

**- City of Sunnyvale -
Indoor Sports Center Policies**

Physical Address:
550 E. Remington Drive
Sunnyvale, CA 94087

Mailing Address:
P.O. Box 3707
Sunnyvale, CA 94088-3707

Indoor Sports Center Reservation Procedures

- Contact Community Services Coordinator at 408-730-7334 for availability and reservations.
- Reservations can be made over the phone with a MasterCard or Visa, or by appointment at the Sunnyvale Community Center’s Indoor Sports Center Building, Monday through Friday from 8 a.m. to 4:30 p.m.
- Once the facility is reserved, the applicant must sign and complete all necessary paperwork, including the Indoor Sports Center Rental Agreement, within 10 working days of making the reservation. A copy of the Rental Agreement is available upon request.

Fees as of July 1, 2015

SUNNYVALE RESIDENT	NON-RESIDENT
Half Gym: \$48 per hour	Half Gym: \$60 per hour
Full Gym: \$84 per hour	Full Gym: \$105 per hour

- Gym reservations must be paid in advance. Permittees who reserve multiple dates may qualify for monthly payments; inquire with the Community Services Coordinator for details.
- All permittees must submit proof of residency in order to receive resident rates.
- Permittees will be responsible for paying the cost to repair any damage to City property that occurs as a result of their event including, but not limited to: damage to the facility, equipment or Community Center grounds.

Reservation Priorities

1. City of Sunnyvale programs and events have first priority for all gym reservations. Remaining time may be booked on a first-come, first-served basis (two-hour minimum required).
2. Full gym reservations have second priority.
3. Half gym reservations have third priority and may be reserved no sooner than one month in advance.

General Rental Regulations and Rental Time

- Specific start and end times are required in order to make a reservation. Hours will be strictly enforced. Should it be necessary to extend time, permission must be requested and approved by the Community Center Coordinator at least two working days in advance.

- Gym reservations are for sporting activities only and non-marking indoor court shoes are required. Lobby areas are not to be used for warming up, practicing or sports play.
- No storage will be provided. All items must be dropped off and picked up between the times listed on the use permit.
- Rental fees apply to setup time, actual program time and the time to put equipment away before the next user group. Users shall reserve sufficient time to include set up and clean up.
- Groups composed of minors (under 18 years old) must be supervised by one (1) adult (21 years of age and older) for every 20 minors while facilities are used. The permit will only be issued to an adult responsible for the rental. The permit holder or a designated supervisor must be present during the entire rental time and until minors have been picked up by family or a designated guardian.
- All activities including clean-up must be concluded no later than midnight. All persons associated with the event must vacate the premises when the permitted time expires.
- For events that go over actual permitted time, the permittee will be charged one hour of rental fees for every 15 minutes beyond the reservation end time.

Changes to Reservations

- The City of Sunnyvale reserves the right to cancel any reservation with two week notice.
- In the event of an emergency, the City of Sunnyvale reserves the right to terminate any rental permit or reservation contract, and it is understood that there shall be no claim for damages by the renter. An emergency is defined as an accident, natural disaster, civil unrest, act of war or act of God that is beyond the control of the City, which renders the venue unsafe or inaccessible.
- The City of Sunnyvale will process a refund for any time not used due to a cancellation request by the City.
- Should the permittee need to cancel their event, 100% of the fees will be returned as long as 14 day notice of cancelation is given. 50% of fees will be returned with less than 14 day notice. No refunds will be provided with less than two business day notice. If the City cancels the reservation due to a permittee's failure to timely submit required paperwork, no refund will be given.

Insurance Information

- General liability insurance may be required for any event hosted in the Indoor Sports Center; if required, proof of insurance meeting the City's requirements must be submitted a minimum of 30 days in advance of the event.
- The general liability policy shall have limits of at least \$1 million per occurrence.
- The City of Sunnyvale, its officers, agents, employees and volunteers shall be named as additional insureds to the general liability policy. An additional insured endorsement must be provided.
- All insurance shall be placed with insurance companies rated at least A:VII by A.M. Best, unless otherwise approved by the City's Risk Manager.
- For more information on qualifying insurance requirements, please contact 408-730-7334.

Gym/Equipment Arrangement and Special Requests

- City equipment available for use includes overhead basketball hoops and/or poles and nets for badminton or volleyball play. Permittee is responsible for setting up and returning City equipment to designated areas by the end of each rental. City keys supplied and used for lowering or raising basketball baskets should not be left in the wall receptacle during or after play. This prevents accidental breakage.
- Use of portable basketball hoops and areas with gymnastic equipment are prohibited from use and permittee shall ensure they are not used by participants or guests at any time.
- Outside equipment, balloons, decorations and special requests must be approved in advance.
- Use of tape, pins, or staples on the walls and floors in the Indoor Sports Center is prohibited.

Starting the Event

- The permittee or authorized representative may only use the facility during scheduled rental times and should cooperate with groups that are using the facility before and after the scheduled rental times to make sure groups are not interfering with the other.

Clean-Up Responsibilities

- The permittee is responsible for restoring the facility to its original condition prior to usage and to the satisfaction of facilities staff.
- It is the permittee's responsibility to dispose of any trash in trash receptacles before the next scheduled group.
- Should the permittee vacate the facility without fully restoring it to its original condition, the permittee will be charged one hour of rental fees for each 15 minutes that staff is needed to return the facility to a satisfactory condition.

General Regulations

- Every guest at an event must obey all applicable City, State and Federal laws, ordinances, rules and regulations. Failure to obey rules and regulations will result in immediate cancellation of the permit. Additionally, permittee and guests may be asked to leave the facility; the event may be stopped, and/or the permittee may be subject to legal action and charged additional fees for staff time, damages or losses to the City.
- Food and drinks are prohibited inside the gym. Alcohol is not allowed in the facility at any time.
- The permittee or organization to whom the permit is issued assumes all responsibility for use of the facility. Permits cannot be transferred, assigned or sublet. The permittee or their delegate must be in attendance at all times.
- Only City of Sunnyvale vehicles are allowed on Community Center grounds. Permittee and guests may park only in designated parking areas, including the time spent loading and unloading vehicles.

- The half or full gym as outlined on the permit is reserved exclusively for the permittee's activity. Other rooms in the facility other than the locker rooms may not be used.
- The City has the right to assign staff to supervise the event.
- Gambling is prohibited. Gambling is defined as "giving of value for the possibility of obtaining the operation of an element of chance."
- Commercial or profit-making activities are not allowed. Permittees may not charge admission fees, sell products or solicit donations without prior special approval by the Department Director or the assigned representative.
- Smoking is prohibited in all public parks, recreation facilities and open spaces.
- Specific fire code regulations must be followed.
- The display of banners and/or signs is prohibited in or outside the Indoor Sports Center. For information on one of the City's approved banner installation locations, contact 408-730-7338 regarding banner availability and fees.
- No soliciting is allowed in or around the Community Center.
- The City of Sunnyvale is not responsible for accidents, injury, illness or loss of group or individual property.
- Anyone violating the established rules and regulations or constituting a public nuisance may be required to leave the facility and permittee may be responsible for additional fees related to staff time, damages and losses to the City.