



The City of Santa Clara provides community centers for parties/events use at various locations. The following guidelines and rules have been established for organizational use of these facilities.

**USE REQUIREMENTS**

*Qualifying resident groups may apply to use buildings for party/events based on the following priorities and requirements.*

**USER TYPES**

**Non-profit (Registered with the State of California)-** Organizations registered with the State of California as a non-profit organization that serve the City of Santa Clara. Facilities are not available for fundraising activities unless authorized by appropriate permit, license, or agreement with the City.

- Organization must be registered with the State of California as a non-profit organization.
- Organization must serve the City of Santa Clara - either based in the City or roster must be a minimum of 51% City of Santa Clara Residents.
- City of Santa Clara resident with organization membership must request the reservation and be present at the event.

**Community group-** Groups or organizations whose membership consists of a majority of City of Santa Clara residents. Facilities are not available for fundraising activities unless authorized by appropriate permit, license, or agreement with the City.

- Membership must have a majority of City of Santa Clara residents. A roster of ALL members is required and a provide a roster of all participants.
- City of Santa Clara resident must request the reservation and be present at the event.

**Resident-** A person living in the City of Santa Clara personally hosting a recreational event. A resident cannot book on behalf of a non-resident, company, or organization.

- City of Santa Clara host resident must request the reservation and be present at the event.

**Non-resident-** A person who does not live in the City of Santa Clara hosting a recreational event.

**Commercial-** A company or business entity hosting a recreational event. Facilities are not available for business activities unless authorized by appropriate permit, license, or agreement with the City. Profit-making activities are not allowed.

**AVAILABLE FACILITIES**

FACILITY	ADDRESS	MAX. CAP.	AVAILABLE HOURS	RESTRICTIONS
<b>Community Rec. Center (CRC)</b> <ul style="list-style-type: none"> <li>• Auditorium (no stage)</li> </ul>	969 Kiely Blvd.	120	Call for available times 408-615-3140	<ul style="list-style-type: none"> <li>• Insurance required to serve alcohol</li> </ul>
<b>Senior Center</b> <ul style="list-style-type: none"> <li>• #222 Dance Aerobics</li> <li>• #101 Auditorium               <ul style="list-style-type: none"> <li>○ Dining</li> <li>○ Theatre</li> </ul> </li> </ul>	1303 Fremont St.	100 270 500	Call for available times 408-615-3170	<ul style="list-style-type: none"> <li>• Parties must be for the benefit of adults 50+ years.</li> <li>• Insurance required to serve alcohol.</li> <li>• Kitchen use restricted to professional caterers</li> </ul>

<b>Teen Center</b> <ul style="list-style-type: none"> <li>• MP Room</li> <li>• Arts &amp; Crafts Room</li> </ul>	2446 Cabrillo Ave.	100 35	Call for available times 408-615-3760	<ul style="list-style-type: none"> <li>• Meetings must be for the benefit of youth, under 18 years.</li> <li>• No alcohol allowed.</li> </ul>
<b>Lawrence Station Multi- Purpose Room</b>	2985 Feliz Rd.	120	9AM- 10PM	<ul style="list-style-type: none"> <li>• No alcohol allowed.</li> </ul>
<b>Montague Multi-Purpose Room</b>	3595 Macgregor Ln	120	9AM- 10PM	<ul style="list-style-type: none"> <li>• No alcohol allowed.</li> </ul>

## APPLICATION

- The Parks & Recreation Department accepts facility use request applications by email ([PRPermits@SantaClaraCA.gov](mailto:PRPermits@SantaClaraCA.gov)) or Fax 408-(261-9146) or in-person at the Community Recreation Center, Teen Center or Senior Center and will be processed in the order received. If more than one person simultaneously applies to reserve the same facility for the same date and time, staff will first check the applicants' residency, and then draw numbers. The application drawing the lowest number will receive 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.
- Applications can be submitted as early as six (6) months to the date in advance. Example: if June 6 is desired date, the earliest application date is the previous January 6.
- Applications will not be accepted less than fourteen (14) days in advance of event.
- If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day.
- 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 have reviewed an application, applicant will be notified of confirmation or rejection by email or phone. 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

Proof of residency is required for the following user types:

- **Non-Profit-** Resident requesting facility must provide a photo ID and 2 recent proofs of residency, dated in the last 30 days (bills work best for this purpose).
- **Community Group-** Resident requesting facility must provide a photo ID and 2 recent proofs of residency, dated in the last 30 days (bills work best for this purpose) and full roster proving 51% of group membership live in the City of Santa Clara.
- **Resident-** Resident requesting facility must provide a photo ID and 2 recent proofs of residency, dated in the last 30 days (bills work best for this purpose).  
*City does not keep proof of residency on file; documents must be submitted with each request. If residency is falsified, all fees and facility reservations will be forfeited.*

## TERMS & CONDITIONS

The application for a Permit/License is subject to City of Santa Clara (City) review and approval. Applicant will be notified of approval or rejection by email or phone. The application and review process requires seven (7) to ten (10) business days. Applicant agrees not to invite guests to the event until receipt of notice of approval in writing from the City.

Applicant must be present for the entirety of the Permitted/Licensed time of Event. Applicant assumes all responsibility for use of the facility. Applicant is responsible for the behavior of all guests and the cost of damage repair. Permit/License cannot be transferred, assigned, or sublet to another party.

Commercial activities as defined as activities intended for making a profit are prohibited without the specific written permission of the City Permit/License and in conformance with City Code. Commercial or profit-making activities are not allowed. This includes charging admission, selling products, or soliciting donations.

## Security Deposit & Rental Fees

1. See the Facility Rate Sheet for specific charges.
2. The deposit and rental fees are due at the time of application. An hourly fee for staff costs for supervision, custodian, or other staff may be added at staff's discretion depending on the size, scope, and time of the Event.
3. The security deposit will be refunded only if, all terms and conditions of the Permit/License have been adhered to, at the sole determination of the City Parks & Recreation Director, including but not limited to no damage to the building, park property, or Permit/License area, the area is left in a clean condition (Clean-Up section below), and the facility rules and regulations have been followed.
4. Deposits eligible for return to Applicant/Licensee paid by check or cash will be refunded by USPS mail approximately eight (8) weeks after the Event or paid by credit card will be refunded electronically approximately two (2) weeks after the event

## Changes & Cancellation

1. Cancellation or changes of reservations by Applicant/Licensee must be made at least fourteen (14) days in advance of event to receive a refund of deposit and rental fees minus a cancellation fee. Cancellations made less than fourteen (14) days in advance of event will forfeit all rental fees.
2. A Permit/License may be revoked at any time for violation of health and safety orders, or failure to observe the rules, regulations, and ordinances of the City of Santa Clara. Failure to follow facility use rules may result in denial of future rental Applications/Permits.
3. The City reserves the right to cancel a Permit/License and/or use of equipment due to unforeseen situations, including but not limited to emergencies, maintenance, public health and safety, or City use. In these cases, the City will provide a full refund of security deposit and all fees paid.

## Hours of Use

1. Parties must rent for a minimum of 3 hours, including set-up and clean-up.
2. Room usage begins at the time the applicant enters the facility, and includes the time required for set-up, decorating, and clean-up.
3. Attendees must be cleaned-up and out of the facility by the end time listed on the application.
4. If the event ends before the time designated on the approved application, application fees will not be prorated.

## Food, Catering & Alcohol

1. Potluck and onsite cooking by event attendees are allowed at the CRC, Teen Center, Montague Multi-Purpose Room and Lawrence Station Multi-Purpose Room; Applicant/Licensee is encouraged to follow all County Health guidelines for food preparation and handling.
2. Senior Center kitchen may only be used by licensed/insured caterers.
3. No portable barbecues allowed in any of the parks.
4. Beer, wine and champagne are allowed inside the Senior Center and CRC. No hard liquor allowed. Applicant must provide one million dollars (\$1,000,000) general liability insurance and one million dollars (\$1,000,000) host liquor liability insurance. Insurance documents must include the following language in the "additionally insured" section of the certificate: *City of Santa Clara, its City Council, commissions, officers, employees, volunteers, and agents are hereby added as additional insureds in respect to liability arising out of Applicant/Licensee's use of City Facilities.*
5. No alcohol is allowed in the park (City Code section 9.05.040).
6. A licensed caterer may prepare food off-site, for delivery to City facility or for pick up, provided there is NO preparation or service on site.
7. For a Licensed Caterer to be permitted to prepare or serve food onsite, they MUST COMPLETE a City application for Caterer's Agreement. The completed application must be submitted to the CRC office no later than ten (10) working days prior to the date of the event.
8. Caterers and participants may enter the facility no earlier than the start time listed on the Permit/License.
9. Food trucks must be registered with the Santa Clara Police Department. Food truck parking is allowed in designated areas or on street; all zoning and traffic ordinances apply. Trucks are not allowed to drive into the park.

## 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 Sound

1. Amplified sound is allowed at the CRC, Senior Center, Teen Center, Montague Multi-Purpose Room, and Lawrence Station Multi-Purpose with a permit; additional costs apply (see Facility Rate Sheet).

Amplified sound is not allowed in the park building or the park (City Ordinance #1357). A small, hand-held device with attached speakers can be used in building without an amplified sound permit, but sound levels should not disturb park users or neighbors.

2. Non-amplified, "acoustic sound" is allowed at all facilities.
3. Volume at any site must be adjusted if requested by City staff or park users.

## Set-up & Decorations

1. Tables and chairs are provided; no additional tables or chairs may be brought into the facility. They are in the closet.
2. Decorations inside and outside of building should leave no permanent mark when removed.
3. Balloons and glitter are not allowed.
4. No candles or open flames inside or outside of the building, except for a birthday cake for the duration of the birthday song.
5. At no time shall exit signs be covered or doorways obstructed.
6. Heaters can be turned on, if needed

## Clean-up

1. Tables must be cleaned and returned to the closet.
2. All decorations must be removed from the rooms.
3. Spills should be cleaned up.
4. The kitchen must be cleaned after use. Do not pour oil, grease, coffee grounds or solids down the sink drains.
5. All trash must be bagged and left inside the building. Trash will be removed by the City staff.
6. Heaters and lights must be turned off.
7. All doors and windows should be secured.
8. All individuals must be out of the building by the end time listed on the permit.

## Keys (For Park Buildings)

1. Keys are picked up from the Community Recreation Center (CRC), 969 Kiely Boulevard. Community Recreation Center hours:  
Monday-Thursday: 8:30 am- 8:00 pm  
Friday: 8:30 am- 5:00 pm  
Saturday: 9:00 am- 12:30 pm
2. If the front door has a padlock, unlock and re-lock on the hasp so padlock is not lost.
3. **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.
4. **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.
5. Late or missing keys may result in the forfeit of the deposit.
6. If keys are not picked and staff is called out to open facility, two staff hours will be charged to the permit.

## Vehicles & Parking

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

## Other

1. The City of Santa Clara is not responsible for accidents, injury, illness, or loss of group or individual property.
2. 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.
3. The City has a right to assign a staff member to supervise the event, at the expense of the facility user.
4. Inflatables (jump houses, inflatable slides, etc.) are not allowed in parks or park buildings.
5. Throwing of rice, birdseed, etc. is not permitted on the grounds.
6. Egg toss, water balloons, sidewalk chalk, and powder pigment/paint are not allowed in the park or park building.
7. Animals are not allowed in buildings, except companion animals as defined under ADA.
8. Parties/events cannot exceed maximum attendance listed in the use permit. Exceeding maximum may result in the event being shut down by a facility attendant or the Santa Clara Police Department.
9. Standing on tables or chairs, for any reason, is prohibited.
10. If you have a problem with the facility, please contact City staff at:
  - **Community Rec. Center, Multi-Purpose Rooms & Park Buildings**-408-615-3140, or after business hours at 408-506-4298 or 408-799-2351.
  - **Teen Center**- 408-615-3760
  - **Senior Center**- 408-615-3170

**In case of emergency call 911.**