8. Caterers, vendors, or rental members will not have access to the facility before your contracted rental time.
9. All City facilities are non-smoking. Smoking is not allowed in Washington Park or the Community Center parking lot (Municipal Code 8.18.030).
10. All music and activity must end one hour before the end of the permitted time. Music in outdoor areas must remain below 50 decibels.
11. Staff will ask the renter to lower the music volume if it is too loud. If the volume is not lowered, the police will be notified, and the event may be canceled without a refund.
12. If the event type entered on the application and permit does not accurately represent the function, the event may be canceled without a refund, and the entire security deposit will be forfeited.
13. Any events with over 150 guests will be charged an additional Building Attendant.
14. Any event considered dangerous, a disturbance of the peace, or endangering public property is subject to closure without a refund of the rental fee or security deposit.
15. If you are charging an entry/participation fee, confirm whether the event is eligible with the Community Center staff before reserving.
16. All amenities are subject to be unavailable or inoperable. All efforts will be made to offer a substitution for any items unavailable. Refunds will not be provided should this occur.
17. The City of Burlingame is not responsible for the loss of individual property or accidents.
18. The permit holder and guests must abide by any current applicable laws, mandates, or City policies pertaining to the use of the facility, including guidance from the Health Department.

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Insurance Requirements

Unless a waiver is made by department management, proof of insurance is required and must include as additionally insured. Insurance Certificate must be on file 2 weeks **PRIOR** to event date or it will be cancelled.

The City of Burlingame, Its Officers, Employees, and Agents
850 Burlingame Ave
Burlingame, CA 94010

Required Amount **\$1,000,000 per occurrence**
\$2,000,000 aggregate

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Security Deposit and Charges

1. The security deposit is due at the time of the reservation.
2. 50% of the rental fee is due 60 days before the event.
3. The remaining rental fee is due 30 days before the event date or at registration time if it is less than 30 days from the event date. Failure to meet this deadline will result in the cancellation of the rental and forfeiture of your security deposit.
4. Security deposit refunds will be made after the permit date and may take up to 30 days to be processed.
5. The security deposit may be refunded, all or in part, depending upon the condition of the facilities following the activity, the time the facility is vacated, additional custodial services required, and any other damages that may be incurred.
6. Excessive trash or damages will result in an additional charge and will be deducted from the security deposit. Any and all violations of the rental agreement may result in the partial or full loss of the security deposit.
7. If the rental exceeds the permitted time, the renter will be charged double the hourly rate for the exceeded time, and the sum will be deducted from the security deposit or billed if it exceeds the security deposit.
8. Rental charges begin when the facility is open for setup and conclude when event teardown and cleanup are complete and the renter exits the facility.
9. Damage to a facility may be considered malicious mischief and will be prosecuted to the full extent of the law (California Penal Code § 594). The renter may be held responsible for any damages caused by the renter or renter's group. A minimum fee of \$50 per occurrence will be charged for damage done to City property.

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Changes and Cancellation Policy

1. Any amendments to the original permit should be requested at least 30 days before the rental date. Amendments requested less than 30 days before the rental date may not be guaranteed.
2. The cancellation policy is effective once a rental permit is generated.
3. Cancellations made at least six (6) months before the date of the event will receive a full refund of the deposit, minus a \$20 processing fee.
 - a. Cancellations made between three (3) and six (6) months before the date of the event will receive a refund of the deposit, minus 10% of the total rental fee and a \$20 processing fee.
 - b. Cancellations made between one (1) month and three (3) months before the date of the event will receive a refund of the deposit, minus 25% of the total rental fee and a \$20 processing fee.
 - c. Cancellations made less than one (1) month before the date of the event will receive a refund of the deposit, minus 50% of the total rental fee and a \$20 processing fee.
 - d. There are no refunds for event cancellations on the day of the rental.
4. If the renter changes the date of the event, the cancellation policy will be applied using the original reservation date.
5. All cancellations must be submitted in writing. Cancellation notifications can be sent via email to bprdrentals@burlingame.org.

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Alcohol Policy

1. Rentals serving alcohol are required to pay for additional security unless waived by department management. Security guards must be from a licensed company
2. Any group bringing alcohol into an event or area where alcohol has not been permitted will automatically forfeit your security deposit and cause the event's immediate cancellation.
3. No underage drinking will be tolerated and will cause the immediate cancellation of the event and forfeit of your security deposit.
4. The sale of alcohol is only allowed with advanced written permission from the Director of Parks & Recreation. A valid 24-hour ABC (Department of Alcohol Beverage Control) permit must be obtained before your event. The permit must be on file no less than three (3) days before the event.

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Cleanup Requirements

1. The facility must be returned to the same condition before the rental.
2. The renter must remove all decorations and rental equipment, clean all spills on the floor and furniture, and bag all debris and garbage, which must be placed in the dumpster in the parking lot.
3. If the kitchen is included in the rental, the renter must clean the countertops, stovetops, ovens, microwaves, and floor. Renter is responsible for bringing their cleaning supplies. All supplies must be scratch-free to prevent damage to appliances.
4. All food and beverages must be removed from the refrigerator/freezer, and sinks must be free of dishes and all food debris.
5. Garbage bags will be provided by staff upon request.
6. Janitorial service covers basic cleaning related to ongoing maintenance of the facility. The renter is responsible for all event cleaning.
7. A final walk-through will be completed by staff at the end of the rental.

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Building Setup and Decorations

1. A completed room setup sheet must be submitted to the Parks & Recreation Department office at least one week before the activity.
2. The following items are not permitted: smoke and fog machines, sparklers, rice, confetti and glitter, tape of any kind (excluding painter's tape), and puncturing items, such as push pins or nails. Please confirm with staff on what areas decorations can be hung.
3. No candles or other open flame decorations are permitted.
4. Balloons are permitted but must be removed following the rental, including balloons on the ceilings. Failure to remove balloons may result in a fee deducted from the security deposit.
5. The City of Burlingame reserves the right to remove any decorations or equipment that could cause damage to a facility or require additional cleaning at any time during the setup or event.
6. Renter shall not open or close any partitions or sliding glass doors in the facility. If needed, building staff will make adjustments.

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