



CITY OF BELMONT

PARKS AND RECREATION DEPARTMENT

## FACILITY USE POLICY

### Twin Pines Park

- Senior & Community Center
- Lodge
- Cottage
- Manor House
- Large Group Picnic Areas (3)

### Barrett Community Center

- Classrooms
- Multipurpose Room

### Sports Complex Conference Center

### Taube Room at the Belmont Library

### Alexander Park Picnic Area

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Adopted February 1980  
by the Belmont City Council  
Approved July 2004 and  
Amended March 2008 and May 2013  
by the Parks & Recreation Commission

The City of Belmont Parks and Recreation Department has facilities available for use by the public.

**TWIN PINES SENIOR and COMMUNITY CENTER**

Twin Pines Park  
20 Twin Pines Lane

**TWIN PINES LODGE**

Twin Pines Park  
40 Twin Pines Lane

**TWIN PINES COTTAGE**

Twin Pines Park  
7 Cottage Lane

**TWIN PINES MANOR HOUSE**

Twin Pines Park  
10 Twin Pines Lane

**BARRETT COMMUNITY CENTER**

1835 Belburn Drive

**SPORTS COMPLEX CONFERENCE CENTER**

550 Island Parkway

**PICNIC AREAS**

Twin Pines Buckeye, Meadow, and Redwood  
Alexander Park

**TAUBE ROOM AT THE BELMONT LIBRARY**

1110 Alameda de las Pulgas Avenue

The purpose of the Facility Use Policy is to assure that the facilities are utilized for recreation, cultural, leisure and community service purposes and that the best programming is used to meet the total needs and interest of the community. While this policy is primarily for a special function, the facilities are available for extended use through the Department.

The major use of the facilities will be made by the Parks and Recreation Department and other recreation groups. When facilities are utilized by private or special interest organizations, use fees may be charged.

**I. PRIORITY OF USE**

Group I                      Programs administered by the City of Belmont (official City sponsored programs or Parks and Recreation Department programs that include recreation classes and activities).

- Group II. Programs or activities sponsored by School District with which the City has reciprocal facility use agreements and in kind services.
- Group III. Recreation events, programs, and non-profit organizations, whose scope and purpose are recognized primarily as a recreation service to the citizens of Belmont. (Typical groups in this category would be the local non-profits such as youth sports organizations and park and recreation partners).
- These organizations must:
- a) Be based in the City of Belmont.
  - b) Be non-profit making and show evidence thereof; or evidence that an application has been made for non-profit status.
  - c) Have an official organizational structure and status and show evidence thereof.
  - d) Require that membership must be open to the general public.
  - e) Have 50% or more Belmont resident membership
- Group IV. Non-profit organizations, activities, and events not meeting the criteria in classifications I through III, such as participants representing less than 50% Belmont residents, and government agency meetings.
- Group V. Private and commercial use and any other activities, and events not meeting the criteria in classification I through IV.
- (a) Activities such as weddings, receptions, dinners, private parties, industrial conferences, and training seminars.
  - (b) Rental fees will be charged for all events.
- Group VI. Commercial business or professionals engaged in activities for private gain or profit.

#### Ineligible Organizations, Programs, Clubs and Events

Groups, for any reason, deemed not in the best interest of the community by the Parks and Recreation Department or the Parks and Recreation Commission.

## **II FEES**

- A. Group I Activities - No Charge.
- B. Group II, III - Organizations in the above groups may request and be granted a waiver of charges at the discretion of the Parks and Recreation Department.
- C. Group IV – Pay use fees for all events according to the current fee schedule.
- D. Group V and VI- Pay use fees for all events according to the current fee schedule. The listed

use fees include staff, set up, take down and cleaning.

**E. Hours All Facilities**

Building*	Hours- Monday-Thursday	Hours- Friday	Hours- Saturday	Hours- Sunday
Senior and Community Center	4:00pm to 11:00pm Music off 10:00pm	4:00pm to 1:00am Music off 12:00am	8:00am to 1:00am Music off 12:00am	8:00am to 11:00pm Music off 10:00pm
Lodge & Cottage	8:00am to 11:00pm Music off 10:00pm	8:00am to 1:00am Music off 12:00am	8:00am to 1:00am Music off 12:00am	8:00am to 11:00pm Music off 10:00pm
Sports Complex Conference Center	8:00am to 12:00am Music off 11:00pm	8:00am to 1:00am Music off 12:00am	8:00am to 1:00am Music off 12:00am	8:00am to 12:00pm Music off 11:00pm
Manor House	8:00am to 11:00pm Music off 10:00pm	8:00am to 1:00am Music off 12:00am	8:00am to 1:00am Music off 12:00am	8:00am to 11:00pm Music off 10:00pm
Barrett Community Center	8:00am to 10:00pm Music off 10:00pm	8:00am to 10:00pm Music off 10:00pm	8:00am to 11:00pm Music off 11:00pm	10:00am to 5:00pm Music off 5:00pm
Twin Pines Picnic Areas	8:00am to 9:00pm	8:00am to 9:00pm	8:00am to 9:00pm	8:00am to 9:00pm
Alexander Park Picnic Area	9:00am to 7:00pm	9:00am to 7:00pm	9:00am to 7:00pm	9:00am to 7:00pm

\*Taube Room availability is dependent upon Belmont Library programs and activities.

All other non-operational hour requests may be scheduled by special arrangement at the discretion of the Department.

**III. FEE SCHEDULE:**

The fee schedule is included in the annual City budget.

**IV. PAYMENT OF FEES**

- A. The Security Deposit (when applicable) and a non-refundable processing fee is due with the completed application for a permit.
- B. The remaining fees will be due thirty (30) days prior to the event or program.
- C. All use fees for facilities shall be due prior to the use.

**V. REFUNDS**

- A. Full refunds will be granted only if the cancellation is made at least one hundred twenty (120) days prior to the scheduled event. Reservations canceled less than one hundred twenty days prior to the event shall lose their Security Deposit or the contracted rental amount whichever is less.

B. The Security Deposit is fully refundable provided the event did not exceed the designated hours and the facility was left in the condition as agreed upon in the Facility Use Permit. The Security Deposit will be refunded within three weeks of the event.

C. Rental charges will not be pro-rated should the permittee leave the facility early.

## **VI. USE OF SPECIAL EQUIPMENT AND ANIMALS**

A. A permit must be obtained from the Parks and Recreation Department for the use of special equipment and animals, with the exception of dogs.

B. Bounce Houses or other special equipment as identified by the Belmont Parks & Recreation Department, are prohibited from indoor use in any facilities.

C. A Certificate of Insurance must be provided to the Park & Recreation Department at least two weeks prior to an event using special equipment (such as a bounce house) or the use of animals (such as pony rides). This certificate must name the City of Belmont as one of the insured parties. A description of any special equipment and/or animals to be used must be provided two weeks prior to the event.

D. A special use deposit of \$250 will be required. This is fully refundable provided the facility is left in the condition as agreed upon in the reservation request. The cost of any damage arising from the event will be deducted from the deposit. The refundable portion of the deposit will be returned within three weeks of the event.

## **VII. RESERVATION INFORMATION**

A. Applications for the use of Parks and Recreation facilities should be made in writing at least two weeks in advance of the day of intended use. Forms must be filed in person at the Parks and Recreation Office, 30 Twin Pines Lane, Belmont, Monday through Friday 8:00 a.m. to 5:00 pm or by appointment. No reservations are taken by phone.

B. Completing and submitting the application to the Parks and Recreation Office is an application only, NOT a confirmation of facility use. All applications will be reviewed, scheduled if available, fees computed, and approved by the Parks and Recreation Department. Written confirmation will be made within seven working days.

C. Each facility use permit filed with the Parks and Recreation Department lists arrival and departure times. The arrival time is when the facility will be unlocked, and the permittee or caterer may begin setting up for the event. The departure time is when the facility has been cleaned and the permittee or caterer leave the facility. Thus, set up, clean up and actual event time is ALL included in the permit hours identified. It is important that all groups adhere to the times identified on their permit.

D. Facility use permits will be issued only to adults 21 years of age or older. Groups composed

of participants under 21 years of age must be supervised by one (1) adult for every twenty (20) participants at all times while they are using facilities. The permit must be filed by one of the adults who will be supervising the function.

- E. Permits cannot be transferred, assigned, or sublet.
- F. The Parks and Recreation Department reserves the right to cancel or change any use of facilities and/or equipment. Where possible, other accommodations will be provided.

## **VIII. RESERVATION GUIDELINES**

- A. Group I-III (Community organizations)  
Community organizations may reserve a facility six (6) months in advance Friday-Sunday.
- B. Group IV and V (Private parties, dinners, and wedding receptions - one-engagement functions).
  - 1. Belmont residents may reserve an indoor City facility:
    - a. Up to twelve (12) months in advance Friday-Sunday events.
    - b. Up to six (6) months in advance Monday-Thursday events.
  - 2. Non-residents may reserve an indoor City facility:
    - a. Up to ten (10) months in advance Friday-Sunday events.
    - b. Up to five (5) months in advance Monday-Thursday.
  - 3. Facilities are reserved on a first come, first served basis.
- C. Group VI (Commercial business or professionals engaged in activity for private gain or profit.)
  - 1. May reserve a City facility:
    - a. Up to eleven (11) months in advance Friday-Sunday events
    - b. Up to six (6) months in advance Monday-Thursday events.
  - 2. An active Belmont Business License required.
  - 3. Content approval by Park and Recreation Department
  - 4. Conform to all other Groups rules and regulations
  - 5. Facilities are reserved on a first come, first served basis.
- D. Groups that schedule on a regular basis may be limited in the number of scheduled uses.
- E. MAJOR COMMUNITY-WIDE EVENTS - Events open to the public and determined by the Parks and Recreation Department to be in the public interest may be scheduled up to twelve (12) months in advance.
- F. APPEALS - Any appeal related to the Facility Use Policy should be directed to the Parks and Recreation Department staff. Any further appeals shall first go to the Parks and Recreation

Commission and then, if necessary go to the City Council. All appeals to the Parks and Recreation Commission and City Council must be in writing and filed with the City Clerk.

## **IX. GENERAL REGULATIONS**

- A. A floor plan shall be submitted two weeks prior to the Event. Department staff will set up tables and chairs as submitted on the floor plan prior to arrival and will be on site during the event to provide further assistance.
- B. Upon arrival, the Building Attendant will sign in the permittee and caterer. The permittee and the caterer will sign part one of the facility checklist. This serves as a record of the date and time of arrival and facility condition. Upon departure an inspection will be made by staff and part two of the facility checklist will be signed by both parties. This will serve as a record of the date and time of departure and condition of the facility.
- C. Set-up, decorating, and clean-up must be done during the time stated on the permit. All decorations, including tablecloths, plates, utensils, flowers and food, must be removed before the group leaves the building.
- D. Decorating plans and any changes to the facilities must be submitted at time of application. The use of tape, nails, staples, screws, on walls, tables, and other equipment is not permitted. Any plants or shrubs must be in water-proof containers.
- E. All deliveries and pickups must be supervised by permittee or designated agent within permit hours. City staff will not accept or be responsible for deliveries. It is the permittee's responsibility to include with the floor plan a list of all items being brought to the facility. No items shall be left at the facility.
- F. The Parks & Recreation staff is responsible for the enforcement of rules governing the use of the facility and must be in attendance whenever facilities are in use. The responsibility for conduct of guests/participants rests with the permittee. The staff on duty shall have the right to enter all facilities at any time.
- G. Any person violating the established rules and regulations or constituting a public nuisance will be required to leave the facility.
- H. The misuse of the facilities, failure to conform to park regulations, or any other applicable City rule, regulation, or ordinance, will be sufficient reason for terminating the permit without notice.
- I. The Parks & Recreation Department may refuse facility use to anyone who has previously damaged a facility or left it in poor condition.
- J. Groups will be charged if they remain in a facility past the time stated on the permit.
- K. Cleaning equipment and supplies will be provided by the staff on duty to restore the facility

to an orderly and clean condition. Floors to be damp-mopped only.

- L. If, after an event, additional cleanup is required other than the normal cleaning process, the permittee may lose a portion of their security deposit. In the event the damage should exceed the Security Deposit an additional cost will be assessed to cover the damage.
- M. In case of damage to the facility, or equipment, the permittee will be charged for the damage. Note: any damage discovered by the permittee upon entering the building should be immediately brought to the attention of staff on duty.
- N. Gambling is prohibited. Bingo may be considered as stipulated by City Ordinance #598 allowing Bingo. Lotteries, raffles and games of chance may be considered if they abide by the stipulations in State Penal Code Sections 319 through 330.
- O. Music/Sound
  - 1. Lodge/Cottage/Manor House
    - a. PA systems, Microphones, Speakers, Amplified music, DJ's, and taped music are permitted.
    - b. Amplified live bands are not permitted.
    - c. Amplified sound is not permitted outside the building.
    - d. If the music/sound becomes excessively loud in the judgment of the staff on duty, the permittee will be asked to lower the volume. Failure to do so will result in loss of use of music/sound.
  - 2. Twin Pines Senior and Community Center, Barrett Auditorium and Conference Center.
    - a. PA systems, Microphones, Speakers, Amplified music, Live Bands, DJ's, and taped music are permitted.
    - b. Amplified sound is not permitted outside the building.
    - c. If the music/sound becomes excessively loud in the judgment of the staff on duty, the permittee will be asked to lower the volume. Failure to do so will result in loss of use of music/sound.
- P. The City of Belmont is not responsible for accidents, injury, illness, or loss of group or individual property. The City may require groups using the facilities to show proof of public liability and property damage insurance if the event is deemed to be hazardous to life or property.
- Q. No smoking permitted inside any City facility.
- R. Normally open flames are not permitted inside any City facility. A request for an exemption may be approved by special arrangement with the Department.
- S. Permission must be obtained to use a piano. Piano will only be moved by staff.

- T. Furniture may be moved by permittee with staff assistance.
- U. Twin Pines Senior and Community Center chairs and tables are not allowed in the Meadow or patio area.
- V. The Twin Pines Senior and Community Center refrigeration space includes limited freezer space.
- W. Bird seed and rice may not be used indoors. They may be used on the patio. Permittee shall be responsible for cleanup.
- X. Confetti is not recommended as it can be time consuming for the permittee to clean.
- Y. Permittee shall comply with the capacity limits for each room.

**X. ALCOHOL REGULATIONS**

- A. The City of Belmont reserves the right to place restrictions on the consumption and possession of alcoholic beverages in accordance with State Law and City Council policy.
- B. Permission for the consumption and possession of alcoholic beverages must be requested in writing at the time of application.
- C. If alcoholic beverages are to be possessed and consumed, the permittee will be provided with an alcoholic beverages permit issued by the City.
- D. If alcoholic beverages are to be sold, permittee must complete an application and receive approval for a Belmont Police Department recommendation for a temporary alcoholic beverage license, and then must obtain and provide proof of a one-day liquor license from the Alcohol Beverage Control (ABC) Board three working days prior to the event. The original ABC License must be displayed at time of activity.
- E. If a permit to sell, possess, or consume alcohol is required the applicant will be contacted by the Belmont Police Department to insure that all applicable rules and regulations are followed.
- F. Permission to sell, possess, or consume such beverages is limited to groups and their members and guests.
- G. Permittee must remove all beverages and empty containers from the facility and park immediately following the event.
- H. The floor in a bar area must be protected with a waterproof material.

## **XI. EVENT SECURITY**

- A. When a permittee requests security for an event in a City facility, it will be the responsibility of that person to secure the services of a licensed security company to provide security at the event. A copy of the security company's license and signed contract must be provided to the City at least two weeks prior to the event. When security services are provided, the security company shall provide security services for both the indoor facility and associated parking areas. The required ratio is 1 security guard for every 50 people attending the event.
- B. When special services such as security and/or extra supervision are deemed necessary by the Parks and Recreation Department, the Permittee will be charged for those services.
- D. An event can be terminated and forfeiture of the rental deposit will occur if the services of the Police Department are required due to a disturbance at the event; or, the applicant who signed the permit, accepted the liability and all other conditions of the facility rental, is not present at the event. This policy section applies to all events, whether or not security services are provided.

## **XII. FACILITY RENTAL CHECKLIST**

- A. It is the responsibility of the permittee to leave the facility clean and orderly. Staff will have cleaning equipment available for use by the permittee. Based on the checklist, part or all of the Security Deposit may be withheld. Any on-site concerns can be further discussed with designated staff at the Parks and Recreation office during regular working hours. Please note concern on Additional Comments space provided on check list.
- B. It is the responsibility of the staff on duty to review the checklist with the permittee before and after the event. The staff person will remain on site until the event is concluded and the checklist has been completed and signed.

## **XIII. WASTE COLLECTION, RECYCLING AND DISPOSAL**

- A. The City of Belmont encourages proper disposal of waste, compost and recycling items. Material specific containers are available at each facility.
- B. It is the responsibility of the permittee to collect and dispose of waste, compost and recycling items into the appropriate waste containers.
- C. The City of Belmont encourages the Permittee to use recycled or environmentally sound materials wherever practical.