

Brisbane Parks & Recreation Department

Recreation Facilities Indoor Use Permit Policy

A. GENERAL POLICY

It is the general policy of the City of Brisbane that groups or individuals are encouraged to use Brisbane's indoor facilities for recreational, educational, cultural and other worthwhile purposes that are available to all persons regardless of age, gender, race, religion or national origin.

Please see Guidelines document for additional use requirements.

B. FACILITIES DEFINED

This policy pertains to Mission Blue Center and Community Center. Either of these facilities may be reserved utilizing this permit use policy.

C. OTHER CONSIDERATIONS

Any group or organization whose activities are not in the best interest of the public may be denied a permit. An appeal of such a denial may be made to the Parks and Recreation Commission. In the event that the Parks and Recreation Commission also denies the permit, then a final appeal may be made to the City Council.

The Sale of Alcohol

The sale of alcohol is generally discouraged but may be permitted upon approval of the Parks & Recreation Director. At least fifteen (15) working days in advance of the event, the Applicant must provide to the Parks & Recreation Department a copy of a valid permit from the Alcoholic Beverage Control Board (ABC) authorizing the proposed sale of alcoholic beverages and evidence that the Applicant has obtained liability insurance specifically covering the sale of alcoholic beverages at the City facility. The liability insurance shall be in such form and amount as required by the Parks & Recreation Director and shall name the City and its officers, officials, employees, agents and volunteers as insured parties. Such insurance shall be in addition to the liability insurance coverage required.

Security Deposits/Refunds

The City requires a reservation and security deposit from the event sponsor. Deposit is collected by the Parks & Recreation Department and deposited with the Finance Department. Deposit is refunded if no damage occurs and the area is left in clean/satisfactory condition. **Check or cash deposits are refunded by mail approximately three - four weeks after the event. Credit card deposits are refunded two – four working days after the event. A deposit of \$200 is required for the Community Center. A deposit of \$500 is required for the Mission Blue Center.** The event sponsor shall be required to assist with all general site preparation and all clean-up following the completion of the event. Failure to satisfactorily comply shall, at the City's discretion, result in the City's retention of any required reservation and security deposit to reimburse the City for staff time and any out-of-pocket expenses incurred as a result of applicant's failure to perform. Group II organizations are exempt from this requirement. The deposit is not a limit on the liability of the sponsor for payment of clean-up costs or repair of any damage to the facility as a result of the event. Any deposits submitted by check must be made payable to the **City of Brisbane**.

Liability Insurance

The event sponsor shall indemnify and defend the City against any claims, liabilities, costs or expenses, including attorney's fees, for any injury or damage to persons or property resulting from **use** of the facility by the permit holder. The City requires proof of liability insurance coverage listing the City and its officers, officials, employees, agents and volunteers as additional or co-insured at a City-approved limit of coverage as evidenced by the issuance of a certificate of insurance. **Please provide a certificate of insurance naming the City of Brisbane as additional or co-insured (not the facility name) and mail the certificate to: 50 Park Place, Brisbane, CA 94005. The date and location of your event must also be included on the certificate.** A copy of the certificate of insurance must be submitted to the Parks & Recreation Department at least **fifteen (15) working days** in advance of the event. The sponsor of any event will be required to provide liability insurance in an amount no less than \$500,000 for the Community Center at 250 Visitacion Avenue and no less than \$1,000,000 for the Mission Blue Center at 475 Mission Blue Drive. Private liability coverage may be obtained by contacting the Parks & Recreation Department.

Fees

A fee will be charged for reservation of City facilities in accordance with the attached fee chart. Checks must be made payable to the **City of Brisbane** and must be submitted to the Parks & Recreation Department at **least fifteen (15) working days** in advance of the rental date. Payment of fees is due at the time of the reservation application. Reservations are not valid until fees are paid in full.

Reservation Details

All reservation details (rental times, etc.) must be finalized at least **fifteen (15) working days** in advance of the event.