

# COLUMBIA NEIGHBORHOOD CENTER AND COLUMBIA MIDDLE SCHOOL USE AND RESERVATION POLICY

Columbia Neighborhood Center · 785 Morse Ave.  
408-730-7800 · Sunnyvale.ca.gov · cnc@sunnyvale.ca.gov



Sunnyvale

## Philosophy

Columbia Neighborhood Center (CNC) is operated in partnership between City of Sunnyvale and Sunnyvale School District (SSD) at the Columbia Middle School (CMS) Site. Priority use of all facilities at CNC and CMS is reserved for youth and family programs and services initiated by SSD or CNC, as defined below.

When the facility is not being used by CMS or CNC, the facility may be rented by others (e.g. non-profit organizations, general public, private groups, organizations, etc.) based on facility rental requests for available times.

CNC/CMS Use and Reservation Policy has been established to ensure CNC/CMS facilities are utilized for recreational and enrichment functions that meet the needs and interests of the community and that permitted users are fully informed of the City's rules that govern their use.

## Purpose

- To establish policies and procedures governing the use of CNC/CMS facilities.
- To provide for a variety of activities reflecting the athletic/recreation/enrichment preferences of Sunnyvale residents.
- To collect fees for the use of the facilities, in support of the ongoing maintenance.
- To ensure that decisions regarding the use of CNC/CMS facilities balance the interests of the neighborhoods, sports organizations and residents of Sunnyvale.

## Availability and Making Reservations

Reservation requests for CNC/CMS are accepted on an availability basis. Please visit our webpage at <https://www.sunnyvale.ca.gov/recreation-and-community/facility-rentals> for rental fees and contact CNC at [CNC@sunnyvale.ca.gov](mailto:CNC@sunnyvale.ca.gov) or 408-730-7800 for availability. Facility use reservations are issued after a request has been accepted, all required documents are submitted, applicable fees are paid, and insurance requirements are met. Acceptable payment options include cash, check, MasterCard, Visa and Discover. Users must be 18 years of age to make a reservation.

To apply for a CNC Use Reservation, an applicant must submit a CNC Rental Application form to CNC. Application forms can be found online at <https://www.sunnyvale.ca.gov/recreation-and-community/community-centers/columbia-neighborhood-center> or CNC.

## Reservation Cancellations, Changes and Modifications

It is the responsibility of the permittee to notify CNC immediately when an approved reservation date(s) is no longer needed. Cancellations must be made in writing and submitted to and received by CNC at least ten (10) business days in advance of the scheduled use date to be entitled to a refund. If cancellation is received less than ten (10) business days before the reservation, fees will be forfeited. Refunds for cancelled dates will be refunded in the same form of payment, except cash payments, they will receive a City issued check.

Changes to reservations including facility, date or time, must be made in writing, submitted and received by CNC at least ten (10) business days in advance of the scheduled use date. CNC does not guarantee facility availability for requested changes.

In rare and unforeseen situations, CNC reserves the right to cancel a facility reservation when SSD or its own programs must use the facility and a full refund will be processed and mailed within 15 business days.

### **Security Deposit**

A security deposit of \$500 will be collected per facility rental reservation. The deposit will serve to confirm the reservation and will be held in case of potential damage to the facility or penalties assessed for misuse. The deposit will be refunded to renter after completion of facility rental if the rental has been fully paid, there is no damage to the facility, and no penalties have been assessed. Penalties may be assessed for but not limited to false alarms, damage to facility, equipment, or furniture, or not fulfilling user clean-up responsibilities.

### **Insurance Requirements**

All users, except for SSD and city users, must provide a certificate of insurance showing evidence of general liability insurance with limits of no less than \$1,000,000 per occurrence, and \$2,000,000 for general aggregate. Sexual Abuse & Molestation coverage, \$1,000,000 and \$2,000,000, will be required for all programs with youth participants. Lastly, users must provide an additional insured form/document with wording as follows: **City of Sunnyvale, and Sunnyvale School District, its officers, officials, agents, and employees are included as Additional Insureds with respects to the Commercial General Liability policy. Waiver of Subrogation applies to the Workers Compensation policy. All coverage is Primary and Non-Contributory with 30 day written notice of cancellation, except 10-day notice for non-payment of premium.**

### **Clean-Up Responsibilities**

1. The user is responsible for restoring the facility to its original condition prior to usage and to the satisfaction of event staff. The City of Sunnyvale will furnish NORMAL cleaning supplies such as trash bags and push brooms. Staff will be present and provide guidance on the necessary functions that need to be performed prior to vacating the facility.
2. It is the user's responsibility to return furniture and/or equipment to original arrangement.
3. The user will be provided 30 minutes after the event's scheduled conclusion time to clean the facility. This time is used specifically to clean. All other activities associated with the event must stop.
4. The user will report any damage to the facility or equipment immediately to CNC staff.
5. Prior to vacating the facility, the user must check-out with the attendant and verify with staff that the condition of the facility is satisfactory. This, however, will not guarantee that the security deposit will be refunded in full.
6. Should the facility be vacated prior to restoring the facility to its original condition, the user will be charged one hour of rental fees for each 15 minutes that staff is needed to return the building to a satisfactory condition.

### **General Rental Regulations and Rental Time**

1. Specific start and end times are required to make a reservation. Hours will be strictly enforced.
2. Gym/Multi-Purpose Room reservations are for recreational and sporting activities and non-marking indoor court shoes are required. Lobby areas are not to be used for warming up, practicing or sports play.
3. No storage will be provided. All items must be dropped off and picked up between the times listed on the reservation.
4. The facilities reserved exclusively for the activity described in your application and/or permit. You may not use other rooms in the facilities or for other purposes.
5. The user is responsible for restoring the facility to its original condition prior to usage (no litter, room/gym cleaned).
6. Rental fees apply to setup time, actual program time and the time needed to put equipment away before the next user group. All persons associated with the event must vacate the premises when the permitted

time expires 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.

7. 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 reservation will only be issued to an adult responsible for the rental. The permittee or a designated representative must be present during the entire rental time and until minors have been picked up by family or a designated guardian.
8. For events that go over actual permitted time, or 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 every 15 minutes beyond the reservation end time or for time needed to restore the facility to satisfactory condition.
9. Every guest in the facility under your reservation 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 reservation. 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.
10. Food and drinks (except water) are prohibited inside the gym/multi-purpose room. Alcohol is not allowed in the facility at any time.
11. The permittee to whom the reservations are issued assumes all responsibility for the use of the facility. Reservations cannot be transferred, assigned, or sublet. The permittee or their representative must attend all times.
12. The City has the right to assign staff and charge additional staff fees to supervise the event.
13. 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.
14. Smoking is prohibited in all public parks, recreation facilities and open spaces pursuant to municipal code 9.28.030.
15. The City of Sunnyvale and Sunnyvale School District are not responsible for accidents, injury, illness or loss of group or individual property.

By signing below, you acknowledge that you have read this Use and Reservation Policy and understand that you, and your group or organization if applicable, are subject to them.

Printed Name \_\_\_\_\_

Group or Organization, if any \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_-\_\_\_\_-\_\_\_\_