



**FACILITY USE INFORMATION
RECREATION BUILDINGS**

The City of Santa Clara provides the Community Recreation Center and Park Buildings for your use and enjoyment. The following guidelines and rules have been established for private use of these facilities.

I. WHO CAN USE THE FACILITIES?

Residents of Santa Clara and qualifying resident groups may apply to use facilities based on the following priorities and requirements.

City of Santa Clara facilities may not be used by commercial groups for business activities, seminars, training sessions, etc.

Priority	Requirements
1	City of Santa Clara sponsored activities.
2	Santa Clara Unified School District and other schools or school districts having reciprocal agreements with the City.
3	West Valley/Mission College, other governmental units and public agencies.
4	Youth organizations that: <ul style="list-style-type: none"> • Are non-profit • Serve the City of Santa Clara • Have an organizational structure • Do not charge an admission.
5	Semi-public agencies and political organizations.
6	Non-profit community service groups, civic associations, churches and charitable organizations.
7	Other schools serving Santa Clara residents (Santa Clara University, Mitty, etc.)
8	Special interest groups serving Santa Clara (dance clubs, photo clubs, art associations, sports clubs, etc.).
9	Private Parties: (Social Activities) <ul style="list-style-type: none"> • All groups priority #1 - 8 above who wish to conduct a special activity not open to the general public. • City of Santa Clara business firms and Santa Clara based organizations conducting official company or group activities. City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc. (For a wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents. No other family member may make the reservation).
10	Fund raising activities - all priorities in categories 2-9.

II. TYPES OF FUNCTIONS?

- A. All applications must be made at the Community Recreation Center (CRC), 969 Kiely Blvd., Santa Clara. A City of Santa Clara resident (for private or organizational event) or employee of Santa Clara based business (for non-business company events) must be present to complete permit application. No reservations will be taken by phone.

- B. Proof of Santa Clara residency is required. Organizations with 51% of membership Santa Clara residents must provide roster within seven working days of application, including the organization's name, the names and addresses of its members, and their phone numbers.
- C. The CRC staff will not accept applications submitted earlier than 4 months to the date in advance for meetings (example: June 7th can be booked as early as February 7th) and 1 year to the date in advance for parties. Reservations will not be accepted less than 14 days in advance. If the latest application date falls on a Sunday or a holiday, the application will be accepted the **previous** working day (example: the latest June 6th can be booked is May 30th). There are no exceptions to these rules.
- D. The CRC accepts permits on a first-come, first-served basis. If more than one person simultaneously applies to reserve the same facility for the same date and time, the CRC staff will first check the applicants' Santa Clara residency requirements, and then qualified applicants will draw numbers. The person drawing the lowest number will receive approval preference. Only one person per event may draw a number. Drawings will take place at the CRC at the opening of business hours, on reservation date.
- E. Reservation applications are subject to CRC approval. After CRC management has reviewed an application, they will send the applicant written application confirmation or rejection. This will occur approximately 7-10 days after application submission.

III. WHAT ARE THE TERMS OF USE?

A. FEES, HOURS OF USE

- A minimum rental of three hours is required for social events and four hours for fundraising events. Meetings may last a maximum of three hours.
- The Park Buildings may be reserved starting at 9:00a.m.-10:00p.m., Monday through Sunday, and must include set-up and clean-up time. The exception is Montague which is available for reservation from 9am-8pm.
- Room usage begins at the time applicant enters the facility, and includes the time required for set-up, decorating and clean-up.
- If the event lasts longer than the time designated on the approved application, the fees for the additional use will be deducted from the security deposit.
- If the event ends before the time designated on the approved application, application fees will not be prorated.

B. Room reservation includes the use of City owned tables and chairs; groups are required to perform table and chair set up. Additional furniture is **not** allowed in City facilities.

C. SECURITY DEPOSIT

- The City of Santa Clara will refund an applicant's security deposit if, in the estimation of City staff, no damage has occurred to the facility or facility property, and the area used is in reasonably clean condition (i.e. tables cleared, balloons, string, and decorations picked up; trash in the receptacles provided.)
- Check or cash deposits will be refunded by mail approximately three weeks after the event. Credit card deposits will be refunded electronically within two weeks after the event.

IV. FOOD AND ALCOHOL REGULATIONS

- A. If event is to be catered, a caterer from the City's "Approved Caterer's List" may be selected. This list is available at the CRC.
- B. If a caterer not listed is desired, that caterer must complete required documents provided by the City (i.e. business license, proof of insurance). The name of the selected caterer and any necessary paperwork must be submitted to the CRC office no later than ten (10) working days prior to the date of the event. Once completed and approved, that caterer will be added to the City's list and kept on the list for one year.
- C. Caterers and participants may enter the facility no earlier than the time listed on the permit.
- D. Alcoholic beverages are not allowed in any Park Building.

V. WHAT FACILITIES ARE AVAILABLE FOR RENT?

All fees and deposits are due at the time of application.

Park Building <i>Rental fees subject to change</i>	MAXIMUM CAPACITY	FEES- PRIORITY 9	FEES- PRIORITY 3, 5, 6, 7 & 8	FEES- PRIORITY 10	SECURITY DEPOSIT	FOOD ALLOWED	ALCOHOL ALLOWED	AMPLIFIED SOUND ALLOWED
<ul style="list-style-type: none"> • Agnew • Bowers • Lick Mill • Machado • Maywood • Montague 	60	\$68/hr.	\$25/mtg.	15%of	\$200	YES	NO	NO
	60	\$68/hr.	\$25/mtg.	gross	\$200	YES	NO	NO
	60	\$68/hr.	\$25/mtg.	receipts	\$200	YES	NO	NO
	60	\$68/hr.	\$25/mtg.	or same	\$200	YES	NO	NO
	60	\$68/hr.	\$25/mtg.	as	\$200	YES	NO	NO
	60	\$68/hr.	\$25/mtg.	priority 9	\$200	YES	NO	NO
<ul style="list-style-type: none"> • Cancellation Fee (per incident) 	-	\$49	\$49	\$49	-	-	-	-

VI. SET-UP AND CLEAN-UP

A. SET-UP

- Contract holder is responsible for set-up in park buildings. Tables and chairs are provided.
- No decorations are allowed on the walls. Decoration time must be included in the use time and appropriate fees charged.

B. CLEAN-UP

- Tables must be cleared and decorations removed from the rooms.
- The kitchen must be cleaned after use. All garbage must be bagged and will be removed by the building staff.
- A group must be cleaned up and all individuals out of the building by the time listed on the permit.
- Reservation permits can be no later than 10:00p.m. in park buildings and 8:00p.m. at Montague. All participants and caterers must be out of the building at that time.

VII. GENERAL INFORMATION

A. KEY PICK UP AND RETURN

- Rental applicant must pick up key. Photo identification is required when picking up the key.
- Keys should be picked up on the day of your rental when the Community Recreation Center (CRC) is open. If the CRC is closed, keys should be picked up one business day prior to rental date. Possession of the keys does not give permission to enter the facility; you may only enter during the rental time listed on your use permit.
- Office hours are as follows:
 - Monday- Thursday 8:00am-7:30pm (key pick-up/drop-off until 8:00pm)
 - Friday 8:00am-4:30pm (key pick-up/drop-off until 5:00pm)
 - Saturday 9:00am-12:00 pm (key pick-up/drop-off until noon)
 - Sunday CLOSED (key pick-up between 11:00am and noon on Saturday, return Monday)
- If keys are issued outside of the regular business hours listed above, a \$50.00 fee will be applied to your rental permit to cover staffing costs.
- If you obtain park building keys prior to your approved rental time, you may not enter the building until the time listed on your use permit and you must leave the building by the time listed on your permit.

- If residency is falsified, all fees and facility reservations will be forfeited.
- No vehicles are allowed in the Parks.
- City Ordinance #1529 prohibits smoking in any public building.
- No additional chairs or tables may be brought into Park Buildings.
- No amplified music is allowed in any park or building without prior City Council approval (City Ordinance #1357).
- If the facility reservation regulations are violated, the applicant forfeits both the use fees and security deposit; and reservations will be refused for future use.
- Reservation cancellations must be made at least 14 days in advance for a refund, minus a cancellation fee. **Cancellations made less than 14 days in advance will forfeit all fees.**
- Any changes must be requested fourteen 14 days in advance of the event, more if that day falls on a day the CRC is closed, holidays and furlough days.
- Only the bride, groom, or parents of either may make wedding reception requests. The person making the reservation must be a resident of the City of Santa Clara.
- No portable barbecues are allowed in any of the parks.
- No inflatables, bounce houses or interactive games are allowed in City of Santa Clara facilities except by permit in Central Park, in conjunction with a reservation.
- Throwing of rice, birdseed, etc. is not permitted in Park Buildings or park sites.
- No egg toss, water balloon games or sidewalk chalk or powder pigment/paint are allowed in the building or in the park.
- Equipment is not rented or loaned by the department.