

Brisbane Parks & Recreation Department Recreation Facilities Indoor Guidelines

A. PROCEDURE FOR GRANTING RENTAL PERMITS

1. Applications for Facilities Rental Permits shall be completed and submitted by an adult, 18 years of age or over (21 years if the event involves alcoholic beverages), at least fifteen (15) working days prior to the requested date of the event. No permits shall be issued to minors. The reservation and damage deposit must accompany the rental permit application to hold reservation.
2. A description of the event to take place must be submitted along with the application.

B. OTHER CONSIDERATIONS

1. Any group or organization that has damaged or destroyed any City facilities or property or has failed to follow established policy in the past may be denied a permit.
2. Staff shall consider the safety, health and welfare of persons and the security, preservation and orderly use of City facilities as criteria when reviewing permit applications. All applicable City ordinances, including the City noise ordinance and any special rules or regulations established for the individual area or facility will be in effect. This includes, but is not limited to, entertainment, rummage sales and games. Parent/guardian will be responsible for behavior of minors.
3. Permit holder is required to follow all local ordinance and laws.
4. Charging admissions, selling tickets or solicitation of money in any manner without prior approval of the Parks & Recreation Director is prohibited. This includes the sale of and/or peddling of any foods, refreshments, novelties or goods. Group II or Group III organizations, as described in the Recreation Facilities Indoor Use Permit Policy, may request approval of all fund-raising events for the calendar year with one permit application.
5. Event concessionaires must have a valid business license, or approval by the Finance Director, and any applicable health permits. Copies of said permits and licenses must be submitted to the Parks & Recreation Department at least fifteen (15) working days in advance of the event.
6. The City requires the event sponsor to meet such other special conditions as are deemed reasonable and necessary for the safe and effective functioning of the proposed special event. Such conditions could include, without limitation, providing portable restrooms, parking, special signs, etc. All installation of temporary facilities is subject to the approval of the Planning, Public Works and/or Parks & Recreation Department.
7. Refund of any deposits due to cancellation by the event sponsor shall be as follows:

Thirty (30) working days prior to reserved date	100%
Fifteen (15) working days prior to reserved date	50%
Five (5) working days prior to reserved date	25%
Less than five (5) working days prior to reserved date	0%
8. **Reservations are not to be considered final until all fees have been paid and application is approved.** Please do not send invitations or make other arrangements until your application has been approved.

C. GUIDELINES FOR USE OF COMMUNITY FACILITIES

1. Each group or individual using a community facility should read and be familiar with the rules and regulations and special stipulations relative to the approved permit. The permit holder is responsible for the building during the time that his/her group occupies the building.
2. The holder of the permit should arrive prior to the arrival of the other members of the groups and present the permit to city personnel on duty.
3. Groups or individuals should plan to enter and leave the facilities at the time specified on the permit.
4. City staff will be present while the facility is being used. This staffing cost is included in the rental fee. City staff will be responsible for opening and closing the facility and the security thereof as well as general supervision of the activity. The staff will:
 - Open facility and assess current condition.
 - Acquaint the group or individual with the building and instruct groups or individuals in proper use of equipment (tables, sound system, kitchen, etc.).
 - Provide cleaning equipment to group or individual.
 - Perform general supervision.
 - Inspect facility after use for cleanliness and assess any possible damage.
 - Secure facility and report any damage or unusual circumstances to the Parks & Recreation Department.
 - Set-up tables, chairs and other rented equipment at Mission Blue Center only.
5. No advertising shall be exhibited nor any solicitation or sales made in the building or on the grounds without obtaining a business license. Group II and Group III organizations are exempt from this requirement.
6. Building hours are generally from 8 am to 12 midnight, with all music ending no later than 11:00pm.
7. All rental facilities are subject to inspection at any time during which they are being used and must pass inspection by any authorized representatives of the City (Fire, Police, Parks & Recreation), to determine proper use of the facility, orderly conduct of participants and adherence to health and safety regulation.
8. Groups or individuals are solely responsible for general clean up of the facility and should plan accordingly for set-up time and group member assistance. A Group II organization may submit a request to the Parks and Recreation Director for assistance from the City staff in the set-up and clean up of the facility. The Director may grant such request if the Director determines that the members of the group are not physically capable of performing the work (for example, if they are seniors or disabled persons), but in such event, the Director may collect from the organization the reasonable cost of providing the requested assistance from the City staff.

Groups are also solely responsible for set-up and break down of tables and chairs at the Community Center only.
9. Pets – only service animals permitted inside the facility.
10. No open flames (per Fire Department) indoors.