

Facility Reservation Application



Renter Contact Information

First Name _____ Last Name _____

Home Address _____ City _____ Zip Code _____

Email Address _____ Primary Phone (____) _____

Please complete organization information in addition to personal information if renting on behalf of an organization/business.

Organization/Business _____

Organization Address _____ City _____ Zip Code _____

Is the Organization/Business a registered 501 (c) Non-Profit? Yes No Tax ID # _____

Please complete if you would like to add a secondary day-of contact for the reservation.

First & Last Name _____ Primary Phone (____) _____

Reservation Request

Purpose of Rental (be specific): _____ Total Attendance: _____

Facility & Date Requested	Required Questions
<input type="checkbox"/> Rengstorff House – Full Facility 3070 N. Shoreline Blvd. Mountain View, CA 94043 <input type="checkbox"/> Rengstorff House – Dining Room/Kitchen Only Requested Date(s) of Use: _____ Requested Time of Use: From: _____ To: _____ <p style="text-align: center;">* Setup and cleanup time must be included in reservation time.</p> <p style="text-align: center;">Email to: rouserentals@mountainview.gov (650) 903-6088</p>	Will you need to purchase insurance with your reservation? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the General Public Invited? <input type="checkbox"/> Yes <input type="checkbox"/> No Will food and beverages be served? <input type="checkbox"/> Yes <input type="checkbox"/> No Will beer/wine/champagne be served? <input type="checkbox"/> Yes <input type="checkbox"/> No Will a catering service be on site? <input type="checkbox"/> Yes <input type="checkbox"/> No Will there be music? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what type? (select all that apply): <input type="checkbox"/> DJ <input type="checkbox"/> Band <input type="checkbox"/> Other: _____

Payment

Due at the time of reservation is half of the rental fee, the security deposit, insurance, and janitorial fees. Rental fees will be due, in full, 30 days prior to reservation date. For a rental quote, please contact rouserentals@mountainview.gov.

Credit Card (Visa, Mastercard, Amex, Discover) Check (payable to "City of Mountain View") Cash (do not mail cash)

Amount: \$ _____ Credit Card # _____ Exp. Date ____/____ CVV _____

Name as it appears on Credit Card _____ Cardholder Signature X _____

Please complete if payer's information if different from applicant

First Name _____ Last Name _____

Home Address _____ City _____ Zip Code _____

Email Address _____ Primary Phone (____) _____

<input type="checkbox"/> Security Deposit: _____	<input type="checkbox"/> Insurance Fee: _____	<input type="checkbox"/> Permit#: _____	<input type="checkbox"/> Resident Status Verified _____
<input type="checkbox"/> Janitorial Fee: _____	<input type="checkbox"/> Rental Fee: _____	<input type="checkbox"/> Insurance Sent	<input type="checkbox"/> Insurance Received

Rental Contract Acknowledgement

Please initial each section. By initialing, you acknowledge and accept the terms and conditions of this Rental Contract. This Rental Agreement is made by and between the CITY OF MOUNTAIN VIEW, a California Charter City and municipal corporation, whose address is P.O. Box 7540, Mountain View, California, 94039 (hereinafter "CITY"), and _____ (hereinafter "RENTER"). CITY agrees to rent the facility listed on the rental permit to the Renter in accordance with the following terms and conditions.

General Rental Information

INITIAL:

1. Rental times are permitted between the hours of 7:00 a.m. – midnight, except for public tour times which are Saturdays until Noon, Tuesdays and Wednesdays 1:00 – 4:00 p.m.
2. Equipment delivery and pick-up times are restricted to the day of your event rental only; setup and takedown of all equipment is the responsibility of the RENTER and must occur during the time stated on the rental agreement.
3. Large events must end one (1) hour prior to the end time listed on the rental agreement to ensure there is adequate time for cleanup and the facility vacated at the end of the rental time. Rental deliveries and pickups must be scheduled the day of your rental and depart by the end of your rental time.
4. If at the start time of your permit, staff is not present, please contact the Rengstorff House during business hours (M-F 8:30 a.m. – 5:00 p.m.) at (650) 903-6392. After normal business hours, please contact the On-Duty Shoreline at Mountain View Ranger at (650) 930-6655 or Mountain View Police Non-Emergency Communications at (650) 903-6395.
5. All exits and exit signs are to be kept clear and unobstructed at all times.
6. Smoking is prohibited within 25 feet of doors, vents and windows of public buildings (Mountain View City Code (MVCC) § 21.47 & 21.49.5). A smoker's ash collector is available near the bike rack and entrance to the west lawn area.
7. The RENTER must provide acceptable photo identification and proof of address. The RENTER and the secondary contact must be 18 years of age (21 years of age if alcohol is present), and one must be present during the entirety of the rental.
8. Smoke and fog machines are not permitted for use at any City facility.
9. Children must always be supervised. City staff do not supervise children.
10. Sky lanterns are prohibited in the City of Mountain View pursuant to State Fire Marshal Regulations and Health and Safety Code (HSC) Sections 13100 and 13105.
11. Music is to remain below 90 decibels (dB) at all times. If the volume is deemed too loud and not lowered when requested, police will be notified and the event may be subject to cancelation without refund.
12. If the event type entered on the application and permit does not accurately represent the function, the event may be cancelled without refund and the entire security deposit will be forfeited.
13. Appropriate attire must be worn at all events. For the safety of all renters and guests, shoes must be worn at all times.
14. No willful damaging of buildings or property.
15. Any event considered dangerous, a disturbance of the peace or endangering public property is subject to closure without refund of the rental fee or security deposit.
16. ALL amenities are subject to be unavailable or inoperable. Refunds will not be provided should this occur.
17. The City of Mountain View is not responsible for loss of individual property nor accidents.
18. Commercial use and fundraising activities or events such as auctions, pledges, or for-sale tickets, are not permitted at the Rengstorff House (Council Policy H-5).
19. The permit holder and guests must abide by any current applicable laws or mandates pertaining to use of the facility.

Insurance, Alcohol and Food Service Policies

INITIAL:

Insurance Provisions

1. RENTER shall obtain either Commercial General Liability insurance in the amount of \$1 million per occurrence, \$2 million aggregate, or a Homeowner's policy in the amount of \$1 million per occurrence, \$2 million aggregate-
2. RENTER shall indemnify, defend, and hold the City of Mountain View, its officers, agents, employees and contractors harmless from any and all liability for damages or claims of same, including, but not limited to, property damage, personal injury, and death, caused by, arising out of or in connection with Renter, Renter's agents, employees, contractors or invitees operations or use of City facilities under this agreement.
3. RENTER's insurance coverage shall be primary and non-contributory.
4. For events serving alcohol, proof of liquor liability must be included in the insurance coverage in the amount of \$1 million per occurrence.
5. The event is subject to cancellation at the risk of the renter if the original certificate of insurance and endorsements are not submitted 30 days prior to the event.

6. Only pre-approved vendors may provide service on-site. An approved vendor list is available upon request.
7. Insurance is required for catering, rental, lighting, staffing companies a minimum of 30 days prior to the event.
8. Food trucks with a current City of Mountain View Mobile Vendor Permit and insurance are eligible to cater events in compliance with MVCC Chapter 15 and the facility rental policy.
9. A waiver/indemnification agreement is required for all other vendors contracted to enter City of Mountain View premises. At the request of the City, RENTER may be required to provide documentation for any vendor if a written contract will be entered into and service performed on site.
10. RENTER must follow Vendor Resource Guidelines if a vendor is hired to provide services at a City Facility.

Alcohol and Food:

1. The City of Mountain View does not assume liability for alcohol or food offerings provided by renters on site.
2. Beer, wine, and champagne are only permitted if alcohol insurance has been purchased and secured as part of the rental contract. Hard alcohol/liquor is not permitted on the premises. Written permission must be granted by the Community Services Department for alcohol to be present at an event at the facility. Alcohol of any kind must not be sold.
3. Red wine, punch, and tomato-based foods are not permitted inside the facility.
4. No alcohol within 100 feet of all parking lots and roadways.
5. In accordance with Mountain View City Code, Chapter 16, Article V, Sections 16.90. – 16.93, the use of polystyrene foam food service containers, bottled water and single-use plastic bags are not permitted at City facilities during private rentals. This includes meetings, events, classes, and other social gatherings. Cardboard and other containers can be recycled if they are flattened and taken to the dumpster.

Cooking and other specialized equipment:

1. Kitchen use is limited to warming and food preparation only. No cooking from raw product(s).
2. All caterers must be fully licensed.
3. All outdoor cooking must occur atop the allocated brick pad (behind the house), on the dirt pathway or in an approved parking lot location (when approved). Re-loading of propane and/or deep frying on site is considered to be a major fire hazard, and is therefore not allowed.
4. Cooking tent/canopies must be pre-approved by the Fire Marshall and Rengstorff House staff.
5. K-type extinguishers are required for use of propane cooking surfaces; 2A:10B:C extinguishers for barbeques.
6. Please bring a drip pan or pad to place underneath any outdoor cooking equipment, and remove all ashes from the site.
7. If a generator is requested, it may not exceed five gallons, and must be accompanied by a 5lb extinguisher; again, no re-fueling. Please contact your staff liaison and the Mountain View Fire Marshal to seek pre-approval for any generator use.

Facility Use

INITIAL:

Venue offerings and parking:

1. April through October, capacity is 150 guests and includes access to the Rengstorff House dining room, four parlors, kitchen, bathrooms, brick patios, lawns and gardens. A wedding arch and full-length mirror are provided (upon request).
2. November through March, rentals can host up to 48 guests and include access to the Rengstorff House dining room, four parlors, kitchen, bathrooms, and brick patios. During this time of year, the wedding arch is not offered.
3. Please park in the 23 designated parking stalls in the adjacent parking lot during your scheduled event time, and do not block the roundabout when loading, as this can create a hazard in the case of emergency.
4. Overflow parking is permitted throughout the remaining parking lots within Shoreline.
5. All vehicles must depart the Rengstorff House lot at the end of the contracted rental time. If a vehicle must remain, RENTER must notify Building Attendant and have that vehicle moved by 9am the next day or be subject to penalties.
6. For ride share pickups, please inform the driver that they should proceed with caution when entering the premises after-hours, and follow speed limit signs.
7. The City of Mountain View is not responsible for theft or damage to vehicles nor personal property in the vehicles.
8. Events may be subject to cancellation or rescheduled due to air quality as determined by the County or Air Quality Management District. Reschedule date will be offered or cancellation with full refund minus processing fee.
9. Because the Rengstorff House is primarily an outdoor venue, all rentals are subject to adverse weather conditions. Should the weather determined to be detrimental to the use of turf or grounds at the venue, events may be restricted to use of the indoor space and exterior patios. If conditions are unfavorable so as to surpass fire code regulations, or the event is unsuitable for indoor/brick patio use, a rescheduled date will be offered as a courtesy to all parties involved.

10. A wedding or graduation rehearsal may be scheduled, if the Rengstorff House is available, 60 days prior to your event. Rehearsals do not have access to the interior portions of the facility, with the exception of restrooms during normal business hours (Mon-Fri 9 a.m. to 5 p.m.). Use of the parking lot is only guaranteed during the contracted, rental time.

Lighting, exterior grounds, lawn care and technology:

1. The Rengstorff House grounds lighting includes: three lamp posts in the parking area; four can lights on the West Patio perimeter; four “down lights” on the West Patio terrace; and additional lighting on the East Lawn front of house and back of house. All additional lighting provided by RENTER must be assembled and removed from the site within the scheduled rental time.
2. Staking or extended coverage of the grass is prohibited, to prevent severe damage to the irrigation system and lawn.
3. All cords must be taped down or covered to eliminate trip hazards. All chords must be covered to prevent trip hazards. Tape is only permissible for use on the brick patio to cover chords.
4. Do not hang or affix items in trees if they are in excess of one (1) pound. String café lights must be stabilized using outside equipment, and may not be affixed to the trees nor building for purposes of overhead hang.
5. RENTER is responsible for all audio/video activities on site.
6. Rengstorff House has limited, free (guest) wifi that does not require a password.
7. Interior furniture must remain indoors and exterior furniture must remain outdoors.
8. A projector screen may be provided for meetings (upon request).

Event décor:

1. Candles may be used outdoors as long as they are enclosed in glass containers.
2. Bottle caps must be disposed of in a garbage receptacle near the bar, to prevent unnecessary litter.
3. Flower petals, bubbles, and decorating of the arch are permitted. All decorations must be removed prior to departure.
4. A minimum \$32 Ranger fee may be assessed if outside benches are moved and not returned to their original location.
5. The following items are not permitted: smoke and fog machines, sparklers, confetti, rice and glitter, drones, bounce houses, balloons, tape of any kind (excluding painters tape) and puncturing items, such as push pins or nails.
6. Please confirm with staff on what areas decorations can be hung. The City of Mountain View reserves the right to remove any decorations or equipment that might cause damage to a facility or part of the grounds and may require additional cleaning resulting from the event.

Wildlife/Recreation Area & Other Considerations:

1. Due to the beautiful setting of the Rengstorff House and because Shoreline is a wildlife area, feeding, disturbing or removal of any wildlife is prohibited. In accordance with Federal, State, regional and local rules regarding wildlife, on a rare occasion, it is possible that logistical constraints (e.g. lighting and sound locations, etc.) may be required of the RENTER. Please be advised that renter must comply with all requested event modifications to meet with said rules.
2. Signs may not be posted along the roadway for purposes of rental events or wayfinding.
3. No dogs or domesticated animals, unless required on-site to assist with a specific medical condition. All registered service animals must remain on leash and under the control of the assigned handler at all times.
4. The City of Mountain View cannot assume responsibility for the scheduling of Shoreline Amphitheatre concerts; however we will assist you with logistical information as it becomes available to us. Please contact your staff liaison for additional information about Amphitheatre parking lot and show times to determine if your rental could be impacted by sound or traffic. While sound intrusion is minimal for most concerts, low clouds, wind and other atmospheric conditions influence the direction and extent to which sound travels.

Clean-up

1. The facility must be returned to the same condition it was prior to the rental. The renter must remove all decorations and rental equipment, clean all spills on the floor, patio(s), and furniture, and bag all debris and garbage for removal. Ice may be emptied in the dirt area behind the house. Ice should not be disposed of elsewhere on the grounds.
2. Janitorial service is required for all events, and must be performed by the City’s janitorial services provider. Janitorial service covers basic activities related to the ongoing maintenance of the facility, and is separate from event cleanup, which is the responsibility of the Renter.
3. A minimum \$50 charge will be assessed for excessive cleaning or repairs to the facility as a result of your event.
4. To prevent drippings on the brick patio, please check bags for leaks, and use the on-site garbage cart to transport to nearby dumpsters. Garbage must be transported along decomposed granite pathways.
5. The renter must clean the countertops, stove tops, ovens, microwaves and floor. All food and beverages must be removed from refrigerator/freezer and sinks must be free of dishes and all food debris.

6. Garbage bags will be provided by staff upon request. However, please provide your own garbage, recycling, and/or compost equipment. (Composting required by State of California law, effective January 1, 2022.)
7. Dumpster lids must be closed after use to prevent wildlife access. Fees will also be assessed if your event is found responsible for improper placement of garbage and/or recycling in the compost bins.

Equipment, pickup, and deliveries:

1. Effective January 1, 2023, all rental equipment must be delivered on the rental day, and removed from the site at the conclusion of the rental time. Equipment may be delivered and stored, but not set up, prior to the rental time.
2. Any and all specialized equipment (e.g. farm tables, Chiavari, metal, and/or cross-backed chairs, sofas/vintage equipment, 10' tables, heat lamps, and/or outdoor cooking equipment) must be carefully assessed by RENTER to ensure that it fits in the allocated, 5' x 30' space. RENTER assumes full responsibility for ensuring that equipment is stored neatly and in an orderly manner, free of debris. Please confer these details in advance.
3. Equipment planned as part of any religious and/or indigenous ceremony is subject to standard fire code policies and procedures. If planning any structure as part of a ceremony, it must be raised above the grass, and allow adequate time for installation and removal of the equipment within the rental time. Any small flame must be contained, supervised at all times, and involve the removal of any ashes or embers once the vessel is no longer being used.
4. If tenting is requested for purposes of aesthetic, wind protection, or sun protection, please make arrangements with the rental reservations office at least sixty (60) days in advance so as to request a weekend buy-out of the facility.
5. In inclement weather months, sixty (60) days prior to event, RENTER may schedule tenting and/or canopies to plan ahead for tenting and/or canopies. Please ensure that rental setup is coordinated separately from tenting/canopies, and confirm whether another rental has been scheduled the day before or after your scheduled rental date. If a rental has not been scheduled the day prior or after to your event, tent/canopy setup may be allowed one day early and/or for equipment pick up the following day. City must provide written permission for tenting/other special use, and RENTER assumes all liability associated with early set-up and/or removal of the equipment from the site-
6. Any City ladders kept at the rented facility shall not be used by the RENTER.
7. Stakes and water barrels are not permitted at the Rengstorff House at any time.
8. Tents may not exceed 30' x 40' and therefore are unlikely to meet the needs of special events with 100+ guests.
9. Please refer to guidelines for tenting and contact the Fire Marshal a minimum of ten (10) business days prior to your rental. Tenting must not conflict with rentals occurring on subsequent days. The City of Mountain View cannot guarantee access to the space for purposes of installation and de-installation of the equipment during daylight hours.
10. Any failure to remove rental equipment by the end of the rental time will be subject to withholding of the rental deposit.
11. The City of Mountain View cannot be responsible for any rentals nor equipment left on the premises.
12. Delivery trucks larger than 16' tall are not allowed, in an attempt to eliminate damage to area trees and adjacent property. Therefore, RENTER must ensure that large deliveries are sufficient.
13. Damages to the grounds and/or trees may also be assessed to the RENTER.

Fees and Cancellations

INITIAL:

1. RENTER agrees to pay all required facility fees. Facility fees and minimum usage requirements are set forth in the City's Master Fee Schedule and available upon request.
2. Half of the rental rate, the security deposit, insurance, and janitorial fees are due at the time of the reservation. The remainder of the rental fee is due 30 days prior to the event date. Janitorial and insurance fees are subject to change.
3. If the rental exceeds the permit time, RENTER will be charged double the hourly rate for the exceeded time and such sum will be deducted from the security deposit. It is the renter's responsibility to communicate timelines effectively to attendees and contractors.
4. Special event insurance may be purchased through the City. All insurance quotes are estimates by City personnel. The rental agreement is not complete until insurance has been approved. Renter is responsible for the full cost of the insurance purchased through City. Payment is required at the time the facility deposit is placed. The insurance cost is non-refundable once the payment is sent to the insurance broker.
5. Under no circumstances is the City of Mountain View responsible, financially or otherwise, for canceled events for any reason. In the event RENTER must cancel an event, cancellation fees apply.
6. Rental charges begin when the facility is open for setup and conclude when event teardown and cleanup is complete and RENTER exits the facility.
7. Damage to a facility may be considered malicious mischief, and will be prosecuted to the full extent of the law (California Penal Code § 594).

8. The cancellation and reschedule policy is effective once a rental permit is generated.
 - Cancellations made at least nine (9) months prior to the date of the event will receive a full refund of the deposit, minus a \$10 processing fee.
 - Cancellations made between nine (9) and six (6) months prior to the date of the event will receive a refund of the deposit, minus 10% of the total rental fee and \$10 processing fee.
 - Cancellations dates made between six (6) and three (3) months prior to the date of the event will receive a refund of the deposit, minus 25% of the total rental fee and \$10 processing fee.
 - Cancellations made less than three (3) months prior to the date of the event will receive a refund of the deposit, minus 50% of the total rental fee and \$10 processing fee.
 - If RENTER changes the date of the event, the cancellation policy may be applied using the original reservation date. Rescheduling your event date(s) within six month of the date of the event will receive a refund of the deposit, minus 25% of the total rental fee and \$10 processing fee. Rescheduling your event date(s) at least six (6) months in advance will receive require a \$10 processing fee that will be deducted from the deposit.
 - There are no refunds for event cancellations on the day of the rental.
 - Any further amendments to the original permit should be requested at least 30 days prior to the permit date. Amendments, including insurance and janitorial fees, requested less than 30 days prior to the permit date may not be guaranteed. All amendments are subject to a \$10 amendment fee. A time change request may be accommodated if the requested time is available.
 - The City has the right to cancel events due to strong wind/rain, when local air is deemed unhealthy, due to applicable laws, mandates, and/or regulations requiring cancellation of an event or reservation.
 - Under no circumstances is the City of Mountain View responsible for cancelled events. In the event of a City of Mountain View cancellation, the City will refund reservation payments made to date.
9. Security deposit refunds will be made after the permit date and may take up to 30 days to be processed.
10. Excessive trash or damages will result in an additional charges and will be deducted from the security deposit. Any and all violations of the rental agreement may result in partial or full loss of the security deposit.
11. Refund requests must be made directly to the original payor, as indicated on the check and/or the original form of payment. If you request that the check be remitted to anyone other than the original payor, written consent is required from that person. If you have a name or mailing address change, please also remit this information in writing.

Additional Provisions

RENTER agrees to comply with all applicable Federal, State, and local laws and Public Health Orders by the State or Santa Clara County Department of Public Health (hereinafter, "Applicable Law"), and as the Applicable Law may be amended from time to time, RENTER accepts and acknowledges that where there is a difference between a local Public Health Order and a State Order, the more restrictive order will be followed. RENTER will communicate the Applicable Law to all attendees of the event or gathering (including, but not limited to, guests and vendors). RENTER will also encourage attendees to not attend the event or gathering if they are feeling sick or have sick-like symptoms. In the event the performance of any of the covenants of this Rental Agreement on the part of City shall be prevented by act of God, the acts or regulations of public authorities, or labor unions, labor difficulties, strikes, civil tumult, warm epidemic, pandemic, or any other cause beyond its control, City will be relieved of its obligations and Renter's reservation may be canceled; and further, upon such event, City shall not be obligated for any expense incurred for promotion, artists fees, or preparation costs, if any, as incurred. RENTER further agrees to reimburse the City for any and all costs the City incurs arising from the renter's use of the premises, including but not limited to repair costs due to damage of City property. Such indemnification shall include reasonable costs of defense; judgments, settlements, attorney's fees, and other such costs as may be fixed by the court. Any other facility specific rules and regulations are incorporated by this reference into this Rental Agreement. In the event of any inconsistency between facility-specific rules and regulations and this Rental Agreement, the facility specific rules and regulations shall govern and control. All rules listed on the City of Mountain View rental contract, as well as agreements with staff prior to (and during) the rental event(s) apply. The City of Mountain View further reserves the right to assign event instructions and/or more specific guidelines in accordance with activities that will best serve the facility.

I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT GOVERNING USE OF THE RENTAL FACILITIES AND AGREE TO ABIDE BY THEM. I ALSO UNDERSTAND THAT IF I FAIL TO OBSERVE THE ABOVE TERMS AND CONDITIONS, INCLUDING COMPLIANCE WITH APPLICABLE LAW, I MAY BE DENIED FUTURE USE OF THE FACILITIES. BY SIGNING BELOW, I AGREE TO ALL TERMS OUTLINED HEREIN. **Signature X** _____ **Date** _____

Please send completed forms to: rhouse rentals@mountainview.gov or via fax, (650) 962.1102
3070 N. Shoreline Boulevard, Mountain View, CA 94043