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CITY OF MILPITAS
FACILITY MANUAL
INDOOR AND OUTDOOR FACILITIES

PLEASE NOTE FEES AND INSURANCE REQUIREMENTS ARE SUBJECT TO CHANGE

Approved by City Council 6/21/16~~12/01~~

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GENERAL RENTAL INFORMATION

1. Rental facilities may be viewed during regular business hours, by appointment only, provided no other functions are scheduled. To make an appointment, please call the desired rental facility.

2. No phone, mail or faxed reservations are accepted.

Permits for indoor and outdoor facilities must be obtained in person at the locations listed below:

Permits for use of the Community Center, Senior Center, Sports Center, Sal Cracolice Center, Higuera Adobe, City Parks, and outdoor facilities:

Community Center: 457 E. Calaveras Blvd., Monday - Thursday, 8:00 am to 6:00 pm, Friday, 8:00 am to 5:00 pm, 408-586-3210.

Barbara Lee Senior Center: 40 N. Milpitas Blvd., Monday - Friday, 8:30 am to 4:30 pm, 408-586-3400.

Sports Center: 1325 E. Calaveras Blvd., Monday - Thursday, 6:00 am to 9:00 pm, Fridays, 6:00 am to 5:00 pm, Saturday, 8:00 am to 1:00 pm, 408-586-3225.

Permits for use of the Police Department Community Room can be obtained at:

Milpitas Police Department: 1275 N. Milpitas Blvd., Monday - Friday, 8:00 am to 5:00 pm, 408-586-2400.

Permits for use of the City Hall Rotunda can be obtained at:

City Clerk's Office: 455 E. Calaveras Blvd., Monday - Friday, 8:00 am to 5:00 pm, 408-586-3000.

Special Event permits can be obtained at:

City of Milpitas Planning Department: 455 E. Calaveras Blvd., Monday - Friday, 8:00 am to 5:00 pm, 408-586-3279.

1. Facilities may be reserved for use anytime from 7:00 am to 12:00 am midnight with the exception of the Police Department Community Room, which is available for residents only from 8:00 am to 11:00 pm. Rental fees are charged from the time you or your caterers, florists, etc. enter the facility until you exit the building. When planning your rental times, be sure to include set-up time for decorating, caterers, florist, etc. and clean up time required after event.

RESERVATIONS TIMELINE

1. The City of Milpitas, must receive a Facility Use Application, a cleaning & damage deposit and an application fee before any function may be scheduled. **All fees must be paid in the form of a cashier's check, money order, cash or credit card. Cashier's check or money orders must be payable to: City of Milpitas.** No personal checks will be accepted. Final rental fees, set-up diagram, proof of insurance (if applicable) are due 30 days prior to the rental date and must be paid in person. Any rental requests made less than 30 days requires approval by the Recreation Services Manager or authorized representative. All fees are due at the time of the reservation

2. Generally, reservations can be made according to these timelines: Milpitas Residents – Up to 1 year in advance (two forms of proof of residency required, photo ID & current utility bill); Non-Residents – Up to 6 months in advance unless stated otherwise in this manual. Resident non-profits, please see the guidelines below.

RESIDENT NON-PROFIT ORGANIZATION TIMELINE

Organizations may reserve up to three dates on one application per quarter. Milpitas-based non-profits must submit, every January, the following:

1. A current roster with 51% or more Milpitas Residents and a California State letter verifying current non-profit status.
2. A letter listing two (2) individuals authorized to make reservations, changes or cancellations.
3. A mission statement of the organization's purpose.

For Non-Profit Meetings in	Non-Profit Application Accepted
January-March	**December 1**
April-June	**March 1**
July-September	**June 1**
October-December	**September 1**

For more information regarding rental policies, please refer to the Facility Use Rules & Regulations. Should you have any questions, please call the Milpitas Community Center at 408-586-3210.

I. PRIORITIES

Priorities are designed to determine fee and reservation status.

1.1 To provide for public activities in the best interest of the Community, City facilities will be reserved in accordance with the following group priorities:

Priority I. City administered programs.

1. No deposit
2. No rental fee
3. No staff fee
4. No application fee

Priority II. Programs or activities for Senior Citizens and approved co-sponsored groups which are principally composed of local residents (51% or more), public schools located in Milpitas, the Milpitas Chamber of Commerce and governmental agencies. (excluding staff trainings, poll worker trainings, staff retirement parties, staff / volunteer recognition events).

1. No deposit
2. Rental fee according to Fee Schedule / Joint Use Agreement
3. Staff fee according to Fee Schedule / Joint Use Agreement
4. Application fee (non-refundable)
5. Any applicable insurance and processing fees that may apply

Priority III. Non-profit groups that are organized for recreational, social, cultural, religious or civic purposes and whose membership is principally composed of local residents (51% or more) or who is based in Milpitas and renting no more than 3 rental dates per quarter.

1. Facility deposit according to the Fee and Deposit Schedule
2. Rental fee according to Fee Schedule
3. Staff fee according to Fee Schedule
4. Application fee (non-refundable)
5. Any applicable insurance and processing fees that may apply

Priority IV. Any other group, business, private school or individual resident of the City of Milpitas.

1. Facility deposit according to the Fee and Deposit Schedule
2. Rental fee according to Fee Schedule
3. Staff fee according to Fee Schedule
4. Application fee (non-refundable)
5. Any applicable insurance and processing fees that may apply

Priority V. Any non-resident group, business or individual.

1. Facility deposit according to the Fee and Deposit Schedule
2. Rental fee according to Fee Schedule
3. Staff fee according to Fee Schedule
4. Application fee (non-refundable)
5. Any applicable insurance and processing fees that may apply

II. APPLICATIONS

A. Permits for use of City facilities (indoor and outdoor) shall be issued by the City upon the approval of the City Manager or authorized representative and shall be consistent with City regulations governing such use. No blanket or on-going permits will be allowed. Applications for consecutive-day events will be considered only during minimal use periods.

B. The use of those facilities shall not be inconsistent with other such use for City purposes or interfere with the regular conduct of City programs. City sponsored programs shall receive first priority over use by any other group or organization. The City reserves the right, if necessary, to preempt, or revoke permit (if previously issued) for the use if for any reason it becomes unavoidably necessary for the City to utilize said facility or facilities at the same time. If and when such action is necessary, the City will give applicants as much advance notice as possible.

C. Applications for use of indoor City facilities and parks will not be accepted more than one (1) year to the date prior to proposed use for Priorities II-IV.

D. Priority V applications will not be accepted more than 6 months prior to the proposed use.

E. Applications for the Milpitas Sports Center Large Gym will not be accepted more than 90 days prior to proposed use for Priorities II-V.

F. For outdoor City facilities and sports fields, applications are accepted six (6) months to the date prior to the proposed use for Priorities II-IV and 90 days for Priority V.

~~C.~~G. Applications will not be accepted with less than 30 days prior to the proposed date, unless authorized by the Recreation Services Manager or his/her authorized representative.

~~D.~~H. In cases where the earliest date to reserve a facility falls on a weekend (Saturday or Sunday) or City holiday, reservations will be accepted on the preceding weekday. Should the preceding weekday be a City holiday, applications will be accepted on the prior workday.

~~E.~~I. Priority III organizations may reserve up to three dates on one application per quarter and must submit an application according to the reservation schedule listed on Page 5. Groups may not use a facility without an application on file. Should additional maintenance or custodial services be required, or the group exceeds the reserved rental hours, the groups will be assessed additional fees or charges as necessary.

~~F.~~J. Priorities II and III may reserve indoor facilities for one-time special event or party under the set Fee Schedule for Priority IV rentals / charges.

~~G.~~K. Priority III groups may drop off Facility Use Application(s) with requested dates and times as outlined above during facility business hours.

~~H.~~L. On the following business day, the designated City representative will review all Priority III applications with requested dates and times and distribute dates equally between any groups requesting the same dates. Should there not be an equal amount of dates available, the city representative will do a lottery pull for any extra date and schedule accordingly. Rental applicants will be notified regarding the status of their application(s).

~~I.~~M. Once the facility reservations are confirmed, the groups will be required to remit payment for the applicable fees (i.e. application fee, deposit and rental fees according to the Fee Schedule) within 3 business days. Should payment not be received within 3 business days, the dates will be released. (Approved by City Council on October 16, 2007).

~~J.~~N. All applications for use must be signed by an adult (minimum of 18 years age) and said adult shall agree to be responsible for the facility use. Groups composed of minors 17 years of age and under must be supervised by one (1) adult for every 15 minors. All activities must have adult supervision to ensure adequate control. (Please refer to rule 6.4, regarding no alcohol at youth functions). The applicant or applicant designee must be present at all times during the rental. At the beginning of the rental, the applicant and facility staff shall meet to review the pre-facility inspection guidelines. Prior to leaving the facility, the applicant and facility staff shall confer and sign off on the facility inspection report.

~~K.~~O. Permits normally will not be issued for a period longer than one (1) day. Rental applicant may reserve a facility for consecutive days whenever the facility is in the periods of minimal demand. A separate deposit will be required for each rental day, and property / equipment cannot be left on the premises between rentals without approval from Recreation Services Manager or authorized representative.

~~L.~~P. Priority IV and V users may only reserve fields or sports facilities for three consecutive days during minimal use periods.

~~M.~~Q. City Facilities are closed on all holidays observed by the City of Milpitas. Reservations are not accepted for New Year's Day, Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Presidents' Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving, Friday following Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve .

~~N.~~R. A staff person shall be required for an indoor/outdoor facility where permits are granted involving the opening and closing of a building. Charges for necessary City personnel will be assessed according to the Fee Schedule. If more than 150 people are scheduled to attend, additional staff may be required.

~~O.~~S. No rental shall begin prior to 7:00 am and all activities shall cease at 12:00 am midnight for indoor facilities, and dusk for outdoor facilities, unless prior approval has been received from Recreation Services Manager or authorized representative.

~~P.~~T. Any falsification of information on the application will result in the loss of all fees, including the deposit.

III. FEES AND CHARGES

A. Current rates are established by the Milpitas City Council. City staff does not have the authority to deviate from these rates.

B. No reservation will be accepted without the specified non-refundable application fee and the deposit. The deposit must be in the form of a cashier's check, money order, cash, or credit card, (personal checks are not accepted). Cashier's check or money orders must be made payable to: City of Milpitas. The deposit is refundable after the rental date and will be returned to the applicant by mail in the form of a City check approximately 30 days after the rental, unless damages, additional maintenance or services were assessed. Checks are returned to the applicant listed on the Rental Application Form. Please contact us immediately should an address changes occur. Additional insurance and fees may apply.

C. Charges begin when a facility is entered for any purpose, i.e. decorating, catering, set-up etc. Groups will be assessed charges according to their reservation priority, nature of activity and/or services and staff required. Hours of use may not be changed less than 30 days prior to the rental date without staff approval. Additional insurance and fees may be required depending on the type of function. In cases where the deposit does not cover the damage, the rental applicant will be billed.

   a. Fees will not be pro-rated for events or activities that finish prior to the approved permitted times. Not honoring approved hours may result in suspension of facility use and additional charges.

D. Rental fees shall be paid at least 30 days in advance of the rental date, or permit shall be declared invalid. Payment must be made by cashier's check, money order, cash, or by credit card. Cashier's check or money orders must be made payable to: City of Milpitas.

E. Waiver of rental fees or deposits must be approved by City Council. Fees for staff, insurance, and application are not eligible to be waived. To seek a fee waiver, the rental applicant must submit a written form with the City Clerk's office at least 90 days prior to the proposed date of use. The request will be reviewed by City Council at a regularly scheduled City Council meeting.

F. A Confirmed Rental must have the following:

   a. A completed, signed and approved Facility Use Application on file.
   b. Payment of appropriate Cleaning and Damage Deposit, Application Fee and applicable insurance fees (if necessary).
   c. Signed Important Reminders for Permit Applicants on file.
   d. Signed Rental Applicant Clean Up & Decorating Policies Responsibilities on file.

G. Groups participating in City sponsored leagues or City co-sponsored programs, such as end of the year banquets, are exempt from fees and deposits for regularly scheduled games or activities. Fees and deposits will apply for all other use of the facilities by such groups.

H. The rental applicant must come in person to request and process a facility rental cancellation for all facilities. The request must be done in writing on forms provided by the City. Mail or phone cancellations will not be accepted. Please note: All facility application cancellations will forfeit the application fee. Photo identification is required for cancellations.

   a. A full refund will be granted, provided a cancellation is made within 91 days or more of the rental date.

I. If the cancellation is made 46-89 days prior to rental date, 50% of the deposit will be forfeited.

J. If the cancellation is made with 45 days or less prior to rental date, 100% of deposit will be forfeited.

~~I.~~K. If there are extenuating circumstances that require a cancellation within 45 days of the rental date, a refund may be approved by Recreation Services Manager or authorized representative. Evidence of extenuating circumstance may be requested for verification purposes.

   a. Should the City cancel said reservation, a full refund of paid rental fees will be issued.

b. Should a request for a change of rental date be made, a rescheduling fee of $100 will be charged provided the date and staff are available, and there are 30 days remaining prior to the original rental date. Changes requested 29 days or less prior to the rental date will require management approval. A new rental date cannot exceed 365 days from the original requested rental date.

a.c. Any group not abiding by the Facility Use Rules and Regulations will forfeit entire rental deposit.

J.L. Depending on the nature of your event (i.e. alcohol being served, attendance at event, collection of money, youth function, fundraising event open to the public, which includes presold tickets, etc.) security guards and liability insurance may be required at the discretion of Recreation Services Manager or authorized representative. A copy of the security guard contract must be submitted 30 days prior to event.

IV. SET-UP/CLEAN-UP

A. At least 30 days before the rental date, the user group must submit a room set-up diagram. Changes to the room set-up diagram may be made up to two weeks prior to the event.

B. The rental applicant is not allowed to alter any indoor facility.

C. The rental applicant is responsible for obtaining pre-approval and permission from Recreation Services staff prior to altering the sports fields in any manner (striping, temporary fencing, etc.)

D. **It is required that the rental applicant check in and out with staff and complete a pre and post inspection form upon arriving/leaving the facility.**

E. The rental applicant shall report any unsafe condition to Recreation Services immediately and suspend activities until corrections or repair has ensured that the situation is safe for participants or spectators.

E.F. Rental applicant is responsible to ensure that cleanup has occurred following any rental.

If after an activity, additional maintenance is required other than what is considered normal and/or equipment is left damaged, the user group will be charged accordingly.

G. City facilities must be protected by the user from damage or mistreatment. Groups using City facilities must be responsible for the condition in which the facility and its equipment are left. Groups must leave the facility free of litter such as paper, food or drink. Failure to leave the facility in the condition it was in prior to the rental will result in the user group being charged accordingly.

F.H. Rental applicant is responsible to ensure that clean-up has occurred following any rental. Garbage cans are provided for clean-up purposes. If the facility is not cleaned, fees will be incurred.

G.I. Upon leaving the facility, each group must ensure that trash is placed in the appropriate receptacles, that restrooms and parking lots are free of litter and unwanted debris, and that the facility is returned to its original condition. Tables must be cleared and decorations removed.

~~H.~~J. Should damage to City property occur, the rental applicant is responsible for all direct and indirect costs involving in the repair, replacement or clean-up caused due to the damage.

~~I.~~K. The City of Milpitas reserves the right to revoke or cancel any permitted use if it is deemed to be dangerous, hazardous or not in the best interest of the City of Milpitas.

V. DECORATIONS

A. No decoration can be stapled, tacked or taped to any amenities (i.e. walls, windows, grounds, flag poles, or ceiling). All decorations must be freestanding and may not be placed in walkways or impede an evacuation creating a tripping hazard in any way. Nothing may be attached or hung from the Community Center Auditorium wiring, sound system or curtains. ~~All decorations must be flame retardant.~~

B. All decorations must be flame retardant.

C. No confetti, birdseed or rice may be thrown in or outside any ~~building~~City facility.

D. Equipment in the ~~building~~ facility may not be altered in any way without the consent of the staff on duty (i.e. moving existing equipment).

E. No candles (including birthday cake candles), lanterns, incense or open flames are allowed in any ~~building~~ City facility (excluding Sterno).

F. Balloons: All balloons must be removed at the end of event or the applicant will be charged a clean-up penalty.

VI. FUND-RAISING
Priority II and III

A. Groups wishing to use City facilities for fund-raising events and/or activities will be charged according to Priority II and Priority III facility use Fee Schedule.

B. Concessions, other than City operated, will be subject to the approval of the City Manager or authorized representative and must possess a valid City of Milpitas Business License and any other applicable state, county or federal permits. Concessions will be defined as the sale of any food, beverage, souvenir item or service (i.e. face painting). Copies of said permits and licenses must be submitted a minimum of 45 business days in advance of the rental date. Food being sold to the public requires a Health Permit obtainable from the County of Santa Clara's Health Department and must be submitted to the City 30 business days prior to the rental date.

C. Any person sponsoring, promoting, operating, etc. an entertainment activity (outside), open to the public, charging admission or as described in the Milpitas Municipal Code (Title III, Chapter 5, Entertainment Event) may be required to obtain ~~an Entertainment~~a Special Event Permit. Permit information and applications are available at the Planning Department, 455 E. Calaveras Blvd., Monday - Friday, 8:00 am - 5:00 pm. If required, the Special Event~~Entertainment~~ Permit must be obtained prior to receiving a fully approved rental permit.

VII. FACILITY & FIELD RULES & PROCEDURES

A. Food and beverages can be served in any non-carpeted room, with exception to the dance studio. Rooms with carpet are not permitted to have food and beverages.

B. No barbecuing or use of propane stoves is allowed outside or near all City facilities unless in a designated fire pit at the Higuera Adobe Building. At the Higuera Adobe Building, only electric charcoal starters or fluids made for the purpose of igniting charcoal may be used in the fire pit. Starters must be used according to the manufacturers' instructions.

C. Groups granted use of City facilities and fields shall use them only for such purposes as specified in their facility use permit and shall limit use to the facility requested. Groups using additional facilities will be charged in accordance with the Fee Schedule and such charges may be deducted from the deposit.

D. Groups may use certain facility and field equipment, provided it is not removed from the premises. Use of equipment must be specified in the Facility Use Application. City approval is required for any removal or change in the location of any stage rigging or other equipment, structures, enclosures or utility connections. All equipment must remain inside all designated facilities (i.e. tables, chairs, etc.).

E. The Facility Attendant is provided by the City to assist you with equipment/furniture needs and room set up. The attendant is not present in the meeting/party/field site at all times during your event. The attendant is not responsible for supervision of guests, security, law enforcement or conflict resolution. The attendant, if present, is instructed to call 911 if an emergency situation arises. Rental applicant assumes responsibility for these and other unforeseeable possible situations.

F. Any person, public or private firm, organization or corporation, who rents the facility or field that hosts a ticketed event for live entertainment shall make an announcement of the availability of emergency exits prior to the beginning of the live entertainment.

G. The Community Center marquee is to be used for City sponsored activities only. Exceptions must be approved by City Council. To seek an exception, the applicant must submit a written request at least 90 days prior to the proposed date of use. Requests will be reviewed by the City Council at a regularly scheduled City Council meeting.

H. Facility/Field use shall not be granted:
   a. To any group or individual, political or otherwise that advocates the overthrow of the United States Government or the State of California by force, violence or other unlawful means.
   b. When, for any reason, such use may not be in the interest of the City and/or community, as determined by the City Manager or authorized representative, whose decision may be appealed to the City Council whose decision shall be final.

I. Gambling, casino nights or any legal function or activity involving games of chance may be held in a City facility. The activity must, however, be open to the public and admission may not be charged. Donations may be accepted as long as access is not denied if a donation is not received.

J. The City of Milpitas is not responsible for accidents, injury, illness, or loss of group or individual property. The applicant agrees to indemnify at its own expense, and hold harmless the City, its officers, agents, volunteers, and employees from all costs, expenses, reasonable attorney fees, claims, liabilities or damages to persons or property that may arise during or be caused in any way by such use of occupancy of the facilities of the City of Milpitas. The applicant agrees to reimburse the City of Milpitas for any damage to said facilities occasioned by or growing out of the use herein requested and to abide by the rules and regulations governing such use of. The City requires insurance coverage for certain types of rentals in accordance with the alcohol and insurance requirement guidelines. In addition, the City may, at its discretion, require user to

provide at user's expense such police and/or fire protection as deemed reasonable for the protection and preservation of the public property and peace.

K. The City Manager or authorized representative, shall have the right to unrestricted access to all facilities at all times during any and all use. Groups found in violation of established City laws and ordinances or constituting a public nuisance may be required to leave the facility. The misuse of facilities, failure to conform to established regulations or other applicable City Ordinances, will be sufficient reason for termination of the function. Permits may not be transferred, assigned or sold.

L. Any group not abiding by all the Facility Use Rules and Regulations will forfeit entire rental deposit and paid rental fees.

VIII. SMOKING/VAPING/ALCOHOL

A. By City Ordinance, smoking is not permitted in any City facility or within 25 feet of the facility.

B. Smoking/vaping or alcohol consumption is not permissible in the Milpitas Sports Center gymnasium or on the pool deck.

C. Serving or selling alcohol must cease one hour prior to the rental end time as stated on the permit.

D. As a host of the event, if you are serving/selling alcohol, you are responsible and potentially liable for the safety of your guests at the event ~~and while still~~who are under the influence of ~~beverages~~alcohol. You should maintain strict control over alcohol service and ~~assure~~ ensure your guests are able to return safely home after the party. This is not the responsibility of the Facility Attendant.

E. No alcoholic beverages may be served or sold at youth oriented events. The designation of such an activity will be at the discretion of the Recreation Services Manager or authorized representative. Should facility staff witness alcohol being served, consumed on the premises or in the parking lot, the party will be shut down immediately and the entire deposit and rental fees will be forfeited.

F. By City Ordinance, beer or wine is permissible for adults in City park picnic areas unless otherwise posted. California State law expressly forbids alcoholic beverages of any kind at Russell Middle School softball facility under any circumstances, as it is located on school property. Sale of beer, ~~or~~ wine or other alcoholic beverages is allowed subject to the above location restrictions and upon approval of the Milpitas Police Department and the acquisition by the user group of a valid permit from the Alcoholic Beverage Control Department located at~~,~~ 100 Paseo de San Antonio, San Jose, CA, 408-277-1200. Alcohol permit~~s~~ is due 30 days in advance of the rental date. Additional insurance is required.

IX. PARKS/PICNIC AREA RULES & REGULATIONS

A. Reservations for park picnic areas must be made at least three (3) business days in advance.

B. Park picnic reservations that cannot be held due to inclement weather will be issued a full refund, minus processing fees. The rental applicant is responsible for contacting the Community Center Office within two (2) business days after the scheduled event to initiate the credit.

C. Park reservations that are transferred to a new date within 30 days of the reservation will be charged a $20 Park Reservation Transfer fee and may require management approval.

D. Park reservation cancellations must be made 30 days prior to the rental date and will receive a credit minus the application and processing fees.

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~~D.~~E. All City of Milpitas Municipal Codes regarding City Parks must be strictly adhered to.

X. GYMNASIUM RULES & REGULATIONS

A. Gymnasium facilities will only be rented to groups for sporting activities or programs. Requests for non-sports related activities will not be granted. Insurance will be required.

B. No food or beverages are allowed in the Milpitas Sports Center gymnasium.

C. Gymnasium participants must wear athletic type shoes. (Hard soles or black soles are not permitted on the gymnasium floor.)

D. Locker room facilities are not available.

E. Minors are not allowed inside the facilities without proper adult supervision.

F. No other type of equipment is allowed inside the gyms without prior consent of the Recreation Services Manager or his/her designee. No equipment other than fixed pieces of equipment are available.

G. Access is limited to that portion of the facility as agreed upon in the permit. All other areas are restricted.

H. Recreation Services staff shall be notified immediately of any maintenance problems or concerns, including vandalism and theft.

I. All garbage must be disposed of properly. Any wet spills must be taken care of promptly and thoroughly.

~~J.~~ The facility should be left in the condition in which it was found.

~~K.~~J.

~~9.10 Groups proposing to charge an admission fee must receive permission and also include explanation in the cover letter as to the amount of charge and what proceeds are to be used for, which needs to be submitted at the time of application and subject to approval from the City Manager or his or her authorized representative and if not satisfied, to the City Council, whose decision shall be final. Insurance will be required.~~

~~L.~~K. Total gym capacity is not to exceed 600. Bleacher capacity is not to exceed 305 seated spectators.

~~M.~~L. Use of the scoreboard is NOT included in ~~your~~the established hourly rental fee. The scoreboard must be operated by Recreation Services staff, no exceptions. User groups wishing to use the Scoreboard must put in the request with Recreation Services staff at least 30 days in advance. Additional staffing fee will apply. ~~Associated fee would be the Additional Attendant Fee with a minimum of 2 hours~~

XI. POOL RULES & REGULATIONS

A. ~~8~~Smoking/vaping or alcohol consumption is not allowed in the aquatics facility.

B. ~~8~~All pool users and patrons must wear appropriate swim attire. No jeans, cut-off shorts, leotards or any other extra articles of clothing are allowed (CA. Health Code #65838).

C. ~~8~~Youth Locker Rooms are available for shower and changing use.

D. ~~8~~No personal floatation devices, no floatation devices attached to the swim suits or ~~, no~~ inflatable pool toys of any kind allowed.

E. ~~8~~No diving allowed.

F. ~~8~~No running allowed. Please walk at all times.

G. ~~8~~All children under 7 years of age~~'s~~ ~~old~~ swimming in the yard or meter pool must have an adult attendant~~ee~~ in the water with them at all times.

H. ~~8~~Changing on the Pool Deck is NOT allowed. All p~~P~~arents must change their children in the Youth Locker Rooms or Family Changing Room.

~~Exceptions to any policy or regulation are subject to the approval of the City Manager or his or her authorized representative. Exception requests must be submitted in writing by the applicant. Decisions of the City Manager may be appealed, if not satisfied, to the City Council, whose decisions shall be final.~~

~~I. 8~~No food or drink~~s~~ is allowed on the pool deck~~s~~, except in the designated areas. Glass containers are not allowed.

~~J.~~I.

Lifts ~~and ramps~~ are available for individuals with ~~physical challenges~~disabilities. Please contact Recreation Services staff at (408) 586-3225 if assistance is needed with utilizing accessible equipment.

XII. SPORTS CENTER ARTIFICAL TURF FIELDS RULES & REGULATIONS

A. An approved rental permit is required to use the turf fields.

B. Food and beverages, including gym, seeds, nuts, candy or sports drinks are prohibited. Water only. Glass bottles or containers are prohibited.

C. Any cleats that are used must be rubber; no metal spikes.

D. Chairs, umbrellas, tents, flags and other outdoor furniture are not allowed on the field.

E. Spectator seating is only allowed in designated areas off of the field.

F. No driving of stakes.

G. Lining or marking of the field is not allowed without prior written approval from the City.

H. Smoking and tobacco products are prohibited.

I. Dogs and pets of any kind are prohibited on the synthetic turf.

J. Barbecues are prohibited.

K. Bikes, roller blades, skateboards, strollers, motorized vehicles and high-heeled shoes are prohibited.

L. Training drills & devices:

M. To insure optimum performance of the turf fields, we recommend that repetitive training drills and activities be rotated to prevent continuous wear at a single location.

N. Training devices should be used with caution. Sleds and various training devices should be used off the main field of play, such as D zones, end zones (if no inlaid logos appear) and areas away from the main boundaries of play where the panels run parallel to the field and no inlaid markings appear.

O. Tire flipping is not allowed.

P. Remove training devices form the field after each use.

Q. Lining or marking of turf *with* prior written approval from the City of Milpitas: Before beginning to paint on your field, consult with the Sports Center Recreation Supervisor for guidance on specific types of paint to use, recommended suppliers, machines and proper PSI machine settings.

XIII. PUBLIC BASKETBALL COURT RULES

A. Basketball Court hours are dawn-dusk daily.

B. Basketball Courts are for recreational purposes and are available on a drop-in basis. Courts should be used in two-hour increments and must be forfeited if another group/individual is waiting.

C. ~~6~~Amplified music including car and portable radios are prohibited.

D. ~~6~~The Milpitas Police Department may stop basketball play based on complaints.

XIV. TENNIS COURT RULES & ETIQUETTE

A. City-Sponsored Programs have first priority on tennis courts at all times.

B. ~~7~~Court Time Limit: Courts must be relinquished to players waiting after one hour of play for singles or 1 hour 30 minutes for doubles.

C. ~~7~~Waiting Players should state their intent of play to current occupants upon arrival.

D. ~~7~~Maximum of four (4) players per court.

E. ~~7~~No single player may use the court when others are waiting.

F. ~~7~~Tennis courts are for tennis and pickleball only. No other sports or games should be played on the courts. Absolutely no roller skates, roller blades, skateboards and~~,~~ bikes are allowed.~~,~~

G. Food, glass objects or alcoholic beverages are NOT allowed on the courts. All food and drinks must be left outside the tennis court~~s~~ fence.

H. ~~7~~Smooth ~~bottomed~~ soled tennis shoes only. No knobby, blacked soled, sports cleats (baseball, soccer, football) or street shoes.

I. ~~7~~No instructional aids allowed (i.e ball machines, etc.) unless prior approval has been received ~~for the~~from the Recreation Services Manager or authorized representative.

J. ~~7~~Conducting any business or concession within any City Park is prohibited except by permit MMC 1-9-4.01 (i.e. private tennis lessons, selling food or beverages, etc.) and appropriate licenses or permits are required.

K. ~~7~~Smoking is prohibited within 25 feet of tennis courts.

XV. POLICE DEPARTMENT COMMUNITY ROOM

For rental of these facilities, please contact the Police Department at (408) 586-2400.

A. Rental hours are 8:00 am to 11:00 pm.

B. Use of the facility shall be primarily for resident groups or individuals. Non-resident group or non-resident individual use will not be permitted.

C. No alcohol is permitted in the facility.

D. No parties may be scheduled in the facility.

E. Exceptions to any policy or regulation are subject to the approval of the Chief of Police or authorized representative. The applicant must submit exception requests in writing. Decisions of the Chief of Police or authorized representative may be appealed to the City Manager and if not satisfied, to the City Council, whose decision shall be final.

XVI. CITY HALL BUILDING, PLAZA AND GROUNDS

For rental of these facilities, please contact the City Clerk's Office at (408) 586-3001.

A. No food is allowed in Council Chambers.

B. No tents or structures are allowed on the grass.

C. Chairs and tables are available on a first come, first serve basis, and due to the amount of rentals at the facility, may not be available for use. Should this occur, it is the rental applicant's responsibility to provide their own tables and chairs. Please Note: Samples of chairs and tables must be approved 45 days prior to the event.

D. Access to the parking garage is restricted.

E. Flag ceremonies in the Plaza Area are limited to ground ceremonies only and require prior City Council approval.

F. All facility rentals require staffing. The number of staff (Maintenance and Information Services) is to be determined by the City Manager or authorized representative on a per event basis.

G. All City Hall Buildings, Plaza and Ground permits are subject to Chapter 100, Title I of the Milpitas Municipal Code and all uses must be approved by the City Manager.

H. No political fundraising is allowed at the City Hall Building, Plaza, and Grounds.

I. No amplified or "live" music is allowed in the rentable outdoor facilities due to the disruption of the surrounding facilities.

J. City Council Chamber dais is not available for use.

K. Use of alcohol is permissible upon approval of the City Manager or authorized representative.

ADDENDUM 1
SPECIAL EVENT RULES AND REGULATIONS
EQUIPMENT RENTAL

I. CITY SPONSORED SPECIAL EVENTS

1.0 The purpose of City Sponsored Special Events is to provide the public with activities to attend within the community. Planning for each event takes place one (1) year prior to the event. These rules and regulations pertain to non-City group participation and use of City equipment for and during City sponsored, co-sponsored, public, and non-profit events.

1.1 Calendar of Events (dates and events are subject to change without notice)

Commissioner's Recognition	April
Memorial Day Ceremony	May
Summer Concert Series	Summer Season
Movie Night Out	Varies
4th of July Festival	July
Halloween Event	October
Veterans Day Ceremony	November
Tree Lighting Ceremony	December
Cultural Arts Grants	Throughout the year

II. SPECIAL EVENTS

2.0 All Special Event requests should be directed to the Recreation Services Manager.

2.1 The rental applicant is required to submit a Special Event/Activity Application to the Planning Department along with their approved Recreation Services Rental Application and Permit.

2.2 All outdoor equipment (i.e. bleachers, picnic tables, barbeque pits, etc.) are not moveable and shall remain in their designated locations.

2.3 Additional equipment (i.e. bounce houses, chairs, additional seating, staging/platforms, etc.) must be noted on the application and pre-approved by Recreation Services staff. All additional event features must be obtained independently by the rental applicant, including rental costs, fees, insurance and delivery.

2.6 All Recreation Services equipment requests should be directed to the Recreation Services Manager and should be made at least 6 months in advance of the requested rental date. Equipment use is subject to availability and approval.

ADDENDUM 2
YOUTH SPORT PRIORITY OUTDOOR SPORTS FIELD PRIORITIES
ALLOCATION AND PROCESS

I. Tiered Structure

1. Tier 1: All programs administered or sponsored by the City of Milpitas Recreation Services.

2. Tier 2: Youth and sanctioned organizations and/or groups comprised of 51% Milpitas residents.

3. Tier 3: Organizations and/or groups comprised of less than 51% Milpitas residents.
   i. Required to pay full rental fees.

II. Specifications

1. The City will give field allocation priority to the sport in season.

2. The City will allocate fields according to age groups appropriate for field usage.
   i. Age appropriateness of the fields will be predetermined by the City

3. The percentage of Milpitas residents will be determined by the average of the previous 3 year's season rosters.

4. Recreation Services will predetermine a calendar, per season, that will show a breakdown of field maintenance and available fields/times.

5. Recreation Services will administer the Youth Sport User Group Fee of $10/player per season, per sport.
   i. Rosters will be required mid season so that the youth groups can be invoiced.
   ii. Fees must be paid in full prior to new field allocations being approved.

6. For regular season play, it is required that a Milpitas based team be playing on the allocated fields.
    i. This does not apply for tournament play.

III. Locking Policy

1. Our fields will be locked when they are not allocated or rented. This will assist in keeping our natural turf fields in playable condition,

ADDENDUM 3
YOUTH SPORT INDOOR FACILITY PRIORITIES
ALLOCATION AND PROCESS

I. <u>Priorities</u>

1. **<u>Tier 1:</u>** All programs administered or sponsored by the City of Milpitas.
2. **<u>Tier 2:</u>** Youth and sanctioned organizations and/or groups comprised of 51% Milpitas residents.
3. **<u>Tier 3:</u>** Youth organizations and/or groups comprised of less than 51% Milpitas residents.

II. <u>Allocation Process</u>

1. Priority will be assigned as follows:
    i. First application/Initial Allocation
        a. Based on rosters from prior 3 quarters
        b. If no rosters are available, Tier 3 will be assigned
    ii. Tiers may be reassigned with a review of rosters from 3 prior consecutive quarters
        a. Please note that due to the high demand and limited availability, should multiple groups request the same dates and times, a lottery system will be utilized to determine allocation.
2. The Indoor Sport Facility will be allocated on a quarterly basis. Applications must be submitted by the 1st of the month prior to the start of the quarter.
    i. January – March: application due December 1
    ii. April – June: application due March 1
    iii. July – September: application due June 1
    iv. October – December: application due September 1

III. <u>Specifications</u>

1. The City will give Indoor Sport Facility priority to the sport in season.
2. Priority will be assigned according to the percentage of residents based on rosters from 3 quarters.
3. Recreation Services will administer the Youth Sports User Group Fee of $15 per player, per quarter, per sport.
    i. Rosters will be required mid quarter so that the youth groups can be invoiced.
        a. Fees must be paid in full prior to new Indoor Sport Facility allocations being approved.
    ii. A refundable deposit of $500 will be due upon application approval.
        a. For additional information and guidelines on rental deposits please refer to the Facility Manual.

IV. <u>Leagues</u>

If you run games or league play, a team from your organization must be playing. This does not apply to tournaments.

V. <u>Tournaments</u>

The Indoor Sport Facility Allocation Process does not include requests for tournaments. Tournament requests should be submitted as a private rental.

CITY OF MILPITAS
FACILITY & PARKS

ALCOHOL AND INSURANCE REQUIREMENT
GUIDELINES FOR RENTAL GROUPS

The table below summarizes the Insurance and Alcohol Permit requirements by rental type for facilities and parks rentals.

RENTAL TYPE	FACILITY	PARK
Private use/meeting No alcohol	No insurance required	No insurance required
Private Party – no alcohol	No insurance required	No insurance required
Party or meeting serving alcohol	1. Purchase Special Events Liability Insurance **and** 2. Purchase Liquor Legal Liability Coverage **Or** 3. Provide Certificate of Insurance with endorsement to the City w/Liquor Legal Liability Coverage	No insurance required
Public Attended Event (Please refer to the type of events that require insurance and hazard classification)	1. Purchase Special Events Liability Insurance **Or** 2. Provide Certificate of Insurance with	1. Purchase Special Events Liability Insurance **Or** 2. Provide Certificate of Insurance with

	endorsement	endorsement
Sell Alcohol	1. Purchase Special Events Liability Insurance **and** 2. Purchase Liquor Legal Liability Coverage **Or** 3. Provide Certificate of Insurance with endorsement to the City w/Liquor Legal Liability Coverage **And** 4. Obtain Alcohol Permit	1. Purchase Special Events Liability Insurance **and** 2. Purchase Liquor Legal Liability Coverage **Or** 3. Provide Certificate of Insurance with endorsement to the City w/Liquor Legal Liability Coverage **And** 4. Obtain Alcohol Permit

The rental applicant, which opts to provide a certificate of insurance, must satisfy the minimum insurance requirement of $2,000,000 general liability per occurrence and general aggregate. The insurance coverage must be endorsed to provide primary coverage and must name the City, its officers, agents, volunteers, and its employees as additionally insured.

The rental applicant must provide the certificate of insurance **30 days** prior to ~~event~~ the rental date~~or begin the process of purchasing special events insurance with Parks and Recreation Services staff at the time of application~~.

Please note: this information is subject to change without prior notice.