

Community Center Rental Types and Fees

Bel Marin Keys Community Services District reserves the right to refuse rental to any activity or event in accordance with applicable rental policy. The Community Center is only available to BMK residents.

The Community Center has two types of rentals:

- 1) Full Rental including the kitchen
- 2) Community oriented Bare Room rental

1. **Community Center Full Rental** (includes kitchen fees):

- a. \$50 per hour for a minimum of 3 hours - no event may extend beyond 8 hours (music must end by 9pm Sunday through Thursday; and 10pm Friday and Saturday).
- b. \$450 for damage and failure to comply deposit is required on a separate check.
- c. \$200 for clean-up fee for standard clean-up, extra fees will be deducted from the deposit.
- d. \$100 is the additional clean-up fee for use of the kitchen.
- e. Applicant must furnish a Certificate of Liability Insurance naming the BMKCSD as an additional insured.

2. **Community Center Bare Room Rental** (does not include use of kitchen):

- a. Event must be “community-oriented.”
- b. There are no fees – except:
 - 1) a \$25 monitor fee required for events occurring after normal business hours;
 - 2) a \$200 clean-up fee (may be refunded at District Manager’s discretion).
- c. The following conditions apply:
 - a. Tables and/or chairs setup & returned to storage area by user
 - b. No corporate/business/commercial events
 - c. No items sold at event
 - d. Maximum time of event may not exceed three hours
- d. Applicant must furnish a Certificate of Liability Insurance naming the BMKCSD as an additional insured.

3. **Fees:** All Fees and deposits are to be paid to CSD office 15 days prior to the event. If event is extended beyond the paid number of hours, the addition rental fee will be deducted from the damage deposit check.

4. **Liability Insurance:** Applicant must be in present during the entire and is personally responsible for the proper use of the Community Center and for any damages incurred. Applicant is liable for any damages and must provide a certificate of liability insurance naming the BMKCSD as an additional insured no later than 72 hours prior to the event.