



CITY OF BURLINGAME

FEE EXEMPTION AUTHORIZATION REQUEST

The City Council has approved making some city meeting rooms available at no charge to groups meeting to learn about emergency preparedness and crime prevention or for the purpose of building community. An initial request must be made in advance and approved by the City Manager. Approved groups will be added to a list of groups authorized to use city meeting rooms. These requests will be honored only when surplus space is available and when the city will not incur any additional costs. For more information, go to the Neighborhood Network Website at www.theneighborhoodnetwork.org.

Please Print

DATE RECEIVED: _____

PERSON(S) IN CHARGE OF MEETING:	
ADDRESS:	PHONE:
DATE & TIME OF MEETING:	
Purpose of meeting:	
_____ Emergency preparedness	# of people attending _____
_____ Crime prevention	
_____ Building community	
Please describe purpose of your meeting: _____	

Note: The City reserves the right to cancel your meeting and use facilities to conduct urgent City business.

Applicant:

Return completed application no later than **two (2) weeks** prior to meeting to:

City Manager's Office
501 Primrose Road, Burlingame, CA 94010

- No amplified music (Municipal Code Section 10.40.020)
- No fireworks – includes "safe and sane" (Municipal Code Section 10.48.010, Ordinance 1335)
- No alcohol consumption on public property (Municipal Code Section 10.20.010)
- City may charge for police response to unruly gatherings (Municipal Code Section 10.70)

If you have any questions, please call the City Manager's office at (650) 558-7204.

FOR CITY USE ONLY

Review by City Manager:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Special Conditions:		
Date:	Signature:	

See next page for list of Meeting Spaces in Burlingame

MEETING SPACES IN BURLINGAME

The City Council has approved making some city meeting rooms available at no charge to groups meeting to learn about emergency preparedness and crime prevention or for the purpose of building community. An initial request must be made in advance and approved by the City Manager. Approved groups will be added to list of groups authorized to use city meeting rooms. These requests will be honored only when surplus space is available and when the city will not incur any additional costs. For more information go to the new Neighborhood Network Website at www.theneighborhoodnetwork.org.

Burlingame Recreation Center, 850 Burlingame Ave.
Contact Gina Borba at 650-558-7300,
gborba@burlingame.org

Small meeting rooms range from \$16 per hour for nonprofits rented by a Burlingame resident up to \$38 per hour for nonresident private party.
Auditorium (250 maximum for dinner, 485 maximum for assembly) ranges from \$32 per hour for nonprofits rented by a Burlingame resident up to \$100 per hour for nonresident private party.

Burlingame City Hall, 501 Primrose Road
Contact Ana Silva – City Manager’s Office at 650-558-7204 or administration@burlingame.org

Conference Room A, accommodates 24. Groups meeting for civic purposes may access the room at no charge when arrangements have been made in advance. This room is available some weeknights after 5:30 p.m. and occasionally on Saturdays though group will need to pay attendant.

Council Chambers, which accommodates 162 in theater-style seating, is occasionally available to groups meeting for civic purposes or presenting theater productions. This room is available some weeknights after 5:30 p.m. and occasionally on Saturdays though group will need to pay attendant.

Lions Club, 990 Burlingame Ave.
Contact Joe Tanzi at 650-343-3969 or jo-et@live.com
Includes kitchen. Accommodates up to 197.
Flat fee of \$100 for nonprofits up to \$600 for Friday and Saturday evening events. All events must end by 11 p.m. on weekdays and 10 p.m. on Sundays.

Lane Community Room, Burlingame Public Library (lower level), 480 Primrose Road
Contact Sidney Poland at 650-558-7404 or Poland@burlingame.org
Seats up to 88. Cost is \$80 per event for nonprofit groups

Burlingame Public Library, Board Room (2nd floor), 480 Primrose Road

Contact Sidney Poland at 650-558-7404 or Poland@burlingame.org
Depending on library staffing
Seats up to 12. Groups meeting for emergency preparedness, crime prevention or for the purpose of building community may access the room at no charge when arrangements have been made in advance. This room is available during normal Library hours: M-F 10:00 a.m. – 6:00 p.m.

Burlingame Elementary Schools – 6 locations
Contact Pat Demoulin at 650-259-3814

Burlingame High School, 1 Mangini Way
Contact Brent Daniels, 650-558-2802, bdaniels@smuhsd.org, or Vesna Mukic, 650-558-2804 or wukic@smuhsd.k12.ca.us

Mercy Center, 2750 Adeline Drive
Contact Terry Baldocchi, 650-762-1136 or Dianne Devin, 650-762-1137
Offers overnight group rate of \$115 per night, including bedroom, three meals, one meeting room and complimentary beverages in the meeting room until 11 a.m. each day.
Break-out rooms range from \$75 to \$250 per day

Burlingame Women’s Club, 241 Park Road
Contact Judy Jingirian at judy@jingirian.com or (650) 348-9902
Accommodates 100-125 for dining, 175 theater style. Includes full kitchen. Daytime cost ranges from \$100 per hour with a three-hour minimum. Evening rentals range from \$500 to \$1,000.