



**FACILITY USE INFORMATION  
COMMUNITY RECREATION CENTER**

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"> <li>• Are non-profit</li> <li>• Serve the City of Santa Clara</li> <li>• Have an organizational structure</li> <li>• Do not charge an admission.</li> </ul>
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, Archbishop Mitty High School, 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"> <li>• All groups priority #1 - 8 above who wish to conduct a special activity not open to the general public.</li> <li>• City of Santa Clara business firms and Santa Clara based organizations conducting non-business or social activities.</li> <li>• 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.</li> </ul>
10	Fund raising activities - all priorities in categories 2-9.

**II. HOW DO I APPLY?**

- A. All applications must be made in-person at the CRC, 969 Kiely Blvd., Santa Clara. A City of Santa Clara resident (for a private or organizational event) or an employee of a 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 in advance to the day nor later than 7 days in advance. If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day. There are no exceptions to these rules. (Example: if June 6<sup>th</sup> is desired date, the earliest application date is February 6, the latest is May 30.)

## CRC Reservation Schedule

<u>Month of Use</u>	<u>When to Apply</u>	<u>Month of Use</u>	<u>When to Apply</u>
January.....	September	July.....	March
February.....	October	August.....	April
March.....	November	September.....	May
April.....	December	October.....	June
May.....	January	November.....	July
June.....	February	December.....	August

- 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, 4 months in advance of use date.
- E. Reservation applications are subject to CRC approval. After CRC management has reviewed an application, it 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

- All fees are based on a minimum of three hours for meetings and social events; four hours for fund-raising events.
- The CRC may be reserved starting at 8:30am-8:00pm, Monday through Thursday, or 8:30am-5:00pm on Friday or 9:30 am-noon Saturday, and must include set-up and clean-up time. Priority 9 reservations may exceed this time, but applicants will be charged additional fees for the additional use.
- Room usage begins at the time the 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; CRC custodians will perform table and chair set-up. Additional furniture is not allowed in City facilities.

#### C. SECURITY DEPOSIT

- The CRC will refund an applicant's security deposit if, in the estimation of CRC management, 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.

D. The entire fee balance is due no later than 7 days before date of reservation. If use fees exceed \$400.00, the entire fee balance is due 30 days before date of reservation, or at time of application (if reservation is made less than 30 days in advance).

E. Smoking is not allowed in any room. Alcohol is allowed with a permit. (See "Food and Alcohol Regulations" for alcohol permit application information.)

F. Amplified music is allowed only in the Mary Lou Mello Auditorium.

#### IV. WHAT FACILITIES ARE AVAILABLE FOR RENT?

FACILITY <i>Rental fees subject to change</i>	MAXIMUM CAPACITY	FEES- PRIORITY 9	FEES- PRIORITY 1, 2 & 4	FEES- PRIORITY 3, 5, 6, 7 & 8	FEES- PRIORITY 10	SECURITY DEPOSIT	FOOD ALLOWED	ALCOHOL ALLOWED	AMPLIFIED SOUND
• Arts & Crafts Room	40	Not Available	No charge	\$42/mtg.	%15 of gross receipts or same as priority 9.	NO	NO	NO	NO
• Diablo Room	30	Not Available	No charge	\$42/mtg.		NO	NO	NO	NO
• Music Room	20	Not Available	No charge	\$42/mtg.		NO	NO	NO	NO
• Mary Lou Mello Auditorium	120	\$272/hr.	No charge	\$272/hr.		\$250	YES	YES	YES
• Auditorium & Kitchen	120	\$216/hr.	No charge	\$216/hr.		\$250	NO	NO	YES
• Staff (per person)		\$28/hr.	\$28/hr.	\$28/hr.					

#### V. FOOD AND ALCOHOL REGULATIONS

- A. If event is to be catered, a caterer from the City’s “Approved Caterer’s List” may be selected, but is not required. 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 caterer list and kept on the list for one year.
- C. Food is allowed only in the Mary Lou Mello Auditorium.
- D. Caterers and participants may enter the facility no earlier than the time listed on the permit.
- E. Alcoholic beverages are not allowed in any meeting room in the CRC. Alcohol is allowed in the Mary Lou Mello Auditorium (beer, wine and champagne only).

#### VI. SET-UP AND CLEAN-UP

- A. SET-UP
  - Custodial staff is responsible for set-up in the CRC. 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.
  - CRC events must end before midnight. All participants and caterers must be out of the building at that time.

#### VII. GENERAL INFORMATION

- A. Throwing of rice, birdseed, etc. is not permitted on the CRC grounds, in the picnic areas, or in the Gazebo.
- B. If residency is falsified, all fees and facility reservations will be forfeited.
- C. Amplified sound is allowed in the CRC with prior Department approval (City Ordinance #1357). No amplified music is allowed in any other park building.
- D. Smoking is prohibited within enclosed public places, such as the CRC, pursuant to the Code of the City of Santa Clara section 8.35.040.
- E. If the facility reservation regulations are violated, the applicant forfeits both the use fees and security deposit; reservations will be refused for future use.
- F. Any changes must be made 7 days in advance of event.
- G. Reservation cancellations must be made at least seven 7 days in advance of event for a refund minus a \$42.00 cancellation fee. Cancellations made less than 7 days will forfeit all fees.
- H. 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.
- I. No portable barbecues allowed in any of the parks.

- J. No inflatables, bounce houses or interactive games are allowed in City of Santa Clara facilities without prior approval, with the exception of the Picnic Areas in Central Park, where bounce houses are permitted only upon granting of a permit from the City.