

INDOOR SPORTS CENTER USE AND RESERVATION POLICY

Sunnyvale Community Center · 550 East Remington Dr.
408-730-7350 · Sunnyvale.ca.gov · parkandfacilityresv@sunnyvale.ca.gov



The City of Sunnyvale Indoor Sports Center Use and Reservation Policy has been established to ensure that City facilities are utilized for recreational and athletic 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 City facilities.
- To provide for a variety of activities reflecting the athletic preferences of Sunnyvale residents.
- To collect fees for the use of the gymnasium, in support of the ongoing maintenance.
- To ensure that decisions regarding the use of City facilities balance the interests of the neighborhoods, sports organizations and residents of Sunnyvale.
- To ensure that appropriate uses are permitted for the gymnasium.

Exclusive use of the Indoor Sports Center requires a reservation which can be obtained by making an advance reservation subject to fees and insurance requirements.

Residency Verification

A resident is a person residing within the city limits of the City. A copy of proof of residency must be attached to the application at the time of submission. Acceptable forms of proof of residency: drivers' license, utility or phone bill. Rosters must contain at least 50% Sunnyvale residency to qualify for resident rate.

Availability and Making Reservations

Indoor Sports Center usage requests are accepted on an availability basis. Please contact the Recreation Services Coordinator at parkandfacilityresv@sunnyvale.ca.gov or 408-730-7334 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 an Indoor Sports Center Use Reservation, an applicant must submit an Indoor Sports Center Rental Application form to the Sports, Aquatics & Facilities Office. Application forms can be found online at www.sunnyvale.ca.gov, at the Community Center, or by requesting a form from the Recreation Services Coordinator. Reservations are for a minimum of two-hours and may be longer if time allows.

Fees	Sunnyvale Nonprofit*	Resident	Nonresident
Full Gym	\$85/hr.	\$105/hr.	\$125/hr.
Half Gym	\$49/hr.	\$60/hr.	\$72/hr.

*Sunnyvale nonprofits must provide proof that the organization is based in Sunnyvale and has a current 501-C3 Tax Identification # issued by the IRS.

Eligibility:

The following are the gymnasium use priority rules for awarding use (in order of priority):

1. Programs and activities administered by the City
2. Ongoing full gym usage
3. Rental applications for full gym usage
 - a. Sunnyvale nonprofit
 - b. Resident
 - c. Nonresident
4. Ongoing half gym usage
5. Rental applications for half gym usage
 - a. Sunnyvale nonprofit
 - b. Resident
 - c. Nonresident

City has exclusive discretion scheduling gym time and may deny a reservation if there is a conflict of interest with regular City programming. An application must be submitted a minimum of ten (10) business days prior to the requested use date. Payment is due in full at the time the reservation is issued.

Reservation Cancellations, Changes and Modifications

It is the responsibility of the permittee to notify the Recreation Services Coordinator immediately when an approved reservation date(s) is no longer needed. Cancellations must be made in writing and submitted to and received by the Recreation Services Coordinator 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 gym size (half or full), date or time, must be made in writing, submitted and received by the Recreation Services Coordinator at least ten (10) business days in advance of the scheduled use date. The City does not guarantee gym availability for requested changes.

General Rental Regulations and Rental Time

1. Specific start and end times are required to make a reservation. Hours will be strictly enforced. Should it be necessary to extend time, permission must be requested and approved by the Recreation Services Coordinator at least five (5) working days in advance.
2. Gym 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. 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.
5. 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.

6. 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.
7. 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 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.
8. Food and drinks (except water) are prohibited inside the gym. Alcohol is not allowed in the facility at any time.
9. 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.
10. 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.
11. The City has the right to assign staff and charge additional staff fees to supervise the event.
12. 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.
13. Smoking is prohibited in all public parks, recreation facilities and open spaces pursuant to municipal code 9.28.030.
14. 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.
15. The City of Sunnyvale is not responsible for accidents, injury, illness or loss of group or individual property.

Insurance Liability

A valid insurance certificate is required for use of any City facility. The insurance certificate must afford one million dollars (\$1,000,000.00) of general liability coverage per occurrence and two million dollars (\$2,000,000.00) aggregate and contain the following information:

- General liability coverage (property and bodily injury) as evidenced by an insurance certificate with an Additional Insured Endorsement naming the City of Sunnyvale and the appropriate school district, where applicable.

Use of the Indoor Sports Center will not be permitted unless valid insurance documents have been received.

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 set-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, padded official stands 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.

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 ____ - ____ - ____