



Pomeroy Facility Rentals- Quick Reference Guide

Price List through June 30, 2026

Thank you for your interest in renting the Pomeroy Recreation & Rehabilitation Center! We are proud to serve as a gathering place for a diverse community.

The Pomeroy Center serves children, teens, and adults with disabilities throughout the year – you are essentially renting a room in their home-away-from-home. We expect all of our renters and their guests to treat the Center with care and respect so that our clients can feel safe and welcome every day.

We host a variety of unique events in our venue. Our Operations Team will walk you through the options, pricing, and required paperwork. Feel free to make an appointment with us for an in-person tour or telephone meeting. Please note that drop-in visits cannot be accommodated. You must have a scheduled appointment.

ROOMS AVAILABLE AT POMEROY

- Main Hall (Capacity is 250 seated, 350 standing)
- Koret Room (cap. 40), Seniors Room (cap. 40), Art Room (cap. 50), Art Room Patio (cap. 50), Dance Studio (cap. 20) and Conference Room (cap. 16)
- Gym (cap. 400) (not currently available)

Please Note: Our pool is not available.

PHOTOS OF ROOMS

[Click here to view our lookbook!](#)

RENTAL PRICES FOR JULY 1, 2024-JUNE 30, 2025

MAIN HALL

Weeknight evening rental - \$2200 Monday through Friday: 5:00 pm to 12:00 midnight

Saturday full-day rental - \$3700 9:00 am to 12:00 midnight

Sunday afternoon/evening rental - \$300/hr 5-hour minimum rental 1:00 pm to 12 AM

- \$1000 refundable security deposit is required for all Main Hall rentals
- \$500 non-refundable deposit for rental of the space with signed rental agreement
- Proof of insurance required: [Special Event Insurance](#)

ROOMS

Koret Room, Seniors Room, Art Room, Art Room Patio \$95/hr

CONFERENCE ROOM

\$85/hr

GYM *Please note that our gym is currently booked with recurring renters and there are no openings at this time.*

- \$90/hour with a 1-hour minimum
- Discounts are given to recurring renters:
 - \$70/hour if the rental period is over 6 months
- \$250 refundable security deposit is required for all gym rentals
- Proof of insurance required: <https://www.sadlersports.com/>

SECURITY GUARDS

Pomeroy Security guards are required for all events in the Main Hall. Depending upon the type of event (alcohol being served, etc.), we require one guard per 100 guests. Each guard costs \$240. This can be discussed in greater detail during the booking process.

CERTIFICATE OF INSURANCE

All renters of our Main Hall and Gym are required to provide us with a certificate of insurance, naming Pomeroy Recreation & Rehabilitation Center, its employees and agents, as an additional insured, with an aggregate value of \$1,000,000 in liability insurance. This can be done by [a third-party company](#) and is ~\$100 plus fees.

The renter is responsible at all times for the activities of their guests, vendors, uninvited guests, and all other people at the event.

REFUNDABLE SECURITY DEPOSIT

There is a refundable security deposit of \$1000 due two months prior to your event date. This will be returned to you two weeks after your event if there is no damage to the property.

PAYMENTS

- Checks are the preferred method of payment. (Personal checks or cashier's checks)
- Credit cards are also welcome but please note that there is a 5% service charge
- Cash is not accepted
- The \$1,000 refundable deposit is due two months prior to your event date.
- A \$500 non-refundable deposit is required with your signed contract. This amount is taken against any rental fees.
- The full payment and all paperwork are due 2 months prior to your event date.

RENTALS

Linen Rental

We do not provide linens for tables. For basic poly cotton tablecloths, please contact AGS Linens 650-952-6658 or [AlSCO](#). For fancy tablecloths, please contact [BBJ La Tavola](#)

Tables & Chairs

We have approximately 25 72" round tables in-house and about 400 chairs (black plastic folding and non-folding) in addition to 8' and 10' banquet tables.. You are welcome to use them but you are responsible for setting them up for the event and tearing them down afterwards.. If you'd prefer to not do that, there are many companies in San Francisco that rent tables and chairs, lounge furniture, tabletop items and plates and glassware. You are welcome to use any provider you wish, here's links to some vendors we like:

[Abbey Party Rents](#)

[Standard Event Rentals](#)

[Blueprint Studios](#)

[Hensley Event Services](#)

Lighting & Audio Visual

[McCune Audio, Video, Lighting](#)

[Allegra Events](#)

[Got Light](#)

- A podium and microphones are provided with your Main Hall room rental.
- Early Set-Up Fee: If you are renting on a Saturday for a big event in the Main Hall, and our venue is not booked the night before, you can rent the room that Friday night from 6-9pm for \$200. **This can be arranged one month in advance.**
- To connect to our speakers, we have a quarter-inch male audio plug:



- You would need to bring an adaptor for your phone or laptop. For example, if you have a new iPhone or Mac, you would need a quarter-inch male audio adapter to lightning cable.
 - Our speakers also connect via bluetooth, although the device connected will need to stay by the system.
- Our Main Hall is equipped with high-quality projector paint and many of our classrooms have pull-down screens. Renters need to bring along their own projectors.
- Use of the kitchen is also included with a Main Hall rental. Access to: three ovens, a stovetop, an ice machine, large prep counters, a walk-in freezer, and a walk-in refrigerator. Renters/Caterers will need to bring all of their own pots/pans/utensils/carts/hand trucks/ladders.

- The fireplace is decorative, not functional. It looks incredible with balloon arches around it or battery-operated candles/string lights. Note that no open flames are allowed on site.

WIFI ACCESS

Network: PRRCSF Main Password: 207password:0)

Reservations for our facilities are available on a first-come, first-served basis. Your Main Hall booking is officially confirmed when we receive a signed copy of the contract and a \$500 down payment.

COVID guidelines: Currently there are no mask or vaccine requirements for events. More detailed information on all of the above topics will be provided to you as we begin the booking process. This document is meant to serve as a quick reference guide for what to expect. We are looking forward to working with you on creating a memorable experience for you and your guests.

If you haven't already done so, you can begin the booking process by filling out a [Rental Inquiry Form](#).

RENTAL FEES FOR JULY 1, 2025-JUNE 30, 2026

MAIN HALL Main Hall:

- Weeknight evening rental - \$2420
 - Monday through Friday: 5:00 pm to 12:00 midnight
- Saturday full-day rental - \$4070
 - 9:00 am to 12:00 midnight
- Sunday afternoon/evening rental - \$330 hour, with a 5-hour minimum rental
 - 1:00 pm to 12 midnight