



Sports Center Facility Reservation Policy and Procedure

SPORTS CENTER (SC) RESERVATION PROCEDURES

- All reservations will need to be processed at the Community Services Department Monday-Friday during normal business hours. The Sports Center at Grijalva Park will not process reservations.
- For all “standard reservations” (i.e. meetings, birthday parties, baby showers, family gatherings, etc.) our current procedure for booking such events are the same as other City facilities (i.e. Shaffer, El Camino, and Olive).
- All requests that are not considered “standard” and would require a special permit. Once the customer completes the “Dance Room and Gymnasium Rental Request” form it is forwarded to the Sports Center Recreation Services Supervisor, who will contact the customer and complete the permit.

SC FACILITY “STANDARD” RESERVATION PROCESS FOR THE CLASSROOM (EAST & WEST) & PATIO:

1. Reservations need to be made at least one month prior to the event date. All exceptions need to be approved by SC Recreation Services Supervisor.
2. There is a two hour minimum for all reservations.
3. Facility hours of operation vary by season. Monday - Friday use will begin no earlier than 6:00 p.m. and end no later than 10:00 p.m. Saturday and Sunday use will begin no earlier than 8:00 a.m. and use will end no later than 10:00 p.m. Use time indicated on the permit includes set-up and clean-up. If permit holder would like to rent outside the hours of operation the SC Recreation Service Supervisor needs to approve it and the standard fee will be \$145.00 an hour (two hour minimum) for any room in the SC.
4. The Sports Center Recreation Services Supervisor must receive a hard copy in their in-box of all SC reservations within, 24-hours after the reservation has been confirmed.

SC GYMNASIUM AND DANCE ROOM RESERVATION PROCEDURE AND PROCESS:

- Patron requesting to reserve the SC gymnasium or dance room must fill out a “Dance Room and Gymnasium Rental Request” packet. *The Rental request form can be obtained at cityoforange.org, the SC, or the Community Services Department.*
 - a. If the rental request is submitted directly to the Community Services Department it needs to be date stamped, scanned, and emailed to the SC Recreation Services Supervisor by the end of the business day.
 - b. How to submit “Dance Room and Gymnasium Rental Request Packet”:
 - Fax to: (714) 289-0373 Attention: Rachael Gomez
 - Email to: rgomez@cityoforange.org
 - Delivered to: Community Services Department 230 East Chapman Ave., 92866
- All rental requests must be approved by the Sports Center Recreation Services Supervisor and received one month prior to the requested reservation date. The Sports Center Recreation Services Supervisor will review and respond to the request within three business days. When the request is approved all fees must be paid in full upon booking the event/activity.

APPROPRIATE SHOES (Dance Room and Gymnasium)

Only scuff resistant, non-marking soles (rubber soled athletic shoes) are allowed on the gym floor. Guests and program providers are responsible for helping recognize when shoes are leaving marks on the floor. Guests who are not in the appropriate shoes shall immediately be asked to cease participation in gymnasium activities to prevent damage to the gym floor. Guest will not be allowed to participate in activities in bare or stocking feet.

FACILITY AMENITIES

Dance Room

Hard wood floors
Bars
Mirrored walls
Max Occupancy: 40

Gymnasium

Two side by side courts
One full court
Six (6) total basketball hoops
Three (3) volleyball courts
Bleacher seating
Drinking Fountains
Audio
Max Occupancy: 900

Classroom East

LCD T.V
Audio Equipment
Max Occupancy: 65 (with no tables or chairs)
Max Occupancy: 54 (with tables and chairs)

Classroom West

White board
Max Occupancy: 45 (with no tables or chairs)
Max Occupancy: 36 (with tables and chairs)

Outdoor Patio (can only be reserved if classroom east and west are reserved)

Sitting wall

Indoor Restrooms

Mens
Womens

Equipment (Portable equipment can be used anywhere in the facility)

LCD TV
Laptop
Portable visual and audio sound system
Portable screen
Portable projector
Podium
Microphone

- Hand held
- Portable
 - Head set
 - Lectern

Audio adaptors for IPOD and MP3



Sports Center at Grijalva Park – Gymnasium and Dance Room Rental Agreement

Appropriate Footwear

1. Only scuff resistant, non-marking soles (rubber soled athletic shoes) are allowed on the gym floor. It is the responsibility of the permit holder to enforce all rules. Guests who are not in the appropriate shoes shall immediately be asked to cease participation in gymnasium activities to prevent damage to the gym floor. Guest will not be allowed to participate in activities in bare or stocking feet.

Permit Cancellation

- Permits canceled by the City may be rescheduled as available or fees paid may be credited to the permit holder's account or refunded in full.
- For other City facilities, such as park buildings cancellation's shall be treated as follows:
 - Cancellation made at least 30 days prior to the event, full refund minus City processing fee (\$10.00).
 - Cancellation made at least 29-14 days prior to the event, full refund minus \$50.00 and the City processing fee.
 - Cancellation made at least 13 days or fewer prior to the event, forfeit entire rental fee.
 - Transfers made less than seven (7) days prior to the event shall lose half of the rental fee (not including the deposit).
- When canceling or re-scheduling permits and or permit dates, all requests must be made in writing submitted by fax, e-mail or in person. Verbal cancellations will not be accepted.
- Refunds for City facility use shall be charged the standard City processing fee of \$10.00. Refunds take approximately eight (8) to ten (10) weeks to process. Account credits and/or re-scheduling are exempt from a processing fee.

Gymnasium and Dance Room Rules

- No profanity is allowed
- Aggressive behavior is not tolerated
- Dunking, slamming or hanging on the rims or nets is not permitted
- Shirts must be worn and remain on at all times
- Only soft soled shoes are permitted and must be worn at all times
- No spitting on the gymnasium floor
- Only water allowed
- Guest must respect City staff and other participants at all times
- Guest refusing to follow the rules will be asked to leave
- Guest are responsible for the security of their personal possessions
- Exterior doors to remain closed at all times

Event Supervision

- City employees will be assigned to rental activities and shall have complete authority over the facility, all facility equipment, participants, and activities.
- The permit holder must be present during the entire rental period and must be available to review both a pre-activity and post-activity checklist with the assigned City employee.

Activity Clean-up Responsibility

Permit holder must include clean-up time at the end of their activities so that when they prepare to leave, the rooms are in the same condition as when they arrived. Routine cleaning by permit holders include throwing away trash, picking up debris from the floor, cleaning counter tops, disposal of all decorations and food, and wiping up spills generated by their program and/or members, participants, volunteers and spectators.

Traffic & Parking

- The City may impose parking conditions on any permit, as well as neighborhood notification requirements on an event-by-event basis. User groups shall be solely responsible for any costs associated with such conditions, including any traffic control, which costs shall be billed based on the then existing City employee's billable hourly rate.
- Unloading on paved areas of the facility is unacceptable. Unloading of all items need to be walked or pulled into the facility. Deliveries and unloading can take place in the designated path in the parking lot.

Good Neighbor Policy

2. Give priority to traffic safety and reduction of parking such as parking in, or blocking neighbors' driveways, public alleys, and sidewalks, which are violations of the law.
3. Educate organization participants and guests about neighborhood parking restrictions and encourage safe and responsible driving.
4. Notice neighbors in adjacent neighborhoods by the park/facility and all other people who have notified the organization or City of their desire to receive notices in writing of organized special events at least two weeks before the function. The organization is responsible for distributing the notification to neighbors.
5. Educate participants and guests to arrive quietly and to depart in the same manner to avoid disrupting the neighborhood.
6. Foster and maintain good community relations and cooperation with neighborhood and authorities.
7. Observe quiet hours for lighted fields after 10:30 p.m. and dusk for unlighted fields.
8. Respect the rights of neighbors and follow existing laws and ordinances.
9. Respect speed limits.
10. Minimize the use of car horns in parking lots.

Insurance Requirements (if applicable)

11. Based on the type of event and risk of activity a One Million Dollar insurance policy may be required. The certificate must state the City of Orange as an additional insured. The Sports Center Recreation Services Supervisor will provide an insurance certificate sample to the permit holder via email; if it is determined an insurance policy is necessary.

Lining/Marking

12. Under no conditions will any organization be allowed to mark or line the gymnasium surface or on any floor within the SC at any time. Any permit holder failing to comply with established guidelines are subject to pay for all damages occurring to the facility and termination of the use permit.

In the event that the facility policies and procedures are violated the SC staff has the authority to request changes to the event or in some cases stop the event.

"I have read the Sports Center at Grijalva Park – Gymnasium and Dance Room Rental Agreement in its entirety and understand that non-compliance may result in cancellation of this reservation and/or non-return of security deposit fees".

Print Name: _____ Signature: _____ Date: _____



Sports Center at Grijalva Park
Dance Room and Gymnasium Rental Request

All rental requests must be approved by the Sports Center Recreation Services Supervisor and received one month prior to the requested reservation date. The Sports Center Recreation Services Supervisor will review and respond to the request within three business days. When the request is approved all fees must be paid in full upon booking the event/activity.

(*must be completely filled out)

*Date of Application: _____

*Date of Event/Activity: _____ Expected Attendance: _____

*Event holder/Sponsor of Event: _____

*Time of Event/Activity (including set up and clean up): _____

*Type of Event/Activity: _____

*Will you be bringing in additional furniture or equipment such as a stage, floor mats, chairs, tables, etc. Please list all items: _____

*Will you be selling any items during your event? (please circle one) YES or NO. If yes, explain _____

*Full Name: _____

*Email Address: _____

*Address: _____ City _____ Zip Code _____

Phone Number: _____ Alternate Number: _____

Please circle one:

- 1. Resident or Non-Resident
2. Resident Non-Profit or Non-Resident Non-Profit
3. Resident Commercial or Non-Resident Commerical

If you circled 2 or 3 please answer the following questions:

Current Insurance Policy (attach copy): _____

Website Address: _____

Do you currently possess a City of Orange Business License (please circle one)? YES # _____ NO

By signing below, I am certifying that the information provided above is true and correct.

Signature: _____ Title: _____ Date: _____

HOW TO SUBMIT RENTAL REQUEST:

- Fax to: (714) 289-0373 Attention: Rachael Gomez
Email to: rgomez@cityoforange.org
Delivered to: Community Services Department 230 East Chapman Ave., 92866

OFFICE USE ONLY:

- APPROVED
DENIED
INSURANCE IS REQUIRED FOR EVENT/ACTIVITY PRIOR TO APPROVAL

Sports Center Recreation Services Supervisor Signature: _____ Date: _____