

# City of Oakley Recreation Division

Policy Guidelines – Oakley Community Annex at 204 Second Street

## Facility Use

1. Hours of use by the occupant are 9:00am – 9:00pm Sunday through Thursday, and 9:00am – 10:00pm Friday and Saturday. For more information reference the City of Oakley Municipal Code 4.2.208.
2. Users must submit a “*refundable*” damage deposit, pay applicable fees, and provide insurance certificates with original endorsements naming the City of Oakley as additionally insured. Private community parties may arrange alternate type or verification of insurance. This endorsement must be submitted at least 15 days before your event date.
3. The Community Annex may be reserved up to 6 months in advance. Reservations must be made at least one week (7 days) prior to event. Reservations made after one week (7 days) prior to event are subject to penalty fees.
4. Food and beverages may be served, but not prepared on site. Food for sale requires approval in writing from the Contra Costa Health Department (925) 646-5225.
5. Wine, beer, and liquor may be served by obtaining the required permits and Oakley Police Department approval prior to the event. Please contact (925) 625-8855 for more information about alcohol distribution.
6. Decorations are limited to table tops and walls. Decorations on the walls must be hung with **blue tape** which renter must provide. Set-up and clean up time will be charged at the rate for which you qualify.
7. Open flames of any kind are prohibited. This includes birthday candles and BBQs. You **do not** have access to the BBQ located outside.
8. An adult (age 18+) must sign all use forms. For every fifteen (15) minors using the facility, one (1) adult chaperone must be present at all times.
9. Maximum occupancy for the facility is as follows: Theater Style seating – 75 max; Banquet or Classroom seating – 55 max.
10. Room dimension is approximately 800 square feet and in the form of a rectangle.
11. Counter top space is available in the kitchen area for serving, but **cooking is not allowed. You may not bring personal or rented appliances into the Community Annex.**
12. It is the applicant’s responsibility to schedule an appointment for a walk-through prior to the event. Appointments are scheduled Monday through Friday, 8:30 a.m. – 4:30 p.m.
13. Smoking is prohibited within 50 foot radius of the building. Smokers may utilize the park across the street. Please dispose of cigarette butts appropriately.

## Fee Schedule:

1. Commercial \$60.00 per hour (Two hour minimum charge)
2. Residential \$35.00 per hour (Two hour minimum charge)
3. Non-Profit\* \$20.00 per hour (One hour minimum charge)  
*\*Verification of 501-C3 status required*
4. Rental agreement requires a refundable deposit in the amount of \$150.00. Must be in the form of a check.
5. The City is not responsible for lost or stolen items.
6. Occupants are financially responsible for **all items** in the building that may be damaged during the event or as a result of the event. Deposits will be returned upon completion of an onsite inspection by a recreation leader. Check deposit will be mailed to renter in a timely manner (2-3 weeks after event).

## Cancellation Policy

1. Cancellations occurring fifteen (15) business days or more prior to the event will be refunded 100% of all fees and deposits.
2. Cancellations occurring fourteen (14) business days to five (5) business days prior to the event will be refunded 50% of all fees and 100% of deposit.
3. Cancellations occurring four (4) business days or less prior to event will forfeit all applicable fees and be refunded 100% of deposit.
4. The City will review facility fees, rental uses, and community value of the operations on a quarterly basis throughout the year, and reserves the right to adjust operations accordingly.
5. Fee payment can be made with cash, check, or credit card. Deposit must be a check.

***In the event of an emergency please call 625-7041 or 759-2583 after hours and weekends.***