

## Renter Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Please complete organization information in addition to personal information if renting on behalf of an organization/business. Please note that if renting on behalf of an organization/business, the purpose of the rental must be related to the organization/business.

Organization/Business: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Is the Organization/Business a registered 501(c) nonprofit?  Yes  No Tax ID No.: \_\_\_\_\_

Please complete if you would like to add a secondary day-of contact for the reservation.

First and Last Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

## Reservation Request

Purpose of Rental (be specific): \_\_\_\_\_ Total Attendance: \_\_\_\_\_

Facility and Room(s) Requested	Reservation Details
<input type="checkbox"/> Mountain View Community Center 201 S. Rengstorff Ave. <input type="checkbox"/> Mountain View Senior Center 266 Escuela Ave. <input type="checkbox"/> Historic Adobe Building 157 Moffett Blvd.	Set-Up Time: Start: _____ End: _____ Event Time: Start: _____ End: _____ Clean-Up Time: Start: _____ End: _____
Specific Room(s) Requested: _____ Requested Date(s) of Use: _____	

### Required Questions

<b>Insurance is required.</b> Will you need to purchase insurance with your reservation? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a fee associated to attend? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the general public invited? <input type="checkbox"/> Yes <input type="checkbox"/> No Will food and beverage be served? <input type="checkbox"/> Yes <input type="checkbox"/> No Will beer, wine, or champagne be served? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>(Hard liquor is not allowed.)</b>	From what source will music be played? (select all that apply) <input type="checkbox"/> Not Applicable <input type="checkbox"/> Deejay <input type="checkbox"/> Band <input type="checkbox"/> Other: _____ What vendors will be on-site? (select all that apply) <input type="checkbox"/> Not Applicable <input type="checkbox"/> Caterer <input type="checkbox"/> Photographer <input type="checkbox"/> Other: _____
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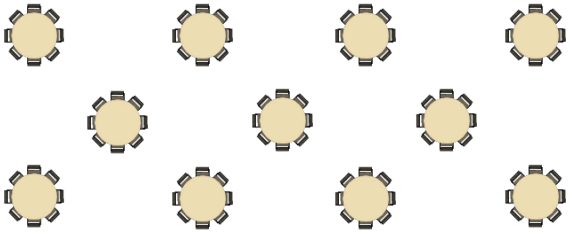
### Event Notes

(list any room, time/date alternatives)

## Floorplan Request

If renting the Redwood Hall, Social Hall, or Adobe, please select a floorplan style:      Auditorium      Banquet

The room will be arranged to accommodate the total number of attendees, in accordance with the selected floorplan style. Reservations staff will contact permit holder no later than 30 days before rental date to reconfirm setup. Renters are responsible for any modifications to the standard floorplan as well as any other rooms reserved during permit time.

Auditorium (Chairs in rows)	Banquet (Round tables with chairs throughout the room)
	

## Payment

Due at the time of booking is the security deposit, insurance, and janitorial fees. Rental fees will be due, in full, at least 30 days prior to the reservation date. For reservations that do not require a security deposit, insurance, and/or janitorial fees, rental fees will be due, in full, at the time of booking.

Credit Card (VISA, Mastercard, Amex, Discover)      Check (payable to "City of Mountain View")      Cash (do not mail cash)

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ Initial here if you authorize the final balance for the above rental information to be automatically charged to the credit card information provided above 30 days prior to the reservation date.

**OR**

\_\_\_\_\_ Initial here if you authorize the total balance for the above rental information to be automatically charged, in full, at the time of booking.

Please complete if payer's information is different from applicant's.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

## Rental Rules and Regulations Acknowledgement

Please initial each section. By initialing, you acknowledge and accept the terms and conditions of each statement.

**General Rental Information and Rules**     INITIALS: \_\_\_\_\_

1. If staff is not present at the start time of your permit, please contact the Recreation Division during business hours (M-F, 8:30 a.m. to 5:00 p.m.) at 650-903-6331. If it is after normal business hours, please contact Mountain View Police Nonemergency Communications at 650-903-6395.
2. The applicant must provide acceptable photo identification and proof of address. The applicant and the secondary contact must be at least 18 years of age (21 years of age if alcohol is present). The applicant and/or the secondary contact will be present for the entire duration of the reservation.
3. Children must be supervised at all times. Building attendants 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. No smoking is allowed within 25' of doors and windows of public buildings.
6. All music and event activities must end one hour prior to the end of the permit time. Music must remain below 90 decibels at all times. If music is determined to be too loud, staff may ask you to turn it down. If the rental party does not cooperate, law enforcement will be notified, the event may be canceled without refund, and the entire security deposit may be forfeited.
7. If the purpose of the rental entered on the application and permit is found to be false or inaccurate, the rental may be canceled without refund and the entire security deposit will be forfeited.
8. Appropriate attire must be worn at all events taking place at City facilities. For the safety of all renters and guests, shoes must be worn at all times.
9. Any gathering considered dangerous, a disturbance of the peace, or endangering public property is subject to closure without refund of all fees and/or security deposit.
10. Commercial-use rentals are not permitted. If you are charging an entry/participation fee, please confirm your event is eligible with the Reservations Office prior to reserving.
11. All facility amenities are subject to be unavailable or inoperable. Refunds will not be provided should this occur.
12. The City of Mountain View is not responsible for loss of individual property or accidents.
13. The permit holder and guests must abide by any current applicable laws or mandates pertaining to use of the facility.
14. In accordance with City Administrative Instruction 19-1, the use of polystyrene foam food service containers and single-use plastic bags less than 2.25 mm thick are not permitted at City facilities during private rentals. This includes meetings, events, classes, and other social gatherings that take place at indoor facilities and barbecue rentals.
15. Pets are not permitted, except as required by the Americans with Disabilities Act (ADA).

**Security Deposit and Charges**

**INITIALS:** \_\_\_\_\_

1. Due at the time of reservation is the security deposit, insurance, and janitorial fees. The rental fee is due 30 days prior to the event date.
2. Security deposit refunds may take up to 30 days following the reservation date to be processed.
3. Excessive trash or damages will be an additional charge and will be deducted from the security deposit. Any and all violations of the rental agreement may result in partial or full loss of the security deposit.
4. If the rental exceeds the event time, the renter will be charged double the hourly rate and will be deducted from the deposit.
5. The renter will be charged continuously from the time the facility is open for setup until the event teardown and cleanup has been completed.
6. Damage to a facility may be considered vandalism and will be prosecuted to the full extent of the law. The renter may be held responsible for any damages incurred by the renter or a member of the renter's group. A minimum fee of \$50 per occurrence will be charged for damage done to City property.

**Amendments and Cancellation Policy**

**INITIALS:** \_\_\_\_\_

1. Any amendments to the original permit must occur at least 30 days prior to the permit date. Any amendments made less than 30 days prior to the permit date cannot be guaranteed. All amendments are subject to a \$10 amendment fee.
2. The renter understands and agrees to the City of Mountain View's cancellation policy. The cancellation policy becomes effective soon as a rental permit is generated.
  - Cancellations made six months prior to the rental date will receive a full refund of the deposit, minus a \$10 processing fee.
  - Cancellations made less than six months, but no later than three months, prior to the rental date will receive a refund of the deposit, minus 10% of the total rental fee, minus a \$10 processing fee.
  - Cancellations made less than three months, but no later than one month, prior to the rental date will receive a refund of the deposit, minus 25% of the total rental fee, minus a \$10 processing fee.
  - Cancellations made less than one month prior to the rental date will receive a refund of the deposit, minus 50% of the total rental fee, minus a \$10 processing fee. Insurance and janitorial fees are subject to no refund if the cancellation is made less than one month prior to the event date. No refunds will be given if event cancellation occurs the day of the rental.
3. In the result the renter changes the date of the event, the cancellation policy will be based on the original reservation date.

**Alcohol Policy**

**INITIALS:** \_\_\_\_\_

1. Hard alcohol/liquor is not allowed. Alcohol may not be sold.
2. Beer, wine, and champagne are only permitted if liquor liability insurance has been secured as part of the rental contract.
3. Underage drinking and drinking in City parking lots is not permitted. If the rental party does not cooperate, law enforcement will be notified, the event may be cancelled without refund, and the entire security deposit may be forfeited.

**Clean-Up Requirements**

**INITIALS:** \_\_\_\_\_

1. The facility must be left in the same condition it was prior to the event.
2. The renter is responsible for removing all decorations and rental equipment, wiping spills from floor, tables, and chairs, and bagging all debris and garbage and placing in the dumpster.
3. If a kitchen is included in rental, the renter is responsible for wiping all food spills on countertops, stovetops, ovens, microwaves, and floors. All food and beverages must be removed from the refrigerator/freezer, and sinks must be free of dishes and all food debris.
4. Garbage bags will be provided by staff upon request.
5. Janitorial service is required for all events. Janitorial fees are due at the time of booking. Janitorial service covers basic activities related to ongoing maintenance of the facility and is separate from event cleaning. The renter is responsible for event cleaning.

**Decorations and Vendors**

**INITIALS:** \_\_\_\_\_

1. The City of Mountain View reserves the right to remove any decorations or equipment that could cause damage to a facility or require additional cleaning.
2. The following decorations/items are not permitted: smoke and fog machines, sparklers, confetti and glitter, sky lanterns, tape of any kind, and puncturing items, such as push pins, into walls/doors/archways that are not designed for such use.
3. Candles may be used as decoration as long as they are enclosed in glass containers. Sparklers are not permitted.
4. Balloons are permitted but must be removed following the rental, including balloons at the ceilings. Failure to remove balloons may result in a fee deducted from the security deposit.
5. Ladders are not available for public use.
6. If equipment is being rented from an outside vendor, it must be dropped off and picked up during the permit time. Storage is not available outside of the renter’s permit time.
7. Caterers performing services on-site at City facilities must provide insurance documents required by the City of Mountain View. Food trucks with a current City of Mountain View Mobile Vendor Permit are eligible to cater events provided they follow Mountain View City Code Chapter 15 and the facility rental policy. Insurance requirements for caterers available upon request. All other vendors offering on-site services must be approved and are required to complete the Vendor Release of Liability and Waiver form.
8. If portable cooking appliances are being used, they must be electric. Propane and gas are not permitted.
9. Bounce houses are only permitted at the Historic Adobe Building, and the vendor’s insurance must be provided. Bounce houses will not be permitted if it has rained within three days prior to the event date regardless of previous agreement.

**Reservation Agreement**

The renter agrees to abide by the aforementioned Rental Rules and Regulations, which are incorporated herein by reference. The renter agrees to reimburse the City for any and all costs the City incurs arising from the renter’s use of the premises, including, but not limited to, repair costs due to damage of City property.

The renter shall indemnify, defend, and hold the City of Mountain View and the City’s officers, agents, employees, and contractors harmless from any and all liability for damages or claims of same, including, but not limited to, property damage, personal injury, and death, caused by, arising out of, or in connection with the renter, renter’s agents, employees, contractors, or invitees’ operations or use of City facilities under this agreement. Such indemnification shall include reasonable costs of defense, judgments, settlements, attorney’s fees, and such other costs as may be fixed by the court.

When required, the renter shall obtain commercial liability insurance in the amount of \$1 million per occurrence/\$2 million. The renter’s insurance coverage shall be primary. The City of Mountain View and the City’s officers, officials, employees, and volunteers are to be covered as additional insured by an endorsement acceptable to the City’s Risk Manager for commercial general liability coverage. Renters serving alcohol must include proof of liquor liability insurance in the amount of \$1 million per occurrence. The original Certificate of Insurance and endorsements must be submitted to the Community Services Department two weeks prior to the event. The City has the right to cancel events if the Certificate of Insurance and endorsements fulfilling all requirements are not received by the City at least two weeks prior to the event date. Under no circumstances is the City of Mountain View responsible for canceled events.

The City of Mountain View reserves the right to cancel the rental reservation, at any time and without notice, due to applicable laws, mandates, or regulations requiring cancellation of an event or reservation. In the event of a City of Mountain View cancellation, the City will refund reservation payments made to date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail completed forms to: City of Mountain View, Facility Reservations  
P.O. Box 7540  
Mountain View, CA 94039-7540 **OR** Email completed forms to:  
[recreservations@mountainview.gov](mailto:recreservations@mountainview.gov)