

# GILROY COMMUNITY SERVICES DEPARTMENT

## Rules and Regulations for Community Use of City Facilities (July 2004)

**(If problems occur at reserved site after normal business hours  
or on weekends please call 846-0350)**

Many City of Gilroy parks and facilities may be reserved for a variety of functions throughout the year. Rental fees vary by facility type and reservations are available on a first-come, first-served basis.

Community groups are encouraged to use City facilities for recreational, educational, cultural and other worthwhile purposes when such uses do not conflict with regularly scheduled City programs.

### ELIGIBLE ORGANIZATIONS

Facilities may be reserved by residents of Gilroy Unified School District only.

Priority for use of facilities is established as follows in the order named:

**Category A:** Activities sponsored specifically by the City of Gilroy, Gilroy Unified School District, Gavilan College and approved non-profit youth and senior organizations.

**Note:** Youth groups must be approved by the Parks and Recreation Commission through application process. Youth groups who have not completed the "Youth Application Form" will be classified under Category C and will pay for facility use in that category.

**Category B:** Functions of non-profit organizations, groups not commercial in nature, not designed to produce private revenue, and normally not promoted for general public attendance.

Included in this category are service organizations, youth dances promoted by service organizations, private schools, and colleges when an admission charge is assessed to cover operating expenses, private square dances and similar clubs, fund-raising activities of recognized welfare organizations, church activities involving fund-raising campaigns, political speeches, testimonials, private club or group activities of a fund-raising nature.

Note: Category "B" groups will be required to show proof of non-profit status through the Secretary of State in order to fall into this category. One use without verification will be granted until verification is realized. After this free use has been given, groups will automatically be classified into "Category C" (Private) until proof of non-profit status has been submitted.

<b>Category C:</b> Functions of individuals or groups, commercial organizations, and major fund-raising or profit making functions of all kinds.
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### INELIGIBLE ORGANIZATIONS

Use of facilities shall not be granted to any individual or group that has as its objective the overthrow of the Government of the United States or the State of California by force, violence or other means.

## RESERVATION OF FACILITIES

1. Permission for use of City of Gilroy facilities will be granted upon the condition that rules and regulations governing the use of said facilities will be followed, and permission may be revoked at any time for failure to do so. Permit shall not be granted if it is not in the best interest of the City of Gilroy.
2. Requests for standing reservations by non-profit youth groups must be made a minimum of ten (10) working days in advance of the first meeting of the group. Standing reservations will be limited to Mondays through Fridays. It shall be the responsibility of the group to request renewal of their reservation in December, May, and August. Wheeler Community Center will be utilized for standing reservations of non-profit youth groups.
3. Requests for reservations will be accepted no earlier than January 1 for the following year.
4. Permits will be issued to adults only. There must be at least one adult for each twenty minors in any group using the facilities.
  - A. Each adult obtaining a permit must read the rules and regulations governing use of the facilities before its issuance.
  - B. Persons obtaining permit for use by groups consisting of minors are required to remain with group until completion of the activity.
5. **All reservations must be made in person at the Gilroy Community Services Department a minimum of ten (10) working days prior to date of use. Deposit is required at the time reservation is made. Rental fees, including damage deposit and signed application form MUST be submitted at least ten (10) working days prior to reservation date. No reservation will be considered for approval until all fees and deposits are paid and signed applications, sound permits, and proof of security if required, etc. are submitted. RESERVATIONS WILL NOT BE TAKEN OVER THE PHONE.**
6. The individual or organization granted use of the facility shall be held responsible for payment of any damages to or loss of City property as determined by the Community Services Director or his authorized agent.
7. Building facilities may be rented for a maximum of eight (8) hours except under special permission granted by the Community Services Director or his authorized agent. Activities may last no longer than 11:00 PM Friday and Saturday and 9:00 PM Sunday through Thursday. Any amplified music approved at the Gilroy Senior Center must conclude by 10:00 PM.
8. Permits allow entrance at time specified and groups must also leave at time specified on the application form. **This will include time necessary to prepare for the activity and for clean up time.**
9. All groups using facilities (with the exception of Category A) will be required to pay a deposit for use of said facility. Deposit will be refunded if the facility is left in a clean and orderly state and no damages occur.
10. No advertising shall be exhibited, no petition shall be circulated, no solicitation or sales shall be made in the building or on the grounds without written permission from the Community Services Director or his authorized agent.
11. Alcoholic beverages are **FORBIDDEN** in or about buildings of the city of Gilroy without the written approval of the Community Services Director or her authorized agent.
12. Glass beverage containers are prohibited in any City park, except in established picnic areas, or except where the sponsor or an organized public event has obtained prior written permission from the Director of

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Community Services or her authorized agent to possess glass beverage containers within the boundaries of the event.

13. Profane language, gambling, fighting or other unruly conduct is not allowed.
14. Facilities are open for reserve use only on a pre-arranged schedule. If facility is not opened, if you find the facility not clean, or there is a problem, contact the Gilroy Police Department, 846-0350, and they will notify responsible party. An employee of the City may be assigned for duty to open and close the facility and will be in complete charge. City employee will wait no longer than 15 minutes after scheduled reservation time to open facility. Reservation is considered cancelled and fees forfeited if renter is more than 15 minutes late.
15. Amplified entertainment at indoor and/or outdoor facilities must be approved by the Community Services Director or his authorized agent prior to the event. There will be no amplified music allowed at Las Animas Veterans Park, except for community-wide events approved by the Community Services Director or her authorized agent prior to the event. When reserving the Mulberry area at Christmas Hill Park, music is allowed only when renting Mulberry West or both Mulberry East and West. Amplified entertainment must cease at the parks according to the following schedule. Security Required – see page 5.

### Christmas Hill Park

April 1 - October 31  
November 1 - March 31

### No amplified entertainment after:

10:00 p.m.  
7:30 p.m.

16. **Special use permits** include, but are not limited to the following: bounce tents, pony rides, petting zoos. Businesses providing such activities must have a City business license and provide proof of insurance naming the City of Gilroy as additionally insured. A special use permit may be granted at no charge to applicants for use of a “bounce tent” at certain designated park locations only (Miller Park, El Roble Park, and San Ysidro Park). Special use permits must be applied for a minimum of five (5) working days prior to the event. A list of approved bounce tent vendors is available in the Community Services Department. Bounce tents at Christmas Hill Park and Las Animas Veterans Park will only be allowed in conjunction with a paid reservation.

## **CANCELLATION OF RESERVATIONS**

1. Any group not giving sufficient notice of cancellation (minimum of ten working days) shall forfeit reservation fee and/or deposit.
2. Group reservation may be cancelled by the Community Services Department upon ten (10) working days notice or in extreme circumstances. Every effort will be made to relocate group.

## **USE OF EQUIPMENT AND FACILITIES**

1. Specific information regarding equipment in each area is to be obtained at time the reservation is made. No equipment or furnishings shall be removed from the area without written permission from the Community Services Department.
2. Groups shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, it should be brought to the attention of the Department employee on duty. This is your facility; help us keep it clean and presentable for the next users.
3. Deposit may be forfeited if sufficient cancellation notice (minimum of ten working days) is not given, area is left in a dirty state, or equipment is broken or damaged.

## **LIABILITY**

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City

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of Gilroy and/or the Community Services Department; the applicant further agrees that in consideration of being permitted to use said facilities, he/she/it will save and hold the City harmless from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy of said facilities.

<b>PARK HOURS</b>	
March - October	6:00 a.m. - 11:00 p.m.
November - February	6:00 a.m. - 8:00 p.m.

**OCCUPANCY**

<u>FACILITY</u>	<u>MAXIMUM # OF PEOPLE</u>	
Amphitheater and Stage	2,500	
Softball Field	1,000	
Las Animas Park		
Multi-Purpose Room & Kitchen	70	(Dining: 40)
Wheeler Community Center		
Craft Room	35	(Dining: 20)
Multi-Purpose Room	35	(Dining: 20)
Dance Room	40	(No Dining)
Gymnasium	964	(Dining: 450)

Senior Center (Activities may last no longer than 11:00 p.m. Friday & Saturday, and 9:00 PM, Sunday - Thursday)

	<u>Audience Style</u>	<u>Dining</u>
Main Hall A	250	140
Main Hall C	100	90
Main Hall D	58	50
Meeting Room	70	65

**ALCOHOLIC BEVERAGES REGULATIONS**

Sale of alcohol on City of Gilroy property is prohibited unless user provides \$1,000,000 Liquor Liability Insurance Policy naming the City as additionally insured. Beer and wine may be served with meal if included in the price of meal at activity; i.e., golf tournaments, barbeques, etc. Liquor Liability insurance shall be required for both catered and non-catered events with alcohol.

1. The use of alcoholic beverages is by written approval of the Community Services Department and/or Police Department and must be requested at the time the facility use application is made. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State law.
2. Wine and beer may be served by the lessee. If the wine and beer are going to be sold, the individual must obtain and show proof of a one-day liquor license from the ABC Board.
3. The sale or provisions of alcoholic beverages will not exceed seven hours for any one reservation unless more than one meal is served; i.e., lunch and dinner.
4. No alcoholic beverages will be served after 11:00 p.m.
5. The alcoholic beverage licensee will remove all beverages from the premises immediately following the approved function.
6. Food and refreshments, including alcoholic beverages, will be permitted in certain designated areas as determined by the Director of Community Services or her designated representatives.

7. All events involving the use of alcoholic beverages in City buildings require a \$500 damage deposit.

**SECURITY**

Security is mandatory for private events involving live or amplified music. The party reserving the facility is responsible for hiring private security personnel from a security company licensed to do business in the City of Gilroy. An approved list of security services is available in the Community Services Department. Private security must be hired and paid for in full prior to final approval of your Facility Use application (at least ten working days in advance).

The Police Chief or his representative shall determine the need for number of officers or security personnel required at all activities held at City facilities. (Ordinance 81-348) If security is deemed necessary, proof of security (contract showing "paid in full") must be provided before approval of facility reservation.

**FACILITY USE FEES**

	<u>Category A*</u>	<u>Category B</u>	<u>Category C</u>	<u>Deposit</u>
<b><u>CHRISTMAS HILL PARK</u></b>				
Mulberry ( <b>East or West</b> )	No Fee	\$ 97.00	\$ 97.00	\$ 50.00
Mulberry ( <b>Total</b> )	No Fee	\$195.00	\$195.00	\$ 50.00
Sycamore (no lights)	No Fee	\$ 54.00	\$ 54.00	\$ 50.00
Amphitheater	No Fee	\$159.00	\$301.00	\$ 50.00
Temporary Environmental Education Center (TEEC/Ranch Site)	No Fee	\$ 58.00/hr	\$100.00/hr	\$100.00
<b><u>LAS ANIMAS PARK</u></b>				
Multi-Purpose Room	No Fee	\$ 58.00/hr	\$100.00/hr	\$100.00
Lakeside (no music allowed)	No Fee	\$ 97.00	\$ 97.00	\$ 50.00
The Oaks (no lights/no music allowed)	No Fee	\$ 97.00	\$ 97.00	\$ 50.00
Slab Area	No Fee	\$ 97.00	\$ 97.00	\$ 50.00
<b><u>PICNIC KIT</u></b>	No Fee	No Fee	No Fee	\$ 25.00
<b><u>SENIOR CENTER</u></b>				
<b><u>Main Hall (Parties, Receptions, etc)</u></b>				
- 2 hours max.	No Fee	\$150.00	\$375.00	\$500.00
- 8 hours max.	No Fee	\$300.00	\$750.00	\$500.00
Kitchen Fee	No Fee	\$100.00	\$100.00	
Attendant Fee	No Fee	\$ 13.00/hr	\$ 13.00/hr	
Custodial Fee	No Fee	\$ 18.00/hr	\$ 18.00/hr	
<b><u>Main Hall (Meetings)</u></b>				
Main Hall Section A	No Fee	\$ 57.00/hr	\$ 97.00/hr	\$100.00
Main Hall Section C	No Fee	\$ 42.00/hr	\$ 54.00/hr	\$100.00
Main Hall Section D	No Fee	\$ 36.00/hr	\$ 42.00/hr	\$100.00
Meeting Room	No Fee	\$ 28.00/hr	\$ 50.00/hr	\$ 50.00

Personnel, set-up, take-down and equipment costs will be assessed when applicable.

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Las Animas Building and Temporary Environmental Education Center (TEEC) are not available for use when alcoholic beverages are being served except by special written permission and approval of the Community Services Director.

Wheeler Community Center may be reserved for dances by local non-profit organizations only.

	<u>Category A*</u>	<u>Category B</u>	<u>Category C</u>	<u>Deposit</u>
<b><u>Softball Fields – (2 hour increments)</u></b>				
Reservations Only	No Fee	\$ 41.00	\$ 41.00	
Reservation & Field Prep	No Fee	\$ 82.00	\$ 82.00	
Bases	No Fee	No Fee	No Fee	\$ 25.00
Lights	No Fee	\$ 24.00/hr	\$ 24.00/hr	
Open Field (Turf)	No Fee	\$ 41.00	\$ 41.00	\$ 50.00
<b><u>Wheeler Community Center</u></b>				
Craft Room	No Fee	\$ 18.00/hr	\$ 33.00/hr	\$ 25.00
Multi-Purpose Room	No Fee	\$ 18.00/hr	\$ 33.00/hr	\$ 50.00
Dance Room	No Fee	\$ 26.00/hr	\$ 46.00/hr	\$ 50.00
Gymnasium	No Fee	\$ 86.00/hr	\$171.00/hr	\$100.00
<b><u>Willey Cultural Center</u></b>				
<b><u>Banquets/Parties</u></b>				
Main Floor	No Fee	\$ 28.00/hr	\$ 50.00/hr	\$500.00
<b><u>Meetings</u></b>				
Main Floor	No Fee	\$ 28.00/hr	\$ 50.00/hr	\$100.00

Additional personnel, set-up, and equipment costs will be assessed when applicable.