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Community Recreation Center
969 Kiely Boulevard
Santa Clara, CA 95051-5099
Updated 07/2014

FACILITY USE INFORMATION

ARBOR, PAVILION PICNIC AREAS & GAZEBO

The City of Santa Clara provides the Central Park Pavilion and Arbor Center Picnic Areas and Gazebo for your use and enjoyment. The following guidelines and rules have been established for private use of these facilities.

I. WHO CAN USE THE FACILITIES?

Residents of Santa Clara and qualifying resident groups may apply to use facilities based on the following priorities and requirements.
City of Santa Clara picnic facilities may not be used by commercial groups for business activities, seminars, training sessions, etc.

Priority	Requirements
1	City of Santa Clara sponsored activities.
2	Santa Clara Unified School District and other schools or school districts having reciprocal agreements with the City.
3	West Valley/Mission College, other governmental units and public agencies.
4	Youth organizations that: • Are non-profit • Serve the City of Santa Clara • Have an organizational structure • Do not charge an admission.
5	Semi-public agencies and political organizations.
6	Non-profit community service groups, civic associations, churches and charitable organizations.
7	Other schools serving Santa Clara residents (Santa Clara University, Mitty, etc.)
8	Special interest groups serving Santa Clara (dance clubs, photo clubs, art associations, sports clubs, etc.).
9	**Private Parties: (Social Activities)** • **All groups priority #1 - 8 above who wish to conduct a special activity not open to the general public.** • **City of Santa Clara business firms and Santa Clara based organizations conducting official business or social activities.** **City of Santa Clara residents conducting private, family or invitational parties, receptions, picnics, etc. (For a wedding ceremony or reception, the bride, groom, bride's parents or groom's parents must be City of Santa Clara residents. No other family member may make the reservation).**
10	Fund raising activities - all priorities in categories 2-9.

II. HOW DO I APPLY?

A. All applications must be made at the Community Recreation Center (CRC), 969 Kiely Blvd., Santa Clara. A City of Santa Clara resident (for a private or organizational event) or an employee of a Santa Clara-based business (for non-business company events) must be present to complete permit application. No reservations will be taken by phone.
B. Proof of Santa Clara residency is required. Organizations with 51% of membership Santa Clara residents must provide roster within seven working days of application including the organization's name, the names and addresses of its members, and their phone numbers.
C. The CRC staff will not accept applications submitted earlier than 4 months in advance to the day, nor later than 7 days in advance. If the earliest application date falls on a Sunday or a holiday, the application will be accepted the following working day. There are no exceptions to these rules. (Example: if June 6th is desired date, the earliest application date is February 6, the latest is May 30.)

Picnic Area Reservation Schedule

Month of Use	When to Apply	Month of Use	When to Apply
January	September	July	March
February	October	August	April
March	November	September	May
April	December	October	June
May	January	November	July
June	February	December	August

D. The CRC accepts permits on a first-come, first-served basis. If more than one person simultaneously applies to reserve the same facility for the same date and time, the CRC staff will first check the applicants' Santa Clara residency requirements, then qualified applicants will draw numbers. The person drawing the lowest number will receive approval preference. Only one person per event may draw a number. Drawings will take place at the CRC at the opening of business hours, 4 months in advance of use date.

E. Picnic fees and deposits are due, in full, at the time of reservation.

F. Reservation applications are subject to CRC approval. After CRC management has reviewed an application, it will send the applicant written application confirmation or rejection. This will occur approximately 7-10 days after application submission.

G. Deposits are refundable if no damage occurs and area is left in reasonably clean condition with tables cleared, etc. Any string, or decorations must be picked up. Trash should be left in receptacles provided.
   - Deposits are automatically refunded by mail (if paid by check or cash) or refunded to credit card (if paid by credit card) approximately three weeks after the event.

III. WHAT ARE THE TERMS OF USE?

A. FEES, HOURS OF USE, CANCELLATION POLICY
   - Facilities are available to rent from 9:00a.m. until dusk, seven days per week, year round.
   - Park picnic reservations must end at dusk. Facility closing time is determined by the City of Santa Clara.
   - Fees are charged per section as shown in the table below, with applicable security deposit due at the time reservations are made.
   - Reservation cancellations must be made at least seven (7) days in advance for a refund of fees, minus $40.00 cancellation fee. Reservations may be cancelled three days (3) in advance for inclement weather. Cancellations made less than 7 (3 for inclement weather) days in advance will forfeit all fees.

IV. WHAT FACILITIES ARE AVAILABLE TO RENT?

FACILITY *Rental fees subject to change*	**MAXIMUM CAPACITY**	**FEES-PRIORITY 9**	**FEES-PRIORITY 1, 2 & 4**	**FEES-PRIORITY 3,5,6,7& 8**	**REFUNDABLE SECURITY DEPOSIT**	**FOOD ALLOWED**	**ALCOHOL ALLOWED**	**AMPLIFIED SOUND ALLOWED**	**INFLATABLE BOUNCE ALLOWED**
Pavilion Picnic Area									
• Area 1	32	$122/day	no charge	not available	$50	YES	with permit	NO	NO
• Area 2	54	$122/day	no charge	not available	$50	YES	with permit	NO	NO
• Area 3	44	$122/day	no charge	not available	$50	YES	with permit	NO	NO
• All 3 Sections*	150	$366/day	no charge	not available	$100	YES	with permit	$58 fee	YES
Arbor Picnic Area									
• Area A	87	$122/day	no charge	not available	$50	YES	with permit	NO	NO
• Area B	56	$122/day	no charge	not available	$50	YES	with permit	NO	NO
• Area C	64	$122/day	no charge	not available	$50	YES	with permit	NO	NO
• All 3 Sections*	250	$366/day	no charge	not available	$100	YES	with permit	$58 fee	YES
Gazebo	50	$109/day	N/A	NO	$50	NO	NO	NO	NO

* A microphone may be used, for announcements only, for a $75.00 refundable security deposit.

V. FOOD AND ALCOHOL REGULATIONS

A. If event is to be catered, a caterer from the City's "Approved Caterer's List" may be selected. This list is available at the CRC.
B. If a caterer not listed is desired, that caterer must complete required documents provided by the City (i.e. business license, proof of insurance). The name of the selected caterer and any necessary paperwork must be submitted to the CRC office no later than ten (10) working days prior to the date of the event. Once completed and approved, that caterer will be added to the City's list and kept on the list for one year.
C. Caterers and participants may enter the facility no earlier than the time listed on the permit.
D. Beer, wine and champagne can be served, in the Arbor Picnic Area, Pavilion Picnic Area only, without an ABC license. Facility reservation is required.
E. Alcoholic beverages are not allowed in any other facility or park site.
F. No food or alcohol is allowed in the Gazebo.

VI. SET-UP AND CLEAN-UP

A. SET-UP
- Decoration time must be included in the use time listed on the permit
- Decorations must be approved by the Recreation Department, prior to event.

B. CLEAN-UP
- Tables must be cleared and decorations removed.
- The sink area must be cleaned after use. All garbage must be bagged or placed in containers provided, and will be removed by the park staff.
- Area must be cleaned up and all individuals out of the area by the time listed on the permit.

VII. GENERAL INFORMATION

A. No vehicles are allowed in the Parks.
B. ANY changes must be made at least 7 days in advance of event, more than 7 days if that date falls on a day that the CRC is closed for business for any reason (Sunday, holiday, furlough, etc.).
C. Bounce houses are only allowed when qualifying groups reserve all three sections of the Arbor or the Pavilion.
D. The jump house company hired must have a Certificate of Insurance on file with the City of Santa Clara Parks & Recreation Department prior to the reservation date.
E. No amplified music is allowed in any park or building without prior Department approval (City Ordinance #1357). Permit for amplified music must be filed with the Recreation Department at the Community Recreation Center at least 10 days in advance of the event date.
F. Only the bride, groom, or parents of either may make wedding reception reservations. The person making the reservation must be a resident of the City of Santa Clara.
G. The Gazebo reservations are only for small weddings (groups of 50 or less).
H. No additional chairs or tables may be brought into either the Pavilion or the Arbor Center picnic areas, or the Gazebo.
I. Throwing of rice, birdseed, etc. is not permitted on the CRC grounds, in the picnic areas, or in the Gazebo.
J. No portable barbecues allowed in any of the parks.
K. City Ordinance #1529 prohibits smoking in any public building.
L. Decorations may not be tied, stapled, etc. to the plants or structures. No balloons are allowed.
M. No egg toss, water balloon games, or sidewalk chalk are allowed.
N. Equipment is not rented or loaned by the department.
O. If the facility reservation regulations are violated, the applicant forfeits both the deposit and use fees, and will be refused future use.