

Rental Guidelines Information

Fee Schedule for the Pleasant Hill Senior Center

233 Gregory Lane, Pleasant Hill, CA 94523

Phone (925) 798-8788 * Fax (925) 798-8837

HOURLY RENTAL RATES & ADDITIONAL FEES

For available rental days and times, please stop by the Senior Center, Tuesday – Friday between 9am and 2pm or call (925) 798-8788 ext. 21 or log onto www.pleasanthillrec.com/rentals

- The **minimum** rental period is **two hours**. Rates are per hour and will not be pro-rated for part of an hour. **All contracted hours must include the set up and clean up time.**
- Available weekday rental hours are limited due to scheduled Senior Center programs, classes and activities: Please call with your specific rental time request and we will do our best to accommodate your needs.

NO RENTAL SPACE AVAILABLE BEFORE 6:00PM ON WEEKDAYS

	Bldg. 1	Bldg. 2	Bldg. 2 w/ Kitchen*	Kitchen Only*
Weekday (Mon-Thurs) Cease at 10pm	\$55	\$95	\$105	\$40
Weekend (Fri – Sun) Cease at 10pm	\$65	\$105 <i>N/A on Saturday's</i>	\$115 <i>N/A on Saturday's</i>	\$40 <i>N/A on Saturday's</i>
Dining Capacity	40	160	*	*
Assembly Capacity	131	273	*	*
Deposit	\$200	\$300	\$400	\$200

- *Pleasant Hill Recreation & Park District residents receive a 10% discount on rentals & Non-profit groups receive a 5% discount on room rentals (one discount per rental)*

Additional Rental Fees:

- **On-site Staffing Fee** = \$15/hour may be applied at the discretion of the Supervisor for large private parties requiring a custodian to remain onsite.
- **Returned Check Fee** = \$25 service charge for all returned checks. Payment must be submitted to the PH Senior Center within 2 weeks in the form of cash or a cashier's check.
- **Additional Hour Fee** = \$100 an hour with a 1 hour minimum if buildings and outdoor areas are left in "abnormally poor conditions" resulting in additional clean up hours.

***You must provide your own coffee servers, cooking utensils, silverware, plates, tablecloths, etc. Kitchen rental includes use of: counter space, microwave, oven, stove, sinks and push carts.**

***Use of the refrigerator is unavailable – please plan accordingly.**

RESERVATION PROCEDURES

1. Phone or stop by between 9am and 2pm Tuesday – Friday: (925) 798-8788
2. Reservations will be accepted a maximum of one year in advance. You will be given a tentative reservation which will be confirmed when you mail or bring in the deposit. *Deposit will not be applied towards your rental fees and will be returned within 2 weeks after your rental date pending no damage or overtime charges are applied.*
3. **Your deposit & completed rental agreement must be received within 7 days after your tentative reservation. If your deposit is not received within 7 days after, you will lose your reservation.**
4. **Full rental payment** must be received **within 4 weeks of your reservation.** Late payment could result in cancellation of your rental and forfeiture of your deposit.
5. A set-up diagram **MUST** be completed and turned in with the rental contract. If we do not receive a set-up diagram 2 days before the rental, renter will be subject to the Additional Hour Fee. Set ups must conform to the regulations set by the Pleasant Hill Fire Marshal.

RESPONSIBILITIES

- All groups are responsible for leaving the rooms and outdoor areas (including parking areas and outdoors) in good condition.
- You are solely responsible and answerable financially for any and all accidents or injuries to persons or properties resulting from your use of District facilities. You shall be responsible for the control and supervision of all people in attendance during your usage of the facility.

ADDITIONAL RULES & GUIDELINES

- Smoking is prohibited inside all buildings.
- No decorations may be attached to Senior Center blinds
- Nothing is to be removed from the Senior Center walls
- No glitter, confetti or bird seed allowed
- No nail and/or tacks are to be used. 3M Blue Paint Trim Tape is acceptable
- Remove all litter from grounds before leaving - this includes all decorations.
- A **permit is required for the sale of alcohol.** Alcohol **may not** be served at events designed for youths under 21 years of age
- No pyrotechnics, candles, fog machines or fire of any kind inside or outside the building or on its premises (including parking lots)
- Storage is not available either before or after your event. This includes alcoholic beverages, floral arrangements, equipment, screens, etc. Items left from your rental will be discarded if not claimed within 2 business days.
- Other than guide dogs, animals are not permitted in the buildings.
- Personal barbequing is permitted outside the building or in front of the courtyard only with

ADVANCE APPROVAL

RATES ARE SUBJECT TO CHANGE

Charges are set and approved by the Board of Directors of the Pleasant Hill Recreation & Park District. Charges are reviewed and revised annually. Please be sure you understand all costs and guidelines in effect at the time of your rental. **By signing your rental contract, you are agreeing to the rental terms and conditions set forth by the Pleasant Hill Senior Center.**