

CITY OF TRACY

Facility Reservation Handbook

Effective July 1, 2024



Think Inside the Triangle™

City of Tracy Parks, Recreation and Community Services Department

Community Facilities Division

333 Civic Center Plaza, Tracy, CA 95376

Phone: (209) 831-6201

Email: facilityreservations@cityoftracy.org

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INTRODUCTION

Thank you for considering the City of Tracy for your next business, family or personal gathering, or event. The City's Parks, Recreation and Community Services Department, through its Community Facilities Division, administers the allocation and reservation of City-owned and operated indoor facilities and outdoor, park, and picnic areas.

The City of Tracy recognizes the importance of providing safe, well-maintained, and aesthetically appealing facilities to all users. The policy provided herein reflects this philosophy, as well as the City's desire to provide an outstanding quality of life through park amenities and facilities.

Please carefully review this handbook prior to submitting your request for facility usage and sign the Acknowledgement Form on the last page of this Handbook to signify that you (and/or the representing organization) have read and understood the information and policy herein.

Contact information for the Community Facilities Division is as follows:

City Hall
333 Civic Center Plaza
Tracy, CA 95376

City Hall Business Hours:

Monday – Thursday 8:00 am – 6:00 pm
Friday* 8:00 am – 5:00 pm

**City offices are closed every other Friday. Please call ahead for office availability.*

Phone (209) 831-6201

Email facilityreservations@cityoftracy.org

City website: www.cityoftracy.org

Activity Registration: www.TracyArtsandRec.com

Contact Information available during Permitted Rentals

Facility Attendant (Patrol): (209) 640-2733

Facility Attendant (Tracy Sports Complex): (209) 814-0706

Facility Attendant (Legacy Fields): (209) 362-0076

Sports Field Condition Hotline: (209) 831-6350

**Weekdays (Monday-Friday) are updated by 3 pm*

***Weekends (Saturday-Sunday) are updated prior to a permitted reservation*

For information on reserving sports fields/courts, please email sportsfields@cityoftracy.org

GENERAL FACILITY RESERVATION PROCEDURES

Reservation Requests

Reservation requests must be submitted no later than 20 business days prior to the event date. Applications for reservations that do not require further review (see **Special Permits & Requirements**, p.18-21) may be accepted within the 20-day window. An **approved** Facility Use Permit is required for all indoor facility reservations, or for exclusive use of a reservable outdoor facility. Additional information and clarification not included in this handbook pertaining to Facility Use Permit will be referred to the Tracy Municipal Code (TMC).

To hold an available date for a facility reservation or special event on public property, the following must be submitted:

- APPLICATION:** Completed Facility Use Application. Application must be submitted by a person twenty-one (21) years of age or older (TMC 4.16.060(b)).
- POLICIES ACKNOWLEDGMENT:** Signed Facility Reservation Handbook Acknowledgment Form
- APPLICATION FEE:** *Non-refundable* Permit Application Fee (\$41) or Special Event Application Fee (\$108 non-profit/\$215 private or commercial)
- SECURITY/ALCOHOL DEPOSITS:** Payment of security and alcohol deposits, if applicable
- NON-PROFIT STATUS:** Provide proof of non-profit status if applicable and must be current and in good standing to receive non-profit rates. A non-profit verification fee will be applied (\$5 per verification).

The following requirements are due **no later than 20 calendar days prior** to the reservation date:

- USE FEES:** Payment of use fees, usually a per-hour rental fee
- INSURANCE:** Provide Certificate outlined in insurance requirements
- ADDITIONAL REQUIREMENTS:** Submit additional requirements, or supplemental permits, required as conditions of your permit (e.g., copies of City of Tracy business license, ABC license, County Health Permit, security guard contract, vendor contract for inflatable, etc.).

When all requirements have been met, the City will approve and issue a:

- FACILITY USE PERMIT:** An **approved** Facility Use Permit status indicates that all reservation requirements and full payment have been submitted and approved.

If the above obligations are not met, the City reserves the right to consider the event cancelled and subject to the stated Cancellation and Refund Policy (see **Cancellation & Refund Policy**, p.13). The City also reserves the right to cancel the contract and release the facility. **Submission of an application does not guarantee that the reservation request has been authorized.**

Hours of Use

- Reservations may be requested during the following hours. Exceptions may be approved by the Director, or his/her designee, as a condition of the Permit:
 - **Indoor Facility hours:** 8:00 am to 1:00 am (pending staff availability) (excluding Senior Center)
 - **Outdoor Park/Facility hours:** 8:00 am to 10:00 pm
 - **Senior Center Facility hours:**
 - Monday-Thursday: 6:00 pm to 10:00 pm
 - Friday: 5:00 pm – 1:00 am
 - Saturday/Sunday: 8:00am – 1:00 am

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- If requesting to set up the day prior to the event in an indoor facility, the reservation will be booked and charged up until 10:00 pm that evening (or the reservation end time, whichever is later), and then starting at 8:00 am the morning of the reservation.
- Reservations on City Holidays are contingent upon staff availability and shall be charged Weekend Rates.

Facility Tours

Facility tours are available Monday – Friday. Tours are not available on the weekends. Facility tours are limited to 15 minutes and are dependent on staffing availability. During the tour, please respect the privacy of staff and facility users using the facility by not taking pictures or filming unless the facility is empty. Contact the Community Facilities Division at (209) 831-6201 or facilityreservations@cityoftracy.org to schedule a 15-minute appointment. Once an appointment is confirmed, our Facility Attendant will meet you on-site at your scheduled appointment time. The Facility Attendant can be reached at (209) 640-2733.

FACILITY BOOKING POLICIES

Rental Classifications

The City has established the following rental classifications:

- **City of Tracy-Sponsored Programs:** Activities organized by the City of Tracy.
- **Non-Profit:** Groups that have obtained 501 status as a charitable organization (see **Non-Profit Status**, p. 7)
- **Government-Sponsored Events:** A governmental function, which benefits the City of Tracy residents.
- **Private:** Individuals or groups holding private events, not open to the public.
- **Commercial:** Companies or groups holding events (social, business, educational). Commercial users are not allowed to make private profit on public property (TMC 4.16.140).

Reservation Requests

- Requests for use of facilities are addressed on a first-come, first-served, and as-available basis according to the following, maximum booking windows:
 - **City-Sponsored Programs:** 18 months prior to event
 - **Non-Profit Organizations & Government Agencies:** 12 months prior to event
 - **Private Groups, Individuals & Commercial Uses:** 10 months prior to event
- Only the designated organization representative(s) listed on the City reservation account or in an other legal agreement with the City, will be permitted to book facilities for their affiliated organization. Other individuals must receive permission in writing from the organization representative to reserve facilities for the organization, or under the organization's name (see **Authorized Agent**, p. 14).

Consecutive Booking Policy

- Bookings of large rooms, 1,500 square feet or greater (Tracy Community Center, Lolly Hansen Senior Center, Civic Center Lobby, Council Chambers) and large parks (Dr. Powers, Lincoln, and Veterans Parks) may not to exceed nine (9) bookings within a three (3) month period. Renters are required to complete their first set of bookings prior to renting for an additional period.
- 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 individuals. Renters may book on a monthly or weekly basis.

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Non-Profit Status

An organization's non-profit status must be presented upon submittal of application, current, and in good standing in order to qualify for a non-profit priority classification. An organization must also demonstrate its business status. The following three (3) websites will be utilized to verify non-profit status and a Non-Profit Verification Fee of \$5 will be charged per verification, totaling \$15.

A. Tax Exempt Status – Used to check Non-Profit Status

1. Go to apps.irs.gov/app/eos/
2. In the "Search By" drop-down menu, select "Organization Name"
3. Enter the organization name in the Search Term box and click the blue "Search" icon
4. Scroll to the list of results, and click on the organization name (blue link)
5. Click "Print" to print the page, and attach document to application packet

B. Franchise Tax Board: Entity Status

1. Go to ftb.ca.gov/help/business/entity-status-letter.asp
2. Click on the blue "Check Status" icon
3. Select search method "By Name"
4. Enter the Entity Name and click the "Perform Search" icon
5. Click on the Entity ID (blue link)
6. Note "Entity Status" (must be ACTIVE or REVIVED; cannot be REVOKED or SUSPENDED)
7. Click the "Generate Letter" icon, print the letter, and attach to application packet

C. Secretary of State, State of California (or applicable state)

1. Go to <https://bizfileonline.sos.ca.gov/>
2. Select "Search"
3. Enter corresponding "Search Criteria" and click on the Search icon
4. Click on organization name (blue link)
5. Note "Status" (must be ACTIVE)
6. Print the page and attach to application packet.

FACILITY USE PERMIT REQUIREMENTS

Facility Use Permit Conditions

- Reservations may not be transferred, assigned, or sublet.
- Applicant is subject to all conditions listed on the Facility Use Permit.
- Requests for activities beyond the scope of a traditional facility reservation must be included as part of the Facility Use Application, and approved activities must be listed as conditions of the Facility Use Permit (see **Special Permits & Requirements**, p. 18-21).
- Facility users must have a copy of their approved Facility Use Permit on hand during each reservation and must be prepared to present it to City staff on demand. Facility users without permits may be asked to vacate the facility.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.

Permitted Hours

- **Permitted reservation hours must include set-up and clean-up time. Set-up and clean-up are the renter's responsibility.** Users may not access a facility prior to their permitted reservation time, and the facility must be cleaned and vacated by the end time specified in the Facility Use Permit.
- The applicant is responsible to meet all facility clean-up requirements.
- The applicant must be present during the entire reservation. If unavailable, the applicant may authorize another individual, in writing, to act as their representative.
- Fees will not be refunded if actual use time is less than the rental period agreed upon in the Facility Use Permit.
- Supplies and equipment may not be stored in City facilities overnight without prior arrangement and approval, conditions of which shall be listed on the Facility Use Permit. Any items left in or on the property will be held for two (2) business days, after which time, said items will be disposed of at the discretion of City staff. Additional rental, staff, and disposal fees may apply and may be deducted from the security deposit.
- All indoor rentals must have a 4-hour window between reservations. Second booking on the same date will require a cleaning fee and is subject to approval.
- All outdoor rentals must have a 2-hour window between reservations. Second booking on the same date may require a cleaning fee and is subject to approval.
- Three (3) consecutive back-to-back bookings at any facility will require the 3rd reservation to secure an extra dumpster for their rental (see **Facility Deposits & Use Fees**, p. 11).

Amending the Permit

- Additional requests for the reservations must be made in writing, by 6:00pm on the Monday prior to the reservation. All requests are subject to approval.
- Once an application has been submitted, any additional changes made (i.e. rental transfer, date/location change, non-profit name/status change, etc.) will require a new application to be filled out and resubmitted.
- All changes must be made prior to when cancellation fees would be assessed per facility or fees may be assessed (see **Cancellation & Refund Policy**, p. 13).
- If a renter requests a date change prior to when cancellation fees would be assessed, the applicant will be held to the original requested date, if the applicant tries to cancel at another time.

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Insurance Requirements

Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate, and the endorsement page must be included:

- The certificate of insurance must be submitted no later than 20 calendar days prior to the reservation date.
- Insured's name must be the same as listed on the Facility Use Application.
- Minimum of \$1,000,000 General Liability Insurance (including bodily injury and property damage), and \$2,000,000 Aggregate.
- Naming the City of Tracy as an "Additional Insured" on the endorsement page is required.
- Date, time, and location of event, and be in effect during any/all dates of use.
- If serving and/or selling alcohol, a 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/Community Facilities Division
333 Civic Center Plaza
Tracy, CA 95376

One day event insurance is required for the following:

- Events with more than 50 guests in attendance
- All indoor events
- All events where alcohol is present
- Park rentals with Inflatable Play Equipment
- Park rentals with non-traditional activities (i.e. personal BBQ, food trucks, field rental, etc.)

Grounds for Permit Denial or Revocation

- The City reserves the right to deny a facility request in order to accommodate a City-sponsored/co-sponsored program or special event.
- The City of Tracy reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City, facility and/or its residents.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Tracy or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- The City of Tracy will not grant use of its facilities to any individual or group, political or otherwise, that advocates the overthrow of the government of the United States of America or the State of California by force, violence, or any other unlawful means; or to any individual or group, political or otherwise, that discriminates because of race, religious creed, color, national origin, ancestry, or sex.
- Permits may be cancelled for failure to adhere to policies outlined in the Facility Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code. **Failure to uphold conditions of an approved Permit may result in immediate revocation of the permit, with no refund of use fees.**

Appealing Permit Denial or Revocation

Applicants shall have the right to appeal to the Parks and Community Services Commission a permit denial, permit condition, the Director's refusal to waive the filing deadline, or the Director's decision pertaining to fees or insurance coverage. Notice of appeal shall be filed with the Director stating the grounds for appeal.

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The appeal must be filed no later than 12:00 noon on Thursday, a week preceding the Parks and Community Services Commission meeting, to be placed on the next regular meeting's agenda. Regular meetings of the Parks and Community Services Commission are scheduled on the first Thursday of each month, at 7:00 p.m. inside of City Hall Council Chambers. The decision of the Parks and Community Services Commission may be appealed to the City Council which has final authority.

FACILITY DEPOSITS & USE FEES

(Fees are subject to change and are based on the most current City Council approved Master Fee Schedule)

Security and Alcohol Deposits

A Security Deposit is required to reserve any indoor City facility and is due at time of booking. An additional Alcohol Deposit is required to reserve an indoor or outdoor City facility when alcohol will be served/sold.

All deposits are fully refundable within 4 weeks after the event if the following criteria are met:

- There is no damage to the facility.
- There is no additional City staff time required to clean or repair the facility as a result of the event.
- The cleaning of the facility is completed per the checklist.
- The hours of use do not exceed those paid for and agreed upon in the rental contract.
- Only the rooms designated on the rental contract were used.
- Police or City staff intervention was not required as a result of the event.

Indoor Facility Fees

See individual facility information sheets for user fees, amenities, and requirements. Reservations on City Holidays are contingent upon staff availability and shall be charged Weekend Rates. Weekend rates begin on Fridays at 5:00 pm. If requesting to set up the night prior to the event, the reservation will be charged up until 10:00 pm that evening (or the reservation end time, whichever is later), and starting at 8:00 am the morning of the reservation.

The Lolly Hansen Senior Center will require staff to be present for the entire rental duration. Staffing fees are included in the rental fee rate.

	Security Deposit	Additional Alcohol Deposit
Entire Facility/ Main Rooms	\$559	\$559
Conference/Meeting Rooms	\$279	\$559

Processing Fee for Extra Dumpster	\$55 / rental / dumpster
Extra Dumpster Disposal Fee (required for crab feeds or when city deems necessary)	Actual Cost per dumpster
Improper Checkout Fee (renters coming earlier or staying past reservation times, unauthorized items)	\$76 - \$205 / rental
Non-Profit Verification Fee	\$5 per verification

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Park & Picnic Area Fees

Traditional events do not need a security deposit as these events are less than 50 people and have no special amenities. A security deposit is required for any event that is non-traditional which would include alcohol, additional portable restrooms, approved inflatable(s), events over 50 people, using a propane grill or similar activities. Fees related to supplemental permit applications, such as tent and generator permits, may also apply.

Estimated Attendance	Security Deposit
Fewer than 50 + traditional picnic activities	N/A
50-100; or less than 50 + non-traditional picnic activities	\$133
101 to 200 attendees	\$265
201 to 300 attendees	\$397
301 or more attendees	\$662

Inflatable Structures Administrative Fee	\$59 / day / structure
Mobile Stage Rental Fee (non-profits only)	\$413/ day

Group Classification	Hourly Rate (minimum booking hours apply)		
	1-50 People	51-100 People	101+ People
Non-Profit (Max \$132/day)	\$18	\$25	\$34
Private	\$30	\$44	\$58
Commercial	\$44	\$64	\$83

- For park reservations, the picnic area is the rentable space not the entire park. All parks are open to the public and can be utilized by the public during operating hours.
- Front Street Plaza is reserved for permitted City of Tracy and City Co-Sponsored events only.

Payments

- Non-refundable Permit Application Fee, refundable Security Deposit, and Alcohol Deposit (if applicable) are due upon submittal of Facility Rental Application.
- The balance of all use fees is due no later than twenty (20) calendar days prior to the reservation.
- Payments accepted include Discover, MasterCard, Visa, check, cash. Checks may not be accepted 30 days prior before the event. If a check bounces, the applicant will be charged an Insufficient Funds Fee.
- Personal checks will **not** be accepted on behalf of a non-profit, for-profit, or commercial organizations. Checks must be issued by the associated organization.
- Payment plans are available by request, as approved by the Director or his/her designee.
- All applications that are submitted online via email, application fee and deposit must be paid in full 24 hours after submittal to reserve the date.
- If payments are not made on time, facilities will be released, and the reservation will be subject to the **Cancellation and Refund Policy** listed on page 13.

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Cancellation & Refund Policy

Cancellation fees are determined by the date the City receives written notification by the responsible party listed on the Facility Rental Permit of their intent to cancel the event. Upon receipt of the written cancellation request, the refund, if applicable, will be processed as follows:

	NUMBER OF DAYS PRIOR TO EVENT				
	90 Days or More	89-61 Days	60-31 Days	30-11 Days	10 Days or Less
Entire Community Center/ Main Rooms	No penalty	50% of fees held	75% of fees held	100% of fees held	100% of fees held
Conference/Meeting Rooms	No penalty	No penalty	No penalty	50% of fees held	100% of fees held
Park & Picnic Areas	No penalty	No penalty	No penalty	50% of fees held	100% of fees held

Cancellation fees and designated percentages are calculated from the rental fee listed in the Facility Use Permit. Any fees assessed on cancelled events will be deducted from the security deposit if fees have not been paid. Deposits and rental fees will be refunded by check within four (4) weeks of the final permit date.

Exception: If the event is cancelled by the permit holder or the City due to inclement or extreme weather conditions, a full credit will be issued to the permit holder’s account to apply to another park/picnic area use within 12 months of the permitted date.

Damages

The applicant agrees to reimburse the City for all costs incurred in repairing damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility maintenance, including sidewalk steam cleaning and street sweeping if needed, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations and/or attendees. Reimbursement for such expenses that are in excess of the security deposit will be invoiced to the renter. Said costs must be paid to the City within thirty (30) days of receipt of the invoice. Failure to meet this deadline may be cause for legal action. The renting party will be responsible for any costs incurred by the City for such legal action and/or any costs to collect on any judgment against that party. (See **Deposits**, p.11-12)

GENERAL FACILITY USE POLICIES & PROCEDURES

Audio/Visual Equipment

The following audio/visual amenities are included with the facility reservation. The permit holder is responsible for all A/V system set-up during the reservation and must provide additional equipment, including but not limited to: laptop, projector, microphones, speakers, extension cords, and connector cables.

Tracy Civic Center (City Hall)

- Council Chambers: Projector and screen
- Room 203: Smartboard

Tracy Community Center

- Main Hall: Projector screen, built in speakers above stage (XLR port). Microphone, cords, and connections for equipment is NOT provided.

Tracy Transit Station

- Room 103: Portable projector (subject to availability only) and screen
- Room 104: Portable projector (subject to availability only) and screen
- Room 105: Projector screen only

Authorized Agent

An applicant representing an organization renting a City facility is required to provide a current letter from the agency or organization, on official letterhead, specifically authorizing the individual to conduct business with the City of Tracy to reserve a facility on the organization's behalf, and signed by the individual listed on the business license, a titled officer, or designated signatory.

Decorations

- Tacks, nails, screws, duct tape and scotch tape are not permitted on walls, tables, trees, park poles and amenities, standards, etc. Painter's tape and removable, self-stick hooks are permissible. (Self-stick hooks are not allowed at the Senior Center, only painter's tape is allowed to be used.) Indoor inflatable structures (exception inflatable photo booth) and fog machines are **not** permitted inside any facility.
- No decorations are allowed which would damage or discolor the facility or grounds.
- Any special decorations, activities, or amenities must have the written approval of the Parks & Recreation Department.
- All decorations must be non-combustible or non-flammable material or shall be treated or maintained in a flame-retardant condition.
- Open flames or candles (with the exception of small birthday candles) are not allowed inside any facility.
- All streamers, balloons, signage and other decorations must be removed from the facility and properly disposed of immediately after the event. Fees may be withheld from the deposit if City staff time is required to remove or dispose of any remaining decorations.
- Decorations may not be hung from the room dividers at the Tracy Community Center or Lolly Hansen Senior Center.

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- Volleyball nets are allowed at outdoor city parks but must be anchored down. Volleyball nets that you must stake down are not allowed.

Event Promotion

City staff will not distribute or promote information on rentals held in City facilities. Therefore, ensure fliers, advertisements and other promotional materials list the renter's contact phone number. Applicant must provide copies of all event fliers and/or advertisements, as well as a website link(s) for events held at City facilities.

Floor Layout Plan

Applicants with indoor facility reservations with 50 attendees or greater must submit a floor layout plan for approval, including decorations plan and extra amenities, to ensure all safety codes and regulations are adhered to. The City reserves the right to place additional requirements on the Facility Use Permit.

Food Preparation and Warming

Where applicable, the kitchens are to be used for the warming of food and minor preparation only. Per State and County Health Code regulations, full meal preparation is not allowed. Any food/beverage items left on site will be disposed of immediately following the rental period as indicated on the contract. Fees may be withheld from the deposit if City staff time is required to dispose of any leftover food or trash.

All sinks are to be scrubbed and cleaned. Note: Do not use the garbage disposal to discard food waste, rather only food remnants remaining to be rinsed, after the container has been emptied in the trash or food storage container.

The use of chafing dishes for the warming of food will be approved provided the following conditions are met:

- Paper and plastic table coverings shall not be used.
- There are no combustible decorations within 10 feet of the food warming table, including wall hung curtains, drapes or decorations.
- There are no combustible napkins, plates, cups (paper, plastic, or cloth) placed on the serving table or within 10 feet of the chaffing dishes.
- All open flame canisters for the chafing dishes must be firmly affixed to the chaffing dish and supported above the serving table surface.
- No open flame for cooking.
- NOTE: Additional conditions apply and shall be imposed for food preparation and warming in proximity to tents and other membrane structures. (See **Tents / Booths / Canopies**, p.21)

NOT ALLOWED



ALLOWED



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Grills, BBQs, and/or outdoor food preparation and cooking require an event map and will be reviewed separately from the permit application. Additional fees and supplemental applications may be required for review of these request with approval not guaranteed. (See **BBQ Grills / Cooking Trailers** p. 19)

Good Neighbor Policy

Please arrive quietly and depart in the same manner to avoid disrupting the neighborhood. Balls and /or any other equipment thrown, batted, kicked, or otherwise propelled that land on private property are not to be retrieved without permission of property owner. Do not climb walls or enter gates to gain access onto private property.

Inappropriate Behavior

Any type of indecent exposure including public urination, or any other inappropriate exposure will not be tolerated. The Tracy Police Department will be contacted immediately should individuals become unruly and further enforcement is needed.

Live Animals

Live animals are not allowed inside City buildings with the exception of service animals and Police canines. Owners are responsible for cleaning up after their service animals. Permit holders must indicate a designated waste area for service animals attending their event.

Animals must be leashed at all times at City parks and sports fields. Animals may not access sports fields while games are in play. Dogs are subject to regulations of TMC 5.08.130. Owners are responsible for picking up after their animals while on/in parks, pathways, trails or other public areas. Farm animals of any type are not allowed on/in public facilities which include public buildings, grounds and parking lots. This includes, but is not limited to, horses and ponies.

Parking & Overnight Policy

Parking is restricted to designated areas only. Parking large vehicles such as RVs, moving trucks and tractor-trailer trucks on City property is prohibited. Vehicles are not permitted to be parked on the grass or sidewalks. Damage done to City property or a facility as a result of a vehicle will be charged against the Security Deposit.

Unless the Permit expressly allows it, no overnight parking of vehicles in City parking lots is allowed at any time (this includes RVs and other camper vehicles). Individuals or organizations cannot charge or collect revenue for the use of public parking.

The Lolly Hansen Senior Center parking lot may not be used for Community Center rentals during Senior Center operating hours (Monday- Friday, 8:00am-4:00pm). Additional Public Parking is located around City Hall. Prior to the Community Center rental, an email will be sent for locations of additional parking. (See **City of Tracy Civic Center Plaza Parking**, p. 25)

Police Enforcement

If a renter refuses to comply with City Facility Reservation Policies or follow the request of a City staff member, the Tracy Police Department Dispatch will be notified for assistance. For your own convenience, in the case of an emergency, the Tracy Police Department Dispatch can be reached at (209) 831-4552.

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Smoking

Smoking is not permitted inside City facilities. State Law GC 7597(a) states: “No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle, as defined by Section 465 of the Vehicle Code, owned by the state.” Applicant is responsible to make sure their guests are respectful of these regulations and other users of the facility.

Temperature Control

Temperature at all indoor facilities are centrally controlled and can only be adjusted 2 degrees in either direction from the thermostat at the location. Thermostat control is not available at the Transit Station. Contact the on-duty Facility Attendant for assistance or concerns.

SPECIAL PERMITS & REQUIREMENTS

The following items may require further review and approval from multiple City departments, and therefore require an advanced written request to process. Upon approval, City staff will add approved item(s) as a condition(s) of the Facility Use Permit.

Special Event Permit Procedure

Special event (non-free speech event) shall file an application at least twenty days prior and not more than 365 days before the proposed event. All special event applications will be reviewed by the Special Event Review Team that consists of multiple departments within the City of Tracy. Free speech events shall file the application as soon as possible but no later than seven working days before the event. If an event is planned in response to a contemporaneous public event or decision which could not have been known in advance, the applicant may file an application forty-eight hours before the event. Tracy Municipal Code 4.40.050 provides guidelines regarding the Special Event permit process.

Alcohol Permit/ABC License

Possession or consumption of alcohol is prohibited in all City parks and facilities without a Facility Use Permit and Alcohol Deposit on file. Tracy Municipal Code 4.16.050(f) provides guidelines regarding the possession of or consumption of any alcoholic beverage in designated City parks and facilities. The following criteria have been established by the Parks and Community Services Commission by which permits will be granted or denied:

- Not allowed in locations that are adjacent to schools (TMC 4.16.180(s))
- Restricted to sites with restroom facilities on site
- Not to exceed six (6) hours total facility usage
- Glass beverage containers are not allowed within the boundaries of any park (TMC 4.16.180(r))
- Must have a park permit and alcohol deposit on file

Alcohol served and/or sold at a function held in a City facility requires an Alcohol Deposit and a Host Liquor Liability endorsement to the user's General Liability insurance.

Alcohol sold by any means (selling tickets, cost in admission price, donations, or charging a sponsor fee) also requires the user to obtain a City of Tracy Business License and an Alcoholic Beverage Control (ABC) Liquor License. Both requirements must be on file with the Community Facilities Division prior to the renter being issued an Approved Facility Use Permit with alcohol permit condition. Security guards are required as a condition of an ABC license, 1 security guard per 100 guests.

Security Guards

Security guards are required as a condition of a Facility Use Permit when alcohol is being served/sold (ABC License required when alcohol is being sold). City is requiring one security guard per 100 attendees. This is also a requirement put in place when an ABC License is required and the applicant must include a copy of the security guard contract with facility application packet.

Amplified Sound

A permit is required for use of amplified sound in a park. The Director, upon granting a permit for use of any amplified sound system, may impose reasonable restrictions concerning the location of the sound system, and the maximum decibel level for the sound system (TMC 4.16.150). (See **Facility Electrical Access**, p. 19.)

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BBQ Grills / Cooking Trailers

BBQs are designated and supplied by the City and are located near the Picnic Areas. Requests to use a private BBQ grill/cooking trailer/ flat top grill must be submitted in writing or on the rental application. Such requests will require a detailed Event Map, including grill/trailer location and description of fuel source, size and type. Approved BBQ grills/cooking trailers must be placed in an approved designated area at least 20 feet from the nearest tent or structure and supervised at all times to prevent injury to bystanders. A fire extinguisher in a bucket must be on site and a form of protection from grease spills placed under the grill, must be provided. BBQs and cooking trailers are not permitted on the premises of the Tracy Transit Station.

Channel 26 Filming

Requests for Channel 26 to film an event must be noted on the facility application and are subject to staff availability and additional fees. To discuss your specific filming needs and obtain a quote for services, contact Channel 26 directly at (209) 831-6220 or channel26@cityoftracy.org.

Concessions & Merchandise Sales

The sale of items in any City park is prohibited without a permit from the Community Facilities Division. Facility users interested in selling merchandise or food and beverage items at their event held at a City park or facility must request authorization to do so in writing, obtain a permit from the Community Facilities Division, obtain a City of Tracy Business License (TMC 4.16.140), and obtain a product liability endorsement as part of the insurance certificate. (See **Vendors**, p.19.)

The City may deny a permit application if the sole purpose of the activity is advertising or sale of any product, goods, wares or merchandise and is designed to be held for private profit and not for First Amendment expression (TMC 4.16.090(i)).

Vendors

If you would like to host a vendor(s) during your rental, submit a written request to the Community Facilities Division. Each vendor must be in possession of a business license and liability insurance. Additional conditions may apply to food vendors. **Tents/Booths/Canopies** policy applies.

County Health Permit

If you are selling or serving food to the general public, and you are not cooking in an approved kitchen, including the Tracy Community Center and Lolly Hansen Senior Center, you may be required to obtain a County Health Permit. A Temporary Event Health Permit Application can be obtained from the San Joaquin County Environmental Health Department website.

Event Map

If an event is expected to have more than 50 attendees and is intended to utilize areas of the park, not considered to be the picnic area or meeting space, an event layout map is required, which requires additional time to process. The City reserves the right to place additional requirements on the event use permit.

Facility Electrical Access

Any and all access to City electrical units must be requested in writing from the Community Facilities Division. The City reserves the right to impose restrictions on electrical access due to outlet load capacities. Approved access and capacity will be noted on the Facility Use Permit.

Max Capacities at Parks

Certain parks were not designed to accommodate special/community events based on the size and available street parking for rentals. If an event is a neighborhood event (people that live in the neighborhood who can

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walk to the park without taking up parking spaces) then an application can be submitted for 100+ attendees which we consider a Special Event. Details of the event will be reviewed by the Special Event Review Team which consist of Park and Building Officials, the Police Department, and the Fire Department. This review team will review the application and take into consideration attendees, amplified sound, power access, traffic plans, restrooms, disposal of garbage, neighborhood impact, and city resources needed which will help determine final max capacity for the Special Event. The City of Tracy requires one portable toilet and cleaning station for every 100 attendees; ADA-accessibility required. Restocking and cleaning of the portable toilets will be the renter's responsibility.

Generators

Applicant must specify the size, type, and intended location of each generator to be used. The City reserves the right to impose restrictions on use and placement of equipment. Some generators may require an additional permit application and fees.

Inflatable Structures

The Parks and Community Services Commission has established that the usage or placement on park property of portable and inflatable structures is allowed by permit and at the following parks: Clyde Bland Park, Cecilian Park, Dr. Powers Park, Galli Family Park, Gretchen Talley Park, Hoyt Park, Greymont Park, Kenner Park, Larsen Park, Lincoln Park, Starcross Park, Thoming Park, Tracy Hills Park, Veterans Park, Village Green Park, and Zanussi Park. All other parks, inflatable locations will be accessed by the Community Facilities Division for approval or denial. Applicant must use a vendor from the City's Approved Provider List only to reserve inflatable play equipment and shall provide written proof of contract. Inflatable shall not remain in the park past the approved, permitted time. Applicant must follow the Inflatable Structures Policy. No water inflatables allowed at any parks. All approved inflatables must use a generator. City power is not allowed.

Mobile Stages

Size, type, and placement of any mobile stage or platform must be approved by the City as a condition of the permit. Rental of the City's Mobile Stage is available to non-profit organizations only and is subject to availability.

Recycling Program/Bins

The City of Tracy has adopted a Special Events Recycling program to assist the city to meet mandatory recycling goals. Groups conducting large public events in city parks are requested to contact the City's Recycling Coordinator at (209) 831-6300 to obtain a copy of the program and develop a recycling plan for their event. The applicant agrees to reimburse the City for all costs incurred by it due to damage or replacement of equipment. It is the renter's responsibility to dispose of the recyclables, and any and all proceeds received from such disposal are the property of the renter.

Street Closures

Street closures are not permitted for private events on public streets. Requests for street closure for parades, fun runs, and other special events will be considered on a case-by-case basis, are contingent upon Transit schedule and needs, and may be subject to additional fees and conditions as determined by the City. There are three City-approved, downtown parade routes: Short, Standard, and Long. Processions generally do not require street closures but require a permit and may be subject to additional permit conditions.

Tents / Booths / Canopies

All Events with tents or canopies are required to complete an additional supplemental form. Tents are defined as having walls; canopies are defined as having no walls. Single tents or tents grouped together larger than 400 square feet, and single canopies or canopies grouped together larger than 700 square feet will require a Tent Permit and inspection by the Fire Department on the day they are set up (additional permit application and fees may apply). Tents and canopies must be adequately weighted; no grass stakes permitted. Tents must be 20 feet from permanent buildings and structures, parking areas, lot lines, generators, and BBQs. A map layout is required for large tents/canopies.

Vehicle Access

No vehicles may be driven on sports fields or parks without a City-issued Vehicle Access Permit, including golf cart or mule-type vehicles. Additionally, it is unlawful to ride or drive any horse or other animal or any motorized vehicle, cycle, go-cart or scooter other than on the roads or drives provided for such purpose (TMC 4.16.180(I)).

A request must be submitted in writing to the Community Facilities Division, and upon approval, specific conditions of vehicle access and applicable fees will be added to your permit. **Approved requests will be restricted to loading and unloading ONLY**, and a limited number of “Temporary Access Passes” will be issued for the event. The pass must be displayed on the dashboard of the vehicle at all times while in the park or open space and is valid only for the date, time, location and event as indicated on the pass. Violators will be cited and fined appropriately.

RESERVABLE CITY FACILITIES

Indoor Facilities

See individual facility information sheets for fees, amenities, and requirements. They can be found on our website: www.cityoftracy.org

Lolly Hansen Senior Center, 375 E. Ninth St

- Entire Facility
- Main Hall
- Classroom 1 & 2

Tracy Civic Center (City Hall), 333 Civic Center Plaza

- Lobby (additional conditions and restrictions apply)
- Council Chambers
- Conference Room 109
- Conference Room 203

No Food allowed for external reservations in the Council Chambers, Room 109, and 203. No red colored drink allowed in City Hall due to marble interior. Damage or staining of marble will result in loss of deposit and possible additional cleaning and maintenance charges.

Tracy Community Center, 950 East St.

- Main Hall (includes kitchen and restrooms)

Tracy Sports Complex, 955 Crossroads Dr.

- Meeting Room

Tracy Transit Station, 50 E. Sixth St.

- Room 103 or Room 104
- Combo Room 103/104
- Room 105

Lobby and hallways at the Transit Station are not a rentable space. Any reservations that utilize the lobby or hallway is at risk of losing their damage deposit.

*** The renter is expected to provide their own cleaning supplies to clean the facility.** The City will furnish paper towels, bathroom tissue, plastic garbage bags, broom, mop, vacuum and bucket. If emergency maintenance or other assistance is required during non-business hours, call the Facility Attendant on duty at (209) 640-2733.

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Outdoor, Park & Picnic Areas

Large Parks and Outdoor Areas:

- Civic Center Plaza Outdoor Area (Park/Amphitheatre/Fountain/Patio), 333 Civic Center Plaza
- Dr. Powers Park, 900 W. Lowell Ave. (Joe Wilson Pool not included in rental of park)
- Lincoln Park, 200 Eaton Ave.
- Veterans Park, 238 Glenhaven Dr.

Other Reservable Parks:

- Clyde Bland Park, 1753 Blandford Ln.
- Ceciliani Park, 1630 Cypress Dr.
- Galli Family Park, 2341 W. Lowell Ave.
- Greymont Park, 6474 Greymont Dr.
- Hoyt Park, 300 3rd St.
- Kenner Park, 1850 Kavanagh Rd.
- Larsen Park, 1401 South Central Ave.
- Gretchen Talley Park, 1551 Dove Ct.
- Starcross Park, 6591 Starcross Dr.
- Thoming Park, 100 Cambridge Pl.
- Tracy Hills Park, 6895 Tracy Hills Dr.
- Village Green Park, 2265 Ellis Town Dr.
- Western Park, 2880 Ellis Town Dr.
- Zanussi Park, 1500 Promenade Cir.

Joe Wilson Pool

- If looking to reserve the Joe Wilson Pool, please call (209) 831-6201 or email parksaquatics@cityoftracy.org for an application or for more information.

For a complete list of City of Tracy parks, go to www.cityoftracy.org

OVERALL RENTAL PROCESS – WHAT TO EXPECT

Prior To Your Event

- Complete Facility Reservation Application and pay for associated fees (Application Fee and Deposit Fee) to have your Application reviewed (See **Park & Picnic Area Fees**, p. 12)
- Provide additional information about rental request (i.e. insurance, non-profit status, supplemental applications, payment of fees, event map, etc.)
- Tentative permit is created for City staff to review
- Have all fees paid 20 days prior to event date or risk having permit revoked
- Application is either Approved or Denied*

*Please note: application and payment of fees does not guarantee permit approval. You must have an approved permit prior to having exclusive use of any Parks, Recreation and Community Services facility.

Day Of Event

- Facility Attendant will contact you (using phone number on application) to confirm your “Check In” time for your reservation.
- At the start of your rental, the Facility Attendant will confirm your Permit times and have you sign the Check In Form and record the condition of your rental space. *
- You will be given a cleaning check list for your rental. Please complete all these items prior to checking out.
- At the end of your rental, the Facility Attendant will finalize the Check In Form and have you sign out for the condition of your rental space.

*Please note, you are expected to be on the premise through the full duration of your rental time. If you leave prior to checking out with the Facility Attendant, you may be assessed an improper check out fee in addition to being charged for any damage to the facility not noted on your Check In Form.

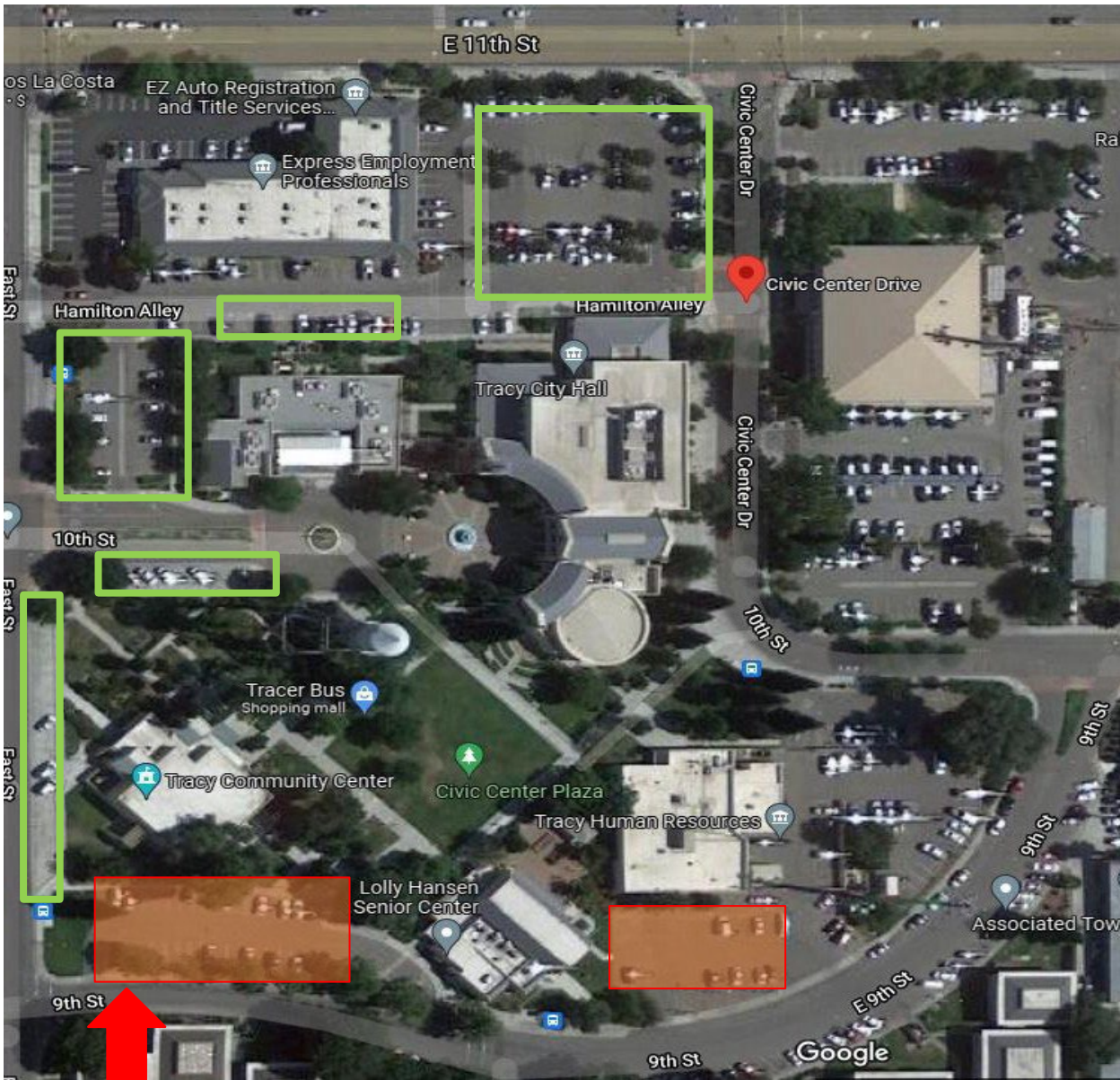
After Your Event

- 1 Week: Renter shall notify the Community Facilities Division in writing of any issues/ concerns that occurred during the reservation. These issues/ concerns shall also be listed on the Check In Form and discussed with the Facility Attendant on the day of the reservation.
- 1 Week to 2 Weeks: City Staff may contact you to clarify issues related to your rental if there were any notes (i.e cleaning issues, work orders submitted, early/late check in/out times, etc...)
- 3-4 Weeks: Refunds, Charges, and Deposits are processed, and any credits/deposit amounts still on permit are combined into a refund check and mailed to renter*

*Please note: damages, improper check outs, additional janitorial, and any other charges incurred during rental will be withdrawn from customer’s deposit prior to refund. Additional charges/fees (such as but not limited to staffing fees, cleaning fees, maintenance damages, late checkout, use of Tracy Police Department services, etc.) may be assessed based on condition of rental space during rental.

Any items left in or on the property will be held for two (2) business days, after which time, said items will be disposed of at the discretion of City staff. Additional facility use, staff, and/or disposal fees may apply

CITY OF TRACY CIVIC CENTER PLAZA PARKING



Senior Center Permit Parking
Only Mon - Fri 8:00am - 4:00pm
"VIOLATIONS MAY RESULT IN
LAW ENFORCEMENT AND CAR
TOWED AT OWNER'S EXPENSE."

AVAILABLE
CUSTOMER PARKING

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ACKNOWLEDGEMENT FORM

I, _____, have read and understood the policies and procedures contained in the City of Tracy Facility Reservation Handbook, and agree to abide by them. I understand that failure to adhere to these policies may result in forfeiture of the deposit and any fees that I have paid. I have retained a copy of the Handbook for my reference and will share the information contained in the Handbook with the individuals and/or organization that I represent.

In addition to the policies and procedures listed in this Handbook, all functions conducted on/in City facilities must abide by the Tracy Municipal Codes as listed in Sections 4.16 and 4.40. A complete list of Municipal Codes is located on the City of Tracy web site at www.cityoftracy.org

I understand that the City of Tracy cannot anticipate every situation that may occur, nor can it anticipate all questions regarding a particular policy and that the City reserves the right to amend these policies as necessary. I have clarified any questions I have regarding these policies prior to executing this Acknowledgement.

I understand that the City of Tracy has the right to stop all usage, cancel and/or revoke my Facility Use Permit, if a violation of the policies and procedures contained in the Handbook are made by me, another organization representative(s), or an event or meeting attendee.

Event Title Event Date

Printed name of facility user

Signature of facility user Today's Date

Name of organization (if applicable)