

— SAN JOSE —  
**PARKS, RECREATION &  
 NEIGHBORHOOD SERVICES**

Community Centers Rental Rates for : Almaden, Bascom, Camden, Edenvale,  
 Gardner, Mayfair, Northside, Roosevelt, & Seven Trees

**To Call Seven Trees Community Center Please Dial:  
 (408) 794-1690**

Facility Reservation Fees <i>Fees subject to change at discretion of Director of PRNS</i>	Peak Hours Hours: Friday 4pm through Sunday midnight		Non-Peak Hours Hours: Operating Hours Monday through Thursday & Friday until 4pm	
	Basic Hourly Rate	Discounted Hourly Rate**	Basic Hourly Rate	Discounted Hourly Rate**
2 Hour minimum for Rentals				
<b>Application Fee</b> Non-Refundable	\$60.00	\$40.00	\$60.00	\$40.00
<b>Room Capacity</b> Under 50	\$65.00 per hr.	\$30.00 per hr.	\$50.00 per hr.	\$15.00 per hr.
<b>Room Capacity</b> 50-150	\$135.00 per hr.	\$60.00 per hr.	\$80.00 per hr.	\$25.00 per hr.
<b>Room Capacity*</b> 151+	\$160.00 per hr.	\$75.00 per hr.	\$135.00 per hr.	\$35.00 per hr.
<b>GYM</b>	\$95.00 per hr.	\$50.00 per hr.	\$75.00 per hr.	\$40.00 per hr.
<b>Warming Kitchen</b> (Flat Fee)	\$100	\$100	\$100	\$100
<b>Valid proof of non-profit status is required for Discounted Rate.</b>				

**CLEANING & DAMAGE DEPOSIT (per application)**

Room Capacity under 50	\$50.00
Room Capacity 50-150	\$250.00
Room Capacity 151+/Gym	\$500.00
<b>Note:</b> Groups that intend to serve <b>alcohol</b> will pay an additional deposit of <b>\$500.00</b> per application	

**ADDITIONAL FEES**

<b><u>Facility Attendant</u></b> All rentals require a minimum of one (1) staff member	\$25.00/hr. per staff
<b><u>San José Police Officer (s)</u></b> A minimum of one (1) officer may be required for your event. Two (2) officers are required if alcohol is being served. Note: <i>A separate invoice/bill will be created by the Secondary Employment Unit to pay for the officers.</i>	\$55.00/hr. per officer (minimum of 3 hours)
<b><u>Security Officer (s)</u></b>	\$30.00/hr. per staff (minimum 4 hours)
<b><u>General Equipment</u></b> TV & VCR/DVD; Build-In Movie Screen, LCD Projector, Sound System	See Center For Daily Fees

**EXCEEDING TIME LIMIT**

A fee of two (2) times your hourly rate or \$25 per hour (whichever is greater) for each hour or fraction of an hour used. **All exceeded time will be charge in one (1) hour increments.**

Revised 05/24/2018

*All fees subject to change*

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**CANCELLATION, CHANGES, & RUSH FEES**

1. More than sixty (60) days prior to the event date	25% of estimated fees
2. Within sixty (60) days but more than thirty (30) days prior to the event date	50% of estimated fees
3. Within thirty (30) days or fewer of event date	75% of estimated fees
4. Less than forty-eight (48) hours of event date	100% of estimated fees
Changes made to reservation per change per permit	\$20.00 per change
Rush Fee in addition to Application Fee received less then 30 days prior to event (non-refundable)	\$5.00 each application
**All changes MUST be in writing**	

\* **2 hour minimum**

**\*\*Discount Rate** – City of San Jose Departments, Government Agencies, Schools, Non- Profits (Non-Profits are defined as tax-exempt organizations serving San Jose residents and at the time of application the organization shows proof of Federal and State tax exempt statues with a Letter of Determination) and San Jose Service Organizations which serve Seniors, Youth or the Disabled are open to the public (proof of organized structure: by-laws or articles of incorporation).

**\*\*\*SNI and Neighborhood Associations** free room usage for meetings at community centers during operating hours and subject to availability. Free space for these two groups is also available at the reuse sites listed below:

- Alma Community Center
- Alviso Community/Youth Center Gymnasium
- Berryessa Youth Center
- Edenvale Community Center
- Gardner Community Center
- Hamann Park Shelter Building



## Facility Use Request/Application

Department of Parks, Recreation and Neighborhood Services  
\*Submitting this Request/Application does not guarantee a reservation

To reserve the facility please follow the instructions below:

1. Call and schedule an appointment with the rental coordinator.
2. Provide proof of non-profit status or a valid business license (if applicable)
3. Complete application, sign rules forms and pay 50% deposit of estimated fees which includes a non-refundable application fee.

\*Fees will not be collected until an appointment has been made by the Facility Coordinator

**FACILITY INFORMATION:** Group is responsible for set up and clean up the day of the event within the times listed.

Facility or Building Requested \_\_\_\_\_ Equipment Requested \_\_\_\_\_

Type of Event \_\_\_\_\_ Estimated Attendance Youth \_\_\_\_\_ Adults \_\_\_\_\_ Total \_\_\_\_\_

Room/Area Requested	Day	Dates	Set Up Time	Event Time	Clean Up Time	Exit Time

**APPLICANT INFORMATION:** Either the primary or secondary contact MUST be present, for the duration of the event.

Organization Name (if applicable) \_\_\_\_\_ Phone \_\_\_\_\_

Is your Organization a Non-Profit entity?    Yes    No    If yes, non-profit number \_\_\_\_\_

Applicant's name \_\_\_\_\_ Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_ Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

A valid Driver's license or Identification card must be present the day of the event and shown to the Facility Attendant before he/she will open the facility.

Additional Authorized Contacts Name \_\_\_\_\_ Primary Phone \_\_\_\_\_

Additional Authorized Contacts Name \_\_\_\_\_ Primary Phone \_\_\_\_\_

**EVENT INFORMATION:** Please answer each question by placing an "X" in the appropriate box.

	Yes	No		Yes	No
Is the event open to the public?			Will a caterer be used?		
Is this a fundraising event?			Will refreshments be served?		
Will a fee be charged?			Will alcohol be served?*		

\* NO HARD LIQUOR IS ALLOWED. NO EXCEPTIONS!

**OFFICE USE ONLY:**

Staff Person Accepting Application \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Staff Person Reviewing Application \_\_\_\_\_ Date \_\_\_\_\_

Application Status     Application Fee Attached     Non-Profit Status Attached     Insurance Attached

Approved \_\_\_\_\_ Receipt/Permit # \_\_\_\_\_ Date \_\_\_\_\_

Declined \_\_\_\_\_ Reason \_\_\_\_\_ Customer Notified \_\_\_\_\_

Staff Notes \_\_\_\_\_

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Furthermore, I/We have and agree to abide by the City of San Jose rules and regulations pertaining to the use of the recreation center buildings. I/We understand further that I/We will be held financially responsible for any damage to facilities or equipment that occurs through our group's use of the building.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We understand that **only** the **Community Center** will reserve a **San Jose Police Officer**. I/We also understand that I/We are responsible for payment to the police officer from the time my guests arrive to the time we clean up and leave. Payment is to be made in cash, money order, or cashier's check, at the current rate of pay.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We understand have received the Community Center rules and regulations and I/We also understand that I/We are responsible for adhering to all rules and regulations.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant's Initial in Each Box**

- I/We have received and understand the Cancellation policy.
- I/We understand if the facility is not cleaned. I/We will not receive the Cleaning/Damage Deposit refund back.
- I/We are aware of any additional cleaning/Damage done to the facility and I/we will take full responsibility and will be charged and/or sent to the City's Collections Office.
- I/We understand the facility will not be opened until the exact time that is stated on the permit.

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**SAVE HARMLESS AND INDEMNIFICATION AGREEMENT:**

I/We, \_\_\_\_\_, hereby understand and agree to  
**(Print or type full name of Participant/Organization)**

accept the risk of bodily injury and/or property damage which I/we may incur or cause a third party to incur as a result of my/our participation in any and all activities for which specific space has been reserved for specific times. This shall include, but not be limited to, assignment of time and space for regularly scheduled activities, sporadic use and one-time events. With this understanding, I/We further agree to indemnify, defend and save harmless the City of San Jose, its Boards, its commissions and their respective officers, agent and employees from and against any and all claims, losses, injuries, suits or judgments arising from or in connection with my/our function as a participant. I/We agree to this indemnification and save harmless for myself/ourselves, my/our successors, assigns, heirs, executors and administrators, and any other person or entities who/which may have claim based on my/our personal injuries and/or property damage. I/We further understand and agree that this save harmless and indemnification shall apply to any and all facilities that the City of San Jose may own and/or control.

Signature of Authorized Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card Info: Visa/MC/Discover#: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

**PAYMENT/CHARGES/REFUNDS**

1. Reservations must be made in person at the appropriate location up to one year in advance of the requested reservation date.

If a reservation is made less than 30 days, the reservation must meet the following criteria:

- **APPROVAL OF RECREATION SUPERVISOR**
  - **FACILITY STAFF AND POLICE OFFICERS ARE AVAILABLE FOR EVENT (THIS WILL TAKE THREE DAYS)**
  - **ALL FEES WILL BE CASH OR CREDIT CARD ONLY**
  - **100% OF PAYMENT IS DUE DAY APPLICATION IS SUBMITTED**
2. A refundable deposit must be made at the time of application. The refundable deposit is returned after the event in full, ***IF*** there is no cleaning and damage charges occurring from the event.
  3. The balance of the facility use fees and any special fee must be paid in full thirty (30) days prior to the date of reservation, or the reservation shall be deemed canceled.
    - **EVENT IS ON \_\_\_\_\_**
    - **ADDITIONAL HOURS MUST BE REQUESTED AT THIS TIME.**
    - **THERE IS A \$20 FEE FOR ANY CHANGES TO A RESERVATION.**
    - **A COPY OF THE INVITATION MUST ACCOMPANY FINAL PAYMENT.**
  4. If the facility is in satisfactory condition at the event's end and is indicated on the evaluation form, the group will be refunded the Cleaning and Damage Deposit in full. The refund will be processed one (1) week after the event. If paid by check or cash; a check will be mailed to the responsible party within 8-10 weeks after the event. If paid by credit card, the amount of the Cleaning and Damage Deposit will be credited to your credit card account 2-3 weeks following the event.
  5. The individual and/or organization granted use is responsible for reimbursing the City of San Jose for any additional loss and/or damage to the property caused by such use.
  6. A service charge of \$35 will be made for all returned checks.
  7. **CANCELLATION CHARGES FOR ALL RESERVATIONS:**
    - A. If a cancellation is made more than sixty (60) days prior to event date, the applicant shall be subject to a 25% cancellation fee(s)
    - B. If cancellations are made within sixty (60) days but more than thirty (30) days prior to event, applicant will be subjected to a 50% cancellation fee.
    - C. If cancellations are made within thirty (30) days or fewer of the event date, applicant will be subject to a 75% cancellation fee.
    - D. If cancellation notice is given less than forty-eight hours of event date, applicant will be subject to a 100% cancellation fee.

\_\_\_\_\_  
Applicant/Authorized Signature

\_\_\_\_\_  
Date

**DAY OF EVENT: SET-UP/DECORATION/CLEAN UP**

1. The door will not open before the time indicated on the application.
2. The facility may be reserved on Saturdays and Sundays 10:00am to 10:00pm (*hours of operation vary by location*). All dancing and other entertainment must be concluded one hour before your end time specified on your contract the last hour is reserved for clean up. The parking lot must be vacated no more than 15 minutes after the rental has ended.
  - A custodial fee will be deducted from the cleaning and damage deposit for any group leaving the premises in such a condition that additional clean-up is necessary. The applicant must inspect the premises with the building attendant at the beginning and at the end of use to determine facility condition.
  - Any party leaving the premises without cleaning up will be held liable for the additional custodial charges beyond the original cleaning and damage deposit.
3. You and your designated agent will be required to do a pre and post event walk through of the facility and sign the release form. This process will determine and begin your damage/cleaning deposit refund.
4. The Community Center does not provide equipment (microphones, stereos, sound system, ladders and over head projector).
5. **Events going over the schedule ending time will be charged 2 times the hourly rate on the application for each hour or fraction thereof. All time exceeded will be charged in one hour increments. This fee will be deducted from the cleaning and damage deposit.**  
Also, staff and officers will need to stay until the building is vacated; therefore, the staff and officers will also charge a fee at their current staffing rate.
6. No decorations by facility rental groups can be used on walls or windows. Cellophane adhesives, nails, tacks, screws, staple, etc. on walls or windows are prohibited. All helium balloons must be secured. There is a \$5.00 fee and staff fees to remove any balloons left behind.
7. The following items may ***NOT*** be used for security and/or safety purposes:
  - CANDLES (OR OPEN FLAMES) (BIRTHDAY CANDLE IS ALLOWED DURING THE DURATION OF THE BIRTHDAY SONG NO **EXCEPTIONS**)
  - MYLAR BALLOONS (\$5.00 PER BALLOON FOR REMOVAL)
  - GLITTER
  - FOG MACHINES
  - BUBBLE/BUBBLE MACHINES
  - NO LADDERS
  - NO STANDING ON TABLES OR CHAIRS
8. At no time shall exit signs be covered or doorways obstructed.
9. Any and all items (dishes, equipment, etc.) brought into the facility by the applicant must be removed at the end of the party. All party/event items can not be stored on site (**no exceptions**).
10. No special deliveries may be made **prior** to your time specified on your contract. This includes: CAKE, MUSICIANS, FLOWERS AND CATERERS.
11. The heating and cooling system is controlled by a computer downtown City Hall. The community center staff is not able to adjust the room temperature.
12. Decorations such as plants or large trees must be fire retardant and tagged with an official fire retardant tag. Any foliage not tagged will not be permitted inside the facility.

**SECURITY/ ALCOHOL**

1. An adult must sign the application(s) for use by a youth group. Adult sponsors or chaperons must be present at all youth group functions. A ratio of 1 adult chaperone to 15 youth is required.
2. The officer(s) is/are schedule to be present from the time your event starts until the end of the event (this includes clean up).
3. No alcoholic beverages may be consumed by individuals less than 21 years of age during ANY event. **Failure to comply will result in closure of the event and forfeit all fees, charges, and deposits, etc. (This includes MARRIAGE "TOASTS")**
4. Only beer, wine, sake, and champagne are allowed. Absolutely **NO HARD LIQUOR, NO EXCEPTIONS**
5. Alcoholic beverages may not be sold.
6. A minimum of one officer is required for all events, **NO EXCEPTIONS**. An event with alcohol is required to have two (2) Officers **NO EXCEPTIONS**.

The Community center staff will arrange for the San Jose Police Officers, who will be paid by the applicant at the current wages. No volunteers or family friend(s) may be used as security. The payment must be paid at the start of each event in cash, money order or cashier's check. **NO PERSONAL CHECKS**.

7. **Alcohol can not be served until Officers arrive. Alcohol is limited to the room reserved. Alcohol is prohibited in the lobby area, courtyard, parking lot, or in the park.**
8. At the time the officers are booked, the officer in charge may deem it necessary for an additional officer to be booked for that event. This decision is made in the best interest of all parties involved. You will be notified if an additional officer is booked and you are required to pay the additional fee in the form of cash, or money order at the time the officer arrives.

**MISCELLANEOUS:**

1. Children must not be left unattended on the premises, **THIS INCLUDES THE PATIO AREA.**
2. Please provide additional contact person(s) name during the event that may take responsibility of the event, pre and post Walk-Through:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The person(s) listed above will be responsible to conduct the pre-walk through and the post-walk through of the facility and sign the Facility Walk-Through Form with the hired facility attendant on duty.

\_\_\_\_\_  
Applicant/Authorized Signature Date

3. Liability insurance holding the City of San Jose harmless may be required of groups who are to engage in activities which may be deemed to be reasonable high risk to participants or spectators, as determined by the Recreation Supervisor.
4. No advertising shall be exhibited, no solicitation, and/or sales be made in the building or on the grounds without the written permission of the center director.
5. Gambling or unruly conduct is **PROHIBITED**, this includes Raffles. Please contact the SJPD Vice division at (408) 277-4322.
6. The attendant on duty, as a representative of the Department of Parks, Recreation and Neighborhood Services, has the authority to dispense any group for failure to comply with these rules, and **THE GROUP WILL FORFEIT ALL FEES, CHARGES, DEPOSITS, etc.** Future use of the facility may be denied for failure to abide by these rules.
7. The Department of Parks, Recreation and Neighborhood Services is not responsible for accidents, injuries, or loss of individual property.
8. The room capacity will vary by location. For safety reasons, parties/events cannot exceed the room capacity. If the party/ event exceeds the room capacity, the facility attendant and/or Officer(s) have the authority to **SHUT DOWN** the event before the schedule ending time. (REFER TO #6)
9. No verbal agreement for use of facilities shall be made nor in any way be binding.
10. The City of San Jose reserves the right to cancel any use of the facilities and/equipment in emergency situations, unplanned maintenance, or when necessary for the safety of the customers. The City of San Jose will provide full refund of all fees and deposits paid.
11. Smoking is not permitted inside City facilities or within 25 feet of the building.
12. **RENTAL POLICIES AND RENTAL RATES ARE SUBJECT TO CHANGE.**

**ACCEPTANCE:**

I have read, understand, and accept both the **Reservation Policies Summary & PRNS Facility Use Rules and Regulations** and accept usage and will comply with the rules of the Department of Parks, Recreation and Neighborhood Services. \*Full PRNS Facility Use Rules and Regulations will be provided upon request.

\_\_\_\_\_  
Applicant/ Authorized Signature Date

\_\_\_\_\_  
Staff Signature Date

**NOTES:**

**PARKS, RECREATION AND NEIGHBORHOOD SERVICES (PRNS)  
COMMUNITY FACILITY CODE OF CONDUCT  
(PART OF THE POLICY FOR SUSPENSION FROM A COMMUNITY  
FACILITY ISSUED BY THE DIRECTOR OF PRNS)**

The vision of the Department of Parks, Recreation, and Neighborhood Services is to be a “National leader of Parks and Recreation in cultivating healthy communities through quality programs and dynamic public spaces”. To that end, this document address the means by which the goal of providing the public with safe opportunities to access community facilities and maintaining a peaceful environment within those facilities can be realized.

The following Code of Conduct are rules and regulations issued by the Director pursuant to Section 13.44.030 of the San José Municipal Code and contains a list of behaviors not permitted in City Facilities due to their disruptive character. Nothing herein shall limit the Director, the City Manager or the City Council of San José from issuing other policies, rules, regulations for City Parks can be found in the Chapter 13.44 of the San José Municipal Code and the Park Rules Manual issued by the Director of PRNS. All definitions used herein are defined in the Director of PRNS Suspension Policy.

No person shall engage in any of the disruptive behaviors listed below in this Code of Conduct. Violation of this Code of Conduct may result in disciplinary action, up to and including suspension, immediate removal, or dismissal from all PRNS-operated Community Facilities including without limitation, suspension from the Community Facility pursuant to the Policy for Suspension from a Community Facility issued by the Director of PRNS.

1. Sleeping in a Community Facility is prohibited. Camping may be authorized in some Parks through a Special Park Permit.
2. No person shall leave food or drink residue, or otherwise create a custodial or maintenance problem when eating or drinking in Community Facilities.
3. No person shall use City equipment or remove City equipment from Community Facilities, without explicit permission from PRNS staff.
4. Community Facility participants must observe posted time limits for the use of PRNS electronic equipment.
5. Use of tobacco or any illegal substances within Community Facilities is prohibited, except as expressly permitted by the San José Municipal Code.
6. No person shall consume intoxicating beverages in areas prohibited by the Director of PRNS.
7. No persons shall utilize Community Facilities for bathing or washing clothes. This is not intended to prohibit showering in locker room facilities nor is this intended to prevent swimming in a swimming pool compliance with facility rules.
8. No person shall utilize Community Facilities to wash utensils or other items, to prepare food, unless pursuant to a City program or otherwise explicitly permitted by facility rules or by PRNS staff. This rule does not apply to picnic sites in parks that are equipped with food preparation/washing amenities.

9. No person shall enter or remain in a Community Facility before or after posted hours of operation or when otherwise not open to the public, without the express permission of the appropriate PRNS staff.
10. Obstructing Community Facility entrances, exits, aisles, or other areas in any way that may interfere with or restrict public access is prohibited. This shall not apply to authorized City staff or other authorized persons maintenance, repair, deliveries or other required business activities Community Facility.
11. Bringing any bicycle, unicycle, tricycle, or other wheeled conveyance inside of a building Community Facility, or leaving such conveyances blocks or exits to the building is strictly prohibited. This regulation shall not apply to wheelchairs, other medial devices, strollers or other similar conveyances used in permitted areas of park facilities, provided they are utilized or left in a manner that does not restrict public access.
12. No persons shall bring any animal into the Community Facilities other than service animals assisting individuals with disabilities, animals under the control of a peace officer, or as specifically authorized in the San José Municipal Code, by the Park Rules annual or by PRNS staff.
13. Riding skateboards, roller skates, heelies, and/or roller blades, or running inside any building on a Community Facility is prohibited, unless explicitly authorized by the San José Municipal Code or Park Rules Manual or by PRNS staff.
14. No person shall engage in loud or boisterous conduct in the interior of a building within a Community Facility, so as to interfere with the use of these facilities by patrons or City staff.
15. No person shall use sound-generating or amplifying devices within the Community Facilities or on the PRNS grounds, in any manner that creates a public nuisance.
16. Threatening, bullying, or intimidating language or behavior directed at PRNS patrons or City staff in a Community Facility that creates a hostile environment or creates a threat of bodily harm is prohibited.
17. No person shall enter or remain within the interior of building on a Community Facility while emitting odors (including body odors, perfumes, colognes, etc) that interfere with the use of PRNS services by other patrons or City staff.
18. No persons shall engage in any activity that unreasonably interferes with another person's rightful use of the Community Facilities, or unreasonably interferes with the ability of a member of the PRNS staff to perform his or her job.
19. No person shall leave packages, handbags, laptop computers, luggage or any kind of items unattended in Community Facilities.
20. No person shall willfully or recklessly damage or destroy City materials or property, or the personal property of other Participants, City staff or volunteers.
21. Engaging in obscene acts or using obscene language is prohibited.
22. No person shall engage in physical assaults in or on a Community Facility.



23. Shoes and clothing are required when entering the common area of a building on a Community Facility. This provision is not intended to prevent any person from wearing appropriate bathing attire at a PRNS-operated pool.
24. All Community Facility participants shall abide by all other posted rules and regulations of the Community Facility.
25. A person who participates in a PRNS Volunteer Training program or orientation must adhere to established program guidelines and rules.
26. No person shall engage in intimate sexual conduct in a Community Facility, including, but not limited to, indecent exposure, sexual contact and sexual intercourse.
27. No person shall display or distribute obscene or pornographic material in a Community Facility.
28. No person shall display firearms or other potentially deadly weapons on City property in a manner calculated to alarm, unless such action is permitted by law.
29. Gambling in a Community Facility is prohibited, unless it is a part of an authorized bingo club or other gambling activity authorized by law.
30. No person shall engage in any other criminal activities in Community Facilities in violation of local, state or federal laws.
31. United States Forest Service rules and regulations and special use permit procedures apply City of San José Family Camp operated in the National Forest and may supersede the list of behaviors.
32. No person shall use Community Facilities except in compliance with this Code of Conduct, the San José Municipal Code, the Park Rules Manual issued by the Director and any permit issued by the Director of PRNS including without limitation, Special Park Permits.

**DEFINITIONS:** “Community Facility” means Community Centers and Park Facilities operated by PRNS, and any other building or property operated by P.R.N.S. “PRNS” means the City of San José Department of Parks, Recreation and Neighborhood. “Participant” means any person who visits or otherwise enters a Community Facility.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Seven Trees Site Specific Rental Information

The City of San Jose Application rental packet states, "The Community Center does not provide equipment (microphones, stereos, sound system, ladders and overhead projector)" [3<sup>rd</sup> page, within Day of Event: Set-Up/Decoration/Clean-Up, numbered 4 (four)]. We charge this equipment per day, the rates are as follows.

General equipment (rate per day)	
Built-in/Portable Projector Built-in/Portable Projector Screen Built-in/Portable Sound System TV/VCR/DVD on a cart	\$50
Warming kitchen: Flat fee must be used in conjunction with rental. *requires additional staff	\$100

Referring to number 8 (eight) under Miscellaneous on the application, the capacity of the multi-purpose room at the Seven Trees Community Center is as follows:

Auditorium: 583

Seating: 272

4-hour minimum for Security Officers.

No gas filled balloons are allowed inside the Seven Trees Community Center.

Warming Kitchen rental requires additional staff.

Warming Kitchen does not include refrigeration.

Renters supply their own trash bags (44 Gallons).

Late Application fee is \$5.00 (less than 30 (thirty) days before event).

Renters supply their own cleaning items, however; Seven Trees Community Center will provide rolling mop/wringer/pail and broom/dust-mops.

### CANCELLATION POLICY:

In the event of a cancellation of a confirmed reservation is necessary, it's the applicants' responsibility to provide immediate written notification of such intent to cancel use. City staff will not be held responsible for cancellations made by telephone. Cancellations will only be accepted from the applicant, not from anyone else acting on his/her behalf. This policy is designed to prevent unauthorized cancellation of reservation. The City of San Jose reserves the right to cancel any of facilities and/or equipment in emergency situations, unplanned maintenance or when necessary for the safety of the customers. The City of San Jose will provide a full refund of all fees and deposits paid.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_