



City of Santa Clara

Meeting Agenda

Parks & Recreation Commission

Tuesday, April 16, 2019

7:00 PM

Cafeteria - East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

- 1.A 19-444 [Action on the Parks & Recreation Commission Minutes of the March 19, 2019 Meeting](#)

Recommendation: Approve the Parks & Recreation Commission Minutes of the March 19, 2019 Meeting.

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2. 19-436 [Action on Non-Profit Grant Eligibility Criteria for the 2019 Art & Wine Festival](#)

Recommendation: There is no staff recommendation.

3. 19-461 [Discussion of Potential Names and Recommendation to Council to Name the New Public Park located at 575 Benton Street \(Prometheus Residential Project\)](#)

Recommendation: Recommend a Name for Council consideration for the New Mini Park, located at 575 Benton Street Project Site.

4. 19-442 [Parks & Recreation Commission Work Plan Goals for FY2018-19 Update](#)

STAFF REPORT

5. 19-326 [Note & File Guidelines for Parks & Recreation Facility Use](#)

Recommendation: Note and file facility of use

COMMISSIONERS REPORT

ADJOURNMENT

The next Parks & Recreation Commission Meeting will be on May 21, 2019.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

19-444

Agenda Date: 4/16/2019

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on the Parks & Recreation Commission Minutes of the March 19, 2019 Meeting

RECOMMENDATION

Approve the Parks & Recreation Commission Minutes of the March 19, 2019 Meeting.

Prepared by: Dale Seale, Deputy Director of Parks & Recreation

Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. Draft Minutes - Parks & Recreation Commission Meeting - March 19, 2019



City of Santa Clara

Meeting Minutes

Parks & Recreation Commission

03/19/2019

7:00 PM

East Wing Cafeteria
1500 Warburton Avenue
Santa Clara, CA 95050

CALL TO ORDER AND ROLL CALL

Commissioner Guerra called the meeting to order at 7:00 PM.

Present 6 - Commissioner Joe Martinez, Commissioner George Guerra, Commissioner Tino Silva, Commissioner Burt Field, Commissioner Kevan Michael Walke, and Commissioner Roseann Alderete LaCoursiere

Excused 1 - Commissioner Andrew Knaack

CONSENT CALENDAR

1.A [19-240](#) Action on the Parks & Recreation Commission Minutes of the February 19, 2019 Meeting

Recommendation: Approve the Parks & Recreation Commission Minutes of the February 19, 2019 Meeting.

Commissioner Silva made a motion, seconded by Commissioner LaCoursiere to approve the minutes.

Aye: 6 - Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field, Commissioner Walke, and Commissioner Alderete LaCoursiere

Excused: 1 - Commissioner Knaack

PUBLIC PRESENTATIONS

Ann Byler, President of Lyric Theatre, and Marc Hopkins made a presentation to the Commission about Lyric Theatre. Lyric Theatre is seeking a location for their performances. Lyric Theatre is based in San Jose, California and has been in operation since 1974.

GENERAL BUSINESS

2. [19-157](#) Santa Clara Senior Needs Assessment Administrative Draft for Review and Comment

Noted and filed

3. [19-179](#) Discussion of Potential Names and Recommendation to Council to Name the New Public Park located at 575 Benton Street (Prometheus Residential Project)

Recommendation: Recommend to continue this item to April 16, 2019

Commission Silva made a motion, seconded by Commissioner Walke to continue this item to April 16, 2019.

Aye: 6 - Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field , Commissioner Walke, and Commissioner Alderete LaCoursiere

Excused: 1 - Commissioner Knaack

4. [19-310](#) Discuss Proposal to Include a “Mini Maker Vendor Exhibition” at the Art & Wine Festival in Kid’s Kingdom Area

Commissioner LaCoursiere made a motion, seconded by Commissioner Walke to approve Alternative 2. Commission sponsor the Mini Maker Exhibition Area as part of the Parks & Recreation Commission expenses and request that the Mini Maker donate 10% of their proceeds to the Commission’s Art & Wine Festival Account for non-profit grant allocations.

Aye: 6 - Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field , Commissioner Walke, and Commissioner Alderete LaCoursiere

Excused: 1 - Commissioner Knaack

5. [19-327](#) Consideration of Two Playground Options for the Proposed Montague Park Schematic Design

Recommendation: Recommend City Council Approval of the Montague Park Playground Schematic-Design.

Commissioner Martinez made a motion, seconded by Commissioner Walke to recommend that Council approve Playground Option 2. proposed by Landscape Structures.

Aye: 5 - Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field , and Commissioner Walke

Excused: 1 - Commissioner Knaack

Abstained: 1 - Commissioner Alderete LaCoursiere

6. [19-339](#) Consideration of Draft Report by Project for Public Spaces Regarding Mission Branch Library City Plaza Park Place Making Pilot Project

Recommendation: Review the draft report, make comments on content, and provide feedback to staff prior to next Commission meeting.

Commissioner Silva made a motion, seconded by Commissioner LaCoursiere to approve the Project for Public Space (PPS) for a Place Making Pilot Project at Mission Branch Library and City Plaza Park with the schematic design for an open gazebo with steps, and having the Parks & Recreation Department program special events there.

Aye: 6 - Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field , Commissioner Walke, and Commissioner Alderete LaCoursiere

Excused: 1 - Commissioner Knaack

7. [19-156](#) Consideration of Potential Turf and Schematic Design Options for the Raymond G. Gamma Dog Park

Recommendation: Staff does not have a recommendation on Schematic Design Option A or Option B. However, a synthetic turf specification that has antimicrobial properties, short filament length with thatch for durability, supports efficient maintenance considerations, and warranty are recommended.

On a motion by Commissioner Walke, and seconded by Commissioner LaCoursiere the Commission recommended that Council approve Option B, provided that the small dog area be slightly larger and the synthetic turf performance criteria include: thatch layer, antimicrobial properties, quick drain backing, no infill requirement, support efficient cleaning and maintenance, provide a warranty and measurable lifecycle durability.

Commissioner Silva made a motion, seconded by Commissioner LaCoursiere to recommend that Council permanently add the Off Leash Dog Areas to the Larry J. Marsalli Park Site Plan.

Aye: 6 - Commissioner Martinez, Commissioner Guerra, Commissioner Silva, Commissioner Field , Commissioner Walke, and Commissioner Alderete LaCoursiere

Excused: 1 - Commissioner Knaack

8. [19-241](#) Parks & Recreation Commission Work Plan Goals for FY2018-19 Update

Deputy Director Seale provided an update to the Commission regarding Work Plan Goal b. review existing park rehabilitation needs and new residential development park project plans. The subcommittee reviewed parks with a high Park Condition Index (PCI) which are in "critical" or "poor" condition. Commissioner Silva provided feedback to the subcommittee about including parks with a high PCI even if they have pools, because the playgrounds at those parks would still need rehabilitation. The sub-committee will take those comments into consideration as they develop a top ten list of next park sites to address based on the most "critical" and "poor" facilities using the Facility Condition Assessment.

Noted and filed

STAFF REPORT

Deputy Director Seale provided an update to the Commission regarding an asphalt repair at the Pavilion Parking lot. Director Teixeira updated the Commission on the status of the George F. Haines International Swim Center (ISC) during the scheduled maintenance period. Replacement of pump and motor is underway at the ISC. Mary Gomez Park pool is back online.

COMMISSIONERS REPORT

Commissioner Field visited Earl R. Carmichael ballfield.

Commissioner LaCoursiere visited Steve Carli ballfield, worked at the Showtime event, and attended opening day with the Lions Club.

Commissioner Martinez visited Rotary Park and attended opening day at Briarwood Little League.

Commissioner Silva attended a Santa Clara United School District meeting regarding field fees that may soon be assessed. He provided the Commission with some potential challenges regarding fees, athletic field conditions, and athletic field use.

Commissioner Walke visited Central Park, BMX Track, Henry Schmidt Park, and the Reed & Grant Streets Sport Park site.

ADJOURNMENT

Commissioner Field made a motion, seconded by Commissioner Walke to adjourn until the next meeting on April 16, 2019.



Agenda Report

19-436

Agenda Date: 4/16/2019

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Action on Non-Profit Grant Eligibility Criteria for the 2019 Art & Wine Festival

BACKGROUND

As part of the Parks & Recreation Commission work plan, the Commission will host the 39th annual Santa Clara Art & Wine Festival (Festival) on September 14 & 15, 2019. The proceeds from the glass and token sales provide funds for distribution as financial grants to Santa Clara based non-profit organizations and City community service programs. The Festival relies on non-profit organizations and their volunteers that are assigned to serve beer and wine, and to sell commemorative glasses and tokens. The non-profit organizations may be given a financial grant contribution from the City for their service based on net proceeds from the Festival.

In past years, the following City of Santa Clara non-profits have volunteered in the Commission booths at the Festival: Santa Clara Schools Foundation; Santa Clara High Grad Night Committee, Wilcox High Grad Night Committee, Santa Clara Police Activities League, Santa Clara Senior Center's Health and Wellness Program, and the Santa Clara Rotary Foundation.

To be eligible for the Commission's Festival non-profit grants, interested non-profit organizations must:

- Provide a direct benefit to City of Santa Clara youth or seniors
- Be a registered non-profit based within the City of Santa Clara, or City program
- Provide a minimum of four (4) volunteers for each shift, on each day of the Festival (provides for continuous service throughout the duration of the Festival)

DISCUSSION

Historically, past participating organizations have been invited to complete the non-profit grant application. The Commission expressed interest to discuss eligibility criteria for 2019 grant applicants and perhaps the need to add additional volunteer groups to the volunteer workforce of the Festival. The Commission may consider accepting additional applicants since the Festival needs have changed over time. The grant application timeline includes release of applications in May and have the Commission review the applications in June.

The Commission will review, discuss and may make a recommendation related to eligibility guidelines and process for the 2019 Festival grant application.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a

governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

Public contact was made by posting the Parks & Recreation Commission's agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, e-mail clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

There is no staff recommendation.

Reviewed by: Kimberly Castro, Recreation Manager

Approved by: James Teixeira, Director of Parks & Recreation



Agenda Report

19-461

Agenda Date: 4/16/2019

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Discussion of Potential Names and Recommendation to Council to Name the New Public Park located at 575 Benton Street (Prometheus Residential Project)

BACKGROUND

A new public mini-park site, located at the 575 Benton Street Prometheus residential Project, is a 0.1428-acre (6,219sf) mini park approved as part of a Development Agreement that will be dedicated to the City for public park use upon completion of the park improvements. The park will feature a grass area, trees, mounds, pathway, game tables, butterfly garden, seat walls, and an age-friendly exercise area. It will be constructed to the City's design criteria and specifications.

DISCUSSION

Park names are generally geographic and associated with the street name from which there is park frontage and primary access. Under Council Policy No. 035 (Attachment 1), the Parks & Recreation Commission makes recommendations to Council to name park facilities. The most recent discussion by the Commission pertaining to park names and recommendations of persons who may be appropriate to honor was in 2018 (Attachment 2). While staff does not have a recommendation regarding names or features, it advises that if the Commission were to favor the name of a community member, living or deceased, that it first develop a biographical sketch for the individual being considered for nomination prior to Commission discussion and recommendation to Council. The information should provide an account of the life and activities of the individual to be considered including the person's name, place of residence, education, occupation, community service and activities, affiliations and other important details that support the recognition and name placement on a park facility. Any concerns should also be explored. The alternative would be to discuss particular park features, applicable historic points of interest, or other appropriate site names, including a street name.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact for the current action. A park sign to the City standard will be provided by the developer as part of the project.

COORDINATION

This report has been coordinated with the City Attorney's Office.

PUBLIC CONTACT

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RECOMMENDATION

Recommend a Name for Council consideration for the New Mini Park, located at 575 Benton Street Project Site.

Reviewed by: Dale Seale, Deputy Director of Parks & Recreation

Approved by: James Teixeira, Director of Parks & Recreation

ATTACHMENTS

1. Council Policy No. 035
2. Parks & Recreation Commission Minutes February 20, 2018



NAMING OF FACILITIES

POLICY

The City Council shall name municipal buildings/facilities in recognition of the following:

- ◆ Individuals, living or deceased, who have made outstanding contributions to the City of Santa Clara or Santa Clara community
- ◆ Individuals, living or deceased, who have made contributions of local, state, national or worldwide significance
- ◆ The geographic area in which the municipal building/facility is located

The renaming of existing municipal buildings/facilities shall be discouraged and shall occur only under extraordinary circumstances, after thorough study. This policy does not change the existing procedures for Facility Naming recommendations from City Commissions. Under current practice, Parks and Recreation Commission, Youth Commission, Board of Library Trustees, and Cultural Advisory Commission make recommendations to the City Council for names of facilities relating to their respective Commissions. In addition, the Historical and Landmarks Commission, is responsible for recommendations on naming of streets and historical facilities.

PROCEDURE

1. Proposals for naming of facilities shall be referred to the Council Ad Hoc Facilities Naming Committee, which shall consist of three City Council Members appointed by vote of the Council, and the City Manager. Meetings of the Ad Hoc Committee shall be open to the public.
2. The Ad Hoc Committee shall review all naming proposals, with the exception of naming proposals from the Parks and Recreation Commission and the Historical and Landmarks Commission, and make a recommendation to the City Council. Naming proposals from the Parks and Recreation Commission and the Historical and Landmarks Commission shall go directly to the City Council. The City Council at its discretion can choose to refer these naming proposals to the Ad Hoc Committee.
3. The City Council shall have final approval of all naming recommendations.

Reference:

City Council-approved policy dated August 2003



**Meeting Minutes
February 20, 2018**

Organization	Name
City of Santa Clara	Commissioner Chuck Blair Commissioner George Guerra Commissioner Andrew Knaack Commissioner Roseann Alderete LaCoursiere Commissioner Joe Martinez Commissioner Tino Silva Commissioner Kevan Michael Walke Director of Parks & Recreation, James Teixeira Deputy Parks & Recreation Director, Dale Seale Recreation Manager, Kim Castro

Matters for Council Action:

Recommend that Council update the City's current smoking ordinance to include a prohibition of smoking within 100 feet of a City park and 250 feet from a sporting event.

Recommend that Council refer the Commission's request to the Facilities Naming and Honorary Recognition Ad Hoc Committee to consider naming the San Tomas & Monroe Community Garden & Neighborhood Park: "Everett N. Sousa Park".

Recommend that Council refer the Commission's request to the Facilities Naming and Honorary Recognition Ad Hoc Committee to consider naming the Central Park Annex: "Bill Wilson Jr. Park."

1. Call to Order/Roll Call/Order of Agenda: The meeting was called to order by Chair LaCoursiere at 7:30 p.m. (Note: The meeting convened in the Conference Room after Council recognition of outgoing Commissioner Blair.) On a motion by Commissioner Silva and second by Commissioner Knaack, the Commission excused Commissioner Guerra (6-0-1).
2. Approval of Minutes: On a motion by Commissioner Silva and second by Commissioner Walke, the Commission approved the January 2017 Minutes (6-0-1).
3. Correspondence & Communications: None.
4. New Business:
 - A. Presentation/Discussion/Recommendation. Expansion of City Smoking Ordinance to Include Public Parks. Assistant City Manager Shikada provided an overview regarding an update to the City wide smoking ordinance. On a motion by Commissioner Silva and second by Commissioner Walke the Commission recommended that Council amend the City's current smoking ordinance to include a prohibition of smoking within 100 feet of a City park and 250 feet from a sporting event (6-0-1).

- B. Consideration and Discussion of Potential Recommendation for new Park Names:
1. Name new San Tomas & Monroe Community Garden & Neighborhood Park (2439 Monroe Street). The Commission conferred on an initial short list of names to consider for recommendation. On a motion by Commissioner Silva and second by Commissioner Walke, the Commission recommended that Council refer the Commission's request to the Facilities Naming and Honorary Recognition Ad Hoc Committee to consider naming the San Tomas & Monroe Community Garden & Neighborhood Park: "Everett N. Sousa Park" (6-0-1).
 2. Central Park Annex (2902 Miles Drive). The Commission conferred on an initial short list of names to consider for recommendation. On a motion by Commissioner Silva and second by Commissioner Blair, the Commission recommended that Council refer the Commission's request to the Facilities Naming and Honorary Recognition Ad Hoc Committee to consider naming the Central Park Annex: "Bill Wilson Jr. Park" (6-0-1).
 3. Other Possible Name considerations: The Commission discussed other names for future park facilities: William A. Wilson Jr. (Former Council Member), Joe Kornder (Former Council Member).
- C. Discuss Upcoming Commission Participation at the California Parks & Recreation Society (CPRS) Annual Conference March 13-16, Long Beach, CA. On a motion by Commissioner Walke and second by Commissioner Silva the Commission approved Commissioner LaCoursiere to represent the Commission and use of Commission budgeted funds for travel, lodging and registration at the CPRS Annual Conference (6-0-1).
5. Old Business:
- A. Commission 2017 Work Plan & Goals
 1. Complete Facility Condition Assessment and Develop Project and Funding Priorities for Park Acquisition, Development & Rehabilitation). Due to the Commission Joint Dinner Meeting with Council at 5 p.m., there was no additional Commission discussion of this item.
 2. Review and Update Park Rules, Regulations, Ordinance(s) and Park Signs. There was no additional Commission review or discussion of this item.
 3. Parks & Athletic Fields—Improve Access, Supervision & Enforcement. There was no additional Commission review or discussion of this item.
 4. Enhance Special Events—Local Focus, Activities & Cultural Commission Collaboration. There was no additional Commission review or discussion of this item.
6. Director Reports:
- A. Park, Recreation and Cemetery Division Updates: Deputy Director Seale provided an update about the water damage along the outer walls of the International Swim Center men's shower room which is being inspected and evaluated for repair. The pre-bid conference for the Reed & Grant Street Sports Park Project is set for Wednesday, February 21, 2018. The Project specifications took additional time to prepare for bid. The Project is on track for opening in July 2019, depending upon final construction

schedule. Baseball fields and softball fields are being prepared for season play and will be ready by the end of February. The City is updating its Commission Meeting Agenda, Action Minutes and templates and will begin audio recording in Spring 2018.

- B. Special Events Updates: Recreation Manager Castro apprised the Commission of the 77th Annual Camellia Show on February 24-25, 2018; the Annual Easter Egg Hunt in Central Park, and the Easter Pool-Ooza event on March 31, 2018.

7. Commissioner Reports:

- A. Commissioner Blair: Stated that he enjoyed working with fellow commissioners and Parks & Recreation staff over the years to make significant improvements to City parks.
- B. Commissioner Knaack: Visited Central Park, Bracher Park and Bowers Park.
- C. Commissioner Silva: Requested additional updates on the timeline for completion of the Reed & Grant Street Sports Park Project to coordinate and accommodate youth league needs.
- D. Commissioner Walke: Visited Central Park and the Senior Center.

- 8. Conference & Attendance Reports: Commissioners Walke and Knaack will be attending the CPRS District 4 Annual Awards & Volunteer Recognition Dinner to receive the Award of Excellence for Steve Carli Park Playground Rehabilitation on February 22, 2018. Commissioner LaCoursiere has Commission approval to attend CPRS Annual Conference in Long Beach.

9. Public Presentations: None

- 10. Adjournment: On a motion by Commissioner Walke and second by Commissioner Silva the meeting was adjourned (6-0-1) at 8:17 p.m.

Prepared by:



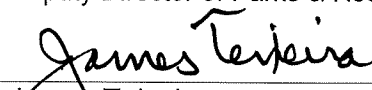
Dale Seale
Deputy Director of Parks & Recreation

Reviewed by:



Andrew Knaack
Commission Secretary

Submitted by:



James Teixeira
Director of Parks & Recreation
Commission Liaison



Agenda Report

19-442

Agenda Date: 4/16/2019

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Parks & Recreation Commission Work Plan Goals for FY2018-19 Update

BACKGROUND

At the regular Commission Meeting on July 17, 2018, the Commission discussed current issues, trends, and local needs related to city parks operations and maintenance, recreation programs and community services, cemeteries, and special events. Annually, the Parks & Recreation Commission considers three to five specific, measurable, attainable, realistic, and time-bound goals and/or activities for the year. These are intended to focus Commission efforts and respond to community and City Council priorities within existing budget direction, resource limitations, and the purview of the Commission as set forth in the City Charter and City Code.

On August 21, 2018, the Parks & Recreation Commission established the draft goals for FY2018-19. At subsequent meetings the Commission discusses the Work Plan and makes sub-committee assignments as necessary. Members then work toward goal completion and provide updates at the regular Commission meetings. The Parks & Recreation Commission FY2018-19 Work Plan Goals are to:

- (a) inform the community about parks and recreation infrastructure conditions, future funding needs and potential new funding sources;
- (b) review existing park rehabilitation needs and new residential development park project plans;
- (c) hold a joint meeting of the Parks & Recreation and Cultural Commission;
- (d) host the 38th annual Santa Clara Art & Wine Festival; and,
- (e) begin discussion of a community input process for a new 30+ acre community park in the north of the City.

On January 15, 2019, the Commission met with City Council to report on the goals and progress. The Council inquired about including an additional goal related to future funding for the International Swim Center (ISC). The ISC was considered as part of a potential City infrastructure bond project in 2018, but did not have sufficient voter support and currently is an “unfunded project.” The Commission will consider this as a goal for FY2019-20.

On March 19, 2019, the Commission discussed its efforts, including a) to inform the community about Parks & Recreation needs and new residential development park project plans, b) the sub-committee’s work on a top ten list of the most “critical” and “poor” facilities for future Capital Improvement Program funds based on age, condition, use and other information, c) the completion of the goal to meet with Cultural Commission, and d) completion of the goal to host the Annual Santa Clara Art & Wine Festival.

DISCUSSION

At the April 16, 2019 meeting, the Commission will continue discussion of the remaining work plan items for the year, including: a) the top ten list of facilities for the Capital Improvement Program and upcoming discussion of the Central Park Master Plan (including the ISC and Arbor Playground among others), and b) discussion of a community input process for a new 30+ acre community park in the north of the City.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

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Reviewed by: Dale Seale, Deputy Parks & Recreation Director

Approved by: James Teixeira, Director of Parks & Recreation



Agenda Report

19-326

Agenda Date: 4/16/2019

REPORT TO PARKS & RECREATION COMMISSION

SUBJECT

Note & File Guidelines for Parks & Recreation Facility Use

BACKGROUND

According to City Charter, the Parks & Recreation Commission acts in an advisory capacity to the City Council on all matters pertaining to parks, recreation, playgrounds and entertainment. The City provides park and recreation facilities for reserved use, such as community rooms and athletic fields, according to established Priorities of Use guidelines and eligibility criteria for use of these facilities. The Department currently has ten (10) Priorities for buildings and five (5) Priorities for athletic facilities.

DISCUSSION

Residents/qualifying resident groups may use facilities for recreational events based on the priorities and requirements listed in the attached documents. Facilities may not be used by groups for business activities, for example: classes not offered by the City of Santa Clara, seminars, training sessions, etc.

Park Building and Recreation Facility Use

Priorities 1-8 are utilized for meetings, programming or athletic facility use, Priority 9 is for recreational events/parties, and Priority 10 is for fundraising. Parties (Priority 9 & 10) are a minimum of three (3) hours and allow food and drink. Priorities 1-8 convert to priority 9 if use exceeds three (3) hours or if food/drink is served.

Field Use Priorities*

Residents of the City of Santa Clara and qualifying resident groups may apply to use facilities based on the priorities and requirements listed in the attached documents. City of Santa Clara facilities may not be used by commercial groups for business activities, seminars, training sessions, etc.

Additional Restrictions

Amplified sound is allowed and alcohol can be served in some facilities, with appropriate permits.

In addition to the Priority of Use, some facilities may be further restricted by user age or type of use:

- Senior Center can only be used for age 50+ events
- Youth Activity Center can only be used for under 18 year old events
- Teen Center can only be used for junior high and high school age events
- Youth Soccer Park can only be used for youth, sports related events
- Some facilities are only available for meeting or only for parties

ENVIRONMENTAL REVIEW

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

PUBLIC CONTACT

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RECOMMENDATION

Note and file facility of use

Prepared by: Cheri Fulk, Management Analyst

Approved by: James Teixeira, Director of Parks & Recreation

Attachments

1. Use Information Fields
2. Use Information Park Buildings
3. Use Information Picnic
4. Use Information CRC
5. Use Information Senior Center
6. Use Information Teen Center
7. Use Information YAC
8. Use Information Youth Soccer Park
9. Facility Rate Sheet FY 2018-19



City of Santa Clara

The Center of What's Possible

City of Santa Clara, Parks & Recreation Department
ATHLETIC FACILITIES
 Community Recreation Center
 969 Kiely Boulevard, Santa Clara, CA 95051-5099
 PHONE: 408-615-3160, FAX: 408-261-9146
 Updated 06/2018

The City of Santa Clara provides field rentals for your use and enjoyment. The following guidelines and rules have been established for use of these facilities.

USE REQUIREMENTS

Residents of the City 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 and Santa Clara Unified School District use.
2	Youth Activity Groups serving the City of Santa Clara (51% City of Santa Clara residents required).
3	Previous year multiple use adult resident groups (51% City of Santa Clara residents required) or resident businesses. Multiple use is a minimum of 8 and a maximum of 18 weeks.
4	New resident multiple use adult groups (51% City of Santa Clara residents required), businesses, or adult teams in the City of Santa Clara sponsored recreation leagues. Multiple use is a minimum of 8 and a maximum of 18 weeks.
5	Resident groups with picnic reservations at the Central Park Pavilion or Arbor Center (for Central Park use; weekend use only.)

AVAILABLE FACILITIES

Location	Baseball	Football	Soccer	Softball	Cricket	Multi Use
Central Park 909 Kiely Blvd.	X	X	X	X		X
Elmer Johnson Field Poplar St. @ Monroe St., on Buchser campus (SCUSD)		X	X	X		X
Larry J. Marsalli Park 1425 Lafayette St.				X		
Mission College Field 3000 Mission College Blvd.			X	X		
Washington Park 270 Washington St., on Buchser campus (SCUSD)	X					
Townsend Field 1111 Bellomy St., on Bucher campus (SCUSD)		X				

(Santa Clara Youth Soccer Park has a separate use document).

APPLICATION

- All use permit applications must be requested in-person at the Community Recreation Center (CRC), 969 Kiely Blvd., Santa Clara.

- Please call the Recreation Supervisor responsible for booking athletic facilities at 408-615-3160 to check availability and make an appointment before coming in to the CRC to apply for use.
- A league representative from each **qualifying resident group** must be present to complete the permit application. A City of Santa Clara resident (for private or organizational event) or an employee of a Santa Clara based business (for non-business or company events) must be present to complete the permit application.
- Applications are accepted 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, City staff will first check the applicants' residency, and then have qualified applicants draw numbers. Only one person per event may draw a number. The person drawing the lowest number will receive application preference.
- Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.
- If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day.
- Applications will not be accepted less than 14 days in advance of event.
- Reservation dates are as follows:

January – July (Softball and Baseball)	
Priority	Permits Accepted Beginning
1 & 2	December 1
3	February 23
4 & 5	March 1

August – December (Soccer and Football)	
Priority	Permits Accepted Beginning
1 & 2	July 1
3	July 27
4 & 5	August 1

PROOF OF RESIDENCY

- **All applicants must provide proof of Santa Clara residency.**
 - For personal/family events (Priority 5)- Proof of residency must include a photo ID (driver's license, passport, etc.). If address has changed, car registration or a current utility bill in the applicant's name can be used in addition to the photo ID. Wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents and serve as applicant. No other family member may make the reservation.
 - For Organizations (Priority 1-4)- Either proof of business office address (not residences) or a roster with 51% of membership City of Santa Clara residents must be provided.
 - If using a roster to qualify, applicant must be a City of Santa Clara resident.
 - Roster must include all organization/chapter members.
 - Roster must include organization's name, and the names, addresses and phone number of all members.
 - City of Santa Clara resident must apply for the use permit.
 - If organization has business offices located in the City of Santa Clara, proof of residency can be an internal directory, letterhead, business card or ID that includes the City of Santa Clara address (Post Office Boxes do not prove residency).
- Applications are subject to approval. After staff has reviewed an application, applicant will receive written confirmation or rejection. The application process requires 7 to 10 days. Do not send invitations to your event until you have received written approval.
- If residency is falsified, all fees and facility reservations will be forfeited.

TERMS OF USE

Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.

FEES/DEPOSITS

- See **Facility Rate Sheet** for rental and staffing fees as well as security deposits.
- **All fees are due at the time of application.**
- A cancellation fee is charged if cancellation is requested 14 or more days in advance of booking. All fees are forfeit if cancelled less than 14 days in advance of event.
- Staffing costs may be added to rentals depending on size, scope and timing of the event.
- The City 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), and facility rules and regulations have been followed.
- 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.

CHANGES/CANCELLATION

- Any changes to the reservation must be made 14 days in advance of event.
- Reservation cancellations must be made at least seven 14 days in advance of event for a refund minus cancellation fee. Cancellations made less than 14 days will forfeit all fees.
- A permit may be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara, or when the facility is needed for a program sponsored by the Parks & Recreation Department.

INSURANCE

- All organizations must provide a certificate of insurance at the time of application for a use permit.
- Certificate must be in the amount of one million dollars (General liability).
- Certificate must name the City of Santa Clara as additional insured. Additional insured must be named in the following manner: "**City of Santa Clara, its City Council, District, its School Board, officers, agents and employees are hereby added as additional Insureds in respect to liability arising out of any use of City or District facilities.**"
- Expired or lapsed insurance will result in cancellation of a permit.

HOURS OF USE

Milee, what are the hours of use?

FOOD, BEVERAGES, SMOKING & ALCOHOL

- Concessions or merchandise sales require prior written permission from the City of Santa Clara. All City, local, state and federal rules apply.
- Ice chests, food, and beverages are not permitted.
- The City of Santa Clara, prior to scheduled activity, must approve concession items.
- No Alcoholic beverages allowed on School District property, per SCUSD Board Policy 1330. Violation will result in the cancellation of the permit.
- Alcohol is not allowed in the park building or the park (City code 9.05.040).
- Smoking is prohibited within enclosed public places pursuant to the Code of the City of Santa Clara section 8.35.040. Smoking is prohibited in the park (California Health and Safety Code, Section 104495).
- Gum, sunflower seeds, and peanuts strictly prohibited.
- Use of a facility will be canceled, including all future use, and use fees will be forfeited if above items are found in the facility.

SET-UP & CLEAN UP

- Permit groups are responsible for clean-up of the facility and restrooms after each use; .Failure to comply will result in cancellation of any remaining permit dates.
- Tape, tacks, or staples may not be used on the facility. String may be used to attach signs. All signs and other materials must be removed at the end of the event.

GENERAL RULES

- **To preserve the life and conditions of the fields, users shall not play in wet conditions.**
 - A field is considered too wet if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf.
 - Play is allowed during a light mist, if the ground is hard and relatively dry.
 - If field has been overwatered, or it has been raining for three days, or wet conditions exist as described above, groups are not to play.
 - City staff reserves the right to determine if fields are too wet and may cancel on a sunny day if fields have retained too much moisture.
 - City staff will communicate directly to applicant when fields are too wet. Applicant is responsible for sharing this information with his/her group or organization.
 - Applicant may call 408-615-3160 to check on field status.
- The City of Santa Clara reserves the right to cancel or change rental contracts at their discretion.
- Dogs are not allowed on site at anytime (with the exception of guide dogs), per SCUSD Board Policy 1330 and Civil Code SCMC 5-3.51
- Parking, including loading and unloading, is allowed in designated areas or on street; all zoning and traffic ordinances apply.
- Vehicles are not allowed within the facility.
- No overnight parking is allowed within or around the facility.
- Facilities are not available for commercial activities unless authorized by appropriate permit, license, or agreement with the City. Commercial or profit-making activities are not allowed. Charging admission, selling products, or soliciting donations without prior approval by the Parks & Recreation Department Director or the assigned representative and, if event is on School District or College property, by the appropriate school body, is prohibited. All federal, state, and local laws and ordinances apply.
- Surrounding school grounds are not included in the permitted use of the fields on School District property.
- Elmer Johnson Field and Washington Park may be booked in conjunction with the use of Townsend Field at an additional fee.
- Youth are described as 18 years or younger. Local colleges (Mission, Santa Clara University.) will qualify as youth organizations.
- The City reserves the right to cancel any use of the facilities and/or equipment in emergency situations, unplanned maintenance, or when necessary for the safety of the public. The City will provide a full refund of all fees and deposits paid.
- The City of Santa Clara is not responsible for accidents, injury, illness, or loss of group or individual property.
- A permit can be revoked and/or event shut down for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara and/or when the facility is needed for a program sponsored by the City of Santa Clara.
- Failure to follow guidelines may cause future permits to be denied.



The City of Santa Clara provides park buildings for your use and enjoyment. The following guidelines have been established for rental use of the facilities.

USE REQUIREMENTS

Residents/qualifying resident groups may use facilities for recreational events based on the following priorities and requirements (facilities may not be used by groups for business activities- example: classes not offered by the City of Santa Clara, 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 serving the City.
4	Non-profit youth organizations that serve the City of Santa Clara, have an organizational structure, and do not charge admission. Proof of non-profit status required
5	Semi-public agencies and political organizations that serve the City.
6	Non-profit community service groups, civic associations, churches and charitable organizations located in the City of Santa Clara. Proof of non-profit status required.
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): 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 non-business or social activities. City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc.
10	Fund raising activities - all priorities in categories 2-9.

AVAILABLE FACILITIES

Facility	Max Capacity	Priority 1-10
Machado Park Building	60	X
Maywood Park Building	60	X
Montague Park Building	60	X
Agnew Park Building	60	X
Lick Mill Park Building	60	X

APPLICATION

- Availability should be checked by phone before coming in to the CRC. Please call 408-615-3140.
- **Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.**
- Parties/special event applications can be submitted as early as one (1) year to the date in advance. Example: if June 6 is desired date, the earliest application date is June 6 of the previous year.

- Meetings applications can be submitted four (4) months to the date in advance. Example: if June 6 is desired date, the earliest application date is February 6 of the same year.
- The CRC accepts use permit applications in person, 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, CRC staff will first check the applicants' residency, and then have qualified applicants draw numbers. Only one person per event may draw a number. The person drawing the lowest number will receive application preference.
- If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day.
- Applications will not be accepted less than fourteen (14) days in advance of event.
- All use permit applications must be requested in-person at the CRC, 969 Kiely Blvd., Santa Clara.
- Facilities are not available for commercial activities unless authorized by appropriate permit, license, or agreement with the City. Commercial or profit-making activities are not allowed. Charging admission, selling products, or soliciting donations without prior approval by the Department Director or the assigned representative is prohibited.
- Applications are subject to approval. After staff has reviewed an application, applicant will be notified of confirmation or rejection by mail. The application process requires seven (7) to ten (10) days. Do not send invitations to your event until you have received approval notification.

PROOF OF RESIDENCY

- **All applicants must provide proof of City of Santa Clara residency.**
 - **For personal/family events (Priority 9)-** Proof of residency must include a photo ID (driver's license, passport, etc.). If address has changed, car registration or a current utility bill in the applicant's name can be used in addition to the photo ID. **Wedding ceremony or reception**, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents and serve as applicant. No other family member may make the reservation.
 - **For Organizations (Priority 1-10)-** Either proof of business office address (not residences) or a roster with 51% of membership Santa Clara residents must be provided.
 - If using a roster to qualify, applicant must be a City of Santa Clara resident.
 - Roster must include all organization members.
 - Roster must include organization's name, and the names, addresses and phone number of all members.
 - If organization has business offices located in the City of Santa Clara (not a residence), proof of residency can be an internal directory, letterhead, business card or ID that includes the City of Santa Clara address.
 - **For Companies (Priority 9)-** Applicant must present a company ID (badge, business card, etc.) for him/herself, as well as proof that the company is located in the City of Santa Clara (Example: company directory, letterhead or business cards, etc.)

TERMS OF USE

FEES/DEPOSITS

- See **Facility Rate Sheet** for rental and staffing fees as well as security deposits.
- Security deposit is due at the time of application.
- All fees are due at the time of application.
- A cancellation fee is charged if cancellation is requested seven (7) or more days in advance of booking. All fees are forfeit if cancelled less than seven (7) days in advance of event.
- Staffing costs may be added to rentals depending on size, scope and timing of the event.
- The Parks & Recreation Department will refund an applicant's security deposit if, in the estimation of Parks & Recreation staff, no damage has occurred to the building or park property, and the area used is in reasonably clean condition (i.e. tables cleared, spills wiped up, trash in receptacles or trash bags and decorations removed), and facility rules and regulations have been followed.
- Check or cash deposits will be refunded by mail approximately three (3) weeks after the event. Credit card deposits will be refunded electronically within two (2) weeks after the event.

CHANGES/CANCELLATION

- Reservation cancellations must be made at least seven (7) days in advance of event for a refund minus cancellation fee. Cancellations made less than seven (7) days will forfeit all fees.

- A permit may be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara, or when the facility is needed for a program sponsored by the Parks & Recreation Department.
- The City reserves the right to cancel any use of the facilities and/or equipment in emergency situations, unplanned maintenance, or when necessary for the safety of the public. The City will provide a full refund of all fees and deposits paid.

HOURS OF USE

- Recreation (priority 9 & 10) events must rent a minimum of 3 hours.
- Meetings may last a maximum of three hours (if meeting exceeds 3 hours or food or drink is served, applicant must pay part rate for entire rental time).
- Available Hours:
 - 9:00 am- 10:00 pm, Sunday - Saturday
- Room usage begins at the time the applicant enters the facility, and includes the time required for set-up, decorating, and clean-up.
- Attendees must be cleaned-up and out of the facility by the end time listed on the application.
- If the event ends before the time designated on the approved application, application fees will not be prorated.

FOOD

- Food and beverages are not allowed for meeting use.
- Food is allowed only in the Auditorium for parties.
- All caterers must be approved in advance if they are preparing or serving food on City of Santa Clara property.
 - The caterer is required to complete the Caterer's Agreement Application and provide documents required as part of the application including a City of Santa Clara business license and proof of insurance. The completed application 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, the caterer will be added to the City's caterer list and kept on the list for one year.
- If food is prepared by event participants or delivered or picked up with no onsite preparation or service, no Caterer's Agreement is required.
- Caterers and participants may enter the facility no earlier than the start time listed on the permit.
- Smoking or burning of items (chafing dishes, incense, candle, charcoal, gas, etc.) is prohibited. Birthday candles are allowed for the duration of the birthday song.

ALCOHOL

- Alcohol is not allowed in the park building or the park (City code 9.05.040).

SMOKING

- Smoking is prohibited within enclosed public places pursuant to the Code of the City of Santa Clara section 8.35.040. Smoking is prohibited in the park (California Health and Safety Code, Section 104495).

AMPLIFIED MUSIC

- Amplified sound is not allowed in the park building or the park (City Ordinance #1357).
- A small, hand-held stereo with attached speakers can be used in the building, but sound levels should not disturb park users or neighbors.
- Volume must be adjusted if requested by City Staff.

SET-UP/DECORATION

- If the front door has a padlock, unlock and re-lock on the hasp so padlock is not lost.
- Tables and chairs are located in the closet. Facility users are responsible for set-up and clean-up of facility. Tables and chairs are provided; no additional tables or chairs may be brought into the facility.
- Decorations inside and outside of building should leave no permanent mark when removed.
- Decoration time must be included in the use time and appropriate fees charged.
- Balloons are not allowed.
- At no time shall exit signs be covered or doorways obstructed.

- Heaters can be turned on, if needed.

CLEAN-UP

- Tables must be cleared and decorations removed from the rooms.
- Spills should be cleaned up.
- The kitchen must be cleaned after use.
- All trash must be bagged and left inside the building. Trash will be removed by the City staff.
- Heaters and lights must be turned off.
- All doors and windows should be secured.
- A group must be cleaned up and all individuals out of the building by the end time listed on the permit.

KEYS

- Keys are picked up from the Community Recreation Center (CRC), 969 Kiely Boulevard. Community Recreation Center hours:
 - Monday-Thursday: 8:00 am- 8:00 pm
 - Friday: 8:00 am- 5:00 pm
 - Saturday: 9:00 am- noon
- **Key pick-up-** Keys may be picked up no earlier than one hour before rental time when the CRC is open. If the CRC is closed 1 hour before rental time, keys may be picked up earlier.
- **Key Return-** Keys are due back on the day of use, if the CRC is open at the end of use. If the CRC is closed, keys should be returned the next working day.
- Late or missing keys may result in the forfeit of the key deposit.
- If keys are not picked and staff is called out to open facility, two staff hours will be charged to the permit.

OTHER

- Parking, including loading and unloading, is allowed in designated areas or on street; all zoning and traffic ordinances apply.
- The City has their right to assign a staff member to supervise the event, at the expense of the facility user.
- Inflatables (jump houses, inflatable slides, etc.) are not allowed in parks or park buildings.
- Throwing of rice, birdseed, etc. is not permitted on the grounds.
- Egg toss, water balloons, sidewalk chalk, and powder pigment/paint are not allowed in the park or park building.
- Do not pour oil, grease, coffee grounds or solids down the sink.
- Animals are not allowed in buildings, except companion animals as defined under ADA.
- No portable barbeques are allowed in parks.
- Smoking or burning of items (incense, candle, etc.) is prohibited. Birthday candles are allowed for the duration of the birthday song.
- Events cannot exceed maximum attendance listed in the use permit. Exceeding maximum may result in the party being shut down by the facility attendant or the Santa Clara Police Department.
- Standing on tables or chairs is prohibited.
- Equipment is not rented or loaned by the Department.
- A permit may be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara, or when the facility is needed for a program sponsored by the Parks & Recreation Department. You are financially responsible for any damages occurring during use.
- Failure to follow guidelines may cause future permits to be denied.
- In case of emergency call 911.



The City of Santa Clara provides the Central Park Pavilion and Arbor Center Picnic Areas for your use and enjoyment. The following guidelines and rules have been established for private use of these facilities.

USE REQUIREMENTS

Residents of Santa Clara and qualifying resident groups may apply to use picnic areas, for recreational use only, based on the following priorities and requirements.

City of Santa Clara picnic 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 serving the City.
4	Non-profit youth organizations that serve the City of Santa Clara, have an organizational structure, and do not charge admission. Proof of non-profit status required.
5	Semi-public agencies and political organizations that serve the City.
6	Non-profit community service groups, civic associations, churches and charitable organizations located in the City of Santa Clara. Proof of non-profit status required.
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) 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 business or social 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.

AVAILABLE FACILITIES

FACILITY	MINIMUM REQUIRED	MAXIMUM CAPACITY	PRIORITY 1-10	ALCOHOL	AMPLIFIED SOUND	INFLATABLE BOUNCE
Pavilion Area 1	20	32	X	with permit	No	No
Pavilion Area 2	20	54	X	with permit	No	No
Pavilion Area 3	20	44	X	with permit	No	No
Whole Pavilion	100	150	X	with permit	Yes	Yes
Arbor Area A	20	87	X	with permit	No	No
Arbor Area B	20	56	X	with permit	No	No
Arbor Area C	20	64	X	with permit	No	No
Whole Arbor	150	250	X	with permit	Yes	Yes

APPLICATION

- Availability should be checked by phone before coming in to the CRC. Please call 408-615-3140.
- **Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.**
- Picnic event applications can be submitted as early as one (1) year to the date in advance. Example: if June 6 is desired date, the earliest application date is June 6 of the previous year.
- The CRC accepts use permit applications in person, 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, CRC staff will first check the applicants' residency, and then have qualified applicants draw numbers. Only one person per event may draw a number. The person drawing the lowest number will receive application preference.
- If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day.
- Applications will not be accepted less than fourteen (14) days in advance of event.
- All use permit applications must be requested in-person at the CRC, 969 Kiely Blvd., Santa Clara.
- Facilities are not available for commercial activities unless authorized by appropriate permit, license, or agreement with the City. Commercial or profit-making activities are not allowed. Charging admission, selling products, or soliciting donations without prior approval by the Department Director or the assigned representative is prohibited.
- Applications are subject to approval. After staff has reviewed an application, applicant will be notified of confirmation or rejection by mail. The application process requires seven (7) to ten (10) days. Do not send invitations to your event until you have received approval notification.

PROOF OF RESIDENCY

- **All applicants must provide proof of City of Santa Clara residency.**
 - **For personal/family events (Priority 9)-** Proof of residency must include a photo ID (driver's license, passport, etc.). If address has changed, car registration or a current utility bill in the applicant's name can be used in addition to the photo ID. **Wedding ceremony or reception**, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents and serve as applicant. No other family member may make the reservation.
 - **For Organizations (Priority 1-10)-** Either proof of business office address (not residences) or a roster with 51% of membership Santa Clara residents must be provided.
 - If using a roster to qualify, applicant must be a City of Santa Clara resident.
 - Roster must include all organization members.
 - Roster must include organization's name, and the names, addresses and phone number of all members.
 - If organization has business offices located in the City of Santa Clara (not a residence), proof of residency can be an internal directory, letterhead, business card or ID that includes the City of Santa Clara address.
 - **For Companies (Priority 9)-** Applicant must present a company ID (badge, business card, etc.) for him/herself, as well as proof that the company is located in the City of Santa Clara (Example: company directory, letterhead or business cards, etc.)

FEES/DEPOSITS

- See **Facility Rate Sheet** for rental and staffing fees as well as security deposits.
- Security deposit is due at the time of application.
- Fee balance is due no later than ten (10) days before date of reservation.
- If reservation is made less than thirty (30) days in advance, all fees are due at the time of application.
- A cancellation fee is charged if cancellation is requested seven (7) or more days in advance of booking. All fees are forfeit if cancelled less than seven (7) days in advance of event.
- Staffing costs may be added to rentals depending on size, scope and timing of the event.
- The Parks & Recreation Department will refund an applicant's security deposit if, in the estimation of Parks & Recreation staff, no damage has occurred to the building or park property, and the area used is in

reasonably clean condition (i.e. tables cleared, spills wiped up, trash in receptacles or trash bags and decorations removed), and facility rules and regulations have been followed.

- Check or cash deposits will be refunded by mail approximately three weeks after the event. Credit card deposits will be refunded electronically within two (2) weeks after the event.

CHANGES/CANCELLATION

- Reservation cancellations must be made at least seven (7) days in advance of event for a refund minus cancellation fee. Cancellations made less than seven (7) days will forfeit all fees.
- A permit may be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara, or when the facility is needed for a program sponsored by the Parks & Recreation Department.
- The City reserves the right to cancel any use of the facilities and/or equipment in emergency situations, unplanned maintenance, or when necessary for the safety of the public. The City will provide a full refund of all fees and deposits paid.

HOURS OF USE

- Available Hours:
 - Reservations will not be accepted earlier than 9:00 am.
 - Reservation end time is no later than approximately one-half hour before sunset. End time limit is determined by the City of Santa Clara Parks & Recreation Staff.
- Rental time must include set-up and clean-up time.

FOOD

- All caterers must be approved in advance if they are preparing or serving food on City of Santa Clara property.
 - The caterer is required to complete the Caterer's Agreement Application. The completed application must be submitted to the CRC office no later than ten (10) working days prior to the date of the event.
- Food can be prepared off-site, delivered or picked up with no onsite preparation or service without a Caterer's Agreement is required.
- Caterers and participants may enter the facility no earlier than the start time listed on the permit.
- No portable barbecues allowed in any of the parks.

ALCOHOL

- Beer, wine and champagne is allowed, only within the permitted picnic area, with an alcohol permit (the permit is part of the application process).
- Hard liquor is not allowed.

SMOKING

- Smoking is prohibited within enclosed public places pursuant to the Code of the City of Santa Clara section 8.35.040. Smoking is prohibited in the park (California Health and Safety Code, Section 104495).

AMPLIFIED MUSIC

- Amplified sound requires an amplified sound permit and additional fees (see Recreation Fee Schedule). All three areas of the Arbor or Pavilion must be reserved to have amplified sound.
- A small, hand-held stereo with attached speakers can be used in individual sections of the Arbor or Pavilion- Sound levels should not disturb park users or neighbors.
- Acoustic sound is allowed in individual sections of the Arbor or Pavilion- Sound levels should not disturb park users or neighbors.
- Sound levels must be adjusted at the request of other park users or City Staff.

SET-UP/DECORATION

- Maintenance of the area is performed between 7:30-9:00 a.m. (power washing, barbeque cleaning, etc.). You cannot set-up any earlier than the time listed on this contract as your start time.
- Decorations may not be tied, stapled, etc. to the plants or structures.

- No balloons are allowed for games or decorations.
- No additional tables, chairs or barbecues may be brought into the park, unless authorized as part of the permit process.
- At no time shall ingress or egress be obstructed.

CLEAN-UP

- Tables must be cleared and decorations removed.
- Spills should be cleaned up.
- The barbeque areas must be cleaned after use.
- All trash must be bagged and left by the trash cans. Trash will be removed City Staff.
- A group must be cleaned up and all individuals out of the picnic area by the end time listed on the permit.

VEHICLES

- Parking, including loading and unloading, is allowed in designated areas or on street; all zoning and traffic ordinances apply.
- Vehicles are not allowed to drive into the park.

INFLATABLES

- Inflatables vendor must have a Certificate of Insurance on file with the City of Santa Clara Parks & Recreation Department, with the City of Santa Clara named as additionally insured, prior to the reservation date.
- Vendor cannot drive into the park- equipment must be hand carted to the site.
- Inflatables must be monitored by an adult at all times.
- Inflatables must be staked or weighted down.
- If wind exceeds 12 miles per hour (dust and/or loose paper is raised, small branches begin to move) immediately evacuate and deflate inflatable.

OTHER

- Throwing of rice, birdseed, etc. is not permitted.
- Equipment is not rented or loaned by the department.
- The City has the right to assign staff to supervise your event, at the expense of the permit applicant.
- Egg toss, water balloons, sidewalk chalk, and powder pigment/paint are not allowed in the park.
- Do not pour oil, grease, coffee grounds or solids down the sink.
- Dogs must be on a 6-foot leash at all times.
- Smoking or burning of items (incense, candle, etc.) is prohibited. Birthday candles are allowed for the duration of the birthday song.
- The City of Santa Clara is not responsible for accidents, injury, illness, or loss of group or individual property.
- Events cannot exceed maximum attendance listed in the use permit. Exceeding maximum may result in the party being shut down by the facility attendant or the Santa Clara Police Department.
- Standing on tables or chairs is prohibited.
- A permit may be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara, or when the facility is needed for a program sponsored by the Parks & Recreation Department. You are financially responsible for any damages occurring during use.
- Failure to follow guidelines may cause future permits to be denied.
- In case of emergency call 911.
- If you have a problem with the facility, please contact City staff at 408-



**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"> • 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, 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"> • 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 non-business or social 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. 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 to the date in advance for meetings (example: we would reserve June 7th beginning February 7) and 1 year to the date in advance for parties. We will not accept reservations less than 14 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 6th is desired date, the earliest application date is February 6, the latest is May 30.)
- 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 due at the time of application.
- 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 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. Smoking is not allowed in any room. Alcohol is allowed with a permit. (See "Food and Alcohol Regulations" for alcohol permit application information.)

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

IV. WHAT FACILITIES ARE AVAILABLE FOR RENT?

All fees are due at the time of application.

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	-	-	\$47/mtg.	%15 of gross receipts or same as priority 9.	NO	NO	NO	NO
• Diablo Room	30	-	-	\$47/mtg.		NO	NO	NO	NO
• Music Room	20	-	-	\$47/mtg.		NO	NO	NO	NO
• Mello Auditorium	120	\$307/hr.	-	\$307/hr.		\$250	YES	YES	YES
• Auditorium, no Kitchen	120	\$244/hr.	-	\$244/hr.		\$250	NO	NO	YES
• Staff (per person)	-	\$32/hr.	\$32/hr.	\$32/hr.	\$32/hr.	-	-	-	-
• Cancellation Fee (per incident)	-	\$46	\$46	\$46	\$46	-	-	-	-

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 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.



The City of Santa Clara Parks and Recreation Department provides the Santa Clara Senior Center for your use and enjoyment. The following rules and guidelines have been established for the use of this facility.

USE REQUIREMENTS

Residents/qualifying resident groups may use the Senior Center for recreational events based on the following priorities and requirements (facilities may not be used by groups for business activities- example: classes not offered by, or by agreement, with the City of Santa Clara, seminars, training sessions, etc.) **All functions held at this facility must be for the benefit of adults over the age of 50 years.**

Priority	Requirements
1	City of Santa Clara sponsored activities (City staff must request use).
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 serving the City.
4	Non-profit youth organizations that serve the City of Santa Clara, have an organizational structure, and do not charge admission. Proof on non-profit status required
5	Semi-public agencies and political organizations that serve the City.
6	Non-profit community service groups, civic associations, churches and charitable organizations located in the City of Santa Clara. Proof of non-profit status required.
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): 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 non-business or social activities. City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc.
10	Fund raising activities - all priorities in categories 2-9.

AVAILABLE FACILITIES

Facility	Max Capacity	Priority 1-8	Priority 9-10	Alcohol Allowed	Amplified Sound Allowed
#101 Auditorium & Kitchen- Theater Style	500	X	X	X	X
#101 Auditorium & Kitchen- Dining Style	270	X	X	X	X
#149 Ceramics	39	X	X		
#205 Conference	23	X	X		
#222 Dance Aerobics	100	X	X		
#232 Dance Theater	49	X	X		
Mezzanine	49	X	X		

APPLICATION

- All use permit applications must be requested in-person at the Senior Center, 1303 Fremont Street, Santa Clara.
- Please call 408-615-3170 to check availability before coming in to the Senior Center to apply for use.
- The Senior Center accepts use permit applications 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, City staff will first check the applicants' residency, and then have qualified applicants draw numbers. Only one person per event may draw a number. The person drawing the lowest number will receive application preference.
- Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.
- Use permit applications can be submitted as early as 1 year to the date in advance for parties/special events in the auditorium. Example: if June 6 is desired date, the earliest application date is June 6 of the previous year.
- Meetings can be booked 4 months to the date in advance. Example: if June 6 is desired date, the earliest application date is February 6 of the same year.
- If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day.
- Applications will not be accepted less than 14 days in advance of event.

PROOF OF AGE & RESIDENCY

- **Proof of age (50+ years)** can be established with any one of these items: current driver license or state issued ID card, Government issued passport, Birth Certificate.
- **All applicants must provide proof of Santa Clara residency.**
 - For personal/family events (Priority 9)- Proof of residency must include a photo ID (driver's license, passport, etc.). If address has changed, car registration or a current utility bill in the applicant's name can be used in addition to the photo ID. Wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents and serve as applicant. No other family member may make the reservation.
 - For Organizations (Priority 1-9)- Either proof of business office address (not residences) or a roster with 51% of membership Santa Clara residents must be provided.
 - If using a roster to qualify, applicant must be a City of Santa Clara resident.
 - Roster must include all organization/chapter members.
 - Roster must include organization's name, and the names, addresses and phone number of all members.
 - City of Santa Clara resident must apply for the use permit.
 - If organization has business offices located in the City of Santa Clara, proof of residency can be an internal directory, letterhead, business card or ID that includes the City of Santa Clara address (Post Office Boxes do not prove residency).
 - For Companies (Priority 9)- A company ID is required as well as proof that the company is located in the City of Santa Clara- Example: company directory, letterhead or business cards, etc.
- Applications are subject to approval. After City staff has reviewed an application, applicant will be notified of confirmation or rejection by mail. The application process requires seven (7) to ten (10) days. Do not send invitations to your event until you have received approval notification.

TERMS OF USE

Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.

FEES/DEPOSITS

- See **Facility Rate Sheet** for rental and staffing fees as well as security deposits.
- **All fees are due at the time of application.**
- A cancellation fee is charged if cancellation is requested 7 or more days in advance of booking. All fees are forfeit if cancelled less than 7 days in advance of event.
- Staffing costs may be added to rentals depending on size, scope and timing of the event.
- The City 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), and facility rules and regulations have been followed.
- Check or cash deposits will be refunded by mail approximately three weeks after the event and credit card deposits will be refunded electronically within two weeks after the event, as long as applicant follows all terms and there is no damage to the facility

CHANGES/CANCELLATION

- Any changes to the reservation must be made at least 7 days in advance of event.
- Reservation cancellations must be made at least seven 7 days in advance of event for a refund minus cancellation fee. Cancellations made less than 7 days will forfeit all fees.
- A permit may be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara, or when the facility is needed for a program sponsored by the Parks & Recreation Department.

HOURS OF USE

- Recreation (priority 9 & 10) events must rent a minimum of 3 hours.
- Meetings may last a maximum of three hours (if meeting exceeds 3 hours or food or drink is served, applicant must pay part rate for entire rental time).
- Available Hours:
 - 8:00 am- 11:00 pm, Monday - Friday
 - 8:00 am- 12:00 am, Saturday
 - 11:00 am- 11:00 pm, Sunday
- Room usage begins at the time the applicant enters the facility, and includes the time required for set-up, decorating, and clean-up.
- Attendees must be cleaned-up and out of the facility by the end time listed on the application.
- If the event ends before the time designated on the approved application, application fees will not be prorated.

FOOD

- Food and beverages are not allowed for meeting use.
- Food is allowed only in the Auditorium for parties.
- Beverages (including coffee, tea, water, or other non-alcoholic drinks) as well as light snacks (e.g. cookies) may be served in the Mezzanine, Dance, Theater, Conference, Dance Aerobics, and Ceramics rooms for parties.
- All caterers must be approved in advance if they are preparing or serving food on City of Santa Clara property.
 - The caterer is required to complete the Caterer's Agreement Application and provide documents required as part of the application including a City of Santa Clara business license and proof of insurance. The completed application 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, the caterer will be added to the City's caterer list and kept on the list for one year.

- If food is prepared by event participants or delivered or picked up with no onsite preparation or service, no Caterer's Agreement is required.
- Caterers and participants may enter the facility no earlier than the start time listed on the permit.
- The Kitchen Use Guidelines (separate document) lists kitchen equipment available along with detailed operating procedures on proper use.
- Smoking or burning of items (chafing dishes, incense, candle, charcoal, gas, etc.) is prohibited. Birthday candles are allowed for the duration of the birthday song.

ALCOHOL

- Alcohol is allowed in the Auditorium (beer, wine and champagne only) if indicated on the use permit.
- Alcohol is not allowed in the hallways, restrooms, or the lobby.
- Hard liquor is not allowed in any Parks and Recreation Department facility.
- Serving/consumption of alcoholic beverages is permitted only when requested, approved, and stated on the rental contract.
- If a professional bartender is hired to serve drinks, the caterer's rules apply (see below).
- The selling of alcohol is only permitted with an ABC license. ABC license must be submitted no less than 7 days before the rental.

SMOKING

- Smoking is prohibited within enclosed public places pursuant to the Code of the City of Santa Clara section 8.35.040. Smoking is prohibited in the park (California Health and Safety Code, Section 104495).
- Smoking in any public building and within 20 feet of any operable entrance, door, or window is prohibited. (Santa Clara City Ordinance 1654 section 8.35.030)

AMPLIFIED MUSIC

- **Amplified sound is allowed in the Senior Center with prior Department approval (City Ordinance #1357).**
- Volume must be adjusted if requested by City Staff.
- Sound cannot exceed 55db up to 10:00pm and 50db after 10:00pm. (Santa Clara Municipal Code #9.10.040)
- A single microphone can be reserved from the Parks and Recreation Department for private parties for an additional refundable deposit of \$75.
- The Parks and Recreation Department does not rent projectors, screens, stage lighting or other visual equipment.
- Volume must be adjusted if requested by City Staff.

SET-UP

- City staff is responsible for set-up in the Senior Center. Tables and chairs are provided.
- Room reservation includes the use of City owned tables and chairs; City staff will perform table and chair set-up. Additional furniture is not allowed in the facility.
- Applicants are responsible for setting up decorations, table settings, food service, and any other approved equipment used by their party. Decoration time must be included in the use time and appropriate fees charged.
- No decorations are allowed on walls. Only decorations that can be removed without damaging walls and/or painted surfaces are permitted.
- At no time shall exit signs be covered or doorways obstructed.
- No standing on tables or chairs to decorate.

CLEAN-UP

- Tables must be cleared and decorations removed from the rooms.
- Spills must be wiped up.
- 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 end time listed on the permit.
- Applicant is responsible for any additional staff time the City deems appropriate to ensure the facility is left in original condition. Additional fees can be deducted from the security deposit or a secondary billing will be initiated.

OTHER

- Applicant must be present at the event for the duration of the contract.
- Standing on tables or chairs is prohibited.
- At no time shall exit signs be covered or doorways obstructed.
- Throwing of rice, birdseed, etc. is not permitted.
- The City of Santa Clara is not responsible for accidents, injury, illness, or loss of group or individual property.
- Events cannot exceed maximum attendance listed in the use permit. Exceeding maximum may result in the party being shut down by the facility attendant or the Santa Clara Police Department.
- Equipment is not rented or loaned by the department.
- The City has the right to assign staff to supervise your event, at the expense of the permit applicant.
- Parking, including loading and unloading, is allowed in designated areas or on street; all zoning and traffic ordinances apply.
- Vehicle loading/unloading must be performed in designated areas; no parking in red zones.
- Applicant must have a copy of the approved Facility Use Permit to provide to staff if requested.
- If the residence noted on permit is found to be falsified, all fees along with facility reservations will be forfeited.
- If facility reservation regulations are violated, the applicant forfeits both the use fees, as well as the security deposit. Any application for future use will be denied.
- A permit can be revoked and/or event shut down for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara and/or when the facility is needed for a program sponsored by the City of Santa Clara.
- If Parks and Recreation Department staff is not present at the start time of the permit, please contact Santa Clara Police Department at the non-emergency number (408-615-5580).



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

The City of Santa Clara Teen Center may be rented for social functions by Santa Clara residents for the benefit of teens age 11-18. The following guidelines and rules have been established for private use of this facility. City of Santa Clara facilities may not be used by commercial groups for business activities, business meetings, seminars, training sessions, etc.

USE REQUIREMENTS

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 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 • Have an organizational structure • Serve the City of Santa Clara • 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, 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"> • 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 non-business or social 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. Fundraisers pay %15 of gross receipts or same as priority 9, whichever is higher.

AVAILABLE FACILITIES

FACILITY	MAXIMUM CAPACITY	PRIORITY 1-8	PRIORITY 9	PRIORITY 10	FOOD	AMPLIFIED SOUND
MP Room	100	X	X	X	X	X
Arts & Crafts Room	35	X	X		X	
Class Room	47	X				
Conference Room	20	X				

APPLICATION

- All use permit applications must be requested in-person at the Teen Center, 2446 Cabrillo Avenue, Santa Clara.
- Please call 408-615-3740 to check availability before coming in to the Teen Center to apply for use.
- The Teen Center accepts use permit applications 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, City staff will first check the applicants' residency, and then have qualified applicants draw numbers. Only one person per event may draw a number. The person drawing the lowest number will receive application preference.
- Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.
- Party permit applications can be submitted as early as 1 year to the date in advance for parties/special events in the auditorium. Example: if June 6 is desired date, the earliest application date is June 6 of the previous year.
- Meetings can be booked 4 months to the date in advance. Example: if June 6 is desired date, the earliest application date is February 6 of the same year.
- If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day.
- Applications will not be accepted less than 14 days in advance of event.

PROOF OF RESIDENCY

- **All applicants must provide proof of Santa Clara residency.**
 - For personal/family events (Priority 9)- Proof of residency must include a photo ID (driver's license, passport, etc.). If address has changed, car registration or a current utility bill in the applicant's name can be used in addition to the photo ID. Wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents and serve as applicant. No other family member may make the reservation.
 - For Organizations (Priority 1-9)- Either proof of business office address (not residences) or a roster with 51% of membership City of Santa Clara residents must be provided.
 - If using a roster to qualify, applicant must be a City of Santa Clara resident.
 - Roster must include all organization/chapter members.
 - Roster must include organization's name, and the names, addresses and phone number of all members.
 - City of Santa Clara resident must apply for the use permit.
 - If organization has business offices located in the City of Santa Clara, proof of residency can be an internal directory, letterhead, business card or ID that includes the City of Santa Clara address (Post Office Boxes do not prove residency).
 - For Companies (Priority 9)- A company ID is required as well as proof that the company is located in the City of Santa Clara- Example: company directory, letterhead or business cards, etc.
- Applications are subject to approval. After staff has reviewed an application, applicant will receive written confirmation or rejection. The application process requires 7 to 10 days. Do not send invitations to your event until you have received written approval.
- A. If residency is falsified, all fees and facility reservations will be forfeited.

TERMS OF USE

Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.

FEES, DEPOSITS & HOURS

- See **Facility Rate Sheet** for rental and staffing fees as well as security deposits.
- All fees are due at the time of application.

- A cancellation fee is charged if cancellation is requested 14 or more days in advance of booking. All fees are forfeit if cancelled less than 14 days in advance of event.
- Staffing costs may be added to rentals depending on size, scope and timing of the event.
- Fees are based on a maximum of three hours for meetings. If event last more than 3 hours or include food it it will be considered a party and all party fees and regulations apply.
- A party or fundraiser must rent a minimum of three hours.
- The Teen Center may be reserved starting at 6:30pm – 11:00pm on Fridays, 10:00am – 11:00pm on Saturdays and Sundays.
- Rental time must include set-up and clean-up time. Applicant will not be allowed in the facility before the time listed on the application.
- If the event lasts longer than the time designated on the approved application appropriate fees will be charged
- If the event ends before the time designated on the approved application, application fees will not be prorated.
- Room reservation includes the use of City owned tables and chairs; Teen Center custodians will perform table and chair set-up. Additional furniture is not allowed in City facilities.
- Security deposits will be returned 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.

FOOD, ALCOHOL & SMOKING

- Food and beverages are not allowed for meeting use.
- Food is allowed only in the Multi-purpose Room and Arts & Crafts Room for parties.
- All caterers must be approved in advance if they are preparing or serving food on City of Santa Clara property.
 - The caterer is required to complete the Caterer's Agreement Application and provide documents required as part of the application including a City of Santa Clara business license and proof of insurance. The completed application 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, the caterer will be added to the City's caterer list and kept on the list for one year.
- If food is prepared by event participants or delivered or picked up with no onsite preparation or service, no Caterer's Agreement is required.
- Caterers and participants may enter the facility no earlier than the start time listed on the application.
- Smoking is prohibited within enclosed public places pursuant to the Code of the City of Santa Clara section 8.35.040. Smoking is prohibited in the park (California Health and Safety Code, Section 104495).
- Smoking in any public building and within 20 feet of any operable entrance, door, or window is prohibited. (Santa Clara City Ordinance 1654 section 8.35.030)
- Amplified sound is allowed in the Teen Center with prior Department approval (City Ordinance #1357).
- Volume must be adjusted if requested by City Staff.
- Sound cannot exceed 55db up to 10:00pm and 50db after 10:00pm. (Santa Clara Municipal Code#9.10.040).
- Caterers and participants may enter the facility no earlier than the time listed on the permit.

SET-UP AND CLEAN-UP

- Custodial staff is responsible for set-up in the Teen Center. Tables and chairs are provided.
- Only decorations that can be removed without damaging walls or painted surfaces are permitted (i.e. no nails, pins, staples, thumb tacks and masking, duct tape or Scotch tape). We recommend using blue (Painters) masking tape, but it must be removed following the event.
- Decoration time must be included in the use time and appropriate fees charged.

- Tables must be cleared of decorations and spills.
- All garbage must be bagged and set near garbage receptacles. City staff will remove garbage from the buildings.
- A group must be cleaned up and all individuals out of the building by the time listed on the permit.
- Teen Center events must end before midnight. All participants and caterers must be out of the building at that time.

GENERAL INFORMATION

- If residency is falsified, all fees and facility reservations will be forfeited.
- Amplified sound is allowed in the Teen Center Multi-purpose Room with prior Department approval (City Ordinance #1357). Volume must be adjusted if requested by City staff.
- Smoking is prohibited inside the facility or on Teen Center property, pursuant to the Code of the City of Santa Clara section 8.35.040.
- If the facility reservation regulations are violated, the applicant forfeits both the use fees and security deposit; reservations will be refused for future use.
- Reservation cancellations must be made at least seven 7 days in advance for a refund minus cancellation fee. Cancellations made less than 7 days will forfeit all fees.
- No portable barbecues allowed in any of the parks.
- 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.



**FACILITY USE INFORMATION
YOUTH ACTIVITY CENTER**

The City of Santa Clara provides the Walter E. Schimdt Youth Activity Center for your use and enjoyment. The following guidelines and rules have been established for private use of these facilities.

USE REQUIREMENT

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

Events must be for youth groups (under 18 years of age).

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 (City staff must request use).
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 serving the City.
4	Non-profit youth organizations that serve the City of Santa Clara, have an organizational structure, and do not charge admission. Proof on non-profit status required
5	Semi-public agencies and political organizations that serve the City.
6	Non-profit community service groups, civic associations, churches and charitable organizations located in the City of Santa Clara. Proof of non-profit status required.
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): 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 non-business or social activities. City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc.
10	Fund raising activities - all priorities in categories 2-9.

AVAILABLE FACILITIES

FACILITY	MAXIMUM CAPACITY	PRIORITY 1- 10	FOOD	ALCOHOL	AMPLIFIED SOUND
San Tomas Room	135	X			
Cabrillo Room	135	X			
Gymnasium	1,575	X	X	X	X

APPLICATION

- All applications must be made in-person at the Walter E. Schmidt Youth Activity Center (YAC), 2450 Cabrillo Ave., Santa Clara. No reservations will be taken by phone.
- Availability should be checked by phone before coming in to the YAC. Please call 408-615-3760.
- **Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.**
- Parties may be booked as early as 1 year to the date in advance (example: if June 6 is desired date, the earliest application date is June 6 of the previous year).
- Meeting Rooms can be booked 4 months to the date in advance (example: if June 6 is desired date, the earliest application date is February 6 of the same year).
- If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day.
- Applications will not be accepted less than 14 days in advance of event.
- The YAC accepts use permit applications 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, YAC staff will first check the applicants' residency, and then have qualified applicants draw numbers. Only one person per event may draw a number. The person drawing the lowest number will receive application preference.

PROOF OF RESIDENCY

- **All applicants must provide proof of Santa Clara residency.**
 - For personal/family events (Priority 9)- Proof of residency must include a photo ID (driver's license, passport, etc.). If address has changed, car registration or a current utility bill in the applicant's name can be used in addition to the photo ID. Wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents and serve as applicant. No other family member may make the reservation.
 - For Organizations (Priority 1-9)- Either proof of business office address (not residences) or a roster with 51% of membership City of Santa Clara residents must be provided.
 - If using a roster to qualify, applicant must be a City of Santa Clara resident.
 - Roster must include all organization/chapter members.
 - Roster must include organization's name, and the names, addresses and phone number of all members.
 - City of Santa Clara resident must apply for the use permit.
 - If organization has business offices located in the City of Santa Clara, proof of residency can be an internal directory, letterhead, business card or ID that includes the City of Santa Clara address (Post Office Boxes do not prove residency).
 - For Companies (Priority 9)- A company ID is required as well as proof that the company is located in the City of Santa Clara- Example: company directory, letterhead or business cards, etc.
- Applications are subject to approval. After staff has reviewed an application, applicant will receive written confirmation or rejection. The application process requires 7 to 10 days. Do not send invitations to your event until you have received written approval.
- If residency is falsified, all fees and facility reservations will be forfeited.

TERMS OF USE

FEES & DEPOSITS

- See **Facility Rate Sheet** for rental and staffing fees as well as security deposits.
- Security deposit is due at the time of application.
- **All fees are due at the time of application.**
- A cancellation fee is charged if cancellation is requested 7 or more days in advance of booking. All fees are forfeit if cancelled less than 7 days in advance of event.
- Staffing costs may be added to rentals depending on size, scope and timing of the event.

- The City 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), and facility rules and regulations have been followed.
- 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.

CHANGES/CANCELLATION

- Any changes to the reservation must be made 7 days in advance of event.
- Reservation cancellations must be made at least seven 7 days in advance of event for a refund minus cancellation fee. Cancellations made less than 7 days will forfeit all fees.
- A permit may be revoked for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara, or when the facility is needed for a program sponsored by the Parks & Recreation Department.

HOURS OF USE

- The YAC 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.

FOOD

- Food and beverages are not allowed for meeting use.
- Food is allowed only in the gymnasium for parties.
- All caterers must be approved in advance if they are preparing or serving food on City of Santa Clara property.
 - The caterer is required to complete the Caterer's Agreement Application and provide documents required as part of the application including a City of Santa Clara business license and proof of insurance. The completed application 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, the caterer will be added to the City's caterer list and kept on the list for one year.
- If food is prepared by event participants or delivered or picked up with no onsite preparation or service, no Caterer's Agreement is required.
- Caterers and participants may enter the facility no earlier than the start time listed on the application.

ALCOHOL

- Alcohol is not allowed in the YAC.

SMOKING

- Smoking is prohibited within enclosed public places pursuant to the Code of the City of Santa Clara section 8.35.040. Smoking is prohibited in the park (California Health and Safety Code, Section 104495).
- Smoking in any public building and within 20 feet of any operable entrance, door, or window is prohibited. (Santa Clara City Ordinance 1654 section 8.35.030)

AMPLIFIED MUSIC

- Amplified sound is allowed in the gymnasium with prior Department approval (City Ordinance #1357).
- Volume must be adjusted if requested by City Staff.

- Sound cannot exceed 55db up to 10:00pm and 50db after 10:00pm. (Santa Clara Municipal Code#9.10.040).

SET-UP/DECORATION

- Decorations inside and outside the building should leave no permanent mark when removed.
- Decoration time must be included in the use time listed on the application and appropriate fees will be charged.
- Applicants are responsible for setting up decorations, table settings, food service, and any other approved equipment used by their party.
- At no time shall exit signs be covered or doorways obstructed.

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 City staff.
- Spills must be wiped up.
- A group must be cleaned up and all individuals out of the building by the end time listed on the permit.
- Applicant is responsible for any additional staff time the City deems appropriate to ensure the facility is left in original condition. Additional fees can be deducted from the security deposit or a secondary billing will be initiated.

GENERAL INFORMATION

- Throwing of rice, birdseed, etc. is not permitted on the YAC grounds.
- Amplified sound is allowed in the YAC with prior Department approval (City Ordinance #1357). No amplified music is allowed in any room except the Gymnasium.
- If the facility reservation regulations are violated, the applicant forfeits both the use fees and security deposit; reservations will be refused for future use.
- Reservation cancellations must be made at least seven 7 days in advance for a refund minus cancellation fee. Cancellations made less than 7 days will forfeit all fees.
- No portable barbecues allowed in any of the parks.
- 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.



The City of Santa Clara Youth Soccer Park is made available by permit through the Parks & Recreation Department for field use for qualifying youth organizations. The following guidelines and rules have been established for use of the Youth Soccer Park fields and facilities.

USE REQUIREMENTS

Residents of the City 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 and Santa Clara Unified School District use.
2	Youth Activity Groups serving the City of Santa Clara (51% City of Santa Clara residents required). Youth are described as 18 years or younger.

AVAILABLE FACILITIES

Facility	Practice	Game/Tournament	Meetings
Field 1		X	
Field 2 (Turf)	X	X	
Field 3		X	
Conference Room		X	X
Meeting Room		X	X

APPLICATION

- No reservations will be taken by phone. **All use permit applications must be requested in-person** at the Community Recreation Center (CRC), 969 Kiely Boulevard, Santa Clara. Please call the Recreation Supervisor, at 408-615-3160, to make an appointment before coming in.
- A league representative from each qualifying resident group must be present to complete the permit application.
- **Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.**
- Reservations cannot be submitted earlier than three months in advance to the date of use, nor later than two full working days in advance of the date of use. (Example: if Saturday, June 7th is desired date, the earliest application date is March 7, the latest is Wednesday, June 5 at 5:00p.m.) Applications will not be accepted less than 14 days in advance of event.
- The City accepts use permit applications 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, City staff will first check the applicants' residency, and then have qualified applicants draw numbers. Only one person per event may draw a number. The person drawing the lowest number will receive application preference

PROOF OF RESIDENCY

- **All applicants must provide proof of Santa Clara residency.**
 - For City Sponsored Events- A City employee must apply for use.
 - For School District Events- A Santa Clara Unified School District employee must apply for use.
 - For Organizations- A roster with 51% of membership City of Santa Clara residents must be provided.

- Roster must include all organization/chapter members. Roster must include organization's name, and the names, addresses and phone number of all members.
- City of Santa Clara resident must apply for the use permit.
- If organization has business offices (not a private residence) located in the City of Santa Clara, proof of residency can be an internal directory, letterhead, business card or ID that includes the City of Santa Clara address (Post Office Boxes do not prove residency).
- Applications are subject to approval. After staff has reviewed an application, applicant will receive written confirmation or rejection. The application process requires 7 to 10 days. Do not send schedules for your use until you have received written approval of the application.
- **If residency is falsified, all fees and facility reservations will be forfeited.**

TERMS OF USE

Applicant must be present for the entirety of the event. Applicant assumes all responsibility for use of the facility. The applicant is responsible for the behavior and/or cost of damage repair for all guests. Permits cannot be transferred, assigned, or sublet.

GENERAL INFORMATION

- Location: Santa Clara Youth Soccer Park, 5020 Stars & Stripes Drive
- Only youth sports organizations are allowed to use fields. Youth is described as 18 years of age or younger; however, local colleges (Mission, Santa Clara University) qualify as youth organizations.
- Only soccer activities, including practices, games and tournaments, may be scheduled at Youth Soccer Park.
- Youth Soccer Park may not be used for Try-Outs.
- Due to proximity to Levi's Stadium, access and parking may be affected by large events (noise, traffic, access).
 - Applicants should check Stadium event schedule prior to requesting dates, and may need to work with Parks & Recreation staff to reserve alternate fields.
- Applicant and coaches are responsible for enforcing all rules and regulations while utilizing Youth Soccer Park.
- All teams are responsible for providing a Field Marshal while utilizing Youth Soccer Park.
- A permit can be revoked and/or event shut down for improper conduct, failure to observe the rules, regulations and ordinances of the City of Santa Clara and/or when the facility is needed for a program sponsored by the City of Santa Clara.
- The City of Santa Clara reserves the right to change or cancel contract as needed.
- All teams utilizing Youth Soccer Park will adhere to these rules and comply with all requests from City staff.
- Failure to adhere to terms of use may result in a temporary or permanent suspension from utilizing the Youth Soccer Park facility.

FIELDS

- Grass fields are for game use only.
- Turf fields are for games and practices scheduled at City of Santa Clara Parks & Recreation Department discretion.
- Only molded cleats or turf/indoor shoes are allowed on the fields; no metal or screw-on cleats permitted.
- Equipment is not rented or loaned by the Department.
- Water is the only beverage permitted on fields; it is the responsibility of each coach to enforce this rule.
- Players cannot jump over fences to retrieve balls, or any other reason.
- All goals must have proper weights on back of goals, unless goal is properly secured (international goals) to field.
- Parents, family members and friends are not allowed on fields while teams are practicing.

FEES/DEPOSITS

- See **Facility Rate Sheet** for rental and staffing fees as well as security deposits.
- Staffing costs may be added to rentals depending on size, scope and timing of the event.
- **All fees are due at the time of application.**
- The City 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), and facility rules and regulations have been followed.
- 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.

CHANGES/CANCELLATIONS

- See **Facility Rate Sheet** for rental and staffing fees as well as security deposits.
- A cancellation fee is charged if cancellation is requested 7 or more days in advance of booking. All fees are forfeit if cancelled less than 7 days in advance of event.

HOURS/DAYS OF USE

- Fields are available between 9:00 a.m. and 10:00 p.m. daily.
- Grass fields are closed for scheduled maintenance every Monday and Thursday.
- Games may be booked any day of the week.
- Fields may be closed due to inclement weather at the discretion of City staff.
- Weekend use is restricted to games and tournaments, only.

PARKING/VEHICLES

- Parking, including loading and unloading, is allowed in designated areas or on street; all zoning and traffic ordinances apply.
- Parking lot is only available during use times listed on application.
- Overnight parking is prohibited.
- No tailgating.

FOOD, BEVERAGES, SMOKING & ALCOHOL

- Concessions or merchandise require prior written permission from Parks & Recreation Staff to be sold. All local and state permits must be completed and submitted.
- Food is only allowed in designated picnic area.
- Ice chests, food, and beverages are not permitted on fields or viewing areas.
- Gum, sunflower seeds, and peanuts are strictly prohibited in all areas.
- Alcohol is strictly prohibited. Violation will result in immediate suspension of use permit.
- Use of tobacco and cannabis products are strictly prohibited in Youth Soccer Park. Violation will result in immediate suspension of use permit.

AMPLIFIED SOUND

- Voice announcements are allowed.
- Volume, including portable sound devices, must be adjusted at the request of City staff.

SET-UP & CLEAN UP

- Applicant and coaches are responsible for all trash management (water bottles, tape, equipment, etc. for both their team and their guests). All trash must be placed in receptacles. Please ask City staff for extra bags if trash is full.
- Tape, tacks, staples or signs are not allowed in or around the facilities.

INSURANCE REQUIREMENTS

- Applicant must provide a certificate of insurance at the time of application.

- Certificate must be in the amount of one million dollars (General liability).
 - Additional insured must be named in the following manner: **"City of Santa Clara, its City Council, District, its School Board, officers, agents and employees are hereby added as additional insured in respect to liability arising out of any use of City facilities."**
- Expired or lapsed insurance will result in cancellation of a permit.

ANIMALS

- With the exception of service animals, animals are prohibited in the Youth Soccer Park grounds, including the parking lot.



Rental Rate Sheet

Parties, Picnics & Meetings*

Facility	Picnic/Party	Meeting	Refundable Deposit
Central Park- Pavilion or Arbor	\$137 per section per day	Not available	\$100 per section
City Plaza Park (Weddings Only)	\$119 per day	Not available	\$50
Community Recreation Center- Auditorium & Kitchen	\$289 per hour	Not available	\$250
Community Recreation Center- Meeting Room	Not available	\$44 per hour	\$250
Park Buildings- Agnew, Bowers, Machado, Maywood, Montague	\$64 per hour	\$25 per meeting	\$100 + \$100 key deposit
Park Buildings (Lick Mill)	\$128 per hour	\$25 per meeting	\$100 + \$100 key deposit
Senior Center- Kitchen/Auditorium	\$228 per hour	Not available	\$250
Senior Center Meeting Rooms	Not available	\$66 per hour/\$18 per meeting for non-profit organizations	\$250
Teen Center- Meeting Room	\$113 per hour	Not Available	\$250
Teen Center- Multi-Purpose Room	\$169 per hour	Not Available	\$250
Youth Activity Center- Meeting Rooms	\$113 per hour	\$113 per hour	\$50

*Miscellaneous fees may apply.

Sports Facilities*

Facility	Youth Sports	Adult Sports
Ball Field & Softball Field Preparation	\$124 flat fee	\$124 flat fee
Ball Fields & Turf Areas- Day use	\$0	\$62 per hour
Ball Fields & Turf Areas- Evening Use	\$0	\$89 per hour
Football Field Prep	\$62 flat fee	\$62 flat fee
Youth Activity Center- Gymnasium	\$169 per hour	Not available
Youth Soccer Park- Day Use	\$85 per field per hour	Not available
Youth Soccer Park- Evening Use	\$135 per field per hour	Not available
Youth Soccer Park Field Preparation	\$129	Not available

*Miscellaneous fees may apply.

Miscellaneous

Charge Description	Rate
Cancellation Fee	\$44 per cancellation
Fund-Raising Events	15% of gross receipts or rental fees- whichever is greater
Special Event Application Fee	\$300 (additional fees may apply)/\$25 Non-profit
Staff	\$30 per hour per person
Microphone Deposit (Central Park Only)	\$75 refundable deposit per day
Amplified Sound Fee	\$68 per event