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Office Hours
8:00 a.m. – 5:00 p.m. Monday – Friday



Campbell Community Center
Building Use Policy

Effective **July 1, 2026**

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I. INTRODUCTION

The Campbell Community Center is a unique community service complex. The site, which formerly housed the city's only high school, was purchased by the City of Campbell from the Campbell Union High School District in August of 1985. The facility was purchased primarily for the purpose of preserving its open space and recreational facilities for the use and enjoyment of the citizens of Campbell. An added highlight was the preservation of the beautiful historic buildings that front Campbell Avenue. Many of the classroom buildings are leased to various non-profit organizations, educational institutions, and small businesses for the purpose of generating revenue to off-set the facility's operational costs. The City reserves specific areas to house the variety of recreation programs offered for citizens of all ages. The offices for the City's Recreation and Community Services Department are located on-site (Building C, Room 31).

When the City is not using the facilities for its classes and programs, it makes them available to the community for social, educational, athletic, and cultural activities. The available facilities include two banquet halls, several meeting rooms and classrooms, two gymnasiums, the football field, the plaza and adjacent athletic fields. In 2004 the City opened the newly renovated 800-seat Heritage Theatre. The policies governing the use of this facility are not contained within this policy and, are available by contacting the Theatre Manager at (408) 866-2797 or visiting our website at www.campbellca.gov.

The purpose of the Building Use Policy is to assure that the facilities are utilized for recreational, cultural, educational, social and community service functions that meet the needs and interests of the community, as well as to set clear policies, procedures, regulations, and rental fees regarding such uses.

II. FACILITIES AVAILABLE

ORCHARD CITY BANQUET HALL (OCBH)

Maximum occupancy:

	OCBH (Full Hall)	OCBH North or South
Banquet Seating	299	125
Theater Seating	400	200
Classroom Seating	75	75

The Orchard City Banquet Hall (OCBH) is air-conditioned, has vinyl flooring and is suitable for large social gatherings, wedding receptions, banquets, meetings, etc. A dividing wall can separate this hall into two smaller rooms during non-peak hours. It is equipped with wheelchair accessible restrooms, a full-service kitchen (see below for description), wet bar and a lobby area that is immediately adjacent. Included in hall rental are tables, chairs, stage, and podium and City staff to set-up and take-down City equipment and furnishings. Audio/Visual equipment and piano is available upon request for an additional fee.

KITCHEN (in Orchard City Banquet Hall)

Maximum occupancy – 15

The full-service kitchen contains ample stainless-steel tables and counters, large stainless-steel sinks (no garbage disposal), 2 Blodgett ovens, a 5-burner gas range, ice machine and a large walk-in refrigerator. A separate back entry provides convenient caterer access. A permitted food cart vendor may set up and distribute from this location (back entry access point). All City licenses and County permits are required. *NOTE: Utensils, cookware, silverware, dinnerware, towels, potholders, sponges, cleaning supplies, etc. are not provided.*

ROOSEVELT REDWOOD ROOM (Q-80)

Maximum occupancy: Banquet Seating - 125
Theater Seating – 200
Classroom Seating – 75

The Roosevelt Redwood Room (Room Q-80) is air-conditioned, has vinyl flooring and is furnished with motorized window shades. It is suitable for small social gatherings, wedding receptions, meetings, activities, etc. An adjacent kitchen contains a large refrigerator and freezer, a sink (no garbage disposal), an oven, microwave, and ample counter/workspace. Public restrooms are located nearby on the exterior of the building. Included in room rental rates are tables, chairs and City staff to set-up and take-down of City's equipment and furnishings. The small cement landing on the pool-side entrance may be used for a permitted food cart/vendor to prepare and distribute food. All City licenses and County permits are required. *NOTE: Utensils, cookware, silverware, dinnerware, towels, potholders, sponges, cleaning supplies, etc. are not provided.*

MARY CAMPBELL ROOM (Q-84)

Maximum occupancy: Theater Seating – 75
Classroom Seating – 50

The Mary Campbell Room (Room Q-84) is air-conditioned, has vinyl flooring, and offers tiered seating ideal for conferences, trainings and speaker meetings. Motorized window shades and a projector screen are included. Public restrooms are located nearby on the exterior of the building. Included in room rental rates are tables, chairs and City staff to provide set-up and take-down of City's equipment and furnishings. This space is not suitable for banquet style events. Alcoholic beverages are not allowed in this room.

MULTI-PURPOSE ROOM (M-50)

Maximum occupancy: Banquet Seating – 100
Theater Seating – 120
Classroom Seating – 50

The Multi-Purpose Room (Room M-50) is air-conditioned, has tile floors, and mirrors on two walls. An adjacent kitchen contains refrigerator, sink (no garbage disposal), a microwave and ample counter space. Restrooms are located inside the room. Included in rental rates are tables, chairs, and City staff to provide set-up and take- down of City's equipment and furnishings. Customers must provide all their own utensils, towels, sponges, etc. A permitted food cart/vendor may set up in the two designated parking spots outside of the kitchen exterior doors to prepare and distribute food. All City licenses and County permits are required.

ADULT CENTER MEETING ROOM (C-35)

Maximum occupancy: Banquet Seating – 60
Theater Seating – 80
Classroom Seating– 25

The Adult Center (50+) Meeting Room (Room C-35) is air-conditioned and has vinyl flooring. It contains ample built-in counter space, a small sink (no garbage disposal), a microwave, small mini refrigerator, and a piano. Alcoholic beverages are not allowed in this room and there is no kitchen available. Included in rental rates are tables, chairs, and City staff to provide set-up and take-down of City's equipment and furnishings.

BOARD ROOM (E-42)

Maximum occupancy: Theater Seating- 29
Classroom Seating – 20

The Board Room (Room E-42) is air-conditioned, has vinyl flooring, a built-in counter with a sink (no garbage disposal). This room is furnished with motorized black-out shades, and a white board. Alcoholic beverages are not allowed in this room. Included in the Board Room rental rates are tables, chairs and City staff to set-up and take-down the City's equipment and furnishings.

ACTIVITY ROOM (E-46)

Maximum occupancy – 80

The Activity Room (Room E-46) is air-conditioned, has vinyl floors, tall ceilings with exposed ducting, motorized black-out shades, and a whiteboard. There is a large residential style kitchen with ample counter space, refrigerator, oven, stove-top, microwave and sink (no garbage disposal). Included in Activity Room rental rates are tables, chairs, and staff to provide set-up and take-down of City's equipment and furnishings. *NOTE: Utensils, cookware, silverware, dinnerware, towels, potholders, sponges, cleaning supplies, etc. are not provided.*

DANCE STUDIOS (M-47 & N-76)

Maximum occupancy – 20

The Community Center has two (2) Dance Studios. N-76 is air-conditioned and has a hardwood floor, M-47 is also air-conditioned and has a Marley Floor. Both spaces have ballet bars and mirrors. Available for rent for dance classes and similar type uses. *NO food, beverages, smoking or hard-soled shoes are allowed. Insurance is required to rent Dance Studio Space.*

MAIN GYMNASIUM (Bldg. P)

Maximum occupancy – 180 in bleachers
100 on floor

The Main Gymnasium offers spectator seating for 180 in bleachers, six (6) basketball standards, two (2) volleyball courts, a hardwood floor, basketball score clock (additional charge), a lobby with restrooms and a ticket booth. *NO food, beverage, smoking or hard-soled shoes allowed. Insurance is required to rent the Main Gymnasium.*

AUXILIARY GYMNASIUM (Bldg. N)

Maximum occupancy – 100

The Auxiliary Gym offers six (6) basketball standards, one (1) volleyball court, a hardwood floor, and score clock (additional fee). No spectator seating is available. One restroom is immediately adjacent. *NO food, beverages, smoking or hard-soled shoes are allowed. Insurance is required to rent the Auxiliary Gymnasium.*

POOL (Bldg. N)

Maximum occupancy – 225

The Campbell Community Center Pool is an outdoor 25-yard by 20-yard pool featuring eight lanes. The pool depth is 3.5 feet at the shallow end and 9 feet at the deep end. The pool temperature is kept at 80-82 degrees year-round by solar and gas heat. Lap swim equipment, including kickboards, pull buoys, and noodles are available for use. Swimmers can also bring their own equipment such as kickboards, pull buoys, snorkels, noodles, and fins. There are men's and women's locker rooms including lockers and showers available for use.

ORCHARD CITY PLAZA

Maximum occupancy – 100

The Plaza located adjacent to the OCBH and Building E may be available to rent on an hourly basis for private parties and receptions. The area is equipped with outside electrical and may be rented in conjunction with the OCBH. Reservation of this area cannot restrict access to OCBH or any other CCC rooms and must be cordoned off to identify the parameters of the event. Requests to serve alcohol/food, utilize amplified sound or to set up tables and chairs will be subject to approval by the Director of Recreation and Community Services as well as the Chief of Police. Tables, chairs, or other City equipment is not included in the rental price and is not available for outdoor use. If use of Plaza is approved, rental client will be responsible for rental and set-up of tables, chairs, or other equipment.

III. COMMUNITY CENTER BUILDING USE PRIORITIES

The City of Campbell may allow the following reservation requests outside of the allowable time periods indicated within the table within Section IV. Reservation Requests B.3 on page 8.

- City of Campbell programs and events
- Non-profit organizations and foundations that exist solely for the purpose of supporting City programs and activities
- Free public meetings held by elected representatives serving the Campbell area
- Local election candidate forums sponsored by a non-profit organization, polling and/or trainings offered by the local Registrar of voters
- Free public meetings offered by either of the Campbell school districts (CUHSD and CUSD)
- Free public meetings by other governmental agencies that serve Campbell residents
- Events by non-profit organizations who have assumed leadership for events once provided by the City
- Community Center Tenants
- Events sponsored by/for Campbell High School Alumni groups
- Meetings or trainings by school districts or other governmental agencies that are not open to the public

All other groups are subject to the designated reservation request period allowable per this policy in section IV. Reservation Requests section B When to Apply for use:
Non-profit and private meetings, groups, parties, banquets, and social events. See page 8

To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name. Non-profit customer account address must match the non-profit organization's business address.

NOTE: Businesses renting the facilities for the purpose of sales must obtain and provide proof of a Campbell Business License, available from the Finance Department's office at Campbell City Hall.

A. Applications for the following types of uses will not be accepted:
   1. Any event advertised and open to the general public. This includes but are not limited to dances, parties, political rallies, open mic nights, cultural events and music showcases.
   2. Events in the honor of a minor where alcohol is served.
   3. Events offering Carnival rides/activities or gambling and/or games of chance (unless a permit has been obtained from the State Department of Justice and has been approved by the Police Chief).
   4. Events advertised over the Internet where advance registration is not required.

   To qualify for the Campbell residency, it is the Campbell resident who must make the reservation, sign the forms, be responsible for the event and behavior of guests, and pay all applicable fees.

IV. RESERVATION REQUESTS

A. RESERVATION REQUESTS:

1. Reservation requests may be made free of charge online a minimum of ten (10) days prior to the desired date of use. Please visit www.campbellca.gov/rentals for detailed information about how to make this request.
   a. A 30-minute facility tours will only be scheduled once a reservation request has been made through the online system.
   b. Availability of rental spaces is available to be viewed online. Please visit www.campbellca.gov/rentals to learn more.
   c. Once a reservation request has been made, rental clients will be contacted with the next steps in the reservation process as follows:

- Step 1: Visit www.campbellca.gov/rentals to learn how to make a free rental request online
  - View availability, select date and time, add to cart, begin checkout
- Step 2: Answer questions about your event:
  - Type of event, will alcohol be served, number of people estimated to attend, is a tour needed?
- Step 3: Review required guidelines, cancellation policy and other important information.
- Step 4: Review details for the request and complete the transaction
- Step 5: Staff will review request and follow up with any questions related to the request.
- Step 6: If a tour is requested, rental clients will be contacted via email to make an appointment to view the facility, once this appointment is made an estimate will be sent to be reviewed prior to the tour appointment. If NO TOUR is selected, an estimate and payment link will be sent to the rental client. Payment is due within 48 hours of estimate being sent to the client. Payments not received within 48 hours will result in the booking being released.
- Step 7: Review estimate details and make full payment (all fees) to confirm rental of facility.

2. All applicants must be at least 18 years of age or older (21 if alcohol is being served) and must be present throughout the entire use of the facility.
3. Full rental fees and applicable deposits are due 48 hours after tour or estimate approval. ***NOTE: VISA, MasterCard, American Express and Discover charge cards are accepted. Booking requests will be released if fees are not received by the indicated pay by date (within 48 hours of estimate creation).***
   a. Applicants reserving facilities less than thirty (30) days in advance must pay in cash, Cashier's check, VISA, MasterCard, American Express and Discover or by guaranteed money order. Personal or business checks will NOT be accepted less than 30 days prior to intended use.
   b. Non-Profit applicants who reserve for multiple uses (daily, weekly or monthly uses on one application) may qualify for monthly payments.
   c. In all cases, payment must be made a minimum of ten (10) business days in advance of use.
4. No events may be scheduled before 8:00 a.m. or past 12:00 midnight (10:00pm on Sunday through Thursday evenings). No overnight use is allowed. The time reserved must be inclusive of the time needed to set-up, decorate, etc. and clean-up at the conclusion of your use. The time stated on your application should be the actual time you wish to gain entry to the facility (not the time the event/function begins), and the time you anticipate being cleaned-up and gone. Do not expect entry before your scheduled time.
5. Cleaning the facility requires rental clients to "leave it as you found it". Rental clients are expected to place trash, recycling, and organics in the provided bins, remove all decorations and guests by the permit end time. Please see section V. B. 9 and 10.
6. Some types of facility uses may require that the applicant obtain a Certificate of Insurance (see Section V-D on page 10) and/or have security services present. Insurance certificates will need

to be coordinated directly with the insurance provider of the renter's choice. Security services will be coordinated by City of Campbell staff (see Section V-B-8 on page 9). These requirements will be noted and estimated when applicable on the Facility Reservation Permit. Payment for security services must be provided to the City of Campbell no less than thirty (30) days prior to the event. If insurance requirements are not met, or Security services are not paid in full, thirty (30) days prior to the event date, the Facility Reservation Permit is subject to cancellation.

7. An appointment is required to view the facilities, drop-ins will not be accommodated. Appointments may be scheduled after a reservation request has been submitted. This information will be emailed to the rental client.
   a. Following the receipt of a rental request, one 30-minute tour may be schedule upon request.
   b. After a Facility Rental Permit has been issued and payment completed, one additional 30-minute tour may be scheduled upon request to assist with event planning needs such as decorations, layout design, and other preparations.
8. Reservation requests are not confirmed until applicant receives an approved Facility Reservation Permit. Absolutely no publicity or invitations should be distributed until the applicant receives official confirmation of the room reservation and all applicable fees have been paid.

B. WHEN TO APPLY FOR USE:

1. Weekend Uses of Orchard City Banquet Hall and Roosevelt Room (Q-80):

Applications for weekend (Friday night, Saturday, Sunday) uses, may be filed up to one (1) year in advance of the desired date (Campbell Residents). If the year prior date falls on a Saturday, Sunday, or holiday, reservation requests will be accepted on the following business day. Non-residents of the City of Campbell can submit a reservation request ten (10) days later, thereby providing residents with ten full days of priority.

2. Weekend uses of the Multi-Purpose Room (M-50) and Activity Room (E-46):

Applications for weekend (Friday Night and anytime Saturday or Sunday) uses, may be filed up to six (6) months in advance of the desired date for Campbell Residents. If the six-month prior date falls on a Saturday, Sunday, or holiday, applications will be accepted on the following business day. Non-residents of the City of Campbell can apply ten (10) days later, thereby providing residents with ten (10) full days of priority.

3. Other Uses:

Weekday uses (Monday-Friday before 5pm), all Gym uses, pool uses, and weekend uses (Friday after 5pm - Sunday) of all other facilities may be submitted according to the following schedule:

FOR THE PERIOD OF:	GROUP:	APPLY ON:
January 1 through May 31	Non-profits	November 15
	All Others	November 25
June 1 through August 31	Non-profits	April 15
	All Others	April 25
September 1 through December 31	Non-profits	July 15
	All Others	July 25

3. Exceptions:

a. Major community events open to the general public and deemed to be of significant community interest may be submitted up to one year in advance.

b. Non-Profit customers that meet on a regular weekly basis and where weekly meetings on the same day, time and place are integral to their success (churches, etc.), and have established a pattern of paying their monthly fees on time, are allowed to book their regular weekly uses up to one year in advance, subject to availability.
c. Non-Profit groups that wish to conduct a large-scale event (for example a one-day conference) which requires the need to rent multiple meeting and banquet spaces are subject to approval by the Director of Recreation and Community Services.
d. The City of Campbell reserves the right to alter reservations for City needs with at least thirty (30) days advance notice.

V. RULES AND REGULATIONS

Rental of the Campbell Community Center facilities are specific to the room that is rented. Events may not extend into outdoor corridors/hallways, grass areas, parking lot and common spaces. The permit holder is responsible for ensuring that all activities pertaining to the rental event remain inside the facility at all times and do not disturb other events, classes, or businesses on the Community Center campus. Failure to comply will result in the loss of damage deposit.

A. DECORATIONS:

Any decorating, or covering of, or changes to the facilities shall be discussed at the time of facility tour. The Permittee shall be responsible for putting up any decorations and all other special preparations necessary for the function. All decorations and tape shall be removed at the conclusion of the function. Permittee shall be responsible for the removal of all decorations, tape, special preparations, Permittee's personal property, and any rented equipment immediately upon the conclusion of their event. Failure to adhere to any of these rules may result in a loss of the damage deposit.

1. All decorations must be inside the rented facility and may **only be applied with blue masking tape** (except on wood floors). The use of cellophane, adhesive tape, nails, staples, screws, etc., is **NOT allowed on walls or ceilings**. Staples and pushpins are allowed only on tack strips and bulletin boards. All tape and string must be removed from all surfaces and equipment at the conclusion of the event.
2. Decorations may NOT be hung from light fixtures, ceilings, heat detectors, emergency lights, or acoustical wall/ceiling tiles.
3. Open flames (such as lighted candles) are NOT allowed without a permit from the Fire Marshal (Santa Clara County Fire Department), and even then, must be in a container that does not allow the flame to exceed the height of the container (i.e.: hurricane lamp) or candle must be floated on water. All decorations must be flameproof or fire retardant.
4. Sterno flames for catering purposes are allowed.
5. Due to the sensitivity of the fire/smoke alarm system and the lingering odor, incense and fog/smoke machines are not allowed in any Community Center facilities. If fire alarm is triggered, all guests must evacuate the building immediately until the Santa Clara County Fire Department provides approval to re-enter the facility. This will cause forfeiture of entire damage deposit and rental client will be responsible for any additional fees occurred for service from SCCFD.
6. All plants, trees, and shrubs must be in waterproof containers and must be carefully placed so as not to damage floor, tables, or block fire exits.
7. No foreign substance may be applied to the floor.
8. No rice, birdseed, confetti, glitter, or hay bales are permitted at the Campbell Community Center or on surrounding sidewalks and parking lots. Use will cause forfeiture of entire damage deposit.
9. For safety reasons, relocation or rearrangement of City equipment is not permitted. City staff on duty must perform any rearrangement of City furnishings and/or equipment. All doors must be kept clear in the event of an emergency evacuation.
10. Signs or banners found taped to any existing directional sign, monument, building, pole or wall on campus will result in a loss of damage deposit.

B. ALCOHOLIC BEVERAGES:

The use of alcoholic beverages is allowed by prior written permit application only and must be requested at the time of reservation request.

1. Failure to comply with required security, licenses, permits or certificates will result in immediate cancellation of the use and forfeiture of all fees paid.
2. Absolutely no hard liquor is allowed. To ensure compliance with venue regulations and maintain a safe and enjoyable environment for all guests, **only beer, wine, and champagne** may be distributed, served, or consumed at any event.

Permitted Beverages:

- Beer (bottled, canned, or draft)
- Wine (red, white, rosé, sparkling)
- Champagne

Prohibited Beverages:

The following types of alcohol and products are **not permitted** to be distributed or served under any circumstances:

- Hard liquor or spirits (e.g., vodka, rum, gin, tequila, whiskey, bourbon, brandy, etc.)
- Premixed or canned cocktails and spirit-based beverages, including but not limited to:
    - Cutwater
    - High Noon
    - White Claw Vodka + Soda
    - Truly Vodka Seltzer
    - Monaco Cocktails
    - Cayman Jack
    - BuzzBallz
    - Jack Daniel's & Cola
    - Smirnoff Ice
    - Mike's Hard Lemonade
    - Twisted Tea (alcoholic version)
- Any beverage containing distilled spirits or liquor-based ingredients

Vendors, caterers, and event hosts/permit holders are responsible for ensuring compliance with this policy. Any unapproved alcoholic beverages may be removed from the premises at the discretion of management or event staff and may result in immediate cancellation of facility use and forfeiture of all fees paid.

3. Alcoholic beverages may be served, sold and/or consumed only in the interior of Orchard City Banquet Hall, the Roosevelt Redwood Room, Activity Room, Multi-Purpose Room and designated areas of the Orchard City Plaza. Alcoholic beverages are not to be served or consumed outside the specific area/room reserved; guests may not take alcoholic beverages outside into the common areas of the Community Center. Alcohol shall not be served, sold, or consumed in/from vehicles in the parking lot or on the premises.
4. Requests for serving and/or selling alcoholic beverages, in other rooms or common areas, for special occasions must be approved by the Chief of Police, after first receiving the approval of the Director of Recreation and Communication Services. If the presence of alcohol is deemed to conflict with other previously scheduled uses/users, the request may be denied.
5. Alcohol is NOT allowed at youth-oriented events or events held in the honor of a minor (Christenings, birthdays, graduations, coming-out parties, Quinceaneras, Bar or Bat Mitzvahs, etc.).
6. A group or organization wishing to sell alcoholic beverages at their function or provide alcoholic beverages with the cost of a meal or entry fee, must first obtain approval from the Campbell Police Department; and upon approval will be required to obtain, at their own expense, the appropriate permits and licenses **(a 24-hour Liquor License)** from the State Alcoholic Beverage Control Board. A 24-hour liquor license may be obtained at the:

    Alcoholic Beverage Commission, Santa Clara County District Office
    100 Paseo de San Antonio #119

San Jose, CA 95113
Telephone: (408) 277-1200
Evidence of this license must be on file in the Community Center office at least ten (10) days prior to the event/function.

7. Permittees sponsoring events where alcohol is sold will be required to obtain liquor liability insurance with the coverage outlined in items D-3 and 4 on pages 12. Those actually selling the alcohol must have received the required training required by the ABC for alcohol sales (checking IDs, not selling to those already over-imbibed, etc.).
8. **SECURITY -** Permittees sponsoring/hosting events where alcoholic beverages are served or sold may be required, at their expense, to have security present. Approved security services will be required to be present for the duration of the event. ***NOTE: Security may be required and will be arranged by the Campbell Community Center when: alcohol is being served, your event is scheduled for more than 3 hours, and you expect/invited more than 75 people in attendance.*** *Security fees will be estimated at the time of your reservation request and are subject to change on July 1 of each year. Current fees in effect on the day of the event will be charged in all cases. All security fees will be due no less than thirty (30) days prior to the event date.*
    a. **Security requirements: a minimum of 2 security guards for 75 or more guests in attendance, with 1 additional guard required for every 75 more guests (see table for reference).**

Guests	Number of Required Guards
0-74	No guards required
75-150	2 guards
151-225	3 guards
226-300	4 guards
301-375+	5 guards

9. The Permittee is responsible for neatly disposing of all beverage containers and cartons in the provided receptacles. Recycling and composting is encouraged and receptacles are provided for your use. If space is limited, please contact the Building Attendant staff for assistance.
10. Excessive spills of any beverages or other substances must be mopped up immediately to prevent accidents. Staff on duty will perform this for you; please notify them as soon as a problem exists so any safety hazards can be eliminated as soon as possible.

C. FUND-RAISING:

A fund-raising activity is defined as an event where an admission fee is charged for entry or participation or a donation is collected to raise funds for an organization, special cause, or individual. Examples of fund-raisers may include but are not limited to: Art Fairs where an admission fee is collected, a Crab Feed, Spaghetti Dinner, or other banquet where an admission fee is charged, a Flea Market, an Auction, a Cook-Off, a Casino Night, a class or seminar where a fee is charged for participation, or any other event where fees or donations are collected on behalf of an organization, or business. NOTE: Religious/church services are not considered fund-raising activities.

1. Refer to item 8 under G. General Regulations (page 13) for restrictions on Casino Nights and other "gambling" – type fundraisers.
2. Those selling products or services on-site are required to obtain and provide proof of a City of Campbell Business License, which may be obtained from the:

    Finance Department
    Campbell City Hall
    70 N. First Street (at N. First Street & Civic Center Drive).
    Campbell, CA 95008
    (408) 866-2174

D. DAMAGES/LIABILITY/INSURANCEREQUIREMENTS:

1. The applicant shall be responsible for any and all damage to the City's premises, equipment, and property. If, after an activity, additional janitorial maintenance is required (in excess of normal cleaning services/time), the applicant will be charged accordingly. The cost may range from a minimum of $50 per hour up to the top step listed in the approved fee schedule depending on severity of damage or cleaning and is subject to Building Maintenance inspection including the time estimate to complete repairs. If costs to repair damages exceeds the refundable damage deposit on file, additional fees will be charged and due to the City immediately.
2. The applicant will be held responsible for all actions, behavior and damages caused by his/her guests/attendees.
3. All applicants requesting use of the a gymnasium, pool, dance studios or other facility spacefor athletic activities or other events deemed potentially dangerous, will be required to provide the City with an **original** Certificate of Insurance providing proof of the following coverage:
   - ***a.*** Public liability and property damage insurance in an amount not less than $1,000,000 per occurrence.
   - ***b.*** The City of Campbell, its agents, attorneys, employees, officials, and volunteers must be named as an additional insured.
   - ***c.*** The coverage shall not be canceled or reduced without at least fifteen (15) days written notice to the City of Campbell.
   - ***d.*** The certificate must be submitted to the Community Center office at least ten (10) days prior to the event.
4. All applicants requesting permission to sell alcoholic beverages must provide liquor liability insurance in an amount not less than $1,000,000 per occurrence, in addition to the insurance outlined above.
5. The City of Campbell is not responsible for accidents, injury, illness or loss of group or individual property.

E. PERMIT ADJUSTMENTS/CANCELLATIONS/REFUNDS:

The City's cancellation policy has been developed to discourage the last-minute cancellation of events. If a cancellation is received on short notice, the City's ability to re-rent the facility is severely limited. The cancellation/refund policy is structured to offer the greatest refund in instances where the City has the highest probability of re-renting the facility.

1. Requests to adjust a permit (eg. increase or decrease of a booking time, adding additional attendees, requests to serve alcohol etc.) are subject to the cancellation and refund fees below.

2. In the event that cancellation of a confirmed reservation is necessary, it is the Permittee's responsibility to provide immediate **written** notification of such intent to cancel use (email to recreation@campbellca.gov is acceptable). City staff will not accept or be held responsible for cancellations made by telephone. The earlier the notice is provided, the greater the refund of use fees. The refund schedule has been set to cover City costs and loss of potential revenues. ***NOTE: Cancellations will only be accepted from the Permittee (the person who submitted the reservation request and signed permit waivers), not from anyone else acting on their behalf. This policy is designed to prevent the unauthorized cancellation of an event.***

3. Refunds for cancellation of weekend (peak times Friday, Saturday, Sunday) uses of Orchard City Banquet Hall, Roosevelt Room Q-80, Multi-purpose Room M-50, Activity Room E-46 will be granted on the following basis:

All refunds are subject to a **non-refundable $25 processing fee**.

Notice of Cancellation	Refund Amount
More than 4 months before event date	90% of facility use fees, less the $25 processing fee
3 to 4 months before event date	80% of facility use fees, less the $25 processing fee
2 to 3 months before event date	50% of facility use fees, less the $25 processing fee
1 to 2 months before event date	25% of facility use fees, less the $25 processing fee
Less than 1 month before event date	10% of facility use fees, less the $25 processing fee
Less than 10 days before event date	No refund; all facility use fees will be retained

Additional Information

- Refunds apply **only to facility use fees**.
- Fees for additional staffing, equipment or other services are **fully refundable** once paid.
- The City reserves the right to cancel or reschedule any reservation due to unforeseen circumstances; in such cases, a full refund will be issued.

4. Refunds for cancellation of <u>all other facility uses</u> will be granted on the following basis:

All refunds are subject to a **non-refundable $25 processing fee** and a **$25 cancellation fee**

Notice of Cancellation	Refund Amount
More than 2 weeks before event date	Full refund of facility use fees, less a $25 processing fee and a $25 cancellation fee
Less than 2 weeks but more than 24 hours before event date	25% of facility use fees, less a $25 processing fee and a $25 cancellation fee
Less than 24 hours before event date	No refund; all facility use fees will be retained

Additional Information

- Refunds apply **only to facility use fees**.
- Fees for staff, equipment, insurance, or other services are **fully refundable** once paid.
- The City reserves the right to cancel or reschedule any reservation due to unforeseen circumstances; in such cases, a full refund will be issued.

F. REFUNDABLE DAMAGE DEPOSIT REQUIREMENTS:

1. Refundable damage deposits are processed for refund 3-5 days after the last permitted use. The timeline of actual refund is 1-3 weeks pending the original payment type. See section IX. G. 3.
2. Refundable damage deposits are refunded if the following conditions are met:
   a. No damage or loss to the room and/or surrounding area is caused because of the rental (including excessive trash or clean-up needs, damage from decorations etc.). In the event damage to the room or excessive trash is observed the cost associated with any such damage will be withheld from the refundable damage deposit. The cost may range from a minimum of $50 per hour up to the top step listed in the approved fee schedule depending on severity of damage or cleaning and is subject to Building Maintenance inspection including the time estimate to complete repairs. If costs to repair damages exceeds the refundable damage deposit on file, additional fees will be charged and due to the City immediately.

b. Use of the facility does not exceed the permitted time.

c. All City equipment and property is accounted for and undamaged.

d. All policies are adhered to including decoration, alcohol and security requirements.

G. GENERAL REGULATIONS:

1. Only City staff can operate the audio/visual equipment and dividing wall in the OCBH. In addition, only City staff can move tables or chairs. Your event set-up needs to be completed and provided to the Campbell Community Center one (1) week or five (5) business days prior to the scheduled event. Any changes to the submitted set-up must be completed by the on-site City staff. Call the staff person on duty for assistance at (408) 761-0350.
    a. Permit holders who require changes to the layout during the event must disclose and submit desired changes a minimum of one (1) week or five (5) business days in advance. Additional fees may be charged to confirm appropriate staffing levels to accommodate requested layout changes.
    b. Permit holders booking multiple rooms that require ongoing support throughout the day may be required to pay for additional support staff.
2. Renting the facility includes the use of City tables and chairs which will be set-up and taken down by City Staff. If the renter would like to bring in other tables or chairs, the renter will be responsible for the set-up and take-down of such items (City staff will not set-up or break down non-City equipment).
3. Overnight storage of personal property is generally not allowed. If the renter inquires and the space is available, overnight storage can be permitted at the standard booking rate of the facility and minimum hours will be enforced. Overnight storage will activate the requirement to book the rental space beginning at 8am the following day due to the inability to rent the space to other customers.
4. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the facility and premises.
5. Groups composed of minors must be supervised by one (1) adult for each twenty (20) minors throughout use of Community Center facilities. Children must be under adult supervision at all times. Children are not allowed to run around the facility unsupervised.
6. For customer comfort, energy efficiency and consideration of our neighbors, all doors and windows must remain closed throughout the entire event.
7. ADVERTISING AND SIGNAGE:
    a. Posting of flyers, signs, etc. on the Community Center buildings, posts, windows, doors, trees, kiosks, or other structures is strictly prohibited. Adequate signage exists to guide guests to your rented room. Permittees should be very specific on their invitations to provide guests with the specific name (Orchard City Banquet Hall, Roosevelt Redwood Room, etc.) and/or Room number (Q-80, E-46, etc.) of the facility they have rented for their event. Any signs or flyers found posted will be immediately removed and are subject to removal fees of $25/sign. Directional sandwich signs are available for your use with advance notice, and subject to the fees outlined in Section VIII.
    b. Events held at the Community Center and open to the public are eligible to be advertised on the reader-board sign, subject to the applicable fees and charges. See On-Site Publicity Administrative Policy for more information. Add page after formatting
    c. Events advertised by mailed or emailed flyers are required to list the Permit holder's phone number for directions or questions (do not list the Community Center phone number!). Permit holder is required to list the correct room number for the room where the event is held on all fliers (do not list the Community Center Office suite number!). Misinformation on event publicity that causes undue additional work for Community Center staff is cause for additional charges for staff time.
    d. Internet Advertised Events:

    Meetings/events inviting persons unknown to the host(s), via the Internet, will be allowed only under the following circumstances:

    - Advertisement must state that participants must register in advance;
    - Registration system must be capable of maintaining a current count of registrants;

- Registration is capable of being closed once the registration reaches the maximum capacity of the room;
- All advertising, location, and directions to the meeting must be removed from the Internet once the maximum capacity has been reached.
- A staffed check-in table is required where registrants are checked-in and the number of participants who have entered the premises is readily available. Once the maximum capacity of the room is attained, absolutely no additional persons are to be admitted.

  NOTE: The existing prohibition on dances and/or parties open to the general public (see section III-B-1 on page 7) remains in effect. Room occupancy limits will be enforced for all events.

8. Permittees are only to use those facilities and equipment specifically designated on the Facility Reservation permit. Staff on duty does not have the authority to grant use of additional facilities, equipment, or time extensions**.** Any time the facility is occupied beyond the scheduled time will be billed at 1½ times the standard rate for the overtime use. Use or occupancy of the facility beyond 12:00 midnight will be billed at 2 times the standard rate for the overtime use.
9. Tables and chairs are to be used indoors only and only for the specific use for which they are intended. Standing on tables or chairs or sitting on tables is prohibited.
10. SMOKING/VAPING OR USE OF ELECTRONIC CIGARETTES IS NOT PERMITTED AT THE CAMPBELL COMMUNITY CENTER. The Community Center is considered a "Public Recreation Area" smoking/vaping and e-cigarettes are not permitted inside or near any facilities as well as in any outdoor area including the parking lot, athletic fields etc. Municipal Code Chapter 6.11.020.
11. Card Games, Games of Chance, Raffles and Lotteries are governed by the California Department of Justice. Non-profit organizations desiring to conduct a fundraiser using controlled games (Casino Nights or other gambling events) as a funding mechanism are subject to the limitations of the law as outlined in Chapter 5 of Division 8 of the CA Business and Professions Code (see Section 1, Article 17 commencing with Section 19985).

    Web Reference:

    https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=8.&title=&part=&chapter=5.&article=17. The law specifies that:

    a. Non-profit organizations must have been in existence and operation for at least 3 years and must register annually with the Division of Gambling Control;

    b. Organizations are limited to one such event (5-hour limit) per year;

    c. At least 90% of the gross revenue from the fundraiser (not including facility use fees) must go directly to the non-profit organization.

    d. No cash prizes or wagers may be awarded to participants and maximum value of donated prizes shall not exceed $500 for an individual prize and $5,000 for the total value of all prizes awarded.

    e. The hosting organization is required to register their event with the CA Department of Justice and is subject to their reporting requirements following the event.

    f. The Community Center is limited to holding no more than four such fundraisers in any calendar year, even if sponsored by different nonprofit organizations. Please inquire if you desire to conduct such an event.

    g. Raffles conducted by non-profit organizations are authorized by California Penal Code Section 320.5, provided the following conditions are met:

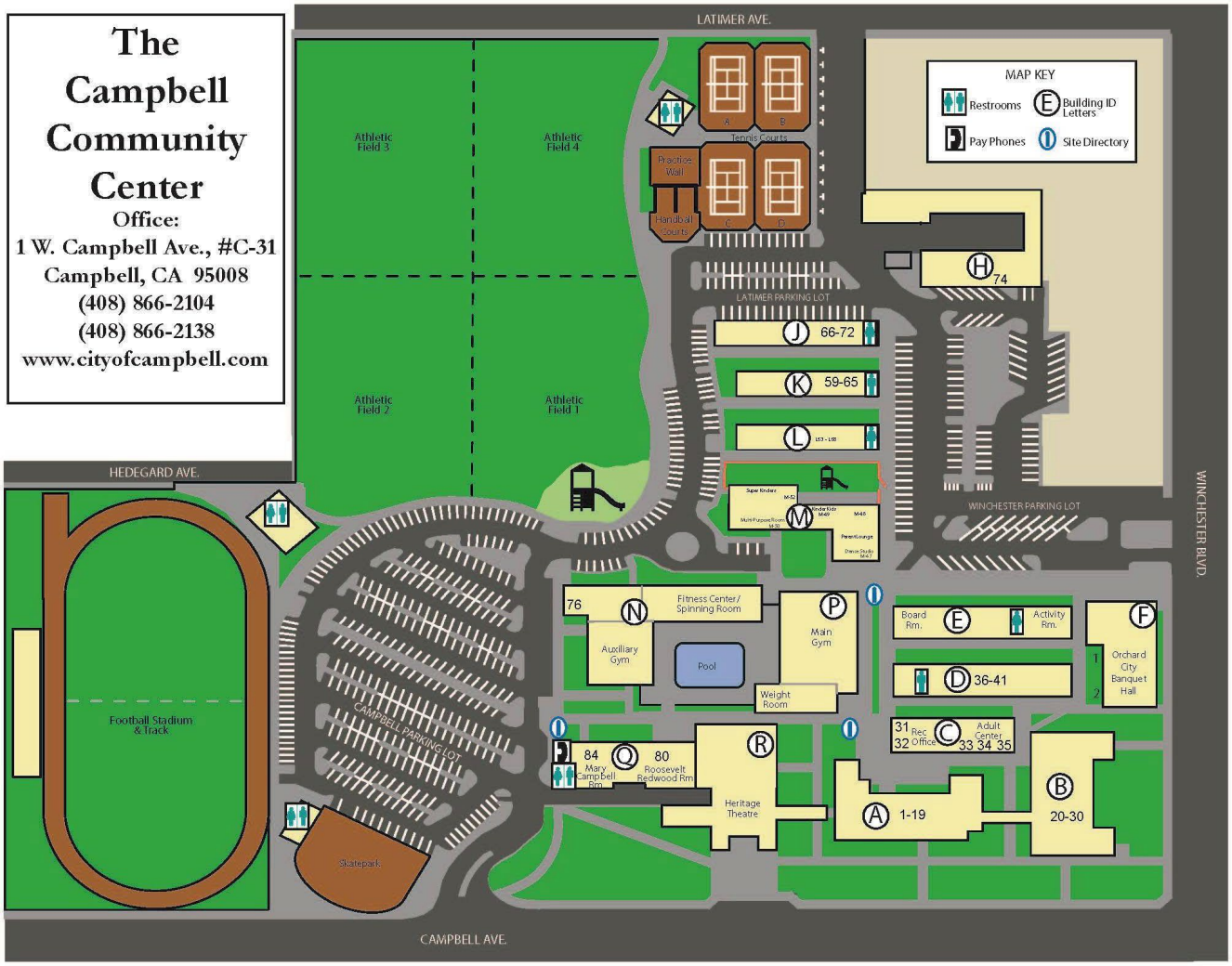
    - Tickets must be sold with a detachable coupon or stub;
    - Winners must be determined by drawing coupons or stubs by a person 18 years of age or older;
    - At least 90% of the gross receipts must go to charitable or beneficial purposes;
    - The host organization must register annually with the State Department of Justice and report gross receipts, operational expenses, and distribution of funds.

    h. Except for the State Lottery, lotteries or raffles by individuals or organizations under conditions other than those described above are illegal.

i. No Bingo game shall be conducted by any organization or other legal entity on city property unless first approved by the Chief of Police and the use of city property has specifically been approved for this purpose by the City Council. (Ord. 1128 1 (part), 1977: Ord 1049 (part), 1976).

12. The Recreation and Community Services Director or other duly authorized representative on duty shall have the right to enter all facilities at any time during any and all uses.
13. Permits/reservations cannot be transferred, assigned or sublet.
14. The Recreation Services Manager shall regulate or prohibit such activity or use, which in his/her judgment is determined to be of a hazardous nature or is potentially dangerous or damaging to property or is not in the best interests of the citizens of the City of Campbell.
15. Businesses or organizations wishing to hold an auction are required to obtain approval from the Campbell Police Department, purchase a Campbell Business License and provide proof of liability insurance See Section V.D. (Liability /Insurance Requirements) for insurance requirements.
16. The misuse of the Community Center, failure to conform with facility regulations, or any other Federal, State or local law, rule, regulation or ordinance shall be sufficient reason for immediate termination of permit. No refund will be granted. This shall include overcrowding of the posted maximum capacity for the room in use, serving alcohol to minors or any other instance of serving alcohol when not permitted to do so, and the presence/serving of hard alcohol.
17. The City Council shall have the authority to waive or modify these rules at their discretion. Any and all requests/variances shall be considered individually and shall not be automatically applied as a matter of precedent to past or future uses of a similar nature. Waiver of any stated rule shall be directed, in writing, to the Director of Recreation & Community Services at least 90 days prior to the date of use.
18. The City reserves the right to amend fees and charges as deemed necessary. Previously approved reservations will not be affected by new rates.
19. Firearms, weapons and open flames are prohibited pursuant to Municipal Code Chapter 13.04
20. This Building Use Policy supersedes any policy now in effect and will take effect on July 17, 2024.
21. Animals (including performing animals, birds, or pets) are not allowed except for service animals. Dogs are allowed on a leash throughout the outdoor areas of the Community Center.

VI. SITE MAP


The Campbell Community Center
Office:
1 W. Campbell Ave., #C-31
Campbell, CA 95008
(408) 866-2104
(408) 866-2138
www.cityofcampbell.com
LATIMER AVE.
HEDEGARD AVE.
CAMPBELL AVE.
WINCHESTER BLVD.
Athletic Field 3
Athletic Field 4
Athletic Field 2
Athletic Field 1
Tennis Courts
Practice Wall
Handball Courts
MAP KEY
Restrooms
Building ID Letters
Pay Phones
Site Directory
LATIMER PARKING LOT
WINCHESTER PARKING LOT
CAMPBELL PARKING LOT
Football Stadium & Track
Skatepark
Fitness Center/ Spinning Room
Auxiliary Gym
Pool
Main Gym
Weight Room
Board Rm.
Activity Rm.
Orchard City Banquet Hall
Rec Office
Adult Center
Mary Campbell Rm.
Roosevelt Redwood Rm
Heritage Theatre
66-72
59-65
74
76
84
80
1-19
20-30
31
32
33 34 35
36-41

VII. ACCESS TO WIFI AT THE COMMUNITY CENTER

WiFi is generally available at the Community Center but is not guaranteed in all rental locations. Any facility rental client who is counting on the availability of WiFi services should make their own arrangements to supply a dedicated hot spot for the success of their event.

The City's staff will not configure or troubleshoot WiFi connection issues. The client/facility user is responsible for making sure that their clients'/students' laptops don't have any compatibility issues and getting them set up on the wireless connection. Each computer can be different and City staff cannot provide this level of individual service – that is the client's responsibility.

The City shall not be responsible for any downtime on the Comcast-provided WiFi and makes no guarantees that the connection will be sufficient for any event. If Comcast has a system- wide or area wide system failure affecting service in the Community Center, the City shall not be responsible for this service failure and the fees paid for the rental of the room shall remain in force and not subject to forfeiture for this reason.

VIII. ON-SITE PUBLICITY POLICY

Purpose:

The purpose of this policy is to establish guidelines for the placement of allowable publicity on the Community Center site, including, but not limited to use of the Reader Board/marquee, banners, posters, and flyers that will be both effective and attractive, while not being a nuisance or distraction or otherwise detract from the aesthetics of the Community Center.

Multimedia Reader Board Sign:

The Reader Board sign is available to publicize the following activities:

1. City events and activities including events sponsored by non-profits that exist solely to support City programs (i.e. Friends of the Heritage Theatre and the Museum Foundation);
2. Heritage Theatre season show sponsors;
3. Notice of upcoming Campbell High School reunion events;
4. Major community events that are co-sponsored (officially recognized, approved and/or subsidized) by the City or require downtown street closures, or held in City parks or facilities;
5. Messages regarding youth sports league sign-ups occurring at the Community Center;
6. Messages regarding free meetings and events of general public interest sponsored by public agencies or legislators serving the Campbell community.
7. Messages from outside organizations may appear no more than 4 weeks in advance of the event date.
8. Messages are subject to fees as outlined in the fee schedule below, with the following exceptions:
    a. Events or meetings administered by the City of Campbell;
    b. Notices from local community or business organizations regarding public events, meetings or activities co-sponsored by the City and occurring in City Parks, facilities, or the downtown area;
    c. Notices from other public agencies or legislators serving the Campbell community regarding public forums, Town Hall meetings or other public meetings of general interest to the community (messages for fundraisers are not subject to fee exceptions);
    d. Notices from public schools regarding free events or meetings of general public interest (messages for fund-raisers or special events involving an entry fee not subject to fee exceptions).

Banners & Signs:

1. All signs and banners must be approved, in advance, by the Recreation Community Services Director, or his/her designee.
2. Signs and banners are allowed only on the day of the event to help guide patrons to the activity, and they are allowed only in the specific location(s) approved by City staff. Banners may not be hung or attached to existing fences and signs. The only building that may be used to display banners is the Concession Stand building and only for events that are being held in the Stadium and/or Athletic Fields.
3. Signs must be hung in a manner that will cause no permanent damage to the building or facility. Nails and tape shall not be used to hang banners or signs. Penetrations in landscaped areas shall be approved, in advance, by the Grounds Maintenance Supervisor or his/her designee so as to avoid damage to irrigation and other underground piping. Banner Hanging Fees are outlined in the fee section on page 18.

All banners must be professional vinyl banners with side sleeves for side posts or metal grommets for plastic ties or carabineers. The banner and all hanging devices must be completely removed immediately following the event (same day). The City is not responsible for banners left for more than 10 days after the event.

4. Signs or banners found taped to any existing directional sign, monument, building, pole or wall on campus will result in a loss of damage deposit.

Posters & Flyers:

1. Posters or flyers advertising events/programs of general public interest relating to recreational, cultural, athletic, community education, or social services available, may be submitted from public agencies, non-profit organizations and Community Center tenants to be displayed in the Community Center's display case at the west end of Building E. All posters/flyers are subject to the approval of the Recreation & Community Services Director or his/her designee and must be professional in appearance (no handwriting). Posters will be displayed as space and time permit.
2. Posters regarding events occurring in the Heritage Theatre or at the Community Center may be submitted for display, up to one month in advance, in the (3) kiosk directories on-site. Posters shall not exceed 12" wide x 17" length, must be professionally printed (not hand- written) and will not be returned to the provider.
3. Only flyers regarding events provided by the City of Campbell or events occurring in the Heritage Theatre may be submitted for display in the various (5) pedestrian kiosks on-site. These signs shall be laminated, and finished size shall be exactly 8½" x 11". Flyers shall be delivered to the Community Center Office, #C-31 at least one week in advance of desired posting date and no more than one month in advance of the event date.
4. Posters/flyers for private businesses will not be posted.
5. Posters, flyers and directional signs shall not be attached to the exterior of any building, post, wall, fence, sign, kiosk or other structure of any type. When they are found they will be immediately removed and any costs for removal and/or repair of damage (paint removal) will be billed to the sponsoring agency or individual.
6. Flyers, coupons or other literature may not be distributed by hand, left on vehicles or otherwise distributed on site at the Campbell Community Center.

Directional Signs:

1. The signage program at the Community Center is sufficient to direct visitors to any room on campus, provided the visitor has the correct name or room number of their intended destination.
2. Informational and directional signs for events being held at the Community Center are allowed only when scheduled in advance with the Reservations Staff and posted in/on the provided plastic A-frame signs. When customer provides the sign(s) there is no charge for this service. If the City provides signs, the cost is $25 to cover staff time to prepare signs. Signs must be computer-generated and attractive; hand-printed signs will not be allowed. Signs are for interior site use only. Signs of any kind are not allowed on the public right-of-way (visible from Campbell Ave., Winchester Blvd., or Latimer Ave.).

Fees:

Readerboard Messages	$33/message/week
Modifications to Readerboard Messages	$15/message
Banner Hanging	$25/banner
Directional Signs created by City staff	$25/set

All fees are payable, in advance, to the City of Campbell in the Community Center main Recreation Office C-31 as part of the facility permit.

IX. FEES AND CHARGES

The fees and charges set forth here are NOT negotiable; City staff does not have authority to waive or reduce fees. All fees and security/damage deposit are due at the time the reservation is submitted to hold the date and facility. Minimum rental time: 2 hours for regular uses and 3 hours for banquet hall uses during non-operating (peak) hours. Gyms may be considered for rentals less than 2 hours on a case by case basis.

A. Definition of Terms:

a. **NON-PROFIT:** To qualify for non-profit rates, customers must provide a copy of their letter of non-profit status from the California Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name. Non-profit customer account address must match the non-profit organization's business address.

b. **BASE HOURLY RATE:** The Base Hourly Rate is the regular rate for each room on a per hour basis. All customers are charged this rate unless discounts apply (see requirements for Non-Profit and Campbell Resident).

c. **SPECIAL PEAK RATES:** Special peak rates apply to the following limited reservations:

i. Public meetings held by elected representatives serving the Campbell area (limit 3 per calendar year)

ii. Local election candidate forums sponsored by a non-profit organization (limit 2 per calendar year)

iii. Trainings offered by the local Registrar of voters (limit 2 per calendar year)

iv. Public meetings offered by either of the Campbell school districts (CUHSD and CUSD limit 3 per calendar year)

v. Public meetings by other governmental agencies that serve Campbell residents (limit 6 per calendar year)

vi. Events sponsored by/for Campbell High School Alumni groups (limit 2 per calendar year) Events by non-profit organizations who have assumed leadership for events once provided by the City

vii. Meetings or trainings by school districts or other governmental agencies that are not open to the public (limit 2 per calendar year)

vii. Meetings or trainings by school districts or other governmental agencies that are not open to the public (limit 2 per calendar year)

The above listed reservation types are eligible to use the Campbell Community Center facility during peak times at the discounted Special Peak Rate. The above listed reservation types are eligible to use limited Campbell Community Center meeting rooms during non-peak times (Monday-Thursday) with basic staffing levels (2 building attendants) free of charge, with the same limitations listed above. Any charges for meeting or audio-visual equipment etc. will be assessed at the time of the booking request and will be charged according to the approved Fee Schedule.

Special Use Provisions: Grandfathered in Campbell-Based Organizations. The following organizations are considered grandfathered-in Campbell-based organizations and special use provisions apply:

i. **Country Woman's Club of Campbell**

ii. **Campbell Veterans Memorial Foundation**

iii. **Campbell Community Emergency Response Team (CERT)**

iv. **Early Settlers Event Coordinator**

These organizations are entitled to one (1) free use of a Campbell Community Center banquet hall during peak times per calendar year specifically for their fundraising efforts. In lieu of banquet space, they may use a small meeting room (accommodating 15-40 people) during peak time once per month at no charge, with a maximum booking duration of three hours per monthly session. For further information on pricing, booking processes and policies, please refer to the Building Use Policy.

Free use of the Campbell Community Center is provided to the Santa Clara County Registrar of Voters to provide up to a 4-day Vote Center in primary and general election years.

d. CAMPBELL RESIDENT: To qualify for Campbell Resident discount, customers must provide proof of residency (i.e. driver's license, utility bill etc.). Permit holder and payee must be in the same name to qualify for resident discount.

B. Resident Discount:

Campbell Residents paying for a rental will be given the following discount on building rental rates:

$25 Per hour discount for rental of the full Orchard City Banquet Hall

$5 Per hour discount for all other building rental rates

COMMUNITY CENTER BUILDING USE FEES – OFF PEAK

C. <u>Facility rental fees for uses occurring during off-peak (normal operating) hours shall be assessed as follows:</u>
(Monday through Thursday, 8:00am - 10:00pm and Fridays 8:00am to 5:00pm, except on recognized City holidays)

		Base Hourly Rate	Non-Profit Rate
Orchard City Banquet Hall with Kitchen	Per Hour	$141	$121
Orchard City Banquet Hall North or South	Per Hour	$99	$79
Kitchen in OCBH	Per Hour	$58	$53
Roosevelt Redwood Room (Q-80)	Per Hour	$99	$79
Mary Campbell Room (Q-84)	Per Hour	$74	$64
Multi-Purpose Room (M-50)	Per Hour	$89	$79
Adult Center Meeting Room (C-35)	Per Hour	$74	$64
Dance Studios (M-47, N-76)	Per Hour	$69	$59
Activity Room (E-46)	Per Hour	$79	$69
Conference Room (E-44) & Board Room (E-42)	Per Hour	$57	$47
Main Gym (Bldg. P)	Per Hour	$84	$74
Auxiliary Gym (Bldg. N)	Per Hour	$74	$64
CCC Plaza	Per Hour	$43	$38
Vacant Leased Space	Per Hour	$57	$47
Swimming Pool Rental	Per Hour	$210	$210

*A 2% Facility Preservation Fee is added to the hourly rate and is charged at the time of booking.

COMMUNITY CENTER BUILDING USE FEES - PEAK

D. Facility rental fees for uses during peak (NON-OPERATING) hours shall be assessed as follows:

		Special Peak Rates	Base Hourly Rate	Non-Profit Rate
Orchard City Banquet Hall with Kitchen	Per Hour	$106	$262	$212
Orchard City Banquet Hall North or South	Per Hour	N/A	N/A	N/A
Roosevelt Redwood Room (Q-80)	Per Hour	$56	$136	$111
Mary Campbell Room (Q-84)	Per Hour	$38	$100	$75
Multi-Purpose Room (M-50)	Per Hour	$51	$126	$101
Adult Center Meeting Room (C-35)	Per Hour	$38	$100	$75
Dance Studios (M-47, N-76)	Per Hour	N/A	$84	$74
Activity Room (E-46)	Per Hour	$46	$116	$91
Conference Room (E-44) & Board Room (E-42)	Per Hour	$27	$79	$54
Main Gym (Bldg. P)	Per Hour	$51	$111	$101
Auxiliary Gym (Bldg. N)	Per Hour	$40	$90	$80
CCC Plaza	Per Hour	$24	$53	$48
Vacant Leased Space	Per Hour	$27	$79	$54
Swimming Pool Rental	Per Hour	N/A	$210	$210

*A 2% Facility Preservation Fee is added to the hourly rate and is charged at the time of booking.

COMMUNITY CENTER BUILDING USE FEES

E. Processing Fees:

1. All applications are subject to a non-refundable $25 Processing Fee.
2. Any changes in time, date(s) or use made to a multi-use permit, or made less than thirty (30) days prior to a one-time use, are subject to an additional $25 Processing Fee per occurrence of request for change.

F. Additional Charges:

1. All hourly fees are subject to a 2% Facility Preservation Fee. The Preservation Fee is calculated at time of permit and all fees are due at time of payment.
2. A janitorial service fee of $100 will be required for all rentals serving food and more than 75 participants/guests in attendance. This fee will be due at the time of payment.
3. A security service fee may be required for all rentals serving alcohol and hosting more than 75 participants/guests in attendance. Fees associated with security cover a minimum of two (2) guards and is based on the number of attendees. The rate charged to the customer is a direct pass-through from the approved vendor and ranges from $50.00 -$70.00 per hour per security guard.
4. Uses which extend beyond the approved reserved time will be charged at 1½ times the normal rental rate.
5. Uses which extend beyond 12:00 midnight are not permitted and will be charged at two (2) times the normal rental rate.
6. Rental of the Swimming Pool will require the City to schedule certified lifeguards on-site for the duration of the pool rental. A minimum of two (2) Lifeguards will be required for rentals and the total number of Lifeguards will be determined by the Recreation Specialist or Department Designee at the time of the facility request. Each Lifeguard will be charged at $25 per hour.
7. Reservations for recognized City holidays and dates between Christmas Eve and New Years Day are subject to additional fees to cover staff holiday pay (1 ½ times the normal rental rate), when staff can be obtained to take the assignment. (Non-profits and Special Rate requestors are not exempt from these additional fees).

G. Deposits:

1. Refundable cleaning/damage/security deposits are required for the following uses in the following amounts:

Facility	Amount
a) Use of Orchard City Banquet Hall	$800
b) Uses of Roosevelt Room (Q-80), Multi-Purpose Room (M-50), or Activity Room (E-46)	$500
c) Uses of Meeting Rooms	$200
d) Uses of Gymnasiums/Dance Studios	$200
e) Uses of Pool	$500
f) Plaza	$200

2. The City reserves the right to deduct from the damage deposit additional charges relating to, but not limited to, additional janitorial services, maintenance/repair services, staff supervisor's time, or emergency services that were required as a result of your use.

3. Deposits may be fully or partially withheld for any of the following reasons:
   a. Facility use fees for time used in excess of that reserved.
   b. Damage to facility or equipment.

c. Misuse of the Community Center (refer to item F-3 in Section V).
d. Inadequate cleanup by customer requiring additional custodial time/services after customer's use.
e. Damage to landscaping and/or outdoor equipment; or
f. Misrepresentation of the type of event held, or group/individual using the facility.
g. Failure to observe any policies, including alcohol and security guidelines.

4. If additional fees due exceed the amount of deposit, customer will be billed for the balance.

5. Deposits, less any applicable additional charges, will be processed through the City's Finance Department, approved by City Council, and returned to the customer by the same method the original payment was made. If paid by credit card all efforts will be made to submit refund to same credit card, if payment was made by cash, check or cashiers check, a check will be sent by mail within 30 days of the date of last use. The City reserves the right to return a damage deposit by check if the original form of payment is no longer available (credit card expired etc.)

6. It is the customer's responsibility to keep the Campbell Community Center office informed of any address, or telephone changes that may affect the prompt return of the customer's deposit.

H. Equipment Rental & Fees

For the convenience of facility users, the City will make available the listed equipment for use in/on City facilities. This equipment is available exclusively for use on/at City facilities and may not be rented for personal or off-site use.

1. **Reservations:**

Equipment must be reserved at least ten (10) days prior to the desired date of use on the Facility Use Reservation form.

Meeting Room Equipment	Amount
a) Coffee Urn - 100 Cup	$15 per day
b) Coffee Urn - 35 Cup	$10 per day
c) Directional Sandwich Signs	free with room rental
d) LCD Projector	$100 per day
e) Podium	free with room rental
f) Portable Easel (Each Easel)	$15 per day
g) Portable Projection Screen	$15 per day
h) Portable PA Systems	$100 per day
i) Microphone	$20 per day
j) In-House Sound System (Roosevelt Room Q-80 & Orchard City Banquet Hall)	$50 Per day
Athletic Equipment	**Amount**
a) Basketball Scoreboard Control (portable)	$25 per day