



LGS RECREATION

Los Gatos-Saratoga Community Education and Recreation

Los Gatos-Saratoga Community Education and Recreation
208 E. Main St., Los Gatos CA 95030
(408) 354-8700 • (408) 207-4904

LGS Recreation Rental Application

Rental fees may be paid at the time of the application or anytime no less 10 business days before the scheduled date.

- Applicant should contact LGS Recreation by calling (408) 354-8700 or emailing info@lgsrecreation.org
- Courtesy hold is released on the fifth day, if application is not received.
- If rental fees are not paid at least 10 business days prior to the event, then the application may be terminated.
- If a reservation is cancelled at least two weeks before the scheduled event, 100% of the security deposit and room rental fees which may have been paid to LGS Recreation will be refunded.
- If a notice is given to cancel an event less 10 business days before the scheduled event, 50% of the room rentals fees and none of the security deposit paid to LGS Recreation will be returned.
- We accept Visa, MasterCard, and/or Checks for rental fees.
- A separate check for security deposit must be provided in order to secure reservations for certain spaces.
 - \$300 if renting Large Hall
 - \$100 if renting Conference rooms (2, 3, 206, 214)
 - \$300 if renting a Clubhouse
- \$1,000,000 liability insurance must be provided. (Insurance purchase information is available upon request)

RENTAL RATES

Room	Capacity	Private Party	Non-Profit
Adult Recreation Center			
Large Hall	180 people	\$120/hour	\$70/hour
Room 2	15 people	\$80/hour	\$50/hour
Room 3	20 people	\$80/hour	\$50/hour
Room 214	25 people	\$80/hour	\$50/hour
Room 206	30 people	\$80/hour	\$50/hour
Clubhouse at School Site			
Clubhouse	50 people	\$120/hour	\$70/hour

*Deduct \$20/hour when renting during business hours
Business Hours: Monday-Friday 8am-5pm, excluding holidays*



GUIDELINES FOR FACILITY USE

GENERAL REGULATIONS:

- Minimum reservation is two hours. Use is limited to ten hours.
- If use exceeds hours on application form, then fee is charged at 1.5 times the rate.
- Acceptable payment methods include Visa, MasterCard, and/or Check.
- All checks made payable to LGS Recreation.
- Refundable deposits are returned within forty-five days by LGS Recreation.
- Smoking is not permitted in or near any LGS Recreation Facilities, including parking and exit areas.

ALCOHOL POLICY:

- No alcohol is allowed on premises.

BUILDING ATTENDANT:

- A building attendant is required for rentals after business hours.
- The building attendant is not responsible for set-up and clean-up.
- The building attendant will lock up the building and the rooms at the end of all events/meetings.

ROOM SET-UP / OPENING:

- Applicants are responsible for set-up before their event/class.
- Applicants are responsible for clean-up after their event/class, including stacking of tables and chairs, and removing all decorations, special preparations, and personal items.
- Please turn off all lights and lock all doors upon exiting.
- Any desired decorating, or changes to the facilities, must be discussed with LGS Recreation at the time of application.
- Applicants must include set-up and clean-up time in the scheduled hours of use.
- The facility must be left secure, clean, and in good order.

CLEAN-UP / CLOSING:

- The facility is to be in the condition and configuration as it was prior to your event.
- All garbage cans emptied in dumpster in front parking lot
- Floors swept; damp mop spots on floor from beverages. General pickup in carpeted rooms.
- Clean off tables and chairs; place tables & re-stack chairs against wall
- Remove all decorations from premises
- Table tops clean
- Turn off all appliances before leaving
- Turn off all lights when leaving

I have read the above guidelines and understand its terms:

Print Name

Signature

Date



RENTAL RESERVATION REQUEST FORM / AGREEMENT

Name of Applicant: _____

Address: _____
Number & Street City State Zip

Phone #: (_____) _____ - _____ Email Address: _____

Event Name: _____ Room Requested: _____

Date of Event: _____ Estimated # of Attendees: _____

Requested Time (Please include time for set-up, break down, and clean up) From: _____ (am / pm) To: _____ (am / pm)

Rent Due: Rate \$ _____ x Number of Hours Requested _____ = **Total Rent \$** _____
(Refer to Rental Rates chart on page 1)

Non-Profit* (please circle one) **YES or NO**

**If Applicant is a non-profit agency, please attach a copy of non-profit ruling 501(c)(3)*

RELEASE OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

(hereinafter referred to as "Undersigned")

(Print Name)

The Undersigned does hereby WAIVE, RELEASE AND DISCHARGE the Los Gatos-Saratoga Community Education and Recreation, The Town of Los Gatos, its officers, agents and employees (hereinafter referred to collectively as "LGS Recreation and The Town of Los Gatos") from any and all claims for damages, personal injury, property damage, or wrongful death occurring or arising out of the event or activity described above. This release is intended to discharge, in advance, LGS Recreation and The Town of Los Gatos from any and all liability arising out of the above event or activity even though that liability may arise out of negligence or carelessness on the part of LGS Recreation and The Town of Los Gatos.

It is recognized that there are certain risks inherent in the activity the Undersigned is participating in. Nevertheless, the Undersigned voluntarily agrees to ASSUME ANY AND ALL RISKS of injury or death from whatever cause inherent in or arising from participation in this event or activity whether such risks are known or unknown, and to release, discharge, hold harmless and INDEMNIFY LGS Recreation and The Town of Los Gatos for any and all damages, claims, causes of action, losses, liability, judgments, costs, costs of collection, and attorney's fees arising out of or related to the above described event or activity.

I have read this agreement and understand its terms. I am legally authorized to make this agreement.

Applicant Printed Name

Applicant Signature

Date

LGSR Printed Name

LGSR Signature

Date