

# Parks & Facility Rental Guide

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## CITY OF ORINDA

The City of Orinda would like to welcome you and it is our hope that we are able to provide you the ideal space for your use. We understand that special events, meetings and other social gatherings take time to plan and execute which is why we provide you with all the necessary information to help you make a well-informed decision. This guide covers rental guidelines and policies that apply to all facility rentals and picnics. Our staff is committed to making the reservation process as simple as possible. Thank you for choosing the City of Orinda.



Parks and Recreation  
28 Orinda Way, Orinda, CA 94563  
[www.cityoforinda.org](http://www.cityoforinda.org)  
(925) 254-2445

# How do I reserve a facility?

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1. Review the information provided in this guide
2. Check availability, call or visit [www.cityoforinda.org](http://www.cityoforinda.org)
3. Submit application and pay deposit
4. After the *Rental Contract and Permit* is issued, sign and submit it back to Parks and Recreation Office.

## RESERVATION POLICIES & PROCEDURES

Applications are tentative until a Rental Contract and Permit is issued. Reservations are confirmed once the application has been submitted, the deposit has been paid and the applicant has received a reservation permit. Reservations will not be confirmed over the phone. The reservation permit includes a contract which will require a signature from the permit holder. **The contract must be returned within 7 days of issuance or the permit will be subject to cancellation.**

### Deposit

Deposits are due at the time of booking and are NOT applied toward rental fees. Deposits can be fully refundable after the completion of a rental pending there are no damages and/or overtime, unless the permit holder requests a cancellation (see Cancellation/Refunds). Return of the deposit will be made within 2-4 weeks following the rental date. Any extra cost of cleaning the facilities and furnishings, both inside and outside, or damages to floors, walls, furnishings and landscaping, or overtime charges, will result in a deduction or forfeit of the deposit. Permit holder will be billed for any damages not covered by the deposit.

### Cancellation/Refunds

The permit holder will need to submit their cancellation in writing to the Parks and Recreation Department and is not contingent upon the permit holder signing the contract. If the City has provided a Rental Contract and Permit to the applicant, the cancellation and refund policy is as follows:

- A cancellation made 30 days prior to the rental date, permit holder forfeits total deposit
- A cancellation made 15 days prior to rental date, permit holder forfeits deposit plus 50% of total rental fees paid
- A cancellation less than a week prior to the rental date, permit holder forfeits deposit and 100% of total rentals fees paid therefore no refund will be provided

\*For reservations made less than 30 days in advance, permit holder forfeits the deposit and total rental fees should they cancel the reservation.

## Fees

Fees are set by Orinda City Council Resolution and are subject to change on an annual basis. To inquire about fees, email [orindaparksrec@cityoforinda.org](mailto:orindaparksrec@cityoforinda.org).

Rental fees are due 30 days prior to the rental date. The reservation will be subject to cancellation if the total due has not been paid by the due date. For reservations made less than 30 days prior to the rental, the deposit and total rental fees are due and payable to the City of Orinda at issuance of contract and permit.

Any changes made to the contract two weeks prior to the rental date are subject to a \$25 change request fee per-request occurrence.

Tables and chairs are included in room reservation fees. At the discretion of the City large events/parties will be charged for a Facility Attendant at the rate of \$42 per-hour for the length of the event.

## Insurance Requirements

All facility rentals/permit holders must provide a Certificate of General Liability Insurance through their homeowners' insurance or a purchased certificate through the City of Orinda in the amount of \$1,000,000.00.

The City of Orinda requires permit holders to provide a Certificate of General Liability Insurance naming the City of Orinda as an additionally insured and the certificate must include the City's address, 28 Orinda Way, Orinda, CA 94563. Permit holders may provide the certificate through their own homeowner's insurance carrier or may purchase liability insurance coverage through the City of Orinda for an additional fee. Insurance fees vary according to the total number of attendees for the event and whether or not alcohol will be served. If food or alcoholic beverages or nonalcoholic beverages are sold or served at the event, the policy must include an endorsement for products liability. Insurance coverage must be submitted 30 days prior to your scheduled event.

If the permit holder is purchasing insurance through the City, prior to confirmation of the event, staff will confirm the insurance Class per the event type. \*\*Most events hosted by the City of Orinda will be classified as Class I. If there is alcohol being served, the permit holder must have Liquor Liability.

## EVENT PREPARATION

### Alcohol

Alcohol may be served during the event if the permit holder has appropriate insurance coverage and information was submitted for approval. Selling of alcohol or food requires additional permits from Contra Costa County Health Department.

## Decorations, Set-up & Clean-up

If the Kitchen is being used, the permit holder must provide their caterer with the Kitchen Use/Rental Cleaning Guidelines, provided in this handbook. See Appendix A.

All decoration and setup information needs to be submitted in writing at least 2 weeks prior to the event. Layout requests are subject to approval providing the set-up complies with all fire and safety codes.

**PERMITTED:** Decorations may be hung with blue painters tape only. Battery-operated plastic candles and balloons with long ribbon may be used inside the building; bubbles may only be used outside.

**NOT PERMITTED:** Decorations may not be hung with cellophane adhesive tape, nails, staples, tacks or screws. In addition, glitter, confetti, aerosol streamers, rice, birdseed, fireworks/sparklers, candles and open flames are not allowed.

Times designated on the application form must include at least one full-rate hour each for setup, decorating and takedown of decorations/cleanup of rental space.

If a Facility Use Application is approved and a reservation permit is issued, a facility attendant will open the doors at the start time for which the permit is issued. This will include tables/chairs setup and takedown time by the facility attendant. Tables and chairs are NOT set-up prior to the rental time and storage is NOT available either before or after your event or outside of your contracted rental time. This includes beverages, floral arrangements, equipment, screens, etc.

If the permit holder wishes to bring a ladder or stepstool for the purposes of decorating, they may do so. Equipment such as this is not provided by the City.

The permit holder must be in attendance throughout the event and be present to check-in and out with staff to sign the Rental Check-In/Out form. An alternate contact should be designated on the application should the permit holder not be available. The permit holder is responsible for the removal of all decorations, and personal property, owned or rented, within the rental time shown on the permit.

## Safety and Security

Activities shall cease at 10:00 p.m. on weekdays, Sunday through Thursday, and 12:00 midnight on Fridays and Saturdays, unless otherwise preapproved.

Rental contracts and permits for groups composed of minors (under 18) will be issued only to adults who accept responsibility for supervising them throughout the period covered by the permit.

If policies are violated, or the event is deemed unmanageable or unsafe by the Parks and Recreation staff, the Facility Supervisor has the authority to make appropriate

recommendations regarding the event or to terminate the event without a refund of fees.

## GENERAL

The City of Orinda will communicate with one main contact regarding the rental permit process; if an additional contact is needed, please indicate the alternate contact on the Facility Use Application or send an email to [orindaparksrec@cityoforinda.org](mailto:orindaparksrec@cityoforinda.org). Permits cannot be transferred, assigned, sublet or issued to minors.

Parking availability is not guaranteed and on occasion may be quite limited. Parking is not permitted in the red zones and the yellow zone may only be used for loading and unloading. Brief loading and unloading may be made available for caterers however permission must be received by Orinda Parks and Recreation Department prior to the event for special loading and unloading. Parking for the duration of the event is not allowed in these loading/unloading areas.

Smoking is prohibited inside all facilities and in areas designated as a nature trail or nature area or in a park facility posted with a sign prohibiting smoking.

## PICNICS

Reservations are confirmed after an application has been submitted, fees have been paid, and you have received a rental contract and permit. Groups with more than 50 people require a security deposit of \$50 which is due when the application is submitted. Groups of 100 or more requires a security deposit of \$50 and proof of General Liability Insurance in the amount of \$1,000,000. Please refer to the insurance requirement section of this guide. **There are no refunds for picnic reservations.**

Sidewalks are to be left accessible for foot traffic. Beer or wine are permitted; please refer to the *Alcohol* section of this guide for additional information.

**NOT PERMITTED:** Jump Houses, inflatable structures, fireworks, dunk tanks, plastic tarps, bumper soccer, tents, and stakes. In addition, personal barbeques are not allowed without prior approval from the Director of Parks and Recreation.

# Frequently Asked Questions

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**1. *If I do not use the facility for the whole time as stated on my contract, will I be refunded for the time not used?***

Permit holders will not be refunded for time not used because the City reserved the space and was not able to rent it to another potential client or hold a recreation class.

**2. *If I am organizing an event, am I allowed to hang flyers/posters/banners a few days and/or weeks leading up to the event?***

No, you may only hang signage the day of your event and the location of flyers/posters/banners need to be pre-approved by staff.

**3. *Is staff present during events?***

Staff are scheduled during all events but are not necessarily on site for the entire event, they may be maintaining facilities off site. Large events that require staff present at all times are charged \$42/hour for the staff fee, this may be a mandatory fee depending on the scale of the event and will be determined by City staff.

**4. *Can my caterer bring a propane grill?***

With approval you may but you must rent the Orinda Community Center Kitchen and the grill must be outdoors on the asphalt (specific location provided by City staff). In addition the area will need to be blocked off for safety of park and Community Center users. This information needs to be provided on the Facility Use Application and Rental Layout.

**5. *Can I bring my own BBQ to a park?***

No, the only barbeques allowed are the existing charcoal barbeques in the parks or the propane barbeque at the Ranch House.

**6. *Do I need to rent the barbeque separately at the Ranch House?***

No, the propane barbeque is included in the cost of the rental.

**7. *Am I allowed to bring in Food Trucks for my event?***

Yes, but food is to only be served to those invited to the event. If you wish to open the Food Truck(s) to the community, additional permits from Contra Costa County Health Department are required. Each facility and/or park has different requirements so please speak with the Parks and Recreation staff for more information. For rentals using the Orinda Community Center and or Orinda Community Park, you will be required to rent the area to be used or the kitchen.

# Appendix A

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## KITCHEN USE/RENTAL CLEANING GUIDELINES

As a user or renter of the Orinda Community Center kitchen area, you are responsible for the general condition of the kitchen and service corridor areas during and at the conclusion of your use.

Each of these areas must be returned in their pre-event condition. Please adhere to the following guidelines when cleaning up after your event:

1. Remove all trash to the outside dumpsters, located next to the Library's parking garage entrance. Recycle bins are also located next to the dumpsters for your use. Cardboard should be flattened and dropped into the appropriate dumpster.
2. Dispose of all grease and oil properly, i.e. please do not dispose down any drains.
3. Each piece of equipment used must be clean, sanitized and shut down properly. Use only a soft sponge (no scrubber) on the stove top.
4. Clean the surface of all appliances used; clean any spills in ovens and on racks.
5. All stainless steel surfaces (prep table and counters) are to be washed with dish soap and hot water, sprayed with disinfectant, and dried with a clean/dry cloth.
6. Remove all food particles from sinks, wash with dish soap and hot water, and spray with disinfectant and dry with a clean, soft cloth.
7. Empty any food or scum from the dishwasher. Restack trays and wipe down all areas.
8. Empty the kitchen refrigerator/freezer of all items and drinks; wipe out refrigerator. Remove any ice placed in the freezer by your group after use. Food left in the refrigerator or freezer after the event will be discarded by staff.
9. Sweep all debris from floors; mop spills. Floor must be clean and dry at the end of your use.

\*Please note: If the kitchen needs additional cleaning after your group's use, there will be a \$42/hr. maintenance fee assessed.

**Thank you for your help in keeping our facility maintained and ready for other community users!**

# Appendix B

## FACILITY CAPACITY CHART

<b>ORINDA COMMUNITY CENTER</b> 28 Orinda Way	<b>ROOM</b>	<b>SQUARE FEET</b>	<b>CAPACITY</b> (Assembly/Dining)
	Founders Auditorium	1,990	273/120
	Meeting Rooms 2, 6, 7, 8	975	49/35
	Meeting Room 4, 5	785	49/35
	Meeting Room 9	1,186	79/70
	Meeting Room 10	870	49/35

<b>LIBRARY</b> 26 Orinda Way	<b>ROOM</b>	<b>SQUARE FEET</b>	<b>CAPACITY</b> (Assembly/Dining)
	Auditorium	1408	114, 160 max
	Garden Room	690 (+240 by kitchenette)	71/35
	Gallery Room	420	25/14
	May Room	230	12/*not available for dining setup

<b>WILDER PARK</b> 10 Orinda Fields Lane	<b>ROOM</b>	<b>SQUARE FEET</b>	<b>CAPACITY</b> (Assembly/Dining)
	Ranch House	460	20, 60 w/outdoor space

<b>CITY HALL</b> 22 Orinda Way	<b>ROOM</b>	<b>SQUARE FEET</b>	<b>CAPACITY</b> (Assembly/Dining)
	Sarge Littlehale Room	526	49/21

**ASSEMBLY SETUP:** This seating consists of rows of tables with chairs. This allows enough room for individuals to take notes, and look at distributed materials.

**DINING SETUP:** This setup is most commonly used for food functions and allows for a great deal of personal interaction.



# Appendix C

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## PARKS AND RECREATION CONTACT LIST

If you need to contact staff throughout the process of your rental, please refer to the contact information below.

### Front Office

Front Office Staff are responsible for accepting and processing Facility Rental Applications. They will work with you prior to the start of your rental to ensure everything is scheduled and set-up according to plan.

Orinda Community Center, 28 Orinda Way, Orinda, CA 94563  
Office Hours: Monday – Friday, 8:30 a.m. to 5:00 p.m.  
[orindaparksrec@cityoforinda.org](mailto:orindaparksrec@cityoforinda.org) / (925) 254-2445

Recreation Supervisor, Sheena Wellman-Miner  
[sminer@cityoforinda.org](mailto:sminer@cityoforinda.org) / (925) 253-4207

### Facilities Maintenance Staff

Facility Maintenance Staff will work with you on the day of your event. They should only be contacted to unlock or lock facilities and for set-ups and breakdowns. The room you reserved will be opened, with tables/chairs set-up at the start of your rental time stated on your contract and will be broken down at the start of your contracted end-time.

M-F Weekday Staff 1:	8:00 a.m. – 3:00 p.m.	(925) 382-5372
M-F Weekday Staff 2:	3:00 p.m. – 10:30 p.m.	(925) 457-3010
Th-Su Weekend Staff 1:	8:00 a.m. – 6:00 p.m.	(925) 766-5479
Weekend Alternate:	Event Based	(925) 528-9451

Parks and Facilities Supervisor, Steve Ehrhardt  
[sehrhardt@cityoforinda.org](mailto:sehrhardt@cityoforinda.org) / (925) 250-8415

### Emergency Phone Numbers

Police and Fire Emergency:	911
Police Non-Emergency:	(925) 254-6820
Fire Non-Emergency:	(925) 254-4333

# Appendix D

## RENTAL TIMELINE

We understand that reserving a space sometimes can be hectic amongst everything else that is going on. City Staff have created this timeline in hopes of making deadlines a little easier to manage. Please feel free to use it if you deem necessary.

	RENTER RESPONSIBILITIES	DEADLINES
1.	Check Availability	As soon as possible
MY <b>PROPOSED</b> RENTAL DATE IS:		
2.	Submit Application, Pay Deposit	As soon as possible; the date will not be held until both of these items are submitted.
3.	Review/Sign Rental Contract and Permit	Return to City within 7 days of issuance      Due Date:
MY <b>CONTRACTED</b> RENTAL DATE IS:		
4.	Pay Final Fees, Submit Liability Insurance	30 days prior to rental      Due Date:
*Any changes made to the contract two weeks prior to the rental date are subject to a \$25 change request fee per-request occurrence.		
5.	Submit Room Set-Up/Layout Form*	14 days prior to rental      Due Date:

\*Depending on the size of your event, it is helpful to have this information earlier in order to for us to work on accommodating your set-up needs.