



RECREATION AND COMMUNITY SERVICES DEPARTMENT
 QUINLAN COMMUNITY CENTER
 10185 NORTH STELLING ROAD • CUPERTINO, CA 95014
 (408) 777-3120 • FAX (408) 777-1305

Facility Rental Information

RESERVATIONS

Facility Applications: Applications for the Quinlan Community Center, Community Hall and Creekside Park Building are accepted in person only on a first-come, first-served basis. Applicant must be at least 18 years of age.

Reservations are accepted Monday-Friday from 8:00 am-5:00 pm, a minimum of 10 days in advance. To secure a reservation, please bring the following items to the Quinlan Community Center, 10185 N. Stelling Rd, Cupertino, CA:

Cupertino Residents	<ul style="list-style-type: none"> • Current utility bill with applicant’s name and address • Security deposit, if applicable
Cupertino/ Non-Resident Businesses	<ul style="list-style-type: none"> • Request on a business letterhead and business card • Security deposit, if applicable
Cupertino Non-Profit	<ul style="list-style-type: none"> • IRS form 501(c) • Letter on organization’s letterhead signed by an officer or staff member listing under which criteria the organization and/or function qualifies for Cupertino Non-Profit status. See Cupertino Non-Profit information section • Membership list with addresses (if qualifying with 33% residency criteria) • Security deposit, if applicable
Non-Resident Non-Profit	<ul style="list-style-type: none"> • IRS form 501(c) • Security deposit, if applicable
Non-Residents	<ul style="list-style-type: none"> • Security deposit, if applicable

The City reserves the right to deny rental to groups or individuals who have previously used the facility and left it in poor condition. The City also reserves the right to cancel any use of a facility with 2 weeks advance notice.

Security Deposit: May be required as determined by Department and stipulated in Facility Use policy. It is due at time of reservation and is refundable in full based on compliance with the rental contract, as well as the clean-up requirements. To receive a full refund on the security deposit, the building must be cleaned and cleared of all guests, rental party, and caterer, etc. at the rental end time. Deposits are generally refunded within 2-3 weeks.

Rental Fees: There is a 2-hour minimum for all rentals at Community Hall and Creekside Park and for all weekend rentals at Quinlan Community Center. Rental fees are due 30 days prior to the event. If fees are not paid, the City reserves the right to cancel the reservation and withhold the security deposit. Rentals that exceed the permitted reservation time will be charged an overtime fee of 1.5 times the

associated hourly fee for any time up to the first half-hour, and 1.5 times the associated hourly fee for every half-hour thereafter. The renter is responsible for all caterers, musicians, photographers, and guests, and may be billed an overtime fee if they exceed the rental time. The renter will be billed for any damages or extra staff time not covered by the deposit.

Liability Insurance and Endorsement: A certificate of general liability insurance may be required for all rentals that meet the requirements for the Quinlan Center, Senior Center, and Community Hall as defined in the Facility Use Insurance Requirement Policy. The renter must bring proof of insurance with an endorsement naming the City of Cupertino as additionally insured. They must be submitted at least 30 days prior to the rental date. No reservation will be confirmed without proof of insurance. A certificate of liability insurance can be issued by the renter's, homeowner's, or other insurance carrier. The City of Cupertino can also provide insurance for an additional fee. In order for the certificate to be valid, it must contain the following:

- ✓ The renter's name must be listed as the one "insured".
- ✓ The policy must not expire before the event date.
- ✓ The policy must be for \$1,000,000 per occurrence.
- ✓ The policy must have "host liquor liability", if serving alcohol.
- ✓ The "description" must list the rental location, date of event, and type of event planned.
- ✓ The City of Cupertino at 10300 Torre Avenue, Cupertino, CA 95014 must be listed as "additional insured."

Cupertino Non-Profits: An organization must meet at least one of the below criteria to qualify for the Cupertino Non-Profit rate:

- 1) Non-profit organizations with 33% Cupertino resident membership/participation, or
- 2) Non-profit organizations with a Cupertino business address, or
- 3) Non-profit organizations that demonstrate service to the Cupertino community, or
- 4) Government agencies including public schools, or
- 5) A function held by a non-profit organization that is free and open to the Cupertino public

Confirmation: Reservations will not be confirmed until the completed reservation form has been approved, all rental fees and security deposit have been paid, and the insurance certificate and endorsement have been submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.

Rental Amendments: Requests to amend reservation times and/or dates must be submitted in writing to the Recreation and Community Services Office at least 10 days before the event date. A maximum of three rental amendments are permitted at no charge. There will be a \$10.00 rental amendment fee applied for each additional amendment thereafter.

Cancellations/Refunds: A reservation cancelled at least 30 days prior to the reservation date will receive a full refund (security deposit and any paid rental fees). Any cancellation that is made less than 30 days of the rental date will *only be refunded the deposit*, however, if no rental fees have been paid yet the *deposit will not be refunded*. All cancellations must be submitted in writing to the Recreation and Community Services office. Cancellations can also be emailed to refunds@cupertino.org. The City reserves the right to cancel any use of a facility with two weeks advance notice.

RULES AND REGULATIONS

Alcohol: ONLY beer, wine, and champagne may be served. Kegs are not permitted. **No hard liquor is allowed at any time.** A request to serve alcohol must be made at least 30 days prior to the rental date. Failure of notification could result in the loss of your deposit. Security staff is required and provided at a fee of \$30.00 per hour, with a minimum of 6 hours. Security staff must be on site until the rental end time. Alcohol may not be consumed outside of any City facility except in enclosed patio or deck areas. Servers must be the legal drinking age of 21. **Under-age drinking at any event is strictly prohibited.** Liability insurance is required.

Smoking: Smoking is not permitted inside any facility or within 25 feet of any City recreation area. This includes all City parks.

Renter Conduct: The renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the facility and that all of the attendees conduct themselves in an orderly manner in and around the facility, including the surrounding park areas and parking lot. If damages are occurring or the behavior of the group is deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities. In addition, if it becomes necessary during the course of the rental to summon the police for any reason, all or part of the security deposit will be forfeited. Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 15 minors. Minors must be under adult supervision at all times. Dances require the Sheriff's Department to be present at all times; one Sheriff for every 200 students. The renter is responsible for providing the Sheriff Officer(s). The Sheriff's office can be reached at (408) 868-6600.

- *Decorations:* The renter is responsible for the set-up and take-down of all decorations, removing tablecloths, utensils, and bottles from the rented room. Renter may use masking tape or painters tape to hang decorations at City facilities with the exception of Community Hall. The only allowed decorations at Community Hall are table and freestanding decorations. No cellophane adhesive tape, nails, staples, thumbtacks, push pins, nails, screws, etc. are allowed. Any open flame is strictly prohibited. Decorations can only be put up on the day of the room rental, during the allotted rental time. All decorations must be taken down and out of the building before the end of the reservation. Birdseed may be thrown at weddings, but only outside the buildings. Absolutely no confetti or rice is allowed indoors or outdoors.
- *Kitchen and Restrooms:* The kitchen area must be left in the condition it was found. The renter is responsible for cleaning up any spills and debris in the kitchen area. Restrooms are to be left in a clean and orderly fashion. The City will furnish restroom supplies.
- *Damages:* Any damage incurred to the walls, windows, tables, chairs, or any of the property will be deducted from the security deposit and is the responsibility of the renter.
- *Storage:* Storage is not available either before or after the event. This includes food, beverages, floral arrangements, equipment, etc.
- *Opening/Closing Checklist:* The renter or event representative must participate in a pre-inspection walk-through of the facility with the building attendant. Anything dissatisfactory must be brought to the attention of the facility attendant IMMEDIATELY so that prompt action can be taken to correct the situation. Failure to do so may result in all or partial withholding of the

security deposit. In addition, the renter or event representative must participate in a post-inspection walk-through and acknowledge agreement of the findings.

- *Rental Hours:*

Quinlan Community Center: Sunday-Thursday, 8am-10pm
Friday-Saturday, 8am-11pm

Community Hall: Sunday-Thursday, 8am-10pm
Friday-Saturday, 8am-11pm

Creekside Park: Sunday-Saturday, 10am-10pm

Building Attendant: A building attendant will be on duty for the duration of your event. He will set up tables and chairs, unlock and lock the building, inform the renter of the equipment location, answer questions, and enforce the rules of the facility. The attendant is there to assist the renter; however the renter is responsible for their own decorations and clean-up. Gratuities may not be accepted by City employees.

Solicitations & Sales: Commercial, concessions, or profit making activities are not allowed at City facilities (does not include Community Hall). This includes charging registration fees, admission fees, or entrance fees of any sort. Failure to adhere to this policy will jeopardize the status of any future rental and may result in your event being shut down. Fundraising events are allowed only for co-sponsored clubs and non-profit groups.

FACILITY AMENITIES and FEE SCHEDULE

Quinlan Community Center - Cupertino Room

Capacity - 280 theater style 240 banquet style

* A Security Deposit of \$500.00 is required.

Minimum booking of 2 hours is required for weekend use (Friday 5pm-Sunday)

	Advance Reservations		Rental Fees	
	Mon-Thu	Fri-Sun	Mon-Fri 5pm	Fri 5pm-Sun
Cupertino Non-Profit	6 months	1 year	\$ 30/hr	\$ 80/hr
Cupertino Resident/Cupertino Business	3 months	1 year	\$168/hr	\$280/hr
Non-Resident Non-Profit	2 months	6 months	\$ 48/hr	\$128/hr
Non Resident/Non-Resident Business	2 months	9 months	\$224/hr	\$368/hr

Equipment Provided	Quantity
Round Tables- 54 inches	35
Rectangle Tables- 8 foot	14
Chairs	280
TV/VCR/DVD/BluRay	1
Wireless microphone with stand	2
Lapel wireless microphone	2
Hardwire microphone with stand	2
Video projector (built-in)	1
Video projector (portable)	1
Projection screen (built-in)	1
Podium	1
A/V Cables	-
Mac Adapters	-
Extension Cords	-
Dry-erase whiteboard (portable)	1
Flip Chart Stands	3
Baby grand piano	1
Flags (U.S., California, Cupertino)	1 of each
Refrigerators	3
Freezer	1
Ice Machine	1
Stove/Oven	1
Microwave	1
Coffee Maker (makes 60 cups)	1
Dishwasher	1

Pick any combo of up to 2 wireless microphones
(ex. 1 lapel and 1 wireless or 2 lapel)

Only if not being used elsewhere

Quinlan Community Center - Social Room

Capacity – 80

*A Security Deposit of \$300.00 is required.

Minimum booking of 2 hours is required for weekend use (Friday 5pm-Sunday)

	Advance Reservations		Rental Fees	
	Mon-Thu	Fri-Sun	Mon-Fri 5pm	Fri 5pm-Sun
Cupertino Non-Profit	6 months	1 year	\$ 20/hr	\$ 60/hr
Cupertino Resident/Cupertino Business	3 months	1 year	\$ 72/hr	\$ 120/hr
Non-Resident Non-Profit	2 months	6 months	\$ 32/hr	\$ 96/hr
Non Resident/Non-Resident Business	2 months	9 months	\$ 90/hr	\$150/hr

Equipment Provided	Quantity
Round Tables- 54 inches	8
Rectangle Tables- 8 foot	8
Chairs	80
TV/VCR/DVD/BluRay player	1
Wireless microphone with stand	1
Lapel wireless microphone	1
Hardwire microphone with stand	2
Video projector (portable)	1
Projection screen (portable)	1
Podium	1
A/V Cables	-
Mac Adapters	-
Extension Cords	-
Dry-erase whiteboard (portable)	1
Flip Chart Stands	2
Electric keyboard	1

Pick wireless microphone or lapel

Quinlan Community Center- Conference Room

Capacity - 15

*Room is not available for rentals the month of December

*Minimum booking of 2 hours is required for weekend use (Friday 5pm-Sunday).

*A Security Deposit is NOT required

	Advance Reservations		Rental Fees	
	Mon-Thu	Fri-Sun	Mon-Fri 5pm	Fri 5pm-Sun
Cupertino Non-Profit	6 months	1 year	\$ 10/hr	\$ 25/hr
Cupertino Resident/Cupertino Business	3 months	1 year	\$ 31/hr	\$ 52/hr
Non-Resident Non-Profit	2 months	6 months	\$ 16/hr	\$ 40/hr
Non Resident/Non-Resident Business	2 months	9 months	\$ 39/hr	\$ 65/hr

Equipment Provided	Quantity
Conference Table	1
Chairs	15
TV/VCR/DVD player	1
Video projector (portable)	1
Projection screen (portable)	1
Dry-erase whiteboard (built-in)	1
Flip Chart Stands	2

Community Hall

Capacity - 170 theater style 152 banquet style

*A Security Deposit of \$500.00 is required.

Minimum booking of 2 hours is required.

	Advance Reservations Mon-Sun	Rental Fees	
		Mon-Fri 5pm	Fri 5pm-Sun
Cupertino Non-Profit	12 months	\$ 30/hr	\$ 80/hr
Cupertino Resident/Cupertino Business	12 months	\$120/hr	\$200/hr
Non-Resident Non-Profit	12 months	\$ 48/hr	\$128/hr
Non Resident/Non-Resident Business	12 months	\$200/hr	\$300/hr

Equipment Provided	Quantity
Round Tables- 54 inches	20
Rectangle Tables- 6 foot	20
Chairs	170
6' x 8' Screens	2
Multimedia projectors (built-in)	2
Lectern with DVD and laptop connectors	1
Wireless microphone	8
Lapel wireless microphone	8
BluRay player	1
Flags (U.S., California, Cupertino)	1 of each
Refrigerator	1
Dishwasher	1
Sink	1

Pick any combo of up to 8 wireless microphones
(ex. 4 lapel and 4 wireless or 8 lapel)

Creekside Park Building

Capacity - 50

*A Security Deposit of \$100.00 and minimum booking of 2 hours

If alcohol is served, Security Deposit is \$250.00.

	Advance Reservations Mon-Sun	Rental Fees	
		Mon-Fri 5pm	Fri 5pm-Sun
Cupertino Non-Profit	6 months	\$ 24/hr	\$ 39/hr
Cupertino Resident/Cupertino Business	6 months	\$ 48/hr	\$ 80/hr
Non-Resident Non-Profit	3 months	\$ 30/hr	\$ 48/hr
Non-Resident/Non-Resident Business	3 months	\$ 60/hr	\$100/hr

Equipment Provided	Quantity
Rectangle Tables- 6 foot	10
Chairs	50
Refrigerator	1
Freezer	1
Stove/Oven	1
Microwave	1
Sink	1