



Facility Reservation Policy



Thank you for your interest in reserving a City of Gilroy public facility for your event. The information below provides you with the necessary information when making a facility reservation. Please read the information below to ensure you fully understand the Facility Reservation Policy.

General Information

- Reservations can be made in-person, online or by telephone and must be paid in full at the time of reservation. All facility reservations must be finalized a minimum of fourteen (14) days in advance and a maximum of six (6) months in advance.
- All publicly reservable facilities are available to be rented every day except when there is prior programming scheduled and on the following holidays: Gilroy Garlic Festival (Friday-Sunday), Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.
- Facilities may be reserved Sunday through Thursday from 8:00 a.m. to 9:00 p.m. and on Friday and Saturday, from 8:00 a.m. to 11:00 p.m. These times include set-up and clean-up. Users must enter no earlier or leave no later than at the time specified on the permit. All facility rentals must be rented for a minimum of two (2) hours.
- If your name is listed on the reservation permit, you assume full responsibility and must be in attendance throughout the duration of your event. These responsibilities may not be transferred, assigned, or sublet.
- A permit can be denied if:
 - The expected attendance exceeds the facility capacity.
 - All the conditions required for the reservation have not been complied with.
 - The nature of the activity may endanger the participants, the public, the facility, equipment, and/or staff.
 - The unexpected activation of the Emergency Operation Center (EOC) or a natural disaster such as a fire, flood, earthquake or similar activity.
- To rent a school gym, visit Gilroy Unified School District's reservation website, [Facilitron](#).

Reservation Fees

- All rental fees and damage deposits must be paid at the time your reservation is made. Acceptable payment includes cash, check and/or credit card.
- The damage deposit is refundable after your event is completed and it is determined that there are no outstanding fees, repairs required and/or the facility is left in an **orderly state** as determined by the attendant. In addition, you may lose a portion or all of your damage deposit for the following:

- Incomplete or inaccurate information on the permit that impacts the facility and/or safety of patrons (e.g., underreported the planned attendance, unauthorized use of amplified music or use of alcoholic beverages by minors); or
- Your event is cancelled in progress due to violation of City policies, rules, or regulations governing such usage;
- Not removing all your decorations, returning chairs and tables to its original location, and properly disposing of all trash into trash receptacles.
- Any changes, alterations, or defacement to any city facility, its furnishings, or equipment.

Until full payment for damage is received, the City shall have the right to withhold the damage deposit and deny future reservations without any stated cause.

Cancellation Policy

- The cancellation policy is:
 - **City is notified fourteen (14) City of Gilroy working days or more from date of event:** \$50 deducted from reservation fee; full deposit refunded
 - **City is notified thirteen (13) City of Gilroy working days or less from date of event:** Loss of entire (100%) of reservation fee; full deposit refunded

Changes to Reservation

- You can change the date of your reservation **once** with notice of twenty-one (21) days or more, based on availability. If there is a price difference (plus/minus), there will be a \$10 processing fee. Twenty (20) days or less notice, you will need to cancel your reservation (see cancellation policy) and create a new one.

Amplified Sound & Security

- You will need permission in advance to have amplified music, which is only allowed at the Senior Center. Examples of amplified sound include a DJ, a live band, mariachis, loud amplified sound systems, public address system or similar sound.
- In order to receive permission, you will need to have City of Gilroy approved security guards. It is your responsibility to make the arrangements. Written proof of a security contract showing paid in full is required fourteen (14) days prior to the event. The current approved security service vendors are:
 - *Allied Universal: 831.769.8981 or 408.993.1965*

You are not able to use any other security provider. If you are required to have security, the guard(s) shall arrive at the start of your event (when guests arrive) and remain during the duration of it (i.e., when guests leave).

Alcohol & Catering

- Beer and wine (no other liquors) are allowed to be consumed responsibly only by adult guests ages 21 years or older. The City reserves the right to place other restrictions on the possession and consumption of intoxicating liquor in accordance with State Law, or in order to mitigate a public safety concern.
- For reservations involving alcohol, there must be at least one adult for every 10 minors present.
- The following facilities have prep kitchens: Willey Las Animas Veterans Park Recreation Building, San Ysidro Park Cultural Center, Wheeler Center Multi-Purpose Room and Senior Center. *The Senior Center commercial kitchen is NOT allowed for private use.*
- For events involving alcohol, you will need to procure and maintain liability insurance coverage. Certificates of such insurance and additional insured endorsements shall be delivered before execution of this agreement.

Tables, Chairs & Equipment

- See the Facility Rental Rates and Amenities chart for availability of tables and chairs.
- Setup and cleanup time is included in the rental. If you need to move the tables and chairs, it is the responsibility of the renter to return them as they were.
- If you have any additional equipment such as rental chairs and/or tables delivered for your reservation, the City is not responsible for any items delivered before, or left after an event. Arrangements need to be made to have any additional item removed by no later than the end of your reservation.
- Moving, rearranging, altering, or removing any City equipment—other than tables and/or chairs—is strictly prohibited.
- If you rent the Senior Center Dining Room, you can use the Senior Center Courtyard for no extra charge. However, no seating is allowed in the courtyard. You may use the existing bar or rectangular tables to serve food. Barbequing is not permitted in this area.

Decorations

- Decorations are allowed provided they are made of flame resistant materials. No decorations and/or objects are to be suspended, attached, or affixed to ceilings, walls, window blinds, draperies, room dividers, or doors. No tacks, pins, or staples are to be used on facility property or furnishings.
- Decorations can be placed as table center pieces, on counters or can be free-standing.
- Helium balloons must be secured and not released. All balloons must be removed or be deflated and placed in trash receptacle.
- The use of fog/smoke machines, bubbles, rice, confetti, birdseed or other granular substances is also strictly prohibited.
- All decorations must be removed from the facility within the specified rental time. The applicant is responsible for any damages resulting from the use or removal of decorations.
- Decorative tablecloths and seat covers are permitted.

Custodian & Facility Attendant

- If the event occurs at the Senior Center Dining Hall, Wheeler Center Gym, school gymnasium, or San Ysidro Cultural Center, you will need a Facility Attendant. The attendant will be an additional cost of \$18 an hour and will be present from the moment your event begins until it ends.
- For reservations that occur at the following facilities, an automatic **custodian fee** will be attached as denoted below:
 - **\$70** – Las Animas Multi-purpose Room, Wheeler Center Multi-purpose Room and Gym (no food/drinks), San Ysidro Park Cultural Center, Senior Center Meeting Room, and school gyms.
 - **\$140** – Senior Center Dining Hall
- If your event requires additional cleaning than what is covered by the custodian fee, additional cleaning charges will come out of your deposit.
- If you use a school gym, there is no food or alcohol allowed inside the facility.

Dinning/Assembly Capacity

- **Las Animas Veterans Park Recreation Building:** 50 Dining/80 Assembly
- **San Ysidro Cultural Center:** 50 Dining/80 Assembly
- **Senior Center**
 - Dining Hall: 200 Dining/Assembly
 - Meeting Room: 30 Dining/60 Assembly

Maximum Capacity

- **Cesar Chavez Gym:** 600 Assembly
- **Solorsano Middle School Gym:** 846 Assembly
- **Wheeler Center Gym:** 600 Assembly

Remember, if you fail to comply with these guidelines, you are subject to forfeiture of any/all deposit(s), assessed a maintenance cleaning fee, payment for all damages occurring to the facility, and/or termination of any/all field use permit(s) for one year.

If you experience a problem at any time during your facility rental on a weekend or during non-business hours and City of Gilroy Recreation staff is not present, please contact the City of Gilroy's Police Department Communication at (408) 846-0350.

All groups and individuals using City facilities and parks must comply also with City, County, State and Federal laws. Failure to abide by these laws or established City of Gilroy rules and regulations may result in the loss of a Use Permit and the forfeiture of all fees and deposits. All Use Permits are subject to the final approval of the City of Gilroy Recreation Division Manager or designee.

Facility Rental Rates and Amenities

	Non-profit Organization* Hourly Rate	City of Gilroy Resident Hourly Rate	Non-resident/ Commercial Hourly Rate	Deposit	# of Adult Tables	# of Adult Chairs	# of Youth Tables	# of Youth Chairs
Cesar Chavez Gym**	Visit Facilitron.com to reserve this facility							
Christopher High School Auxiliary Gym	Visit Facilitron.com to reserve this facility							
Las Animas Veterans Park Recreation Building	\$25	\$35	\$45	\$250	2	2	4 (adjustable)	44
San Ysidro Cultural Center	\$25	\$35	\$45	\$250	37	80	N/A	N/A
Senior Center: Main Hall	\$65	\$85	\$105	\$500	30 (round & square)	230	N/A	N/A
Senior Center: Meeting Room	\$25	\$35	\$45	\$100	16 rectangular tables & 19 card tables	37	N/A	N/A
Solorsano Middle School Gym**	Visit Facilitron.com to reserve this facility							
Wheeler Center: Dance Studio	\$25	\$35	\$45	\$100	N/A	N/A	N/A	N/A
Wheeler Center: Gym	\$35	\$45	\$55	\$250	N/A	150	N/A	N/A
Wheeler Center: Multi-purpose Room	\$25	\$35	\$45	\$100	0	2	3 (adjustable)	21

* Nonprofit organization must be a 501(c)3 and either based in Gilroy and/or serving residents of Gilroy.

**If you use the gym, there is no food or drinks (except for water) allowed inside the facility.