



# **CITY OF GILROY RECREATION DEPARTMENT**

## **Reservation Policies and Fees**

### **for**

## **Community Use of City Facilities**

## **City Municipal Code Section 18.10**

*(If problems occur at reserved site after normal business hours or on the weekend, please call (408) 846-0350).*

- Many City of Gilroy facilities may be reserved for a variety of functions throughout the year. Rental fees vary by facility and are available on a first-come, first-served basis.
- Citizens and community groups are encouraged to use City facilities for recreational, educational, cultural and other worthwhile purposes when such uses do not conflict with regularly scheduled City programs.

### **ELIGIBLE ORGANIZATIONS**

City facilities may be reserved by City of Gilroy programs, agencies with reciprocal agreements (Gilroy Unified School District), local non-profit organizations, Gilroy residents, external non-profit organizations, businesses and non-residents. See Section RESERVATION/TIMELINE for fee details.

### **GENERAL INFORMATION**

- Reservations may be made in person or by telephone.
- Facility Use Permit fees and deposit must be paid at reservation submittal. All fees must be paid by cash, check or credit card.
- Reservations will not be finalized until the Facility Use Permit is signed, payment is made, all other required documents are submitted, and staff has approved the reservation.
- The applicant who signs the Facility Use Permit shall be the individual in charge of the event, and must be in attendance throughout the duration of the event.
- In addition, the applicant must verify all conditions are met and acceptable on the Facility Use Permit form at conclusion of the event, including clean-up.
- Approved "Facility Use Permit" forms may not be transferred, assigned, or sublet.
- A Facility Use Permit for events where no alcohol will be present may be issued to applicants 18 years of age or older. A Facility Use Permit for events involving alcoholic beverage services will only be issued to applicants 21 years of age or older.
- Facility Use Permits for facilities will be issued to adults only. There must be at least one adult for each 20 minors in any group using the facilities and adults must be present during the event.

- Maximum occupancy for event is stated on the Facility Use Permit and must be adhered to at all times. Exceeding occupancy limits may result in termination of the event and loss of deposit.
- All public facilities are reservable every day, including holidays, except Thanksgiving, Christmas and New Year's days.
- Facilities may be reserved for the following hours:
  - a. Sunday through Thursday, activities may begin at 8:00 a.m. and conclude by 9:00 p.m. Friday and Saturday, activities may begin at 8:00 a.m. and conclude by 11:00 p.m. These times include set-up and clean-up.
- Facilities must be rented for a minimum of two (2) hours. Permits allow entrance at a specified time and groups must also leave at the time specified on the permit. This will include time necessary to prepare for the activity set-up and clean-up time.
- The City is not responsible for lost or stolen items.
- The City is not responsible for any items delivered before, or left after an event.
- **If problems occur at reserved site after normal business hours or on weekends, please call non-emergency City Communications at (408) 846-0350.**

#### DEPOSITS/FEES

- No reservation will be approved until all fees, deposits, insurance and other required documents are paid and signed.
- A deposit is required for all reservations, and must be paid in full along with reservation fee when making a reservation. All deposits and fees may be paid by cash, check or credit card. The deposit is refundable only after the event is complete, no outstanding fees are due, repairs are required and the facility is left in a clean and orderly state.
- Forfeiture of all fees, including deposit, may result if any of the following occurs:
  - Facility damage beyond normal wear and tear
  - Excessive maintenance is required following use
  - Any act by the applicant and/or applicant's group requiring police action
  - Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage
  - Incomplete or inaccurate information provided such as the underreported planned attendance by the applicant on the permit
  - One year suspension of facility usage and privilege determined by the Recreation Department Director or designee
- If a forfeiture of fees occurs, this may result in a one year suspension of facility usage and privilege determined by the City of Gilroy Recreation Department Director or designee.
- Additional personnel, set-up and equipment costs will be assessed and applied accordingly.

### **CANCELLATION OF RESERVATIONS**

- Cancellation notice of a “Facility Use Permit” must be received ten (10) City of Gilroy working days prior to the event for refund of deposit and reservation fee minus \$50 cancellation fee.
- Cancellation notice of a “Facility Use Permit” received less than (10) City of Gilroy working days prior to the reservation date will result in a forfeit of the reservation fee. The deposit will be refunded to the customer.
- Incomplete or inaccurate information provided by the applicant on the Facility Use Permit may result in cancellation of the event and/or forfeiture of all fees. Examples of inaccurate information may include understated attendance and the unauthorized use of amplified music or alcoholic beverages.
- The City reserves the right to cancel any Facility Use Permit reservation due to unforeseen emergency circumstances and will issue a full refund.

### **PERMISSION**

- The individual or organization issued the Facility Use Permit shall be held financially responsible for repair of any damages to or loss of City property as determined by the City of Gilroy Recreation Department Director or designee.
- Permission for use of City of Gilroy facilities will be granted upon the condition that rules or regulations governing the use of said facilities will be followed, and permission may be revoked at any time for failure to do so.
- All Facility Use Permits are subject to the final approval of the City of Gilroy Recreation Department Director or designee.
- All groups and individuals using City facilities must comply with City, County, State and Federal laws. Failure to abide by these laws or established Recreation Department rules and regulations may result in the loss of a Facility Use Permit and the forfeiture of all fees and deposits.
- All exhibits, shows, and public gatherings must comply with the minimum safety requirements established by the City of Gilroy Fire Marshall. Proof of compliance must be provided ten (10) City of Gilroy working days prior to event. Please see Special Event Application.

### **DENIAL OF RESERVATION REQUEST**

- Denial of a Facility Use Permit may be made by the Recreation Department for any of the following reasons, including, but not limited to:
  - The facility and support services are incapable of accommodating the proposed activity for the number of people involved
  - The applicant has failed to comply with all the conditions required for the reservation, or with the facility usage policies, procedures, fees and/or regulations
  - The nature of the activity may endanger the participants, facility, equipment, or staff

### **ONGOING RESERVATIONS**

- Ongoing reservations are made on an “as available” basis, pending the confirmation of City of Gilroy programming, and cannot be made for more than six (6) months in advance.

### **PROHIBITED ACTIVITIES**

- Storage of property at a public facility in support of a facility reservation is not permitted unless it is approved by the City of Gilroy Recreation Department Director or designee. Overnight and sleeping or lodging accommodations in City facilities or parks will only be permitted at the City’s discretion by the City of Gilroy Recreation Department Director or designee.
- Animals are not permitted in an indoor City facility except for service animals used in aiding a person with a disability, per regulations.
- Possession of firearms and/or weapons in a City facility is strictly prohibited.

### **AMPLIFIED SOUND**

- Amplified sound must be approved by the City of Gilroy Recreation Department Director or designee prior to the event.
- A Sound Permit and event security is required with amplified sound. Amplified sound at the Willey House requires following the City of Gilroy’s Special Events Permit application process due to the surrounding residential area.
- Amplified sound is an artificial or electronic device intended to make a signal stronger, resulting in increased and heightened sound. Examples of electronic amplified sound include a DJ, a live band, mariachis, loud amplified sound systems, public address system or similar sound.
- Non-amplified, personal and small scale Radio/CD/MP3 music player, acoustic guitars and trios are not considered amplified sound and therefore allowed without a Sound Permit or event security. (e.g. 3 or less musicians or an individual playing a musical instrument.)
- All approved amplified music may begin at 8:00 a.m. and conclude by 9:00 p.m. Sunday through Thursday and conclude by 10:00 p.m. on Fridays and Saturdays.

### **ALCOHOL-INDOOR FACILITIES**

- Applicants desiring to serve alcoholic beverages must read and sign a Facility Use Permit and agree to abide by all regulations listed.
- Alcohol may only be served and consumed within the confines of the Senior Center, Willey Cultural Center, and adjacent patio areas.
- Alcohol use in other facilities or areas will be considered only by approval of the City of Gilroy Recreation Department Director or designee.
- Consumption of alcoholic beverages cannot take place in a lobby, parking lot, restroom, or surrounding areas.

- No self-service of alcohol will be allowed. A “bar” must be setup and staffed during the entire event. A designated adult shall be responsible to serve and monitor alcohol sales and consumption during the entire event.
- Individual consumption of any beverage in glass containers is prohibited. Examples of this include glass soda bottles, beer bottles, wine glasses, shot glasses, etc.
- The Recreation Department reserves the right to terminate alcoholic beverage service or to terminate any event, at any time, if the welfare and safety of participants and/or staff is endangered, or if the facility is not used as contracted.

### **SMOKING**

- Smoking or tobacco use is prohibited in all City indoor buildings and within 20 feet of any operable door or window per state law, and as may be regulated in subsequent City of Gilroy ordinances.

### **FOR PROFIT EVENTS**

- All requests to conduct a commercial profit venture and/or promotional activity are subject to City approval and must be submitted at least thirty days prior to the event. In addition, to the approval of the City of Gilroy Recreation Department Director, ten percent (10%) of gross revenues from the event or \$500, whichever is greater, are payable and due to the City at the conclusion of the event. Examples of commercial profit ventures include: commercials, media events (TV, Radio), photography, festivals, sports events, animal events, flea markets, auctions, corporate events, business events, trainings, sale or service.
- For events open to the public that sell food, goods or services, a current City of Gilroy Business License and/or Santa Clara County Health Permit are required. Proof of permit(s) is required ten (10) City of Gilroy business days prior to the event.

### **RESERVATION TIMELINE/DEADLINE**

- Reservation of public facilities will be the sole responsibility of the Recreation Department. All City facility reservations must be made a minimum of ten (10) working days and a maximum of twenty-four (24) months in advance as per the table above. Facility reservations will be processed on a first-come, first-served basis.
- In the case that two (2) or more parties request the same date/time and location, priority will be given per the Identification and Definition table. In the event of a tie, City staff will hold a drawing.

### **INSURANCE/LIABILITY/SECURITY**

- The City of Gilroy may require proof of insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the Facility Use Permit holder. The cost of such insurance shall be borne by the permit holder.
- Liquor liability coverage is required if alcohol is to be sold during an event. This applies to any event, which includes exchange of money for alcohol before or during the event. Applicants are required to have purchased Insurance Certificates and endorsements

from a private insurance agent, and must list the City of Gilroy, its officers, employees, and volunteers as additionally insured. Policy limits shall be a minimum of \$1,000,000 combined single limits unless otherwise required by the City. Certificate of Insurance is due ten (10) City of Gilroy business days prior to the event.

- Alcohol sold by any means (selling tickets, cost in an admission price, donations or charging a sponsor fee), requires the hiring of police officer(s) or private security personnel, a \$1,000,000 Liquor Liability Insurance Policy naming the City as an additional insured, damage deposit, and an Alcoholic Beverage Control (ABC) Liquor License. The number and type of security officers will be determined by the Security Company. All requirements must be completed and submitted to the Recreation Department at least ten (10) City of Gilroy business days prior to event or facility rental date. Security personnel and insurance required by the Recreation Department is the sole responsibility of the renter.
- Approved, bonded, licensed, uniform security guards, and/or City of Gilroy Police Officers shall be required at all events and/or where live or amplified sound is provided, or at the discretion of the City of Gilroy Recreation Department Director or designee.
- It shall be the sole responsibility of the applicant to make the required security arrangements and payments directly to the security provider. Written proof of security contract showing paid in full, is required ten (10) City of Gilroy business days prior to the event.
- An approved list of security services is available in the Recreation Department.
- All individuals, groups, and organizations shall agree to hold the City of Gilroy, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from claims for property damage which might arise from the use of City facilities and/or furnishings.

**FOOD SERVICE/CATERERS/USE OF KITCHEN**

- Applicants are able to have their food catered.
- Use of the Senior Center commercial kitchen is not allowed. Some City facilities have prep kitchens and they do not require a City of Gilroy Kitchen Attendant (Willey House, Las Animas Veterans Park Recreation Building, San Ysidro Park Recreation Building, Wheeler Community Center Multi-Purpose Room and Senior Center back kitchen).

**ROOM SETUP/CLEAN-UP**

- Setting-up of tables and chairs requires submittal of a diagram at time of reservation.
- All clean-up is the responsibility of the permit holder. The permit holder must return facility to its original condition, including cleaning up, removing all event decorations, and properly disposing of all trash into trash receptacles.
- Setup and cleanup time must be included in the rental time. Chairs and tables are available at some City facilities, on a limited basis. If additional tables and/or chairs are required, they can be rented from a third party at the applicant’s expense.
- Decorative tablecloths and seat covers are not included.

- Furniture specified and designated for specific rooms may not be removed and relocated to another room or facility.
- Moving, rearranging, altering or removing any City equipment is strictly prohibited.
- Facility user's property, supplies, trash and equipment, including dance floors, must be removed from the facility within one (1) hour following the activity.
- Changes, alterations, or defacement to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair, including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to withhold the deposit and deny future reservations without any stated cause.

### **DECORATIONS**

- Decorations are allowed provided they are made of flame resistant materials and must be approved prior to event date.
- 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.
- Helium balloons must be secured and not released. All balloons must be removed or be deflated and placed in trash receptacle. Forfeiture of damage deposit will be assessed if any balloons are released.
- Open flames of any kind are prohibited.
- The use of fog/smoke machines, bubbles, rice, confetti, birdseed or other granular substances is also strictly prohibited unless it is noted on the permit and has received approval from the City of Gilroy Recreation Department Director or designee.
- All decorations must be removed from the facility within the specified rental time. Applicant is responsible for any damages resulting from the use or removal of decorations.

### **PARKING**

All motor vehicles must be parked in designated parking spaces. Only vehicles with handicapped parking permits may park in handicapped parking spaces. Violators will be cited and/or towed at the owner's expense. All applicants organizing a large-scale event must submit a parking plan for their event with their special event application. Vehicles that block other vehicles or access to facilities are subject to towing.

### **MODIFICATIONS TO RULES, POLICIES AND FEES**

The City of Gilroy Recreation Department shall have the authority to waive or modify these rules, for uses on their property, at their discretion, upon written request and approval.

<b>GROUP</b>	<b>IDENTIFICATION AND DEFINITION</b>	<b>PERIOD PRIOR TO EVENT</b>
<b>A</b>	<b>City Sponsored Programs</b> <i>City and GUSD programs, activities and events.</i>	24 months
<b>B</b>	<b>Non-Profit Organizations</b>	12 months
<b>C</b>	<b>Private Function-Residents</b> <i>City of Gilroy Residents (Private function and/or open to the public)</i>	12 months
<b>D</b>	<b>Non-Residents or Commercial</b> <i>Non-Residents or any company or group holding an event (social, business, education, or for profit*)</i>	6 months

\*Requires a City of Gilroy business license when rented for “profit-making” events and may require special event permit approval.

**FACILITY MAXIMUM OCCUPANCY**

<b>Facility</b>	<b>Dining</b>	<b>Assembly</b>
Senior Center – Dining Hall	322	692
Senior Center-Meeting Room	30	60
Las Animas Park Rec. Bldg.	50	80
San Ysidro Park Rec. Bldg.	50	80
Willey House (Inside)	30	49
Willey House Gardens (Outside)	100	200
Wheeler Gym	300	600
Cesar E Chavez Gym	300	600
Solorsano Gym	376	846
TEEC	50	100
Sunrise Fire Station	0	12

<b>Group Classification</b>	<b>Senior Center Hourly Rental Rates (2-Hour Min.)</b>			
	<b>Senior Center Dining Hall</b>		<b>Senior Center Meeting Room</b>	
	<b>Deposit</b>	<b>Hourly Fee</b>	<b>Deposit</b>	<b>Hourly Fee</b>
<b>Group A</b>	NA	NA	NA	NA
<b>Group B</b>	\$500	\$65	\$100	\$25
<b>Group C</b>	\$500	\$85	\$100	\$35
<b>Group D</b>	\$500	\$105	\$100	\$45



Group Classification	Wheeler Community Center Hourly Rental Rates (2-Hour Min.)					
	Multi-Purpose Room		Craft Room		Dance Room	
	Deposit	Hourly Fee	Deposit	Hourly Fee	Deposit	Hourly Fee
Group A	NA	NA	NA	NA	NA	NA
Group B	\$100	\$25	\$100	\$25	\$100	\$25
Group C	\$100	\$35	\$100	\$35	\$100	\$35
Group D	\$100	\$45	\$100	\$45	\$100	\$45

Group Classification	Willey Cultural Center	
	Deposit	Hourly Fee
Group A	NA	NA
Group B	\$250	\$35
Group C	\$250	\$45
Group D	\$250	\$55

Group Classification	Gymnasiums Hourly Rental Rates (2-Hour Min.)			
	Deposit	Wheeler Gym	Cesar E. Chavez Gym	Solorsano Gym
Group A	NA	NA	NA	NA
Group B	\$250	\$35	\$35	\$50
Group C	\$250	\$45	\$45	\$60
Group D	\$250	\$55	\$55	\$70

- Gym attendant is required for youth organizations with participants under 12 years of age or type of gym activity.

Group Classification	Community Recreation Buildings Hourly Rental Rates (2-Hour Min.)			
	Deposit	Rec Bldg., Las Animas	TEEC Bldg., CHP	Rec Bldg., San Ysidro Park
Group A	NA	NA	NA	NA
Group B	\$250	\$25	\$25	\$25
Group C	\$250	\$35	\$35	\$35
Group D	\$250	\$45	\$45	\$45

<b>Kitchen Attendant, Facility Attendant &amp; Custodial Attendant Hourly Rental Rates</b>			
	<b>Hourly Rate</b>	<b>Minimum Hours</b>	<b>Minimum Charge</b>
<b>Kitchen Attendant</b>	\$15	4	\$60
<b>Facility Attendant</b>	\$18	2	\$36
<b>Custodial Attendant</b>	\$24	2	\$48