

# LIBRARY COMMUNITY ROOM

## Facility Rentals

### PLAN YOUR EVENT WITH US

#### Community Room

A multipurpose type room where you can host a variety of events like birthday parties, classes and meetings. All rental are required a minimum of two (2) hours.

#### Amenities

Attached to the Main Hall can be rented separately.



925-516-5444

104 Oak Street

parksandrecreation  
@brentwoodca.gov



Facility Rental Rates

# LIBRARY COMMUNITY ROOM

Rates valid for rental applications submitted after November 1, 2025

Library Community Room ( Max Cap. 60)	Rental days: Mon./ Fri./Sat.
Resident	\$38.75/hr.
Non-Resident	\$42.50/hr.
Commercial	\$50.00/hr.
Non-Profit	\$27.00/hr.

### Requirements/Miscellaneous Fees

Application Fee.....	\$56.00
Application Rush Fee.....	\$36.25
Refundable Damage Deposit w/o Alcohol.....	\$250.00
Refundable Damage Deposit w/ Alcohol.....	\$500.00
Refundable Kitchen Cleaning/Damage Deposit.....	\$200.00
Cancellation Fee (other Penalties may apply).....	\$36.25
Unpaid Balance Late Fee.....	\$99.00
Permit Modification Fee (5 days after receipt of permit).....	\$71.00
Permit Modification Fee (less than 14 days prior to event).....	\$144.00
Rental Liability insurance Fee.....	\$98.00 - \$700.00

All rentals are required to have Liability Insurance in the amount of \$1 million and an Additional Insured Endorsement listing the City of Brentwood as additional insured on the policy. Insurance is available through your homeowners insurance or with the Parks & Recreation Department. Please note that all events with alcohol may require the services of security guards. If food is going to be served at a public/community event, a Temporary Food Facility Permit is required from CCCEH. Selling of alcohol will require an ABC License. Reservations are taken on a first come, first serve basis, a maximum of 18 months in-advance for Brentwood residents and one year in-advance for non-Brentwood residents.

Updated: 01/24/22