

# EXCELLENT FACILITY RENTAL MANAGEMENT

Mark Honberger, Director  
REMARKABLE RECREATION SOLUTIONS



# HIGHLIGHT

*REMARKABLE*  
RECREATION SOLUTIONS



**Mark Honberger** loves speaking to Park & Recreation Associations and sharing what he has learned from over 30 years as an entrepreneur in the profession. Over the last six years, Mark has delivered over 55 Educational Sessions (and several Keynote Addresses) for Park and Recreation Conferences around the country.



At the end of 2016, Mark moved to AZ with his family, where he enjoys working on his homestead. Mark loves giving back to the Profession and now, in addition to speaking and giving workshops, he works with Recreation Agencies on a consulting basis through his company, “**REMARKABLE RECREATION SOLUTIONS.**”

[remarkablerecreationsolutions.com](http://remarkablerecreationsolutions.com)

# REMARKABLE RECREATION SOLUTIONS

## EDUCATIONAL WORKSHOPS

- **Excellent Facility Rental Management**
- **Partnering with Community Groups**
- **Developing Your Agency's Brand**
- **Putting the “Super” back in Supervising**
- **Balancing Park Maintenance With Park Usage**
- **Tracking Performance Measures**
- **Revenue Generation for Parks & Recreation**
- **Strategic Contract Instructors**
- **Conducting a “Healthy Habits” Campaign**
- **Aligning Recreational Services with Organizational Values**

**Mark Honberger**

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**marknrec@gmail.com**

**remarkablerecreationsolutions.com**



These workshops (listed left) provide a “Nuts-And-Bolts,” “Rubber-Meets-The-Road,” type of session full of practical “Get-It-Done-Now” types of solutions for your agency.

# EXCELLENT FACILITY RENTAL MANAGEMENT

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EXCELLENT FACILITY  
RENTAL MANAGEMENT

# DEEP DIVE



REMARKABLE  
RECREATION SOLUTIONS



# EXCELLENT FACILITY RENTAL MANAGEMENT

AUDIENCE  
PARTICIPATION

## WHY IS IMPORTANT TO FOLLOW EXCELLENT FACILITY RENTAL PRINCIPLES?

- Increased Rental Revenue
- Create a friendlier process for your users
- Establish appropriate and defensible user fees



# EXCELLENT FACILITY RENTAL MANAGEMENT



NEED  
FOR THIS  
SESSION

**Revenues** from excellent Facility Rental Programs have the capacity to help **offset the costs** of other recreation programs.

# EXCELLENT FACILITY RENTAL MANAGEMENT



NEED  
FOR THIS  
SESSION

Yet, this is an area where  
smaller recreation agencies  
**can sometimes struggle.**



# EXCELLENT FACILITY RENTAL MANAGEMENT



## NEED FOR THIS SESSION

By applying some excellent facility rental principles, agencies can once again have a Facility Rental **Program that Thrives!**

# EXCELLENT FACILITY RENTAL MANAGEMENT



## TODAY'S SESSION OBJECTIVES

- 1) Explore excellent ideas to **ORGANIZE THE PROCESS** for your Facility Rental Reservations

# EXCELLENT FACILITY RENTAL MANAGEMENT



## TODAY'S SESSION OBJECTIVES

- 2) Analyze excellent ways to establish **DEFENSIBLE RENTAL FEES**, based on building square footage and “price-points”

# EXCELLENT FACILITY RENTAL MANAGEMENT



## TODAY'S SESSION OBJECTIVES

- 3) Examine a dozen rental **POLICY CONSIDERATIONS**, some that you may, or may not, have thought of before



# TODAY'S SESSION OBJECTIVES (summed up)

- 1) ORGANIZING THE PROCESS
- 2) DEFENSIBLE RENTAL FEES
- 3) POLICY CONSIDERATIONS



# TODAY'S SESSION OBJECTIVES (summed up)

- 1) **ORGANIZING THE PROCESS (x4)**
- 2) DEFENSIBLE RENTAL FEES
- 3) POLICY CONSIDERATIONS



# 1) IDEAS FOR ORGANIZING THE PROCESS (X4)

## A) Develop Quality Facility Rental Brochures

- i) You have probably already thought of this ☺
- ii) You are **selling** your agency, and your service
- iii) Be sure to use **photos** (worth thousand words)
- iv) Present the information in a **clear and concise** manner





# 1) IDEAS FOR ORGANIZING THE PROCESS

## B) Consider using a “Flexible” Info Page System

### i) COVER SHEET:

- a) 8.5 x 14 paper (Landscape) folded in half
- b) FAQ's (Frequently Asked Questions)
- c) Summary List of Rentable Facilities
- d) Show how easy it is to complete the Rental Process
- e) Covers items that are useful for all renters



# 1) IDEAS FOR ORGANIZING THE PROCESS

COVER SHEET  
outside

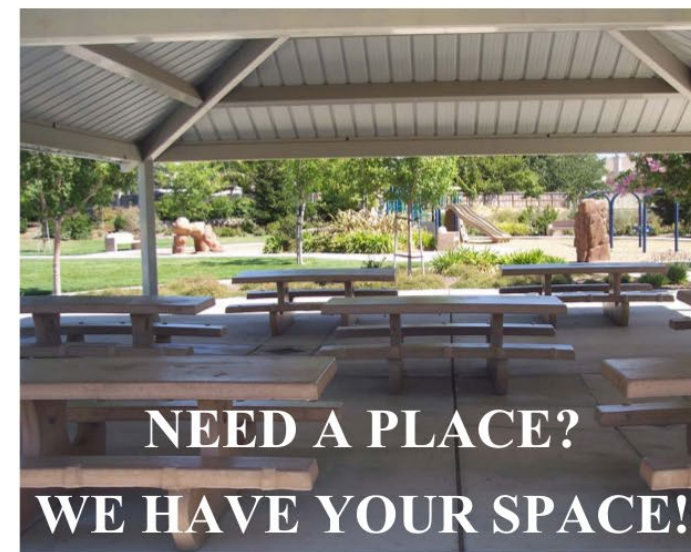
## RENTAL FACILITIES

9 Meeting Rooms, 3 Large Indoor Spaces, Many Picnic Areas, & Outdoor Event Spaces

- **TRACY COMMUNITY CENTER:**
  - 950 East Street
  - Large Event Hall & 2 Meeting Rooms
  - See Information Page, "[TCC](#)"
- **TRACY TRANSIT STATION:**
  - 50 E. Sixth Street
  - Large Event Lobby & 3 Meeting Rooms
  - See Information Page, "[TTS](#)"
- **TRACY CIVIC CENTER (City Hall):**
  - 333 Civic Center Plaza
  - Large Event Lobby & 3 Meeting Rooms
  - See Information Page, "[CVC](#)"
- **TSC MEETING ROOM:**
  - 955 Crossroads Drive
  - 1 Meeting Room
  - See Information Page, "[MTG](#)"
- **MANY PARKS:**
  - Large Grass Event Spaces
  - Picnic Areas
  - Covered Shade Structures
  - See Information Page, "[PRK](#)"



## CITY OF TRACY HOW TO RENT A FACILITY



NEED A PLACE?  
WE HAVE YOUR SPACE!

MEETING ROOMS ~ LARGE EVENT SPACES ~ PARKS



# 1) IDEAS FOR ORGANIZING THE PROCESS

## COVER SHEET inside

### It's easy to book your date!

You can hold a date for a Facility, if available, by submitting the following:

- A) **COMPLETED APPLICATION:** Submitted in writing (Fax, Email, or come to Office\*\*)
- B) **APPLICATION FEE:** Payment of \$35 Non-refundable fee.
- C) **DEPOSIT:** Payment of applicable Security Deposit. (See Information Page for desired facility)

Then, by "20 days prior to your event," you must **COMPLETE** the following:

- D) **USE FEE:** Payment of Use Fee, usually a per-hour fee. (See Information Page for desired facility)
- E) **INSURANCE:** Provide Certificate meeting requirements. (See Information Page, "INS")
- F) **ADDITIONAL REQUIREMENTS:** Meet any Additional Requirements, or Supplemental Permits, placed on your event through the review process. (See Information Page, "RVW")

Once these requirements are met, you will receive your:

- G) **SIGNED FACILITY RENTAL PERMIT\*:** Must have with you during your use of facility.  
*\*The Permit must be signed by both the Renter and a representative of the City of Tracy. If the above requirements are not met by the deadline, the City reserves the right to consider the event cancelled and subject to the stated Cancellation Policy. The City also reserves the right to cancel the contract and release the date. Payments can be made by cash, check, or money order (payable to the City of Tracy), or by credit card (MC or Visa).*

**\*\*OFFICE:** 333 Civic Center Plaza (City Hall) ~ **FAX:** (209) 831-6218 ~ **PHONE:** (209) 831-6200

### Completing the Application

In completing your application, it may be helpful to first determine your:

- **RENTAL CLASSIFICATION:** (Determined at the discretion of the City)
  - **Non Profit Status** = Groups that have obtained Federal 501(c)3 status, and can show proof.
  - **Private Status** = Individuals or groups holding private events.
  - **Commercial Status** = Companies, groups, individuals conducting business.
  - **Governmental Agency Status** = Gov events open to all Tracy residents.
- **APPLICABLE BOOKING WINDOW:** (See Information Page, "BKG")
- **DESIRED FACILITY OR PARK:** (See list of facilities, or ask what's available)
- **DESIRED RENTAL TIME:** (Must include Set-Up and Clean-Up Time)
  - Renters may request to set-up the day prior to their event (if available), but must pay the hourly Use Fee for all hours that either they, or their set-up, occupy the facility.

### Frequently Asked Questions

Here are some additional items that all renters shall be aware of:

- **WHAT IS THE CANCELLATION POLICY?** (See Information Page, "BKG")
  - To avoid all penalties, cancellations must be in writing over 90 days prior to event.
  - The \$35 Application Fee is non-refundable.
  - Percentages for Cancellation Fee are calculated and charged from Use Fees, not Deposit.
  - Rain Outs (active rain) at Park Rentals will not be charged a cancellation fee.
- **WHAT IS THE DEPOSIT USED FOR?** (All Deposits are charged prior to event)
  - To cover costs for: Damages, Extra Cleaning, Lost Keys (\$50), Cancellation Fees, Falsification of information on Application, or Not adhering to permitted times.
  - If Tracy Police Department (TPD) is called to any event, all deposits are forfeited.
- **DO I NEED A PERMIT TO USE A PARK?** (See Information Pages, "PRK" & "RVW")
  - The Tracy Sports Complex and Placencia Fields are available by "Permit Only"
  - All other Parks, except two above, usable on a "First-Come, First-Served Basis" (If not already rented) for groups 50 or less with "Traditional Activity". A Permit is required if:
    - (1) Event has over 50 people attending, or
    - (2) Event has Alcohol, or any "Non-Traditional" Activity. (As Listed on "RVW")
  - Obtaining a Permit ensures that a Park is reserved for you, and checked by staff prior to event.
- **WHAT IF I HAVE ALCOHOL AT MY EVENT?**
  - Renter is responsible for attendee's behavior. All alcohol must have proper permits.
  - City Permit (with increased deposit and insurance) is required whenever Alcohol is **served** at a function (wedding reception, birthday party, etc.).
  - ABC License (Alcoholic Beverage Control) is required if Alcohol is **sold** by any means (tickets, included in admission, donations, or charging a sponsor fee).
  - City Council Approval required for events requesting to have alcohol on City Streets.
- **WHAT OTHER THINGS REQUIRE SPECIAL PERMISSION?** (See "RVW")
  - Health Permit (from SJ County) is required for events Serving Food to Public.
  - Other Items Include: Non-City BBQ's, Electricity, Water, Use of Parking Lots or Streets, Selling of Items or Admission (Business License), Amplified Sound, Jump Houses, Tents, Booths, Vendors, Decorations, Stages/Structures, Generators, Security, Portable Toilets, Barricades, etc.
- **WHAT IF EVENT DETAILS CHANGE AFTER SUBMITTING APPLICATION?**
  - Changing times of event *may* be considered as a cancellation (Per City Discretion).
  - Renters must notify the City of any changes, in writing, in order to avoid falsification of information on their Application, which results in event shutdown and forfeits their full deposit.
  - Renters staying after "Rental Time" on signed permit will forfeit full deposit.



# 1) IDEAS FOR ORGANIZING THE PROCESS

## B) Consider using a “Flexible” Info Pages System

### ii) RENTAL DETAIL PAGES:

- a) 8.5 x 11 paper (Portrait), One page per Facility
- b) Covers information specific to that Rental Facility
- c) Insert this page inside of the COVER SHEET
- d) Insert only those pages the user is interested in
- e) Rental info package is now CUSTOMIZED to the user





## 1) IDEAS FOR ORGANIZING THE PROCESS

RENTAL  
DETAIL  
PAGES



Think Inside the Triangle®

Facility Information Page  
FACILITY ID#: BD003

**TRACY  
COMMUNITY CENTER  
TCC**

	IT IS EASY TO RENT A FACILITY: (\$35 App Fee + Deposit = Hold Date) <i>Insurance + Use Fee + Any Additional Requirements = Due 30 Days Prior</i>	NON-PROFIT Classification	PRIVATE Classification	COMMERCIAL Classification
Facility Amenities & Use Fees**	<b>ENTIRE FACILITY (6,200 sf)</b> Minimum Rental: = 4 hours (Only Available on Th/Fr/Sa/Su)** Booking (Window): = "Large Spaces" Policy Includes: = Main Hall, Both Conference Rooms, Kitchen, Restrooms, Bar or Coat Check, and Lobby.	Week End:* \$58/hr Week Day: \$38/hr <b>DEPOSIT:</b> = \$400 (No Alcohol) = \$800 (With Alcohol)	Week End:* \$99/hr Week Day: \$67/hr	Week End:* \$141/hr Week Day: \$95/hr
	<b>MAIN HALL (113' x 39') (4,400 sf)</b> Minimum Rental: = 4 hours (Only Available on Th/Fr/Sa/Su)** Booking (Window): = "Large Spaces" Policy Max Occupancy: = 250 Seating (With Tables) = 550 Standing/Dancing (No Tables) Amenities: = 30 Tables (8' x 2.5') / 250 Chairs = Dividable Room (2 Curtains, makes 3 sections) = STAGE (450 sq ft) (11' deep, 26' at front, 55' at back) = Podium, House Speakers, Screen, Back Stage Area = KITCHEN (280 sf) (20' x 14') (2 ovens, 6 Burners, Refrigerator, No Freezer, 2 Serving Counters)	Week End:* n/a Week Day: \$34/hr <b>DEPOSIT:</b> = \$400 (No Alcohol) = \$800 (With Alcohol) (On Week Ends, only the "Entire Facility" is available)	Week End:* n/a Week Day: \$58/hr	Week End:* n/a Week Day: \$82/hr
	<b>CONF ROOM "A" OR "B" (19' x 17') (325 sf)</b> Minimum Rental: = 2 hours (Only Available on Th/Fr) Booking (Window): = "Meeting Places" Policy Max Occupancy: = 12 (No Audio/Visual System) Amenities: = 3 Tables, 12 Chairs, High Ceiling, Large Sky Light = Each has Private Outdoor Patio (570 sf) (30' x 19')	Week End:* n/a Week Day: \$7/hr <b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol) (On Week Ends, only the "Entire Facility" is available)	Week End:* n/a Week Day: \$11/hr	Week End:* n/a Week Day: \$15/hr
	**Note: Additional Requirements or Permits may be placed on your rental. <b>950 EAST STREET, TRACY, CA 95376</b> ***The TCC is only available for rentals on THU, FRI, SAT, SUN	*Note: Week Ends start on Friday after 5 pm (All Rates are Per-Hour) <b>INSURANCE:</b> Certificate must meet the outlined Insurance Requirements. For most events, renters can purchase insurance from City. (See INS Info Page) <b>CANCELLATION POLICY:</b> ~ over 90 days prior: No Penalty ~ 90-61 days prior: 50% of fees ~ 60-31 days prior: 75% of fees ~ 30 days or less: 100% fees		

Form Updated on 6/2/11





Think Inside the Triangle®

Facility Information Page  
FACILITY ID#: BD040

**TRACY  
CIVIC CENTER  
CVC**

	IT IS EASY TO RENT A FACILITY: (\$35 App Fee + Deposit = Hold Date) <i>Insurance + Use Fee + Any Additional Requirements = Due 30 Days Prior</i>	NON-PROFIT Classification	PRIVATE Classification	COMMERCIAL Classification
Facility Amenities & Use Fees**	<b>LOBBY (60' x 34') (2,040 sf)</b> Minimum Rental: = 4 hours (Not available during Public Hours***) Booking (Window): = "Large Spaces" Policy Max Occupancy: = 130 Seating (Tables Not Included) (NO DINING) = 250 Standing (NO DANCING) Amenities: = Beautiful Art, 4 Lobby Benches, Marble Floors Includes: = Room 109 & Room 203, Restrooms Does Not Include: = No Tables/Chairs Included, No Audio/Visual Note: "Council Chambers" & "Dance Area" are not included as part of Lobby	Week End:* \$60/hr Week Day: \$40/hr <b>DEPOSIT:</b> = \$400 (No Alcohol) = \$800 (With Alcohol)	Week End:* \$105/hr Week Day: \$70/hr	Week End:* \$150/hr Week Day: \$100/hr
	<b>ROOM 203 (Upstairs) (33' x 25') (825 sf)</b> Minimum Rental: = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 40 (9 Tables, seating 3 each / 40 Chairs) Amenities: = Audio/Visual System (Projector / Screen / Podium)	Week End:* \$38/hr Week Day: \$25/hr <b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)	Week End:* \$66/hr Week Day: \$44/hr	Week End:* \$94/hr Week Day: \$63/hr
	<b>ROOM 109 (Downstairs) (24' x 22') (528 sf)</b> Minimum Rental: = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 20 (4 Tables / 12 Chairs) Amenities: = Retractable Screen, NO PROJECTOR, Kitchennette with sink and refrigerator	Week End:* \$23/hr Week Day: \$15/hr <b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)	Week End:* \$39 Week Day: \$26	Week End:* \$56/hr Week Day: \$38/hr
	<b>COUNCIL CHAMBERS (64' Diameter) (3,500 sf)</b> Minimum Rental: = 2 hours (NO FOOD OR DRINK ALLOWED) Booking (Window): = "Meeting Places" Policy Max Occupancy: = 200 (150 Fixed Seats, No Tables) Amenities: = Audio/Visual System (Projector / Screen / Podium) = Council Desk	Week End:* \$35/hr Week Day: \$20/hr <b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)	Week End:* \$84/hr Week Day: \$56/hr	Week End:* \$120/hr Week Day: \$80/hr
*Rental Times must include time needed for both your Set-Up and Clean-Up.	<b>OUTDOOR AREA (Park/Stage/Fountain/Patio)</b> Minimum Rental: = 4 hours Booking (Window): = "Large Spaces" Policy Amenities: = Fountain, Stage with Mini Amphitheatre, Lawn Does Not Include: = No Tables/Chairs, No Restrooms	<b>USE FEE &amp; DEPOSIT:</b> = Varies based on number of attendees (See Information Page for Park Rentals, "PRE")		
	<b>333 CIVIC CENTER PLAZA, TRACY, CA</b> ***The Lobby's Public Hours are Mon-Thu 8a-6p, & Every Other Fri 8a-5p	*Note: Week Ends start on Friday after 5 pm <b>INSURANCE:</b> Certificate must meet the outlined Insurance Requirements. For most events, renters can purchase insurance from City. (See INS Info Page) <b>CANCELLATION POLICY:</b> ~ over 90 days prior: No Penalty ~ 90-61 days prior: 50% of fees ~ 60-31 days prior: 75% of fees ~ 30 days or less: 100% fees		

Form Updated on 5/2/11



Facility Amenities & Use Fees**	IT IS EASY TO RENT A FACILITY: <sup>1</sup> (\$35 App Fee + Deposit = Hold Date) (Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior)		NON-PROFIT Classification	PRIVATE Classification	COMMERCIAL Classification
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# 1) IDEAS FOR ORGANIZING THE PROCESS

## C) Consider making your Rental Application a “One-Stop-Shop” type of form

- i) When to do it (Let's talk about pros and cons)
- ii) Organize a lot of info into a small space
- iii) Set up a “Fast Track,” for simple rentals
- iv) Clear and concise (is what we are going for)



## 1) IDEAS FOR ORGANIZING THE PROCESS

RENTAL  
APPLICATION  
FORM  
(one-stop-shop)

**TRACY** City of Tracy  
Parks & Community Services  
400 East 10<sup>th</sup> Street  
Tracy, CA 95376  
Telephone: (209) 831-6200  
Fax: (209) 831-6218

**FACILITY RENTAL & EVENT PERMIT APPLICATION**

Facility/Location: (Write the Name of the Facility Requested) Check one: ☐ Bridge Room ☐ Picnic Area ☐ Grass / Field ☐ City Street ☐ Other: \_\_\_\_\_

Event Hours: (This is when your guests will be present) Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Reservation (Rental) Hours: (Include Set-up/Clean-up Time; Rental Minimums Apply) Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Organization: \_\_\_\_\_ ☐ I have Written Authorization to act on behalf of the org (v)

Event Websites (or Online Postings): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**INSTRUCTIONS:** Check all that apply; One mark per square. **EAST TRACK:** All "NO" answers are in CAPITAL LETTERS. Form Updated on 6/6/11

Classification of Event	Status of Group	Fundraiser	Dancing	Concessions	Tickets/Admission	Participants
<input type="checkbox"/> Non-Profit Org <input type="checkbox"/> Private Citizen <input type="checkbox"/> Commercial <input type="checkbox"/> Government Entity <input type="checkbox"/> Free Speech Event	<input type="checkbox"/> School District <input type="checkbox"/> Place of Worship <input type="checkbox"/> NO TICKETS <input type="checkbox"/> NO SELLING	<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Items Sold <input type="checkbox"/> NO <input type="checkbox"/> SELLING	<input type="checkbox"/> Advance Sales <input type="checkbox"/> On-site Sales <input type="checkbox"/> NO TICKETS <input type="checkbox"/> Business <input type="checkbox"/> Payer <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Adults (21 yrs +) <input type="checkbox"/> Teens (14 - 20 yrs) <input type="checkbox"/> Children (Under 14)
Type of Event	Picnic	Concert	Party	Meeting	Sports Activity	Specialized Event
<input type="checkbox"/> Family/Friends <input type="checkbox"/> Church <input type="checkbox"/> Reunion <input type="checkbox"/> Community <input type="checkbox"/> Class/School <input type="checkbox"/> Commercial <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A PICNIC	<input type="checkbox"/> Jazz / Blues <input type="checkbox"/> Rock / Pop <input type="checkbox"/> Rap / Hip-Hop <input type="checkbox"/> Gospel / Church <input type="checkbox"/> Country/Western <input type="checkbox"/> Heavy Metal <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A CONCERT	<input type="checkbox"/> Wedding/Ann. <input type="checkbox"/> Quinceanera <input type="checkbox"/> Birthday <input type="checkbox"/> Banquet/Dinner <input type="checkbox"/> Graduation <input type="checkbox"/> Class/School <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A PARTY	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Public Forum <input type="checkbox"/> Conference <input type="checkbox"/> Business <input type="checkbox"/> Payer <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A MEETING	<input type="checkbox"/> Sports <input type="checkbox"/> Training <input type="checkbox"/> Public Forum <input type="checkbox"/> Conference <input type="checkbox"/> Business <input type="checkbox"/> Payer <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A SPORTS ACTIVITY	<input type="checkbox"/> Street Parade or Run <input type="checkbox"/> Street Event or Festival <input type="checkbox"/> Park Event or Festival <input type="checkbox"/> Show (Art/Theatre/Trade) <input type="checkbox"/> Car Show (Restrictions) <input type="checkbox"/> Free Speech <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A SPECIALIZED EVENT	
Food & Beverage	Food	Alcohol	Open Flame	BBQs (Cooking Trailers)	County Health Permit	
<input type="checkbox"/> Food Sold <input type="checkbox"/> Food Served <input type="checkbox"/> NO FOOD <input type="checkbox"/> Cooked on-site <input type="checkbox"/> Prepared off-site <input type="checkbox"/> NO FOOD	<input type="checkbox"/> Alcohol Sold (ABC License, City Permit, Liquor Liability) <input type="checkbox"/> Alcohol Served/Consumed (City Permit) <input type="checkbox"/> Time Alcohol is Available: From: _____ To: _____ (Requires Council Approval if on City Street) <input type="checkbox"/> NO ALCOHOL AT THIS EVENT	<input type="checkbox"/> Deep Fat Frying <input type="checkbox"/> Cooking with Open Flame <input type="checkbox"/> Outdoor Heater <input type="checkbox"/> Non-Cooking Open Flame <input type="checkbox"/> NO OPEN FLAME	<input type="checkbox"/> I want to bring in my own BBQ unit <input type="checkbox"/> Cooking with BBQ unit <input type="checkbox"/> Outdoor Heater <input type="checkbox"/> Non-Cooking Open Flame <input type="checkbox"/> NO BBQ AT THIS EVENT	<input type="checkbox"/> Food is prepared on-site <input type="checkbox"/> Not in an approved kitchen (such as FCC or LISC) <input type="checkbox"/> Given or sold to general public <input type="checkbox"/> Health Permit Required (Due 20 Days Prior to Event) <input type="checkbox"/> NO HEALTH PERMIT IS NOT REQUIRED		
Entertainment & Equipment	Publicized	Amplified Sound	Power Source	Tent / Canopy / Booth / Vendor	Stages	
<input type="checkbox"/> OPEN TO PUBLIC <input type="checkbox"/> Flyers (Must Provide Copy) <input type="checkbox"/> Printed Ads (Must Provide Copy) <input type="checkbox"/> Websites or Online Postings (Provide Address) <input type="checkbox"/> NO ONLY BY INVITATION	<input type="checkbox"/> Speaking <input type="checkbox"/> Singing <input type="checkbox"/> Live Instruments <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD <input type="checkbox"/> Recorded Music <input type="checkbox"/> Non-amplified music only <input type="checkbox"/> NO AMPLIFIED SOUND	<input type="checkbox"/> Generator Output (kw): _____ Quantity: _____ Supplemental Permit Req if output > 10kw <input type="checkbox"/> Premises Power (Supplemental Permit may be required) <input type="checkbox"/> NO POWER NEEDED	<input type="checkbox"/> YES - Describe Size/Quantity: _____ (Supplemental Permit may be required) <input type="checkbox"/> NO TENTS, CANOPIES, BOOTHS, OR VENDORS	<input type="checkbox"/> City Mobile Stage (Non-Profit Only) <input type="checkbox"/> Size "A" 36"x14" (Requires Supplemental Permit) <input type="checkbox"/> Size "B" 36"x14" (Permit) <input type="checkbox"/> Size "C" 36"x14" (Permit) <input type="checkbox"/> Bring in Manufactured Stage: _____ Size: _____ Height: _____ (Provide Specifications with Supplemental Permit) (Requires Inspection if over 30') <input type="checkbox"/> NO STAGES AT THIS EVENT		

**SPECIAL REQUESTS FROM RENTER** (v) Yes No

Temporary Structures: (In addition to Tent/Stages)  
• Amusement (Not allowed in Parks or Bluffs)  
• Arches  
• Other (specify): \_\_\_\_\_

BBQs or Cooking Trailers: (From Front Restrictions)  
Size: \_\_\_\_\_

Outdoor Electrical Access: (Req Supplemental Permit)  
Street Closure(s): (Requires Supplemental Permit, Fee)  
Vehicle Permit(s): (Limited Access on Park/Turf Fee)  
Animals At Event: (Strict Restrictions Apply)  
List: \_\_\_\_\_

Signs/Decorations During Event: (Restrictions Apply)  
Size: \_\_\_\_\_

Street Banner Hanging: (Restrictions Apply)  
Indoor Audio/Visual Access: (Limited Availability)  
List: \_\_\_\_\_

Channel 26 to film event: (Limited Availability)  
Water in containers exceeding 20 gal in capacity: (City water not available; State Requirements Apply)  
Additional City Services: (Additional Fees Apply)  
List: \_\_\_\_\_

**INTERNAL USE ONLY**

**SUPPLEMENTAL PERMITS REQUIRED** Yes No Done

01 Street Closure Permit (v) (v) (All Street Events, Parades)  
02 Tent/Canopy Permit/Inspection (v) (v) (Tent/Vendor/Flame)  
03 Stage Permit (v) (v) (All stages, As indicated on front)  
04 Generator/Electrical Permit (v) (v) (Output 10kw+/Request)  
05 Business License (v) (v) (If Selling or Fundraising, not NP)  
06 Internal Event Permit (v) (v) (Internal Events, not meetings)  
07 Sports Field Permit (v) (v) (For Field Reservations)  
Health Permit (v) (v) (Required if indicated on front)

**ADDITIONAL REQUIREMENTS** Yes No Done

Written Auth To Act on Behalf of Org (v) (v) (All Org)  
Proof of Non-Profit Status (v) (v) (All Non Profit Org)  
Event Map (v) (v) (v) (v) (Outdoor events, Except simple picnic)  
Notice to Property Owners (v) (v) (v) (v) (All street events)  
Recycling Bin (v) (v) (v) (v) (May be required)  
Security (v) (v) (v) (v) (v) (May require Bonded Contract)  
Part-A-Pub (v) (v) (v) (v) (v) (May be required)  
EMT - Medical Personnel (v) (v) (v) (v) (v) (May be required)  
Emergency Vehicles Access (v) (v) (v) (v) (v) (All outdoor events)  
Council Approval (v) (v) (v) (v) (v) (All street events with alcohol)  
Additional City Services (v) (v) (v) (v) (v) (May be required at your expense)  
Limit Attendance (v) (v) (v) (v) (v) (May be required for your event)

**Cancellation Policy** (v) Yes No

I understand, that upon receipt of the written cancellation request, the refund, if applicable, will be processed as follows:

- 90 Days + = No Penalty
- 89-61 Days = Forfeit 50% of Fees
- 60-31 Days = Forfeit 75% of Fees
- 30 Days or less = Forfeit 100% of Fees

**Insurance Requirement** (v) Yes No

Requires, unless otherwise stated, a Certificate of Insurance, naming the City of Tracy as "Additionally Insured."

- \$1,000,000 Per Occurrence

General Liability Insurance

☐ Provide my own Insurance Certificate (See Information Page, "INS")

☐ Purchase the Insurance Certificate from the City of Tracy. Note: Rates vary based on number of Attendees and "Risk" Level of event. (See Information Page, "INS")

**Deposits Requirement** (v) Yes No

Location: Participants: No Alcohol: W/Alcohol

Meeting Rooms: \$200 \$400  
Large Rooms: \$400 \$800

Park 1-50 (Trad)\* \$0  
Park 1-50 (Non Trad)\* \$100 \$100  
Park 51-100 \$100 \$100  
Park 101-200 \$200 \$200  
Park 201-300 \$300 \$300  
Park 301+ \$500 \$500

Street Event/Parade \$500 Deposit

\* Note: Traditional Activity is defined as being normal park usage. Alcohol or anything requiring "further review" requires Deposit for the rental.

**City Sponsored Event?** (v) Yes No

☐ NO ☐ MOU

Hosting City Department (List Contact):

☐ MCYSN  
☐ CMO  
☐ DES  
☐ ED  
☐ PD  
☐ FIN  
☐ HR  
☐ PDS  
☐ PD  
☐ PW

Requires Supervisor Review & Routing, if:

- Selling or Fundraising to a specific (B/L)
- All Outdoor, except simple picnic (Map)
- Any Supplemental Permits Required

## INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT

Permittee shall indemnify, defend, and hold harmless the City of Tracy (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of Permittee's performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.

I declare that I am authorized to make this application and to agree to this Indemnity, Hold Harmless, and Defense Agreement, and, to the best of my knowledge and the belief, all the information given herein is true, accurate, and complete. I have read and understand the above Indemnity, Hold Harmless, and Defense Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

By signing this Agreement, I ACKNOWLEDGE THAT I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOOSING ADVISE ME, AND THAT I HAVE READ AND UNDERSTAND AND VOLUNTARILY AGREE TO THIS INDEMNITY, HOLD HARMLESS AND DEFENSE AGREEMENT.

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

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



Think Inside the Triangle™

# FACILITY RENTAL & EVENT PERMIT APPLICATION

City of Tracy  
Parks & Community Services

400 East 10<sup>th</sup> Street  
Tracy, CA 95376

Telephone: (209) 831-6200  
Fax: (209) 831-6218

<b>Facility/Location:</b> <i>(Write the Name of the Facility Requested)</i>	Check one: <sup>[W]</sup> <input type="checkbox"/> Bldg/Room <input type="checkbox"/> Picnic Area <input type="checkbox"/> Grass / Field <input type="checkbox"/> City Street <input type="checkbox"/> Other: _____	<b>Event Hours:</b> <i>(This is when your guests will be present)</i>  Start Time:                      End Time:	<b>Reservation (Rental) Hours:</b> <sup>[X]</sup> <i>(Include Set-up/Clean-up Time; Rental Minimums Apply)</i>  Start Time:                      End Time:
Event Date:		Event Title:	
Event Contact Person:		Organization: <input type="checkbox"/> <i>I have Written Authorization to act on behalf of the org</i> <sup>[V]</sup>	
Event Websites (or Online Postings):			
Phone: Mobile:		Fax #: Email:	
Address:		State: Zip:	Estimated Attendance: <sup>[Z]</sup>

**INSTRUCTIONS:** Check all that apply; One mark per square.

**FAST TRACK:** All "NO" answers are in CAPITAL LETTERS.

Form Updated on 6/1/11

Classification of Event	Status of Group		Fundraiser	Dancing	Concessions	Tickets/Admission	Participants
	[A]		[B]	[C]	[D]	[E]	[F]
	<input type="checkbox"/> Non-Profit Org	<input type="checkbox"/> School District	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Items Sold	<input type="checkbox"/> Advance Sales	<input type="checkbox"/> Adults (21 yrs +)
	<input type="checkbox"/> Private Citizen	<input type="checkbox"/> Place of Worship	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO SELLING	<input type="checkbox"/> On-site Sales	<input type="checkbox"/> Teens (14 - 20 yrs)
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Government Entity				<input type="checkbox"/> NO TICKETS; FREE EVENT	<input type="checkbox"/> Children (Under 14)
	<input type="checkbox"/> Free Speech Event						
Type of Event	Picnic	Concert	Party	Meeting	Sports Activity	Specialized Event	
	[G]	[H]	[I]	[J]	[K]	[L]	
	<input type="checkbox"/> Family/Friends	<input type="checkbox"/> Jazz / Blues	<input type="checkbox"/> Wedding/Anniv.	<input type="checkbox"/> Meeting	Sport: _____	<input type="checkbox"/> Street Parade or Run	
	<input type="checkbox"/> Church	<input type="checkbox"/> Rock / Pop	<input type="checkbox"/> Quinceanera	<input type="checkbox"/> Training	<input type="checkbox"/> Practice	<input type="checkbox"/> Street Event or Festival	
	<input type="checkbox"/> Reunion	<input type="checkbox"/> Rap / Hip-Hop	<input type="checkbox"/> Birthday	<input type="checkbox"/> Public Forum	<input type="checkbox"/> Game	<input type="checkbox"/> Park Event or Festival	
	<input type="checkbox"/> Community	<input type="checkbox"/> Gospel / Church	<input type="checkbox"/> Banquet/Dinner	<input type="checkbox"/> Conference	<input type="checkbox"/> Tournament	<input type="checkbox"/> Show (Art/Theatre/Trade)	
	<input type="checkbox"/> Class/School	<input type="checkbox"/> Country Western	<input type="checkbox"/> Graduation	<input type="checkbox"/> Business	<input type="checkbox"/> Skill Assmt	<input type="checkbox"/> Car Show (Restrictions)	
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Heavy Metal	<input type="checkbox"/> Class/School	<input type="checkbox"/> Prayer	<input type="checkbox"/> Camp	<input type="checkbox"/> Free Speech	
	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Other (specify):	<input type="checkbox"/> Other (specify):	
	<input type="checkbox"/> THIS IS NOT A PICNIC	<input type="checkbox"/> THIS IS NOT A CONCERT	<input type="checkbox"/> THIS IS NOT A PARTY	<input type="checkbox"/> THIS IS NOT A MEETING	<input type="checkbox"/> THIS IS NOT A SPORTS ACTIVITY	<input type="checkbox"/> THIS IS NOT A SPECIALIZED EVENT	

<b>Food &amp; Beverage</b>	<b>Food</b> <sup>[M]</sup> <input type="checkbox"/> Food Sold <input type="checkbox"/> Food Served <input type="checkbox"/> <u>NO FOOD</u>	<b>Alcohol</b> <sup>[N]</sup> <input type="checkbox"/> Alcohol Sold <i>(ABC License, City Permit, Liquor Liability)</i> <input type="checkbox"/> Alcohol Served/Consumed (City Permit) • Time Alcohol is Available: From: _____ To: _____ <i>(Requires Council Approval if on City Streets)</i> <input type="checkbox"/> <u>NO ALCOHOL AT THIS EVENT</u>		<b>Open Flame</b> <sup>[O]</sup> <input type="checkbox"/> Deep Fat Frying <input type="checkbox"/> Cooking with Open Flame <input type="checkbox"/> Outdoor Heater <input type="checkbox"/> Non-Cooking Open Flame <input type="checkbox"/> <u>NO OPEN FLAME</u>	<b>BBQs</b> <i>(cooking trailers)</i> <input type="checkbox"/> I want to Bring in my own BBQ unit <i>(See Special Requests on back side of form)</i> <input type="checkbox"/> Use Park BBQ Unit <input type="checkbox"/> <u>NO BBQ AT THIS EVENT</u>	<b>County Health Permit</b> <sup>[P]</sup> • Food is prepared on-site • Not in an approved kitchen <i>(such as TCC or LHSC)</i> • Given or sold to general public <input type="checkbox"/> Health Permit Required <i>(Due 20 Days Prior to Event)</i> <input type="checkbox"/> <u>NO: HEALTH PERMIT IS NOT REQUIRED</u>
	<input type="checkbox"/> Cooked on-site <input type="checkbox"/> Prepared offsite <input type="checkbox"/> <u>NO FOOD</u>					
<b>Entertainment &amp; Equipment</b>	<b>Publicized</b> <sup>[Q]</sup> <u>OPEN TO PUBLIC</u> <input type="checkbox"/> Flyers <i>(Must Provide Copy)</i> <input type="checkbox"/> Printed Ads <i>(Must Provide Copy)</i> <input type="checkbox"/> Websites or Online Postings: <i>(Provide Address)</i> <input type="checkbox"/> <u>NO; ONLY BY INVITATION</u>	<b>Amplified Sound</b> <sup>[R]</sup> <input type="checkbox"/> Speaking <input type="checkbox"/> Singing <input type="checkbox"/> Live Instruments <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD <input type="checkbox"/> Recorded Music <input type="checkbox"/> Non-amplified music only <input type="checkbox"/> <u>NO AMPLIFIED SOUND</u>	<b>Power Source</b> <sup>[S]</sup> <input type="checkbox"/> Generator Output (kw): _____ Quantity: _____ <i>(Supplemental Permit Req if output &gt; 10kw)</i> <input type="checkbox"/> Premises Power <i>(Supplemental Permit may be required)</i> <input type="checkbox"/> <u>NO POWER NEEDED</u>	<b>Tent / Canopy / Booth / Vendor</b> <sup>[T]</sup> <input type="checkbox"/> <u>YES</u> ~ Describe Size/Quantity: <i>(Supplemental Permit may be required)</i> _____ _____ _____ <input type="checkbox"/> <u>NO TENTS, CANOPIES, BOOTHS, OR VENDORS</u>	<b>Stages</b> <sup>[U]</sup> City Mobile Stage <i>(Non-Profits Only)</i> <input type="checkbox"/> Size "A" 36'x14' <i>(Requires Supplemental Permit)</i> <input type="checkbox"/> Size "B" 36'x18' <input type="checkbox"/> Size "C" 36'x22' <input type="checkbox"/> Bring in Manufactured Stage: Size: _____ x _____ Height: _____ <i>(Provide Specifications with Supplemental Permit) (Requires Inspection if over 30")</i> <input type="checkbox"/> <u>NO STAGES AT THIS EVENT</u>	

SPECIAL REQUESTS FROM RENTER				INTERNAL USE ONLY		Cancellation Policy		Please provide a written Description of event, or any other details that the city may need to know about: .....									
[V]				INTERNAL USE ONLY		[AA]											
				Yes	NO												
<b>Temporary Structures:</b> <i>(In addition to Tents/Stages)</i>								<input type="checkbox"/> I understand, that upon receipt of the written cancellation request, the refund, if applicable, will be processed as follows: <b>• 90 Days +</b> = No Penalty <b>• 89-61 Days</b> = Forfeit 50% of Fees <b>• 60-31 Days</b> = Forfeit 75% of Fees <b>• 30 Days or less</b> = Forfeit 100% of Fees									
• Amusements <i>(Not allowed in Parks or Bldgs)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
• Arches				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
• Other <i>(specify: _____)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<b>BBQs or Cooking Trailers:</b> <i>(From Front; Restrictions)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Size: _____																	
<b>Outdoor Electrical Access:</b> <i>(Req. Supplemental Permit)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<b>Street Closure(s):</b> <i>(Requires Supplemental Permit; Fee)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<b>Vehicle Permit(s):</b> <i>(Limited Access on Park Trsf; Fee)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<b>Animals At Event:</b> <i>(Strict Restrictions Apply)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
List: _____																	
<b>Signs/Decorations During Event:</b> <i>(Restrictions Apply)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Size: _____																	
<b>Street Banner Hanging:</b> <i>(Restrictions Apply)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<b>Indoor Audio/Visual Access:</b> <i>(Limited Availability)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
List: _____																	
<b>Channel 26 to film event:</b> <i>(Limited Availability)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<b>Water in containers exceeding 20 gal in capacity:</b>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<i>(City water not available; State Requirements Apply)</i>																	
<b>Additional City Services:</b> <i>(Additional Fees Apply)</i>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
List: _____																	
INTERNAL USE ONLY																	
						<b>Insurance Requirement</b>											
						[BB] Requires, unless otherwise stated, a Certificate of Insurance, naming the City of Tracy as "Additionally Insured." <b>• \$1,000,000 Per Occurrence General Liability Insurance</b>											
						<input type="checkbox"/> Provide my own Insurance Certificate <i>(See Information Page, "INS")</i>											
						<input type="checkbox"/> Purchase the Insurance Certificate from the City of Tracy. <u>Note:</u> Rates vary based on number of Attendees and "Risk" Level of event. <i>(See Information Page, "INS")</i>											
						<b>Deposits Requirement</b>											
						[CC] <table border="1"> <thead> <tr> <th>Location / Participants</th> <th>No Alcohol</th> <th>W/Alcohol</th> </tr> </thead> <tbody> <tr> <td>Meeting Rooms</td> <td><input type="checkbox"/> \$200</td> <td><input type="checkbox"/> \$600</td> </tr> <tr> <td>Large Rooms</td> <td><input type="checkbox"/> \$400</td> <td><input type="checkbox"/> \$800</td> </tr> </tbody> </table>		Location / Participants	No Alcohol	W/Alcohol	Meeting Rooms	<input type="checkbox"/> \$200	<input type="checkbox"/> \$600	Large Rooms	<input type="checkbox"/> \$400	<input type="checkbox"/> \$800	
Location / Participants	No Alcohol	W/Alcohol															
Meeting Rooms	<input type="checkbox"/> \$200	<input type="checkbox"/> \$600															
Large Rooms	<input type="checkbox"/> \$400	<input type="checkbox"/> \$800															

INTERNAL USE ONLY				
<u>SUPPLEMENTAL PERMITS REQUIRED</u>		Yes	No	Done
01	Street Closure Permit <small>[LVW]</small> <i>(All Street Events, Parades)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Tent/Canopy Permit/Inspection <small>[TO]</small> <i>(Tent/Vendor/Flame)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Stage Permit <small>[U]</small> <i>(All stages, As indicated on front)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Generator/Electrical Permit <small>[SV]</small> <i>(Output 10kw+/Request)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Business License <small>[ABDMN]</small> <i>(If Selling or Fundraising, not NP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Internal Event Permit <small>[DO]</small> <i>(Internal Events, not meetings)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Sports Field Permit <small>[K]</small> <i>(For Field Reservations)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Health Permit <small>[P]</small> <i>(Required if indicated on front)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ADDITIONAL REQUIREMENTS</u>		Yes	No	Done
	Written Auth To Act on Behalf of Org <small>[Y]</small> <i>(All Org)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proof of Non-Profit Status <small>[A]</small> <i>(All Non Profit Org)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Event Map <small>[LOTUVW]</small> <i>(Outdoor events, Except simple picnic)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Notice to Property Owners <small>[LVW]</small> <i>(All street events)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recycling Bins <small>[EFHLNQWZ]</small> <i>(May be required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Security <small>[CEFHLNQWZ]</small> <i>(May require Bonded Contract)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Port-A-Pots <small>[EFHLNQWZ]</small> <i>(May be required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMT – Medical Personnel <small>[EFHLNQWZ]</small> <i>(May be required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency Vehicles Access <small>[LVW]</small> <i>(All outdoor events)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Council Approval <small>[LNVZ]</small> <i>(All street events with alcohol)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Additional City Services <i>(May be required at your expense)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Limit Attendance <i>(May be required for your event)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Large Rooms ☐ \$400 ☐ \$800

Park 1-50 (Trad.)\* ☐ \$0 -----

Park 1-50 (Non Trad.)\* ☐ \$100 ☐ \$100

Park 51-100 ☐ \$100 ☐ \$100

Park 101-200 ☐ \$200 ☐ \$200

Park 201-300 ☐ \$300 ☐ \$300

Park 301+ ☐ \$500 ☐ \$500

Street Event/Parade ☐ \$500 Deposit

\* **Note:** Traditional Activity is defined as being normal park usage. Alcohol or anything requiring "further review" requires Deposit for the rental.

**City Sponsored Event?** [DO]

☐ NO ☐ MOU

Hosting City Department (List Contact):

☐ MCYSN \_\_\_\_\_

☐ CMO \_\_\_\_\_

☐ DES \_\_\_\_\_

☐ ED \_\_\_\_\_

☐ FD \_\_\_\_\_

☐ FIN \_\_\_\_\_

☐ HR \_\_\_\_\_

☐ PCS \_\_\_\_\_

☐ PD \_\_\_\_\_

☐ PW \_\_\_\_\_

*Requires Supervisor Review & Routing, if:*

- Selling or Fundraising is to occur (BL)
- All Outdoor, except simple picnic (Map)
- Any Supplemental Permits Required

## INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT

Permitee shall indemnify, defend, and hold harmless the City of Tracy (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of Permitee's performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.

I declare that I am authorized to make this application and to agree to this Indemnity, Hold Harmless, and Defense Agreement, and, to the best of my knowledge and the belief, all the information given herein is true, accurate, and complete. I have read and understand the above Indemnity, Hold Harmless, and Defense Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

By signing this Agreement, I ACKNOWLEDGE THAT I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOOSING ADVISE ME, AND THAT I HAVE READ AND UNDERSTAND AND VOLUNTARILY AGREE TO THIS INDEMNITY, HOLD HARMLESS AND DEFENSE AGREEMENT.

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

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



## 1) IDEAS FOR ORGANIZING THE PROCESS

RENTAL  
APPLICATION  
FORM  
(one-stop-shop)

**TRACY** City of Tracy  
Parks & Community Services  
400 East 10<sup>th</sup> Street  
Tracy, CA 95376  
Telephone: (209) 831-6200  
Fax: (209) 831-6218

**FACILITY RENTAL & EVENT PERMIT APPLICATION**

Facility/Location: (Write the Name of the Facility Requested) Check one: ☐ Bridge Room ☐ Picnic Area ☐ Grass / Field ☐ City Street ☐ Other: \_\_\_\_\_

Event Hours: (This is when your guests will be present) Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Reservation (Rental) Hours: (Include Set-up/Clean-up Time; Rental Minimums Apply) Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Organization: \_\_\_\_\_ ☐ I have Written Authorization to act on behalf of the org (v)

Event Websites (or Online Postings): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**INSTRUCTIONS:** Check all that apply; One mark per square. **EAST TRACK:** All "NO" answers are in CAPITAL LETTERS. Form Updated on 6/6/11

Classification of Event	Status of Group	Fundraiser	Dancing	Concessions	Tickets/Admission	Participants
<input type="checkbox"/> Non-Profit Org <input type="checkbox"/> Private Citizen <input type="checkbox"/> Commercial <input type="checkbox"/> Government Entity <input type="checkbox"/> Free Speech Event	<input type="checkbox"/> School District <input type="checkbox"/> Place of Worship <input type="checkbox"/> NO TICKETS <input type="checkbox"/> NO SELLING	<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Items Sold <input type="checkbox"/> NO <input type="checkbox"/> SELLING	<input type="checkbox"/> Advance Sales <input type="checkbox"/> On-site Sales <input type="checkbox"/> NO TICKETS <input type="checkbox"/> Business <input type="checkbox"/> Payer <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Adults (21 yrs +) <input type="checkbox"/> Teens (14 - 20 yrs) <input type="checkbox"/> Children (Under 14)
Type of Event	Picnic	Concert	Party	Meeting	Sports Activity	Specialized Event
<input type="checkbox"/> Family/Friends <input type="checkbox"/> Church <input type="checkbox"/> Reunion <input type="checkbox"/> Community <input type="checkbox"/> Class/School <input type="checkbox"/> Commercial <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A PICNIC	<input type="checkbox"/> Jazz / Blues <input type="checkbox"/> Rock / Pop <input type="checkbox"/> Rap / Hip-Hop <input type="checkbox"/> Gospel / Church <input type="checkbox"/> Country/Western <input type="checkbox"/> Heavy Metal <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A CONCERT	<input type="checkbox"/> Wedding/Ann. <input type="checkbox"/> Quinceanera <input type="checkbox"/> Birthday <input type="checkbox"/> Banquet/Dinner <input type="checkbox"/> Graduation <input type="checkbox"/> Class/School <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A PARTY	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Public Forum <input type="checkbox"/> Conference <input type="checkbox"/> Business <input type="checkbox"/> Payer <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A MEETING	<input type="checkbox"/> Sports <input type="checkbox"/> Training <input type="checkbox"/> Public Forum <input type="checkbox"/> Conference <input type="checkbox"/> Business <input type="checkbox"/> Payer <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A SPORTS ACTIVITY	<input type="checkbox"/> Street Parade or Run <input type="checkbox"/> Street Event or Festival <input type="checkbox"/> Park Event or Festival <input type="checkbox"/> Show (Art/Theatre/Trade) <input type="checkbox"/> Car Show (Restrictions) <input type="checkbox"/> Free Speech <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> THIS IS NOT A SPECIALIZED EVENT	
Food & Beverage	Food	Alcohol	Open Flame	BBQs (Cooking Trailers)	County Health Permit	
<input type="checkbox"/> Food Sold <input type="checkbox"/> Food Served <input type="checkbox"/> NO FOOD <input type="checkbox"/> Prepared off-site <input type="checkbox"/> Cooked on-site <input type="checkbox"/> NO FOOD	<input type="checkbox"/> Alcohol Sold (ABC License, City Permit, Liquor Liability) <input type="checkbox"/> Alcohol Served/Consumed (City Permit) <input type="checkbox"/> Time Alcohol is Available: From: _____ To: _____ (Requires Council Approval if on City Street) <input type="checkbox"/> NO ALCOHOL AT THIS EVENT	<input type="checkbox"/> Deep Fat Frying <input type="checkbox"/> Cooking with Open Flame <input type="checkbox"/> Outdoor Heater <input type="checkbox"/> Non-Cooking Open Flame <input type="checkbox"/> NO OPEN FLAME	<input type="checkbox"/> I want to bring in my own BBQ unit <input type="checkbox"/> Cooking with BBQ unit <input type="checkbox"/> See Special Requests on back side of form <input type="checkbox"/> Use Park BBQ Unit <input type="checkbox"/> NO BBQ AT THIS EVENT	<input type="checkbox"/> Food is prepared on-site <input type="checkbox"/> Not in an approved kitchen (such as FCC or LISC) <input type="checkbox"/> Given or sold to general public <input type="checkbox"/> Health Permit Required (Due 20 Days Prior to Event) <input type="checkbox"/> NO HEALTH PERMIT IS NOT REQUIRED		
Entertainment & Equipment	Publicized	Amplified Sound	Power Source	Tent / Canopy / Booth / Vendor	Stages	
<input type="checkbox"/> OPEN TO PUBLIC <input type="checkbox"/> Flyers (Must Provide Copy) <input type="checkbox"/> Printed Ads (Must Provide Copy) <input type="checkbox"/> Websites or Online Postings (Provide Address) <input type="checkbox"/> NO ONLY BY INVITATION	<input type="checkbox"/> Speaking <input type="checkbox"/> Singing <input type="checkbox"/> Live Instruments <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD <input type="checkbox"/> Recorded Music <input type="checkbox"/> Non-amplified music only <input type="checkbox"/> NO AMPLIFIED SOUND	<input type="checkbox"/> Generator Output (kw): _____ <input type="checkbox"/> Quantity: _____ <input type="checkbox"/> Supplemental Permit Req if output > 10kw <input type="checkbox"/> Premises Power (Supplemental Permit may be required) <input type="checkbox"/> NO POWER NEEDED	<input type="checkbox"/> YES - Describe Size/Quantity: _____ (Supplemental Permit may be required) <input type="checkbox"/> NO TENTS, CANOPIES, BOOTHS, OR VENDORS	<input type="checkbox"/> City Mobile Stage (Non-Profit Only) <input type="checkbox"/> Size "A" 36"x14" (Requires Supplemental Permit) <input type="checkbox"/> Size "B" 36"x14" (Permit) <input type="checkbox"/> Size "C" 36"x14" (Permit) <input type="checkbox"/> Bring in Manufactured Stage: Size: x Height: _____ <input type="checkbox"/> Provide Specifications with Supplemental Permit (Requires Inspection if over 30') <input type="checkbox"/> NO STAGES AT THIS EVENT		

**SPECIAL REQUESTS FROM RENTER** (v) Yes No

Temporary Structures: (In addition to Tent/Stages)  
• Amusements (Not allowed in Parks or Bldgs)  
• Arches  
• Other (specify): \_\_\_\_\_

BBQs or Cooking Trailers: (From Front Restrictions)  
Size: \_\_\_\_\_

Outdoor Electrical Access: (Req Supplemental Permit)  
Street Closure(s): (Requires Supplemental Permit, Fee)  
Vehicle Permit(s): (Limited Access on Park/Turf Fee)  
Animals At Event: (Strict Restrictions Apply)  
List: \_\_\_\_\_

Signs/Decorations During Event: (Restrictions Apply)  
Size: \_\_\_\_\_

Street Banner Hanging: (Restrictions Apply)  
Indoor Audio/Visual Access: (Limited Availability)  
List: \_\_\_\_\_

Channel 26 to film event: (Limited Availability)  
Water in containers exceeding 20 gal in capacity: (City water not available; State Requirements Apply)  
Additional City Services: (Additional Fees Apply)  
List: \_\_\_\_\_

**INTERNAL USE ONLY**

**SUPPLEMENTAL PERMITS REQUIRED** Yes No Done

01 Street Closure Permit (v) (v) (All Street Events, Parades)  
02 Tent/Canopy Permit/Inspection (v) (v) (Tent/Vendor/Flame)  
03 Stage Permit (v) (All stages, As indicated on front)  
04 Generator/Electrical Permit (v) (v) (Output 10kw+/Request)  
05 Business License (v) (v) (If Selling or Fundraising, not NP)  
06 Internal Event Permit (v) (v) (Internal Events, not meetings)  
07 Sports Field Permit (v) (v) (For Field Reservations)  
Health Permit (v) (Required if indicated on front)

**ADDITIONAL REQUIREMENTS** Yes No Done

Written Auth To Act on Behalf of Org (v) (All Org)  
Proof of Non-Profit Status (v) (All Non Profit Org)  
Event Map (v) (v) (v) (Outdoor events, Except simple picnic)  
Notice to Property Owners (v) (v) (All street events)  
Recycling Bin (v) (v) (v) (May be required)  
Security (v) (v) (v) (v) (May require Bonded Contract)  
Part-A-Pub (v) (v) (v) (v) (May be required)  
EMT - Medical Personnel (v) (v) (v) (v) (May be required)  
Emergency Vehicles Access (v) (v) (v) (v) (All outdoor events)  
Council Approval (v) (v) (v) (v) (All street events with alcohol)  
Additional City Services (v) (v) (v) (v) (May be required at your expense)  
Limit Attendance (v) (v) (v) (v) (May be required for your event)

**Cancellation Policy** (v) Yes No

I understand, that upon receipt of the written cancellation request, the refund, if applicable, will be processed as follows:

- 90 Days + = No Penalty
- 89-61 Days = Forfeit 50% of Fees
- 60-31 Days = Forfeit 75% of Fees
- 30 Days or less = Forfeit 100% of Fees

**Insurance Requirement** (v)

Requires, unless otherwise stated, a Certificate of Insurance, naming the City of Tracy as "Additionally Insured."

- \$1,000,000 Per Occurrence

☐ Provide my own Insurance Certificate (See Information Page, "INS")

☐ Purchase the Insurance Certificate from the City of Tracy. Note: Rates vary based on number of Attendees and "Risk" Level of event. (See Information Page, "INS")

**Deposits Requirement** (v)

Location: Participants: No Alcohol: W/Alcohol

Meeting Rooms: ☐ \$200 ☐ \$400  
Large Rooms: ☐ \$400 ☐ \$800

Park 1-50 (Trad)\* ☐ \$0 ☐ \$100  
Park 51-100 ☐ \$100 ☐ \$100  
Park 101-200 ☐ \$200 ☐ \$200  
Park 201-300 ☐ \$300 ☐ \$300  
Park 301+ ☐ \$500 ☐ \$500

Street Event/Parade ☐ \$500 Deposit

\* Note: Traditional Activity is defined as being normal park usage. Alcohol or anything requiring "further review" requires Deposit for the rental.

**City Sponsored Event?** (v) Yes No

☐ NO ☐ MOU

Hosting City Department (List Contact):

☐ MCYSN  
☐ CMO  
☐ DES  
☐ ED  
☐ PD  
☐ FIN  
☐ HR  
☐ PWS  
☐ PD  
☐ PW

**INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT**

Permittee shall indemnify, defend, and hold harmless the City of Tracy (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of Permittee's performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.

I declare that I am authorized to make this application and to agree to this Indemnity, Hold Harmless, and Defense Agreement, and, to the best of my knowledge and the belief, all the information given herein is true, accurate, and complete. I have read and understand the above Indemnity, Hold Harmless, and Defense Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

By signing this Agreement, I ACKNOWLEDGE THAT I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOOSING ADVISE ME, AND THAT I HAVE READ AND UNDERSTAND AND VOLUNTARILY AGREE TO THIS INDEMNITY, HOLD HARMLESS AND DEFENSE AGREEMENT.

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



# 1) IDEAS FOR ORGANIZING THE PROCESS

## D) Create a “Weekly Facility Report”

- i) Clearly communicate the same information to all staff: facility attendants, office staff, and maintenance staff.
- ii) Utilize your facility booking software (if you have it) to spit out the report.
- iii) Weekly seems to be the right time frame. Example: Cut off all rentals on Wed for the following week (Sat-Fri).



# 1) IDEAS FOR ORGANIZING THE PROCESS

## SUMMARY OF IDEAS DISCUSSED:

**A) Quality Brochures**

**B) Flexible Facility Information Pages**

**C) Rental Application Methods (“One-Stop-Shop”)**

**D) Weekly Facility Reports**



# TODAY'S SESSION OBJECTIVES (summed up)

- 1) PROCESS ORGANIZATION
- 2) **DEFENSIBLE RENTAL FEES**
- 3) POLICY CONSIDERATIONS



## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### A) Base the fee on each building's Square Footage

- i) What is meant by “cost per square foot per hour”?
  - a) Take the room's current hourly fee (assuming you charge per hour fees) and divide by the square footage
  - b) Example = small meeting room at 600 square feet, that rents for \$18/hour, would be \$.03 (3 cents) per square foot per hour [ $\$18/600 = \$.03$ ]



## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### A) Base the fee on each building's Square Footage

- ii) How to make the transition from a current fee structure that is not based on square footage
  - a) First, determine what your current “costs per square foot per hour” is for all rental rooms. (use excel to do this)
  - b) Second, examine the results to find similarities and create 2 groups (one for large rooms, one for small rooms)





## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### A) Base the fee on each building's Square Footage

- ii) How to make the transition from a current fee structure that is not based on square footage
- c) Third, for each grouping, try to land on a consistent “cost per square foot per hour” (Use excel). Do this by testing various dollar amounts and comparing what the market will bear as a rental price for each room in that grouping.





## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### A) Base the fee on each building's Square Footage

- ii) How to make the transition from a current fee structure that is not based on square footage
  - d) Fourth, as you settle on a solid “cost per square foot per hour” for each grouping (large rooms or small rooms), this becomes your “Price Point” (or multiplier) for that grouping.



## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### A) Base the fee on each building's Square Footage

ii) How to make the transition from a current fee structure that is not based on square footage

e) Example for small meeting rooms (up to 1500 square feet)

Price (2 cents/sqft/hour) (This is the multiplier)

> Room A = 400 sq ft = \$.02 q ft = \$8/hour rental fee

> Room B = 1,400 sq ft = \$28/hour rental fee



## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### B) Establish Price Point Percentage Increase/Decrease for **VARIOUS CONSIDERATIONS** (pertinent to agency)

#### i) Large Rooms vs Small Rooms

- a) Set a square foot range for each grouping
- b) Large Rooms = lower Cost/Sqft/Hour (Price Point), yet will still have a higher hourly fee due to room size
- c) Small Rooms = Higher Cost/Sqft/Hour (Price Point)



## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### B) Establish Price Point Percentage Increase/Decrease for VARIOUS CONSIDERATIONS (pertinent to agency)

#### ii) Old Buildings vs New Buildings

- a) Set different Price Points for each category
- b) Old Buildings = Lower Cost/Sqft/Hour (Price Point)
- c) New Buildings = Higher Cost/Sqft/Hour (Price Point)



## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### B) Establish Price Point Percentage Increase/Decrease for VARIOUS CONSIDERATIONS (pertinent to agency)

#### iii) Weekend vs Weekday

- a) Typically, set Weekday Price Point first, then determine a percentage increase for the Weekend
- b) Example: Weekend = 50% of Weekday, plus Weekday



## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### B) Establish Price Point Percentage Increase/Decrease for VARIOUS CONSIDERATIONS (pertinent to agency)

#### iv) Non-Profit Rate vs Private Rate vs Commercial Rate

- a) METHOD 1: Set Non-Profit Price Point first, then determine a percentage increase for Private and then for Commercial

Example: Private = 75% of Non-Profit, plus Non-Profit





## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### B) Establish Price Point Percentage Increase/Decrease for VARIOUS CONSIDERATIONS (pertinent to agency)

#### iv) Non-Profit Rate vs Private Rate vs Commercial Rate

b) METHOD 2: Set **Private** Price Point first, then determine a percentage decrease for **Non-Profit**, and a percentage increase for **Commercial**

Example: Non-Profit = 20% discount from Private



## 2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

### C) Tips for success with this process

- i) Utilize Excel to do the behind-the-scenes math
- ii) Round the end-result fees to nearest dollar
- iii) Involve other staff with the process
- iv) As you take the updated fee structure to your elected officials for approval, know what makes this defensible:
  - a) Based on Square feet / Price Points / % Increases



# TODAY'S SESSION OBJECTIVES (summed up)

- 1) PROCESS ORGANIZATION
- 2) DEFENSIBLE RENTAL FEES
- 3) **POLICY CONSIDERATIONS (x9)**



## 3) FACILITY RENTAL POLICY CONSIDERATIONS

### A) CANCELLATION POLICIES

- i) Many different ways to approach this topic
- ii) Here is one method I found helpful = “30/60/90 Day Policy”
  - > Written cancelation required
  - > 91+ days = No Penalty
  - > 90-61 days = Forfeit 50% of fees
  - > 60-31 days = Forfeit 75% of fees
  - > 30 days or less = Forfeit 100% of fees



## 3) FACILITY RENTAL POLICY CONSIDERATIONS

### B) REQUIRE AN EVENT LAYOUT

- i) Even indoors, as it helps with communication of the event. Not needed for simple meetings
- ii) Especially outdoors (park events)
  - a) Give them a generic map of the Park
  - b) Have them draw their event on the map



## 3) FACILITY RENTAL POLICY CONSIDERATIONS

### C) METHODS FOR ROOM SET UP

- i) Have PT staff do it, build it into fee
- ii) Have event-holder (renter) do it





## 3) FACILITY RENTAL POLICY CONSIDERATIONS

### D) METHODS FOR FACILITY ATTENDANTS

- i) Stay with facility for duration of event
  - Attendant(s) are only able to do one event at a time
  
- ii) Check-In Renters, Visit Periodically, Be there at Close
  - Attendant is able to handle multiple rentals at once
  - Use agency vehicle



## 3) FACILITY RENTAL POLICY CONSIDERATIONS

### E) ALCOHOL ISSUE

- i) Allow or not allow
- ii) Limit to certain time frames
- iii) Increase deposit amounts
- iv) Liquor License



## 3) FACILITY RENTAL POLICY CONSIDERATIONS

### F) RENTAL OF OTHER FACILITIES: NOT BUILDINGS/PARKS

- i) Streets
- ii) Parking Lots (base rate, plus a per slot fee, plus recovery of agency costs, agency to determine availability)
- iii) Playgrounds (nope)
- iv) Courts (basketball/tennis/etc.) (leagues/tournaments)
- v) Mobile Stage



### 3) FACILITY RENTAL POLICY CONSIDERATIONS

#### G) “SIMPLE RENTAL” VS “FURTHER REVIEW”

- i) Simple Rental = Processed “while-you-wait”, All fees paid, No missing information, Nothing in the rental request that triggers a requirement for “further review”
- ii) Further Review = Any events requiring event layouts or additional permits, outdoor rentals with more than 100 attendees, non-traditional use, applications requiring review by other agency departments



## 3) FACILITY RENTAL POLICY CONSIDERATIONS

### H) BOOKING WINDOW (“**DEADLINE TO RESERVE**”):

- i) Standard Policy = All rental requirements must be completed by 20 days prior to event
- ii) Quick Book Exception = Only for “Simple Rentals”. Must be completed by Wed for the following week (see Weekly Facility Report)



## 3) FACILITY RENTAL POLICY CONSIDERATIONS

### I) BOOKING WINDOW (“LENGTH OF BOOKING”):

i) Large Rooms / Large Parks =

- > 9 dates in 3 Months
- > Purpose is to give more opportunities to the community
- > Priority given to Agency events (18 mon out), Non-Profit Groups (12 mon out), Others (10 mon out)





## 3) FACILITY RENTAL POLICY CONSIDERATIONS

### I) BOOKING WINDOW (“LENGTH OF BOOKING”):

- ii) Small Rooms = Consecutive Bookings
  - > As many dates needed within a calendar year
  - > Requests for following year, are collected in April
  - > May 1, these are reviewed & entered into system
  - > After May 1, first-come-first-served
  - > Payment plan available (\$5 added each payment)



# 3) FACILITY RENTAL POLICY CONSIDERATIONS

## Booking Windows

## Insurance Requirements



Think Inside the Triangle®

CITY OF TRACY  
**BOOKING WINDOWS**

Facility Information Page  
FACILITY ID#: Booking  
**BKG**

**Q1: WHAT IS THE DEADLINE TO RESERVE A FACILITY?** (MINIMUM BOOKING WINDOW)

**STANDARD POLICY** (By 20 Days Prior to Event)  
All rental requirements (*Use Fees, Insurances, Deposits, Signatures, and any Additional Requirements placed on the rental*) must be completed by "20 days prior to event." If these obligations are not met, the City reserves the right to charge the renter's credit card for the full amount of the fees. The City also reserves the right to cancel the contract and release the date.

**QUICK BOOK EXCEPTION** (By Noon on Wednesday)  
Applications for "Simple Rentals" may be completed in less than "20 days prior to event", but these rental agreements must be completed by Noon on a Wednesday, for events occurring the following Saturday or later. Only "Simple Rentals" may utilize the "Quick Book" Exception.

**SIMPLE RENTALS**  
These rentals that can be processed while you wait. They have completed payment of all use fees, insurances, and deposits; they do not have information missing, and they do not require "Further Review". They are typically the following types of events:  
*Meetings* (in-meeting rooms), *Functions* (basic gatherings, meals, or lunquets), *Small Picnics* (park rentals within the designated picnic area)

**FURTHER REVIEW**  
These rentals that require "Further Review" (See Information Page *"RULE"*). They include: *Street Events* (city streets, parking lots, or public right-of-way); *Dances* (teen dances), *Community Events* (any outdoor rental that will have over 100 people); *Large Picnics* (park rentals extending beyond designated picnic area); *Non-Traditional Use* (any application requesting a unique use); *Event Map* (required for any outdoor event, besides small picnics); *Revised Applications* (any application that requires review by other city departments); *Missing Information* (any application that can not be completed due missing information, insurance certificates, or payment of fees/deposits)

**Q2A: HOW LONG CAN I RESERVE A FACILITY FOR?** \*"LARGE SPACES" POLICY (1,500 square feet or greater)

**BOOKING QUANTITY** (9 Dates in 3 Months)  
Bookings of Large Rooms (1,500 square feet or greater) and Large Parks are limited to be within three consecutive months, but not to exceed nine bookings within that time period. Renters are required to complete their first set of bookings prior to reserving for an additional period.

**MAXIMUM BOOKING WINDOW (RESERVATION PRIORITY)**  
(C) City Sponsored Programs ..... 18 months from event  
(NP) Non-Profit Organizations & (GA) Government Agencies ..... 12 months from event  
(PR) Private Groups and Individuals & (CM) Commercial Users ..... 10 months from event

**INCLUDED FACILITIES**  
\**LCC* - Tracy Community Center (Main Hall or Entry Facility)  
\**LTS* - Tracy Transit Station (Room 103, 104, 105, or Combo Rm)  
\**CLC* - Civic Center (Lobby)  
\**PLB* - Large Parks (Lincoln Park, Dr. Powers Park, Veterans Park)

**Q2B: HOW LONG CAN I RESERVE A FACILITY FOR?** \*"MEETING PLACES" POLICY (Less than 1,500 square feet)

**BOOKING QUANTITY** (Consecutive Bookings)  
Bookings of Small Meeting Rooms (less than 1,500 square feet) are allowed for as many dates as needed, within a Calendar Year, for either groups or individual. Renters may book on a Monthly or Weekly basis. Payment Plans are available, with a \$5 Convenience Fee added to each payment.


**MAXIMUM BOOKING WINDOW (RESERVATION PRIORITY)**  
Booking in Current Calendar Year ..... First-Come, First Served  
Booking in Next Calendar Year (Submitted Before May 1) ..... Requests Collected in April  
Booking in Next Calendar Year (Submitted After May 1) ..... First-Come, First Served

**INCLUDED FACILITIES**  
\**LCC* - Tracy Community Center (Room 4 or B)  
\**LTS* - Tracy Transit Station (Room 103, 104, 105, or Combo Rm)  
\**CLC* - Civic Center (Room 109, 203, or Council Chambers)  
\**PLB* - Designated Park Picnic Areas (Blind, Ceciliani, Gullis, Hunt, Kenner, Larson, Talley, Thomsen, Zamora)

**Q3: WHAT IS THE DEADLINE TO CANCEL A RENTAL ?** (CANCELLATION WINDOW)

**CANCELLATION POLICY** (90 Days / 60 Days / 30 Days)  
Over 90 days prior: 90-61 days prior: 60-31 days prior: 30 days or less:  
= No Penalty = 50% of fees = 75% of fees = 100% of fees  
Cancellation penalties percentages are calculated from the rental fee, as agreed upon in rental contract. The \$35 App Processing Fee is non-refundable.

Rental of  
City of Tracy  
parks & rooms  
must adhere to  
the following:  
Booking  
Windows and  
Booking  
Policies.



Think Inside the Triangle®

CITY OF TRACY  
**INSURANCE REQUIREMENTS**

Facility Information Page  
FACILITY ID#: Insurance  
**INS**

**INSURANCE:** A Certificate of Insurance must be provided meeting the outlined Insurance Requirements. Renters can purchase insurance from City for most events. Rates vary based on number of Attendees and "Risk" Level of event. Or Renters can provide their own certificate of Insurance.

PURCHASING INSURANCE FROM THE CITY OF TRACY:		NO ALCOHOL		WITH ALCOHOL	
<b>CLASS I</b> (For complete listing, see HUB's Schedule of Hazard/Risk) Classes, Art Shows & Festivals, Auctions, Award Presentations, Business Meetings, Banquets, Dinners, Beauty Pageants, Civic Club Meetings, Weddings Reception, Seminars, Youth Gathering (See HUB Schedule)	Over 3,000: Get Quote 1,501-3,000 ppl: \$346.00 501-1,500 ppl: \$237.59 51-500 ppl: \$156.02 1-50 ppl: \$130.21	Over 3,000: Get Quote 1,501-3,000 ppl: \$449.25 501-1,500 ppl: \$289.22 51-500 ppl: \$176.67 1-50 ppl: \$145.70			
<b>CLASS II</b> (For complete listing, see HUB's Schedule of Hazard/Risk) Street Closures, Concerts (See HUB), Dances (See HUB), Parades, Religious Assemblies, Picnics (Except with <51 ppl. with traditional activity), Outdoor Exhibitions or Markets or Social Gatherings, Youth Gathering (See HUB)	Over 3,000: Get Quote 1,501-3,000 ppl: \$526.69 501-1,500 ppl: \$329.48 51-500 ppl: \$192.16 1-50 ppl: \$176.67	Over 3,000: Get Quote 1,501-3,000 ppl: \$629.94 501-1,500 ppl: \$381.11 51-500 ppl: \$212.81 1-50 ppl: \$192.16			
<b>CLASS III</b> (For complete listing, see HUB's Schedule of Hazard/Risk) Animal Shows, Carnivals (no rides), Community Fairs, Ethnic Celebrations, Festivals, Political Rallies, Scouting Jamborees, Street Fair, Union Meetings, Zow, Livestock Shows, Youth Gathering (See HUB Schedule)	Over 3,000: Get Quote 1,501-3,000 ppl: \$649.86 501-1,500 ppl: \$551.47 51-500 ppl: \$289.22 1-50 ppl: \$237.59	Over 3,000: Get Quote 1,501-3,000 ppl: \$1,159.61 501-1,500 ppl: \$816.82 51-500 ppl: \$366.66 1-50 ppl: \$289.22			
<b>CLASS IV or V</b> (See HUB's Schedule of Hazard/Risk) Sporting Activities (See HUB Schedule), Overnight Camping or Events	All Events: Get Quote	All Events: Get Quote			
<b>INELIGIBLE ACTIVITIES</b> (See HUB's Schedule) Sporting Activities (See HUB Schedule), Concerts (See HUB Schedule), Carnival Rides, Pyrotechnics, Rodeos, Boxing, Wrestling, Hockey, Contact Karate or Contact Martial Arts, Jousting, Ballooning, Balloon Rides	All Events: N/A	All Events: N/A			

**PROVIDING YOUR OWN CERTIFICATE OF INSURANCE LIABILITY:**

**REQUIREMENTS**  
The City of Tracy requires that certain uses of the facility will dictate the need for liability insurance against claims resulting from injuries to persons or damages to property, which may arise from or in connection with the renter's use of the facility. A certificate of insurance is required and must be submitted twenty (20) calendar days prior to the event.

The following items are required on the insurance certificate:  
• Insured's name is the same as listed on facility rental application  
• Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate  
(The City reserves the right to increase this requirement for any event)  
• Name The City of Tracy as "Additional Insured" \*  
• Specify the date, time and location of the event  
• Minimum of 10 days cancellation notice  
• \*\*\*If serving or selling alcohol, a host liquor liability endorsement to the user's general liability is required.  
• \*\*\*If selling items of any kind, a product liability endorsement to the user's general liability is required.  
• Certificate holder: City of Tracy / Parks & Community Services Department  
400 East 10<sup>th</sup> Street  
Tracy, CA 95376  
(\*Note: AAA Homeowners Insurance does not currently meet our requirements)

**PLEASE MAIL OR FAX THE CERTIFICATE OF LIABILITY TO:**

**City of Tracy  
Parks & Community Services Department  
400 E. 10<sup>th</sup> Street, Tracy, CA 95376**  
FAX: (209) 831-6218



# TODAY'S SESSION OBJECTIVES

- 1) Explore excellent ideas to **ORGANIZE THE PROCESS** for your Facility Rental Reservations
- 2) Analyze excellent ways to establish **DEFENSIBLE RENTAL FEES**, based on building square footage and “price-points”
- 3) Examine a dozen rental **POLICY CONSIDERATIONS**, some that you may not have thought of before

# Q&A / SHARE

EXCELLENT FACILITY  
RENTAL MANAGEMENT



# EXCELLENT FACILITY RENTAL MANAGEMENT

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