



## **City of Walnut Creek** **Facility Rental Policies and Procedures**

The City of Walnut Creek has fourteen (14) playfields and three (3) gymnasiums available for permitted use for soccer, baseball, softball, basketball, volleyball and other sports. The Facility Rental Policies and Procedures establish rules, regulations, and procedures governing use of City sports fields and gymnasiums.

### **A. Application Submittal Period for Gymnasium Use**

Reservation applications must be submitted by October **15th** for the March through August booking period and by **April 1st** for the September through February booking period. Historical user groups can submit a yearlong schedule from September through August at this time. Any application submitted after a deadline will be considered after all other requests, based on priority classifications. Final approval of rental requests and contracts will be emailed no later than one month after each submission deadline. At that time user groups will have 14 days to review and make changes before contracts are finalized. Contracts must be signed and on file prior to the group's first use.

All cancellations of permitted multiple bookings (i.e., continuous use) for practice and/or games must be in writing and received by the City at least 30 days prior to the event; otherwise court fees may be forfeited. (\$25.00 transaction fee may also apply)

### **B. Application Submittal Period for Playfield Use**

Reservation applications must be submitted by November **1st** for January through December use. Any application submitted after a deadline will be considered after all other requests based on priority classifications. Final approval of rental requests and contracts will be emailed no later than one month after each submission deadline. User groups will have 14 days to review and make changes before contracts are finalized. Contracts must be signed and on file prior to the group's first use.

All cancellations of permitted multiple bookings (i.e., continuous use) for practice and/or games must be in writing and received by the City at least 30 days prior to the event; otherwise field fees may be forfeited. (\$25.00 transaction fee may also apply)

Field rentals: No refunds or cancellations unless a rainout is declared by the City of Walnut Creek

**C. How to Make a Reservation**

1. To reserve a playfield or gymnasium for a few uses, either call or email a request for approval. Requests must include dates, times and field/courts requested. For user groups or individuals that want to rent longer periods of times you must fill out a City of Walnut Creek Rental Application. You must list dates, times, field/courts request for both games and/or practices on the application. Call (925) 256-3560 for further information.
2. Applications may be submitted by email, in person or by mail to the Tice Valley Community Gymnasium at 2055 Tice Valley Blvd., Walnut Creek, during the hours of 8am to 10pm. Applications may also be faxed to (925) 930-8463.
3. In order to receive the non-profit hourly rate, applicant must provide a copy of the organization's 501(c)(3) certificates along with the reservation application.
4. At the time a tournament/special event is requested, upon approval, a \$500 refundable security deposit is required. Security deposits will be fully refunded within 30 days of the final permit date, unless reserved rental hours are exceeded, or additional cleaning or repairs to the facility are required.
5. Final payment of rental fees must be made at the time the permit is written. For those user groups that rent on a continual basis over the course of longer than one month, payment in full for the current month's use must be made at the beginning of that particular month. Those groups that are running a tournament must pay in full 60 days in advance. Checks shall be payable to: "City of Walnut Creek." Visa and MasterCard are also accepted. **Payments not received by these deadlines may result in cancelation of the reservation and forfeiture of the security deposit.**
6. Payments made must be submitted directly from the organization or the individual who sign the original permit; no third party payments are accepted.
7. All contracts will only be firmed up upon submission of a completed application, signed contract, payment of appropriate fees, and submission of insurance and required deposits.

**D. Facility Scheduling Priority**

- **Priority A** - City of Walnut Creek operated programs and activities.
- **Priority B** - Programs operated by public/private schools in City of Walnut Creek.
- **Priority C** - Programs operated by non-profit organizations and public/private schools outside of Walnut Creek.
- **Priority D** - Commercial and private use.

**Other Scheduling Considerations**

Scheduling requests shall be evaluated using the following criteria, which are not listed in order of importance. Applicants may be encouraged to work with other applicants, with assistance from City staff, to coordinate use requests.

- a) Size of program and demonstrated need, e.g. number of participants; number of games and practice sessions, length of season, etc.;
- b) Accommodation of the most participants within a limited resource;
- c) Ability to adjust requested schedule;
- d) Historical practice by the City;
- e) Ability to accommodate participants of all ages and abilities;
- f) Contributions made, which benefit City programs and facilities;
- g) Alternate facilities available to the applicant;
- h) Age appropriate use times; e.g. earlier hours for youths, later for adults;
- i) Appropriate activity for the designed and intended use of the facility;
- j) Maintenance and renovation needs of the facility;
- k) Ability to ensure equitable scheduling by gender for all community youth athletic programs;
- l) Percentage of Walnut Creek residents in program.

The City of Walnut Creek reserves the right to deny the use of City sports facilities to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, or Walnut Creek residents.

Applicants should thoroughly review the Facility Rental Policies and Procedures.

### **E. Insurance Certificate**

All applicants or user groups who rent our facilities on a continuous basis shall provide the City of Walnut Creek with a valid Certificate of Liability Insurance, written through carriers acceptable to the City. Such certificate shall provide bodily injury and property damage liability protection at a minimum limit of \$1,000,000. The certificate shall name the City of Walnut Creek as an additional insured. Application and must specify that the applicant's insurance shall be primary to any insurance carried by the City. The certificate shall be properly executed with the original signature of the authorizing insurance agent. The certificate is due a minimum of 3 weeks in advance. Note: Please contact your insurance provider to check if your homeowner's policy may be extended to cover your facility rental. In the event that coverage is not available, the City may have special event insurance available for purchase. Please discuss your insurance needs with the reservation staff at your earliest convenience in order that your certificate will be available by the payment deadline.

### **F. Hours of operations**

**Gymnasiums- Tice Valley - 9:00am to 10:00pm, Foothill Middle School - 9:00am-9:30pm and Walnut Creek Intermediate (WCI) 9:00am-10:00. Additional hours considered upon request. Fields hours non-lighted 7:00 am-sundown, Heather Farm lighted fields 9:00am to 10:00pm.**



City of Walnut Creek Rental Application  
Tice Valley Community Gymnasium  
2055 Tice Valley Blvd.  
Walnut Creek, CA 94595  
(925) 256-3560  
Fax (925) 930-8463

**Applicant Information**

Last Name: _____	
First name _____	
Organization (if applicable) _____	
Address _____	
City _____	Zip Code _____
Home Phone _____	Work Phone _____
Fax Number _____	E-Mail _____

**Rental Information**

Facility/Field _____	Type of Activity _____
Rental Date _____ Day _____	Start Time _____ End Time _____
Rental Date _____ Day _____	Start Time _____ End Time _____
Rental Date _____ Day _____	Start Time _____ End Time _____

**For continuous use, please attach a separate schedule with dates, times, facility name and field/court numbers.**

**Rental Fees GYMS Jan. 2017- June 2018**

	Priority A	Priority B	Priority C	Priority D
	City Programs and Activities	Non-profit Organizations or Public/Private Schools in Walnut Creek	Non-profit Organizations or Public/Private Schools outside Walnut Creek	Commercial or Private Use
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
<b>Gym Rental</b>				
<b>Tice Valley Gym</b>	\$70 per hour	\$70 per hour	\$70 per hour	\$80 per hour
<b>Foothill/WCI Gym</b>	\$70 per hour	\$70 per hour	\$70 per hour	\$80 per hour
<b>Refundable Security Deposit</b>	\$500	\$500	\$500	\$500

**Field Rental Fees Jan. 2017- June 2018**

<b>Outside Play Field Rental</b>				
<b>Arbolado</b>	\$11 per hour	\$11 per hour	\$30 per hour	\$37 per hour
<b>Castle Rock</b>	\$11 per hour	\$11 per hour	\$30 per hour	\$37 per hour
<b>El Divisadero</b>	\$11 per hour	\$11 per hour	\$30 per hour	\$37 per hour
<b>Heather Farm Fields 1-6</b>	\$11 per hour	\$11 per hour	\$30 per hour	\$37 per hour
<b>Rudgear (softball/soccer)</b>	\$11 per hour	\$11 per hour	\$30 per hour	\$37 per hour
<b>Tice Valley</b>	\$11 per hour	\$11 per hour	\$30 per hour	\$37 per hour
<b>Light Fees (additional charge)</b>	\$18.50 per hour	\$ 18.50 per hour	\$18.50 per hour	\$18.50 per hour
<b>Refundable Security Deposit</b>	\$500	\$500	\$500	\$500

<b>*Tice Gym Exercise room</b>	<b>\$50 per hour</b>	<b>\$50 per hour</b>	<b>\$50 per hour</b>	<b>\$70 per hour</b>
<b>*Tice Gym Classroom</b>	<b>\$30 per hour</b>	<b>\$30 per hour</b>	<b>\$30 per hour</b>	<b>\$30 per hour</b>

\*Minimum 2 hour rental for exercise room and classroom

**Cancellations**

All cancellations of permitted tournaments/camps must be in writing and received by the City at least 60 days prior to the event; otherwise court/field fees and/or security deposit may be forfeited.

All cancellations of permitted multiple bookings (i.e., continuous use) for practice and/or games must be in writing and received by the City at least 30 days prior to the event; otherwise court/field fees may be forfeited. (\$25.00 transaction fee may also apply)

Field rentals: No refunds or cancellations unless a rainout is declared by the City of Walnut Creek  
Please check the fields hotline number 925-256-3574 for field conditions.

Gym Rentals: No refunds less than 30 days from the rental date. Full refund 30 days or more from the rental date. (\$25.00 transaction fee will apply)

## **Special Requirements & Conditions**

- No selling or vending of food or general merchandise without prior permission from Department Director, Manager or Program Coordinator.
- No alcoholic beverages allowed in City facilities or ball fields.
- Gyms are for athletic events only unless permission is received by the Department Director, Manager or Program Coordinator.
- Rental of Walnut Creek Intermediate's (WCI) main floor does not allow for more than one game/one team practice going on simultaneously. If user group wants to use both side courts that must be requested at time of booking.
- One hour minimum rental for gym and field rentals, after that you can rent in ½ hour increments. You must include your set up and prep time in your contractual hours and must vacate field, court or room by the time specified on your contract.
- The gyms will not be available for programs on Christmas Eve, Christmas Day, New Year's Day, Easter Sunday, or Thanksgiving Day except by special arrangement.
- No advertisement shall be exhibited, no petitions circulated, no commercial vendors and no solicitation or sales made in the building or on the grounds without permission from the Department Director.
- No organized use of the lobby at the Tice Valley Gym for scheduled meetings or parties unless you make an official booking.

**City of Walnut Creek Recreation Department**  
**Rental responsibilities, rules and regulations gymnasiums and play fields**

1. A responsible adult from the user group must supervise the premises for proper facility use during all rental hours. Groups composed of minors must be supervised at all times by responsible adults. This includes the Tice Gym lobby and all facilities.
2. **SMOKING IS PROHIBITED** at all facilities and outside of school property. Parking is permitted in appointed stalls only. Vehicles parked illegally may be cited and or towed.
3. Tables and chairs provided by the City may not be removed from the facility.
4. Storage is not available at the gymnasiums or fields unless prior permission is arranged from the Recreation Manager or Program Coordinator.
5. The use of tape, decals, glitter, powders, wax, paint, etc. are prohibited in the gymnasium unless approved by Recreation Manager or Program Coordinator.
6. Only water may be brought into the gym. Food and drink are not permitted.
7. Containers of ice may not be brought into the gym.
8. Selling of food and beverages is not allowed at any of the gym facilities or play fields unless approved by Recreation Manager or Program Coordinator.
9. P.A. systems may be available for a rental fee. Microphones, TV/DVD player, stand up podiums and extension cords are not available.
10. The scoreboard is only available for use during official league games. Any other use must be approved by Recreation Manager or Program Coordinator.
11. Hitting or kicking balls onto the walls or against the building is prohibited.
12. Dribbling, hitting or bouncing balls in the Tice gym lobby is prohibited.
13. The use of the classroom or exercise room is not allowed unless secured by a rental permit.
14. Tickets and admissions may not be sold at the door as an admission charge unless approved in advance by Recreation Manager or Program Coordinator. All user groups that rent gym or field space may be required to obtain a City of Walnut Creek business license. If you are a nonprofit organization the business license is at no charge.
15. Only athletic shoes may be worn on the gymnasium courts. Street shoes are not permitted.
16. All gymnasiums have heat but no air conditioning.
17. All exit doors must be operable and no part of any hallway, corridor, or exit may be used in a way that obstructs its use as an exit.
18. Facility use permits cannot be transferred, assigned on sublet.
19. The consumption, serving and/or selling of alcoholic beverages is not permitted in the play fields or gymnasiums.
20. Bases, equipment and field preparation (drag, water, lines, etc.) are not provided.
21. Fields scheduled after dusk will require rental of field lights. All field rentals must end by 10:30pm.
22. Fields are to be used for appropriate sports only. Size of event must be suitable and compatible to the field/gym/rooms selected.