

Pomeroy Recreation & Rehabilitation Center, located near Lake Merced in the Sunset District of San Francisco, has been the venue of choice for a wide variety of events: weddings, birthday parties, business and community meetings, nonprofit fundraisers, training seminars, baby showers, grad nights, and concerts.

The Center offers versatile spaces for small to large groups (50-250), making it perfect for private and nonprofit group meetings, community education, and celebrations of all sizes. The adjacent Gymnasium is also available for rent depending on need and availability.



OUR CENTER & YOUR EVENT



OUR CUSTOMERS LOVE US!

"All of our needs and special requests were met without any hassle."

"We keep coming back because it works."

"Celebrating our special event at the Pomeroy Center was truly memorable for us and our guests!"

POMEROY RENTALS CONTACT INFORMATION

www.prrcsf.org/rentals

207 Skyline Blvd. in San Francisco Between
Lake Merced & SF Zoo

Plenty of free parking

MUNI #57 stops here, #23 & L-Taraval
nearby





Our professional staff will work with you to ensure that your event is successful. Experienced in all aspects of event planning, we can recommend caterers, florists, rental companies, and hotels to create the perfect event within your budget.

AVAILABLE SPACES

BANQUET HALL

A large versatile space featuring a stage, fireplace, sound system and wifi access. A large kitchen featuring two commercial gas stoves and ovens, spacious preparation areas, and a walk-in refrigerator/freezer; serving hatch for easy access.

Capacity 250 seated; 400 standing reception

Room Size @2800 sq.ft.

GYMNASIUM

Full-size indoor basketball court with scoreboard. Abundant natural light and panoramic views of Lake Merced make the gym a pleasant event space.

Capacity 300 seated; 400+ for standing reception

Room Size @4700 sq.ft.

KORET ROOM

Ideal for lecture style presentations or small group meetings. White board, retractable screen and wifi access

Capacity 40-50 Classroom seating

Room Size @1000 sq.ft.

CONFERENCE ROOM

Large conference table, white board and wifi access. Room can be divided if needed.

Capacity 15-18

Room Size @400 sq.ft.

HOW TO BOOK

STEP 1 SELECT YOUR ROOM

STEP 2 CALL POMEROY TO CHECK DATE(S)

STEP 3 SIGN CONTRACT & PAY FEES

To schedule a site visit or to make a reservation, please complete our Rental Inquiry Form online:

WWW.PRRCSEF.ORG/RENTALS

NEED HELP SETTING UP?
Let Pomeroy's WORK Ready program participants handle it!

We have a wonderful team of individuals who are looking to increase their independence and financial security through employment. When you hire Pomeroy participants you are helping people achieve their dreams of greater independence, and taking some of the burden of event set up off your plate.

We call that a win/win.

FEES & PAYMENTS

Renter agrees to pay the Pomeroy Recreation & Rehabilitation Center one hundred percent (100%) of the fees and charges no later than thirty (30) days prior to the event.

Friday (4PM-Midnight) and

Sunday (9AM-Midnight) rental fee \$1500;

Saturday the fee is \$2500. (9AM-Midnight)

RESERVATION DEPOSITS

Reservations cannot be guaranteed until a facility rental contract is signed and a \$500 deposit is received to hold the date. Deposits will be refunded, in whole or part after an inspection of event space within thirty (30) working days after the date of the event.

CANCELLATION POLICY

Either party may cancel this agreement at any time, for any reason, provided the canceling party provides a dated, written request for cancellation to the rental manager.

To receive a full refund, notice of cancellation must be received at least thirty (90) days prior to the event.

Cancellations made less than thirty (30) working days prior to event will be charged one half of the room rental fee. Reservations cancelled less than one week before the event will be charged the full rental fee.

INSURANCE

All events are required to provide proof of insurance naming the Pomeroy Recreation & Rehabilitation Center as additionally insured in the amount of \$1,000,000.

SECURITY GUARDS

The Center requires one (1) security guard for each one hundred (100) guests at the cost of \$240 per guard. Some events require 4 guards for the safety of the attendees and security of the Center.

WHAT'S INCLUDED

The following are included in the rental fees: room set-up/break down, tables and chairs, dedicated Wi-Fi, [Banquet Hall ONLY: sound system, kitchen, ice machine, refrigerator, and use of dish room, podium and stage]. The rooms will be set up according to your specifications. Renters are responsible for removing all decorations and personal belongings. Room clean-up (sweeping/mopping of floor) is included in your fee.

BANQUET HALL KITCHEN

A large kitchen features two commercial gas stoves and ovens, spacious preparation areas, and a walk-in refrigerator/freezer. A serving hatch allows for easy service.

POMEROY STAFF

PRRC participants can be hired at the rate of \$150 for four hours of service. Center Staff is on site throughout events and is available if the need arises.

SUSTAINABILITY

All renters and guests are required to follow sustainability guidelines. Details are in the contract.

PARKING

On-site parking is available and the Center is fully accessible for people with disabilities.

SMOKING

Smoking is allowed in designated areas ONLY

SPECIAL ACCOMMODATIONS

For events requiring more than one room, and for multi-day events, special rates can be negotiated. Appointments strongly encouraged and recommended.

POMEROY RENTAL OFFICE
prrcsf.org/rentals