



The Wave Facility Reservation Rules

Insurance Requirements

All applicants shall provide the City of Dublin with a valid Certificate of Liability written through carriers acceptable to the City of Dublin. Such Certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. **If alcohol is served or sold, liquor liability coverage is also required and must be stated on the Certificate.** The applicant must be specified as the insured. The Certificate shall name the City of Dublin as an **“Additional Insured”** in conformance with the hold harmless agreement as outlined in the Facility Use Application and must specify that the applicant’s insurance shall be **primary to any insurance carried by the City.** The Certificate shall be properly executed with the original signature of the authorizing insurance agent. ***Please contact your insurance provider to check if your homeowner’s policy may be extended to cover your facility rental.*** The proper insurance certificate and endorsement must be received seven business days prior to the rental.

Advertising

No advertising may be posted, petitions circulated, nor solicitations or sales made in the building or on the facility grounds, without written permission from the Director of Parks and Community Services. Banners and/or signs may not be hung on the exterior of the facility or on the grounds unless previously approved by the Director of Parks and Community Services.

Air Conditioning/Heating

City Staff will provide a comfortable temperature in all buildings. *City Staff will not maintain temperature with doors repeatedly opened or left standing open.*

Arriving Prior to the Rental Start Time

The facility will not be open earlier than the rental start time. The renter must rent enough time for all of the rental preparation. *Caterers, vendors or members of the rental will not be allowed access to the facility prior to your contracted rental time (no exceptions).*

Candles

The use of open flame devices, such as candles can pose a fire hazard. The indoor use of candles (other than small candles in cakes) for decorative, ceremonious, or centerpiece purposes; require a separate **Open Flame Permit** from the Dublin Fire Prevention Department. Battery operated candles are accepted to achieve the desired effect.

Open Flame Permits

Open flame permits must be obtained at least 30 days before the event date. The indoor use of charcoal burners, LPG (propane) and other open flame cooking devices are prohibited. The use of fog machines and sparklers is prohibited in all City facilities.

Glass

No glass of any kind is permitted at The Wave facility.

Cleanup

Renters are responsible for the cleanup and condition of the facility at the end of their rental. The facility must be left in the same condition it was found prior to the rental. Cleanup includes all areas used during the rental, including outer courtyards and parking lot. Renters will be charged for damage/abuse beyond normal wear and tear, and for additional clean-up, if required. These charges will be deducted from the security deposit. **City Staff will not clean for renter after the event.**

The renter's responsibilities for cleanup includes:

- All decorations and rental equipment removed.
- All food removed.
- All garbage cans emptied and disposed of in appropriate dumpsters.
- All spills and debris cleaned from tables and chairs.
- All spills from floors or rugs cleaned. Spot mop and sweep, if necessary.
- All toilets flushed and floors cleared of toilet paper and paper towels.
- Return chairs and tables to the original setup in all rooms used during the rental.

City Staff

City Staff will be on duty during the entirety of the rental. Staff will be available to open the facility, answer questions, and check periodically with the person in charge of the rental. Staff are not available for decorating, waiting tables, servicing or cleaning. Questions regarding damages or cleanup at the conclusion of the rental can be directed to City Staff. *However, City Staff cannot assure a full refund of the renter's deposit.*

Decorations

All decorations must be either non-combustible or treated with State-approved flame-retardant solutions or processes. Violation of the below decorations information will result in the automatic forfeiture of the full rental deposit:

- City ladders are not available for public use. Please do not stand on tables or chairs. Any equipment brought into the facility must have protected feet (rubber or felt).
- No attaching decorations to any stage, curtain, batten, fixture, wall, and ceiling or cross beams.
- The use of tacks, tape, nails, staples or putty on any walls is prohibited. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign at the site (per City Ordinance).
 - Small thumbtacks may be used on the "fabric walls" in the Civic Center, Library Community Room, and Shannon Community Center.
- Smoke/fog machines, bubbles, sparklers, dry ice, rice, birdseed, confetti (paper, plastic or metal), color packet/dye, flower petals, glitter, hay, sand, aerosol streamers and similar materials are prohibited inside or outside the facility, including on the Shannon Center bridge.
- Any plants or shrubs brought into the building must be in waterproof containers.
- The use of decals, powders, wax paint, etc., are prohibited on the floor areas of the facility.
- Mylar balloons are prohibited. Latex balloons may be used if they are weighted or secured. **Designated Representatives**

Identify two (2) representatives authorized to make decisions or respond to questions/problems on the day of the event.

Exit Doors and Paths

Do not block or obstruct any hallway, corridor, vestibule, aisle, or exit doors.

Guests

Renters are solely responsible and answerable for any and all accidents or injuries to person(s) or property resulting from the rental usage. Renter is responsible for the control and supervision of all people in attendance during the rental and shall ensure no damage is done to the facility, and that everyone conducts him/herself in an orderly manner.

Hand Cart/Dolly

Hand cart/dolly must have large, clean rubber wheels, with all projecting edges protected, to move heavy objects (i.e. speakers, plants, or cases of food). Renter will be charged for any damage to the floor, stairs, or walls.

Holiday Rentals

City facilities are not available for rent on the following holidays: New Year's Eve, New Year's Day, Martin Luther King Jr. Day, President's Day, Easter Sunday, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

Inappropriate Uses

Any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means is deemed as inappropriate use.

Janitorial Costs

Renters will be charged the fees incurred for janitorial costs, for events occurring after normal business hours, at the hourly rate of \$17.75/hour.

Office Supplies/Equipment

Renters must provide their own supplies (stapler, tape, scissors, etc.) and equipment (ladders with rubber feet, easels, etc.) to complete decorating and registration for their event.

Overcrowding

Events are limited to the number of attendees stated on the rental agreement. If an event exceeds the limit, the Fire Department may be called to reduce the overcrowded conditions. Renters will not be permitted to exceed the Fire Code Capacity of any room. Overcrowding is forbidden and will result in cancellation of the event and forfeiture of all fees paid.

Parking

Parking is restricted to designated areas only. Reserved parking is not provided nor permitted. Vehicles parked illegally will be cited.

Recycling

The City of Dublin supports efforts to protect the earth and environment through an intensive recycling program. Recycling containers are provided for cans, hard plastic containers and cardboard. Organics containers are provided for food scraps, food soiled paper, and flowers. Guest and caterers should assist by using appropriate recycling containers in event rooms and dumpster area. Use of polystyrene (Styrofoam) cups, plates, etc is prohibited per City Ordinance. Liners for the recycling, organics, and garbage containers will be provided. The renters will be responsible for sorting and bagging all discards and depositing them in the appropriate dumpsters.

Rental Changes and Modifications

Any rental changes or modifications made (7) seven days or less prior to the rental date are not guaranteed and approval is at the discretion of the Facility Supervisor.

Rental Time

You must enter and leave within the time specified on your agreement, which includes set-up and clean-up (we recommend allowing one (1) hour for each). Events that exceed the scheduled rental time will be billed at **twice the hourly rental rate** for the additional time (no proration for partial hours or unused time). Only one (1) rental per day is permitted for facilities.

Setup/Equipment Needs

The renter is responsible for scheduling an appointment to go over setup and equipment needs at least 30 days prior to the rental date. Changes to the facility setup will incur a **\$25 charge**, per change, for any changes in the facility setup (one courtesy change allowed; must be at least 10 business days prior to rental date). For equipment to rent, refer to Facility Reservation Procedure.

Smoking

SMOKING IS PROHIBITED within the interior of all City facilities and within 25 feet of every facility entrance (per City Ordinance).

Storage

Storage is not available, neither before or after your event. At the conclusion of the event, all materials and supplies must be removed from the facility. The City is not responsible for items left after designated rental times.

Tables/Chairs

Do not slide tables or stacked chairs across the floors. Do not stand, sit, or lie on tables.

Vehicles

Driving or parking on sidewalks, pathways, patios, or turf areas is prohibited.

Requests for exception to the Facility General Rules must be submitted in writing to the Parks and Community Services Director, or his/her designee, no later than one month prior to the requested rental date. The City reserves the right to book additional events before or after an applicant's confirmed rental time.