



# Ladera Recreation District Private Event Facility Rental Info & Agreement

**Ladera Recreation District (LRD) rents specific facilities to LRD members & Ladera Residents for private events.**

## **Facilities Available:**

### **Parking Lot:**

- Ample space for outdoor events

### **Wading Pool Area:**

- The wading pool is located inside a gated area and is intended for children 6 & under.
- This small beach entry pool ranges from a depth of 1 to 2 feet.
- Please note, there is no lifeguard stationed at the wading pool - it is expected that a parent/guardian will directly supervise the child at all times.

### **Main Pool and Deck:**

- The main pool is 25 yards with six lap lanes and shallow area for rec swim.
- The pool is heated year-round between 81 & 83 degrees.
- Pool capacity is 136 swimmers.

### **Recreation Room:**

- The LRD has a multi-purpose room that features sliding glass doors leading out to the pool deck and access to the parking lot.
- A small kitchenette includes a sink and microwave available for use. The room has a total capacity of 148 and has sliding doors to divide the room into smaller meeting areas if necessary.
- The LRD has several folding tables and folding chairs available for use in the room.



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## **Rental Bookings Requirements:**

### **Items needed to secure date and time:**

- Signed rental agreement
- Deposit (see deposits, cancellations rates & availability for more info)
- Proof of insurance for the event.
  - A certificate of insurance naming Ladera Recreation District as ‘Additional Insured’ (contact your homeowners insurance company or the LRD can issue a policy) must be submitted along with a hold harmless agreement.
  - Proof of insurance is due 7 days prior to the rental date.
- The LRD reserves the right to refuse charters.

### **Payment info and type:**

- A credit card on file is required for booking through [activityreg](#) website.
- Full rental payment due 7 days prior to rental date.
- The LRD does NOT accept American Express.

### **Rental time and space:**

- All rental time must be consecutive.
- Storage prior to or following rental is not permitted.
- The time stated on the approved application will be strictly enforced
- If the renter does not use the full time stated on their application, there will be no refunds given or funds transferred
- The applicant will be subject to full deposit loss for any unapproved time used before or after the rental
- If capacity for any rental is exceeded, Ladera Recreation District reserves the right to terminate the rental, resulting in full forfeiture of deposit
- LRD staff will document any issues during the total length of the rental.

### **Other info:**

- If incomplete or incorrect information regarding either the nature of the event or the expected number in attendance is given, the District may immediately cancel the rental with no refund of fees or deposit
- Ladera Rec District will attempt to accommodate changes, however, reserves the discretion to deny such requests.
- LRD staff will be on site for room rentals for the entirety of the rental.
- LRD Staff will check the condition of the facility with the applicant before the start of the event and prior to their departure to determine if additional damage, cleaning, or overtime use has occurred.
- Fights, vandalism, or unacceptable behavior occurring during rental will cause immediate cancellation of rental and forfeiture of all fees and deposits.



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## **Deposits, Cancellations, Rates & Availability**

### **Rental Deposits:**

- A non-refundable deposit is required to secure your reservation for your event.
- The deposit amount will be 25% of the total event cost and is due upon booking.
- The remaining balance must be paid by 7 days prior to the event.

### **Cancellation by Attendee:**

- A full deposit refund will be granted if cancellation is made a minimum of 7 days prior to the event for all facility rentals
- Half of the deposit will be refunded if cancellation is made within 6 days of the rental date
- Cancellations made within 24 hours prior to the rental date will lose entire deposit
- No refunds will be issued for attendees who fail to attend the event without prior notice.

### **Refund Process:**

- Refunds, if applicable, will be processed within 10 business days



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### Rates & Availability:

Rental Facility	Maximum Capacity	LRD-Member Rates	Ladera Resident Rates	Hours Available
Parking Lot	300	\$50/hr	\$75/hr	Approval Required
Wading Pool	130	\$100/hr	\$150/hr	9am-11am
Rec Room	148	\$100/hr	\$150/hr	9am - Closing

Pool Party After Normal Hours				
Rental Area	Capacity	LRD-Member Rates	Ladera Resident Rates	Hours Available
Private Pool Party*	200	\$200/hr	\$275/hr	Fluctuates due to seasonal programming
Pool Deck (No pool access)	400	\$150/hr*	\$225/hr	Fluctuates due to seasonal programming
Wading Pool & Main Pool*	500	\$300/hr*	\$500/hr	Fluctuates due to seasonal programming

*\*Lifeguards will need to be hired @ \$25/hr, 1x guard per 20 people*

Pool Party During Open Hours				
Rental Area	Group Size	LRD-Member Rates	Ladera Resident Rates	Hours Available
Pool Party	1-10	Rental Pays Guest Fees	n/a	Fluctuates due to seasonal programming
Pool Party	11-20*	\$150 Flat Fee**	n/a	Fluctuates due to seasonal programming
Pool Party	21-40*	\$250 Flat Fee**	n/a	Fluctuates due to seasonal programming

*\*Additional lifeguards will need to be hired @ \$25/hr, 1x guard per 20 people*

*\*\*Two hour maximum*



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## Set-Up, Decorations, Clean-Up, Prohibitions & Pool Rules

### Setup

- Renters are required to set up and clean up LRD tables and chairs within the booked rental time frame indicated on the rental application.
- Renters are required to notify the LRD staff immediately of any large spills and or damage to LRD property.
- Renters are responsible for ensuring any outside vendors adhere to LRD's cleaning requirements and exit the facility by the rental end time.
- Failure to adhere to these requirements could result in the forfeiture of full deposit.
- LRD will provide extra trash bags, cleaning spray, hand towels, and disposable gloves for renters to use.
  - Renters will be shown the location of these materials prior to the rental date
- LRD Staff is not available to set-up, load/unload supplies, wait tables, serve, move furniture or equipment, and/or assist with the applicant's portion of clean-up.

### Decorations

- The facilities are rented as is.
- Any large decoration items must be submitted to management for pre-approval.
- All decorations must be fireproof and/or fire retardant, and must be properly disposed of prior to departure of the group.
- Prohibited items:
  - *Adhesives, nails, screws, pins, or staples are **prohibited** on facility walls, picnic tables, benches, fences, or other structures.*
  - *Confetti, glitter, sequins, sparklers, candles (birthday candles & chafing dishes with flame okay), rice, and birdseed are **prohibited** in any LRD facility.*
- Painter's tape (blue tape) or command strips may be used to hang decorations and must be removed prior to departing.
- All balloons must be weighted or secured to avoid fly away.

### Cleaning Requirements

- Tables and chairs must be wiped clean and returned to proper storage location.
- Empty garbage and recycling receptacles (renters entitled to two each) and placed in appropriate parking lot dumpsters.
  - If trash or recycling is left in the room a \$75 per trash/recycling bin will be deducted from the deposit.
  - Waste beyond 2 trash bins and 2 recycling bins will be subject to additional fees.
- Sweep floors and mop up any spills or messes.
- Ensure the restrooms are left in the same manner as provided.



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- Remove all decorations, rental materials, food, beverages, signage, equipment, personal items, and vendors from premises. Ladera Recreation District accepts no responsibility for any items left behind.
  - Excessive cleaning performed by LRD staff beyond the normal event cleaning requirements or minor facility repairs following a rental activity will result in a cleaning fee of \$150 per incident.
  - Any amount of these services shall be deducted from the rental deposit, or in the event of an insufficient deposit balance, shall be a separate obligation of the applicant.

### **Music/Audio**

- LRD complies with the San Mateo County noise ordinance for all rentals.
- A DJ or live music is permitted for room rentals and pool rentals.
- Lifeguards must be able to be heard over music during pool rental.
  - Volume must not exceed 50 decibels.
- Subwoofers must not exceed 500 watts.
- All music must be turned off by 8:30 p.m.
- If music/sound becomes excessively loud in the judgment of LRD staff on duty, the renter will be asked to lower the volume.
- Failure to do so will result in loss of music/sound and or eviction from premises.

### **Smoking**

- It is unlawful to smoke or in any way engage in the use of tobacco, marijuana, or tobacco-like products of any kind or description and in any form, on any property owned and/or operated by the District.
- Smoke, mist or fog machines, haze or vapor type devices are prohibited in all LRD facilities.

### **Beer and Wine**

- Beer and wine may be consumed in LRD facilities with approval from LRD staff and must be indicated in the application.
- All beer and wine must be removed from the premises immediately upon completion of the event.
  - This includes all containers in which alcohol has been served.
- The floor in an indoor bar area must be protected with waterproof material
- If alcohol is to be sold during an event the renter must purchase an additional permit from the Department of Alcoholic Beverage Control (ABC)
  - A copy of the ABC issued permit must be submitted to LRD Recreation Coordinator a minimum of 5 days prior to the event and must be posted during the event.
  - If a permit is not available or posted during the rental, the renter will not be allowed to sell alcohol.
- Alcoholic beverages of any kind must not be sold or served to individuals under 21 years of age.
- Consumption or sale of alcoholic beverages is not permitted in the playgrounds.



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### Prohibited Items:

- Glass on pool deck
- Smoking, mist or fog machines, haze or vapor type devices
- Recreational drones, model airplanes, and any other unmanned aerial vehicle or systems are not permitted on any District property
- Open flames are prohibited (Chafing dishes with flame and cake candles are permitted)
  - BBQs are only for sanctioned LRD BBQ nights
- Pets (Service animals okay)
- Paint, spray chalk or any painted ground decorations or signage
- *Decoration Prohibitions: Adhesives, nails, screws, pins, or staples are prohibited on facility walls, picnic tables, benches, fences, or other structures.*
  - *Confetti, glitter, sequins, sparklers, candles (birthday candles & chafing dishes with flame okay), rice, and birdseed are prohibited in any LRD facility.*

### Special Equipment, Vendors, & Entertainment

- All large entertainment activities, lawn games, contests, entertainment shows, athletic activities, and outside vendors must be noted on the rental application and require approval from the LRD staff.
- Party entertainers and shows are permitted with the approval of the LRD staff.
  - This includes but is not limited to children's animal shows, petting zoos, magicians, etc.
- A single food truck or outdoor pop-up food vendor is permitted for rentals with permission from the LRD staff.
  - Any pop-up food vendors must have a cover on the floor so as not to leave any stains or mess.
  - Any damage left behind will incur an additional cleaning fee of \$150 per occurrence.
- It is the renter's responsibility to hold all outside vendors to rental rules and regulations agreed upon through this rental agreement.



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### Pool Rules:

- Persons not complying with these requirements may be asked to leave the premises.
- No glass is allowed on pool decks.
  - Drinks must be decanted into plastic containers prior to arriving on the pool deck
- All pool staff are authorized and required to interpret and enforce pool rules.
- Swimmers must shower before entering the pool.
- Lanes are for lap swimming only.
  - Fins and kickboards are allowed in the lap lanes.
- No RUNNING on the pool deck.
- No horseplay allowed inside the pool area, showers, and locker rooms.
- Cell phones and cameras are not to be used in the restrooms or changing facilities.
- *Prohibited items:*
  - *Flotation devices, flotation swimsuits, or kickboards allowed in recreational swim areas.*
  - *Dogs, radios and glassware.*
- Children 10 years & under may not be left on the premises without adult supervision.
- Children 6 years & under must have a parent/guardian (16+) in the main pool, within arm's reach at all times.
- Children 6 & under in the wading pool must have a parent/guardian within arm's reach at all times.
- Children who are not potty trained must wear a swim diaper, plastic cover pants with elastic legs and waistbands.
- During busy periods lifeguards may call a 10-minute "Adult Swim"
  - Please encourage your child/children to use the bathroom facilities at these times.
- Only children 6 years & under may use the wading pool.
- Diving is allowed only in the deep portion of the pool and off the diving board.
- One person at a time allowed on the diving board.
- No back dives
- One bounce only on the diving board.
- Persons who have had diarrhea in the past two weeks, infectious diseases, open sores, or rashes are not permitted in the pool or pool area.
- Fecal contamination WILL ALWAYS result in pool closure





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**Ladera Recreation District Facility Rental Application:** LRD MEMBER  Ladera Resident:

Request made by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Facility Area Requested (please select option)**

Parking Lot  Recreation Room  Pool Deck–No Pool Access  Wading Pool

(Main) Private Pool Party-after hours  (Main) Pool Party-during hours  Wading & Main Pool

Maximum # of persons to attend (include swimmers & non-swimmers if applicable): \_\_\_\_\_

Number of additional lifeguards needed:  1  2  3  4  5 +

Date(s) of requested use: \_\_\_\_\_ Day(s) of the week: \_\_\_\_\_

Hours requested (include setup & cleanup times): \_\_\_\_\_ to \_\_\_\_\_ Total # of hours: \_\_\_\_\_

Purpose for rental: \_\_\_\_\_ Guest arrival time: \_\_\_\_\_

Special Equipment & Entertainment, please describe if applicable: \_\_\_\_\_

Name of Food Truck or outdoor pop-up Food Vendor if applicable: \_\_\_\_\_

Chairs & Tables Needed: # of chairs: \_\_\_\_\_ # of tables: \_\_\_\_\_

Will alcoholic beverages be served? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Other Responsible Adults - Emergency use only:** Please list 2 responsible adults who will be available to assist Ladera Rec Staff in an emergency. It is the responsibility of these individuals to identify themselves upon arrival and to advise the staff upon their departure from the premises.

1. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

***I Indicate that the information provided is correct and I have received and understand the rules and regulations for the use of Ladera Rec District facilities:***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_



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## Ladera Recreation District Permit/Facility Use Agreement

### **INDEMNIFICATION**

1. The User/Renter \_\_\_\_\_ shall indemnify, defend, and hold harmless The Ladera Recreation District, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the User/Renter's \_\_\_\_\_ use or occupancy of a facility or property controlled by the Ladera Recreation District, unless solely caused by the gross negligence or willful misconduct of Ladera Recreation District, its officers, employees, or agents.

### **INSURANCE REQUIREMENTS**

1. General liability insurance: The User/Renter \_\_\_\_\_ shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability.
2. Such insurance shall name The Ladera Recreation District, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The User/Renter shall file certificates of such insurance with the Ladera Recreation District, which shall be endorsed to provide thirty (30) days' notice to the Ladera Recreation District of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the Ladera Recreation District may deny access to the facility.
3. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Ladera Recreation District's self-insurance pool.
4. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Use/Renter



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maintains higher limits than the minimums shown above, the Ladera Recreation District requires and shall be entitled to coverage for the higher limits maintained by the User/Renter Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to The Ladera Recreation District

## COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. A (USER/RENTER) shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The User/Renter \_\_\_\_\_ agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The User/Renter \_\_\_\_\_ further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. The Ladera Recreation District reserves the right to immediately revoke User/Renter's right to use of the facility under this agreement should User/Renter \_\_\_\_\_ fail to comply with any provision of this section.

## FORCE MAJEURE

1. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the Ladera Recreation District shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The User/Renter \_\_\_\_\_ waives any right of recovery against The Ladera Recreation District and the User/Renter \_\_\_\_\_ shall not charge results of "acts of God" to The Ladera Recreation District its officers, employees, or agents.

Signature of user/renter \_\_\_\_\_ Date: \_\_\_\_\_

Total amount to be paid: \_\_\_\_\_ Due Date: \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Date Paid: \_\_\_\_\_