

Wally Pond Irvington Community Center

~ Facility Rental Information ~



Wally Pond Community Center is located in a 12-acre park in the Irvington District of Fremont. Built as a sports and conference facility, the Community Center is able to accommodate the following listed below.

Great for holding:

- Work Conference
- Seminar
- Business Meeting
- Religious Gathering
- After School Program

Great for hosting:

- Birthday Party
- Holiday Party
- Social Gatherings

Accommodations:

- Theater style seating= Full Room—85 people / Half Room—40 people
- Tables and Chairs seating= Full Room—55 to 60 people / Half Room—25 to 30 people
- 12 round tables (5 ft.)
- 10 banquet tables (8 ft.)

CONFERENCE ROOM RENTAL INFORMATION

RENTAL APPLICATIONS: Facility Use Applications are approved on a *first-come, first-serve basis*; no reservation will be “held” without full payment of fees and damage deposit. Facility reservations may be processed up to six months in advance, with prior approval. All reservations must be made at least ten (10) business days prior to rental date. To make a reservation, the reserving party must submit:

- Facility Use Application and Regulations Agreement available online or at the Irvington Community Center Office
- Photo ID (and proof of residency if photo ID shows a different address than on application)
- Payment in FULL (VISA, MC, check or cash---sorry, no Amex, Discover cards)
- \$275 Clean-up & Damage Deposit (*Details under Clean-up & Damage Deposit section*)
- A receipt will be filled out at time of submission. Once processed, contract papers will be emailed/mailed through the post.

Call us for availability today at (510) 494-4334, or visit us at www.Fremont.gov.

Fees:

Facility	Non-Profit Group	Resident	Non-Resident	Business
Conference Room (45 ft. x 30 ft.)	\$50 per hour	\$60 per hour	\$80 per hour	\$110 per hour
Half-Conference Room (20 ft. x 30 ft.)	\$35 per hour	\$45 per hour	\$60 per hour	\$75 per hour

CANCELLATIONS: Customers must submit a written notice of cancellation at least ten (10) days prior to the reserved date.

Events canceled (30) days or more in advance will be refunded 90% of the rental fee, (11-29) days – 70%, (10) days or less – no refund of rental fees. The Clean-up & Damage Deposit is always returned in full for cancellations.

CLEAN-UP & DAMAGE DEPOSIT: Return/refund of Clean-up & Damage Deposit will be made by mail (or credited to your charge card) where no damage or loss has occurred. Deposits will be forfeited for inadequate clean up or care of furnishings or facility. Customers can expect to receive a refund check or credit within ten (10) to fifteen (15) business days after the reservation date.

SCHEDULED RESERVATION:

- The time shown on the Facility Use Permit must cover the time required for the customer to set up, decorate, conduct the activity, and clean the facility after use. Overtime charges will apply for occupancy beyond the approved reservation time.
- Facility Attendants will provide access to all facilities and equipment (they cannot help set up or take down).
- Tablecloths must be used to cover the tables for any parties that include food and beverage.
- All tables, chairs and equipment must be clean and stored in their original state and location at the end of the reservation time.
- Any garbage from Conference Room must be placed in the dumpster in the parking lot. Take all items to be recycled with you.
- Facility Attendants will be overseeing the group clean-up at the end of the reservation time and providing a copy of the Verification of Clean-up Form.
- The facility must be vacated promptly at the conclusion of the reservation time specified on the permit.

DECORATIONS: only masking tape or command strips will be allowed. Not allowed are tacks, nails, staples, duct tape, scotch tape, packing tape, or glue guns--these items will damage the walls and may result in the loss of your Cleanup & Damage Deposit.

HOURS: The Irvington Community Center is open Monday through Friday from 8:30 am — 10:30 pm. Saturdays from 7:00 am — 10:30 pm. Sundays 7:00 am — 9:00 pm.