



## Recreation and Community Services Department

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### Office Hours

8:00 a.m. – 5:00 p.m. Monday – Friday



# Campbell Community Center Building Use Policy

Effective August 16, 2022

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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](http://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. It is equipped with wheelchair accessible restrooms, a full-service kitchen, wet bar and a lobby area that is immediately adjacent. Included in hall rental are tables, chairs, stage, piano, audio/visual equipment, and City staff to set-up and take-down City equipment and furnishings.

### 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 12-burner gas range, and a large walk-in refrigerator. A separate back entry provides convenient caterer access. *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. *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.

## **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.

## **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 carpeted. 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. 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) - Space is unavailable to reserve/rent. Location of the Campbell Express Library until 2024.**

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.*

**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

Priority for booking facilities will be given in the following order:

**First priority:**

- 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 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
- Programs and activities offered by local non-profit organizations
- 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 (*CUHSD, CUSD, and Registrar of voters are each eligible for up to three reservations per calendar year at no charge*)

**Second priority:**

Private meetings, groups, parties, banquets, and social events.

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.

**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. Dances or parties advertised and open to the general public.
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](http://www.campbellca.gov/rentals) for detailed information about how to make this request.
  - a. 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](http://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](http://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 guidelines and cancellation policy
    - Step 4: Review details for the request and complete the transaction
    - Step 5: Pending the response to the need for a tour 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 tour appointment. If NO TOUR is selected, an estimate and payment link will be sent to the rental client.
    - Step 6: 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 3-5 days after tour or estimate approval. ***NOTE: VISA, MasterCard, American Express and Discover charge cards are accepted. Uses will not be confirmed or approved until all fees are received.***
  - 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.
4. In all cases, payment must be made a minimum of ten (10) business days in advance of use. No events may be scheduled before 8:00 a.m. or past 12:00 midnight (10:00pm on Sunday through Thursday evenings). No overnight uses are 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 guest by the permit end time. Please see section V. B. 9 and 10.
6. Some facility uses may require that the applicant obtain a Certificate of Insurance (see Section V-D on page 10) 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 thirty (30) days prior to the event. If insurance requirements are not met, or Security services 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.
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, such as wedding receptions 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, such as wedding receptions 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-resident 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, all Gym uses, and weekend uses of all other facilities may be submitted according to the following schedule:

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

**4. 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

### 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.

1. All decorations 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.

### 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. Alcoholic beverages to be consumed on the premises shall be limited to beer, wine and champagne only. Absolutely no hard liquor is allowed.
3. Alcoholic beverages may be served, sold and/or consumed only in the interior of Orchard City Hall, the Roosevelt Redwood Room, Mary Campbell 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 Bas 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 4 hours, and/or you expect/invited more than 100 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. Police security will be billed at a minimum of 3 hours**
  - b. Security requirements: 2 officers for 150 or less in attendance and 3 officers for 151+ in attendance.**
9. The Permittee is responsible for neatly disposing of all beverage containers and cartons in the provided receptacles. Recycling 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 in order 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/INSURANCE REQUIREMENTS:**

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.
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 gymnasium, dance studios or for 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. 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. 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](mailto: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.***
2. Refunds for cancellation of weekend (peak times Friday, Saturday, Sunday) uses of the banquet halls will be granted on the following basis:
  - a. Cancellations received more than four (4) months in advance of the scheduled use will receive a refund of the full amount paid less a \$75 cancellation fee and the \$25 processing fee. (COST to permit holder: \$100)
  - b. Cancellations received 3 - 4 months in advance will receive a refund of the full amount paid less a \$175 cancellation fee and the \$25 processing fee. (COST to permit holder: \$200)
  - c. Cancellations received 2 - 3 months in advance will receive a refund of only 50% of their facility use fees including a \$25 processing fee. (MAXIMUM COST to permit holder: \$300)
  - d. Cancellations received 1 - 2 months in advance will receive a refund of only 25% of their facility use fees including a \$25 processing fee. (MAXIMUM COST to permit holder: \$400)

- e. Cancellations received less than one (1) month in advance will receive a refund only of fees paid in excess of \$500 including a \$25 processing fee. (MAXIMUM COST to permit holder: \$500)
  - f. If less than ten (10) days' notice of cancellation is provided, full use fees will be charged/retained; no refund will be provided.
3. Refunds for cancellation of all other uses will be granted on the following basis:
- a. Cancellations received more than two (2) weeks in advance of the scheduled use will receive a refund of the full amount paid less the \$25 processing fee and a \$25 cancellation fee. (COST to permit holder: \$50)
  - b. If notification is received less than two weeks in advance and more than 24 hours in advance, 25% of facility use fees, plus the \$25 processing fee, and \$25 cancellation fee will be retained. (MAXIMUM COST to permit holder: \$125)
  - c. If less than 24 hours' notice of cancellation is provided, full use fees will be charged/retained; no refund will be provided.
4. The City of Campbell reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interests of the customers, the City of Campbell, and all concerned. In such cases, City will provide a full refund of all fees and deposits paid.

**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 will be billed at minimum, \$50 per hour related to the staff time required to correct damage to facility.
  - b. Use of the facility does not exceed the permitted time.
  - c. All City equipment and property is accounted for and undamaged.

**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 that agreed upon set-up must be completed by the City staff on-site. Call the staff person on duty for assistance at (408) 761-0350.
2. Any person(s) violating the established Rules and Regulations or constituting a public nuisance may be required to leave the facility and premises.
3. 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.
4. For customer comfort, energy efficiency and consideration of our neighbors, all doors and windows must remain closed throughout the entire event.
5. 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 Permittee's phone number for directions or questions (do not list the Community Center phone number!). Permittee 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.

- 6. 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.
- 7. 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.
- 8. 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.
- 9. 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:

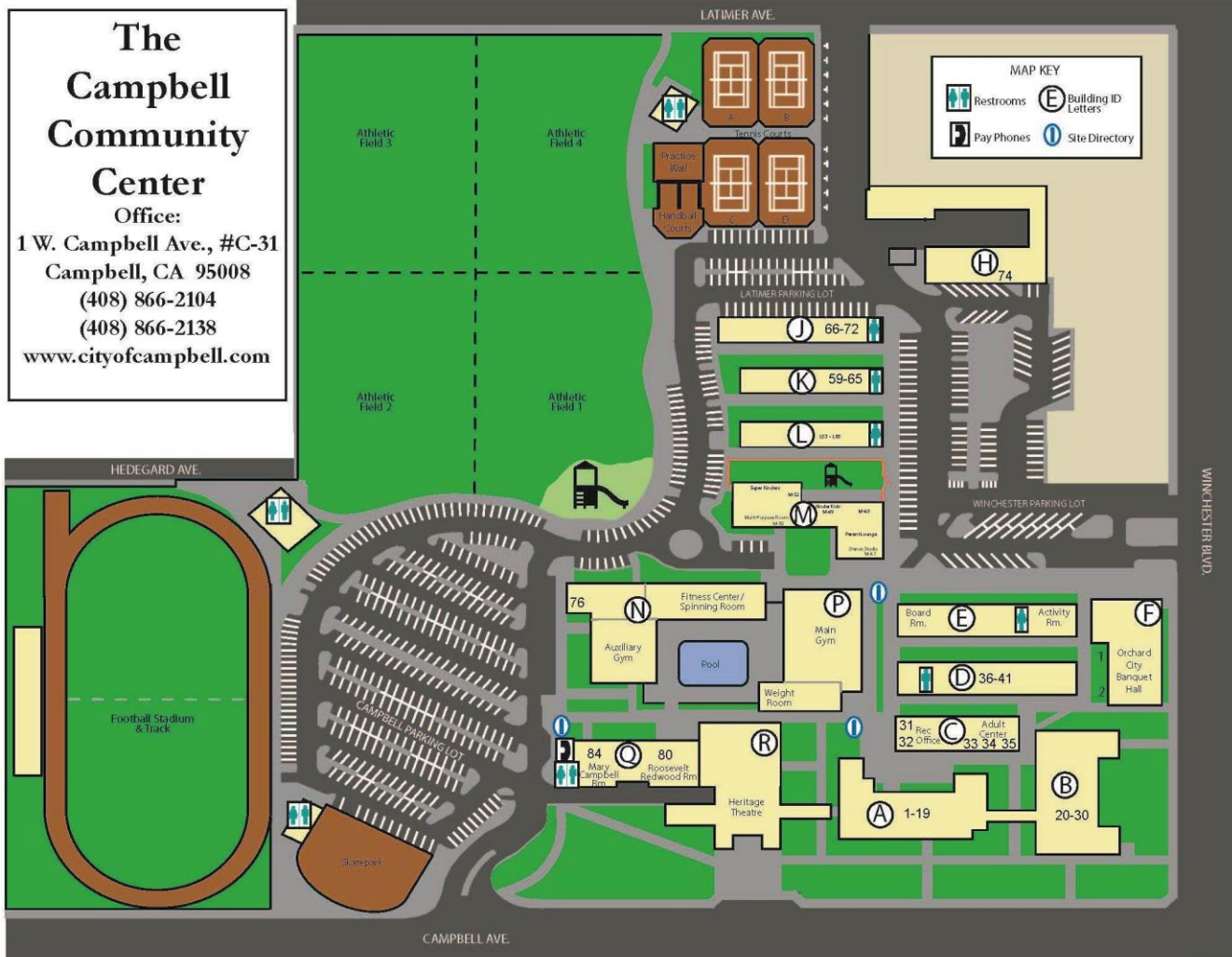
[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=BPC&division=8.&title=&part=&chapter=5.&article=17](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=8.&title=&part=&chapter=5.&article=17). The law specifies that:

- 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).
10. 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.
  11. Permits/reservations cannot be transferred, assigned or sublet.
  12. 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.
  13. 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.
  14. 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, and the presence/serving of hard alcohol.
  15. 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.
  16. The City reserves the right to amend fees and charges as deemed necessary. Previously approved reservations will not be affected by new rates.
  17. Firearms, weapons and open flames are prohibited pursuant to Municipal Code Chapter 13.04
  18. This Building Use Policy supersedes any policy now in effect and will take effect on August 16, 2022.
  19. 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



## 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.

**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.

### 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.
- b. **SPECIAL PEAK RATES:** Special peak rates are for the following reservations:
  - I. Public meetings held by elected representatives serving the Campbell area
  - II. Local election candidate forums sponsored by a non-profit organization, polling and/or trainings offered by the local Registrar of voters
  - III. Meetings offered by either of the Campbell school districts (CUHSD and CUSD)
  - IV. Public meetings by other governmental agencies that serve Campbell residents
  - V. Events by non-profit organizations who have assumed leadership for events once provided by the City
  - VI. Programs and activities for which there is no entry fee for participation or attendance offered by local non-profit organizations
  - VII. Community Center Tenants
  - VIII. Events sponsored by/for Campbell High School Alumni groups
  - IX. Meetings or trainings by school districts or other governmental agencies that are not open to the public

**The above listed reservations can use the facility during non-peak time with basic staffing levels (2 building attendants or 1 technician) any charges above this will be assessed at the time of booking. The CUSD & CUHSD are limited to 3 uses per year.**

**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. Facility rental fees for uses occurring during off-peak (normal operating) hours shall be assessed as follows:  
 (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	\$135	\$115
Orchard City Banquet Hall North or South	Per Hour	\$95	\$75
Kitchen in OCBH	Per Hour	\$56	\$51
Roosevelt Redwood Room (Q-80)	Per Hour	\$95	\$75
Mary Campbell Room (Q-84)	Per Hour	\$70	\$60
Multi-Purpose Room (M-50)	Per Hour	\$85	\$75
Adult Center Meeting Room (C-35)	Per Hour	\$70	\$60
Dance Studios (M-47, N-76)	Per Hour	\$65	\$55
Conference Room (E-44)	Per Hour	\$55	\$45
Board Room (E-42)	Per Hour	\$55	\$45
Main Gym (Bldg. P)	Per Hour	\$70	\$60
Auxiliary Gym (Bldg. N)	Per Hour	\$60	\$50
CCC Plaza	Per Hour	\$41	\$36
Vacant Leased Space	Per Hour	\$55	\$45

\*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	\$100	\$250	\$200
Orchard City Banquet Hall North or South	Per Hour	N/A	N/A	N/A
Kitchen in OCBH	Per Hour	N/A	\$61	\$56
Roosevelt Redwood Room (Q-80)	Per Hour	\$52	\$130	\$105
Mary Campbell Room (Q-84)	Per Hour	\$35	\$95	\$70
Multi-Purpose Room (M-50)	Per Hour	\$47	\$120	\$95
Adult Center Meeting Room (C-35)	Per Hour	\$35	\$95	\$70
Dance Studios (M-47, N-76)	Per Hour	N/A	\$80	\$70
Conference Room (E-44)	Per Hour	\$25	\$75	\$50
Board Room (E-42)	Per Hour	\$25	\$75	\$50
Main Gym (Bldg. P)	Per Hour	\$43	\$95	\$85
Auxiliary Gym (Bldg. N)	Per Hour	\$33	\$75	\$65
CCC Plaza	Per Hour	\$23	\$51	\$46

\*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.

## 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 be required on rentals serving food in excess of 75 participants/guests. This fee will be due at time of payment.
3. A security service fee may be required for all rentals serving alcohol and in excess of 75 participants.
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 will be charged at two (2) times the normal rental rate.
6. Reservations for recognized City holidays are subject to additional fees to cover staff holiday pay (1½ times the normal rental rate), when staff can be obtained to take the assignment.

## G. Deposits:

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

Facility	FY 22/23
a) Use of Orchard City Banquet Hall	\$500
b) Uses of Roosevelt Room (Q-80), Multi-Purpose Room (M-50), or Activity Room (E-46)	\$300
c) Uses of Meeting Rooms	\$100
d) Uses of Gymnasiums	\$100
e) Plaza	\$100

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 actually using the facility.
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.

<b>Meeting Room Equipment</b>	<b><u>FY 22/23</u></b>
a) Coffee Urn - 100 Cup	\$10 per day
b) Coffee Urn - 35 Cup	\$5 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)	\$5 per day
g) Portable Easel with Easel Pads (Each Easel)	\$25 per day
h) Portable Projection Screen	\$10 per day
i) Portable PA Systems	\$50 per day
j) Stanchions	\$25 per day
k) TV & DVD/VCR on Cart	\$25 per day
l) Microphone	\$10 per day
<b>Athletic Equipment</b>	<b><u>FY 22/23</u></b>
a) Basketball Scoreboard Control (portable)	\$25 per day
b) Football Scoreboard Control	\$10 per day