



Gym Reservation Policies and Procedures

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Gym Reservation Policies and Procedures

The City of Newark has one indoor sports gymnasium available for use by the community on a permit basis.

Type of Gym Space Available for Rent:

Silliman Activity Center located at 6800 Mowry Avenue, Newark.

- Two (2) full court High School sized basketball courts
 - 6 badminton courts
 - Two (2) volleyball courts
 - Four (4) basketball half court sized with one (1) basket on each court.
- OR
- Open hardcourt area for general assembly or indoor soccer use.

Also includes:

- Pull out bleachers for spectators
- Drop down partition

General Group Use Classification and Priority

Group 1 – City of Newark Programs

Group 2* – Newark Resident Youth Groups

Group 3 – Newark Resident Adult Groups

Group 4** – Non- Resident Youth Groups

Group 5 – Non-Resident Adult Groups

*Newark Resident Group – Any league, organization, business, or other user group that has a primary address based in the City of Newark. A current driver license, utility bill, mortgage statement or property insurance statement is needed for verification to qualify for residency status.

**Non-Resident Group – Any league, organization, business, or other user group that has a primary address NOT based in the City of Newark.

If there is a tie for priority with classification groups, the following criteria will be used to determine priority:

- Percentage of membership and/or team roster with a Newark address. (Current rosters will be required with submitted applications)
- Total number of participants served
- Silliman Annual Pass Holder/Responsible gym user
- If all things are equal, a random draw will determine priority

Gym Use Application Schedule

Gym Rental Applications will be accepted during the application period OR on a first come, first serve period after the application period is ended.

Applications will be accepted based on the following schedule:

Application Period	Duration of rental dates
June 1 – June 15	August 1 – October 31
Sept. 1 – Sept. 15	Nov 1 – March 31
Feb 1 – Feb 15	April 1 – July 31

How to Make a Reservation

The City requires an individual, organization and /or designated representative to complete an application and provide required insurance and team rosters (if applicable) to be considered for a rental.

1. A gym Rental Application and Permit must be submitted during the Rental Application Period OR a minimum of 2 weeks prior to rental date if outside the application period.
2. Applications MUST include complete schedules of dates, times, and type of court requested for rental period (see above for rental periods). Applications MUST be submitted with team rosters (if applicable) for consideration.
3. Current liability insurance MUST be provided at least 2 weeks before first rental date or rental contract/agreement will be voided.
4. Application may be submitted in person at the Silliman Activity Center, 6800 Mowry Avenue, Newark or by email to recreation@newark.org by the application period deadline OR at least 2 weeks before rental date request.
5. All correspondence will be made with the person signing the application. This person is completely liable and responsible for conduct of all team(s) served under the contract as well as all of their guests.
6. Court designation will be assigned by Department staff based on availability.

Insurance Requirements

Upon successful completion of an application for a gym rental, a Certificate of Insurance must be obtained by the team or organization, **naming the City of Newark as additionally insured** for a minimum of \$1,000,000 per occurrence. The Certificate of Insurance shall be provided to the Recreation & Community Services Department one (1) week prior to rental date.

Payment Schedule

1. Payment of rental fees must be made at least two (2) weeks prior to or as scheduled for the rental date indicated on the gym use permit. **Payments not received by this deadline may result in cancellation of rental dates.** If an application is received after the application period, then payment is due at the time a gym use application and permit is processed and dates are booked.
2. Payment may be made by Visa, MasterCard, check, or cash. Checks may be made payable to City of Newark. Checks and credit cards must be in the name of the individual or organization as listed in the applicant section on the application form. Only cash and credit card payment will be accepted within two (2) weeks of rental date.
3. Payments for gym usage can be made in (one) full payment or in (two) half payments.
4. Payment must be made 2 weeks prior to first rental date. No exceptions will be made.
5. All late payments will be charged a \$25 fee per each day it is late. After five days of payment not being made, all unpaid rental dates will be cancelled and forfeited.

Gym Reservation Rates:

	<u>Half Court</u>	<u>Full court</u>	<u>Volleyball</u>	<u>Badminton</u>	*Refundable Deposit
Resident	\$30/hr	\$60/hr	\$60/hr	1net \$30/\$35hr	\$300
Non-Resident	\$35/hr	\$65/hr	\$65/hr	2+ nets \$60/\$65hr	\$300

*Deposit: All gym rentals will pay a \$300 security damage deposit at time of application approval. This deposit is refundable if all terms of the contract have been satisfied at the end of the contractual agreement.

Hours of Rental Use

1. The gym is available for rental from 6:00am – 9:00pm, Monday – Friday. Saturday, 6:30am – 7:00pm, and Sunday 6:30am – 5:30pm. Any requests outside of these times will require Supervisor approval as well as additional staffing charges.
2. Each rental occurrence will be a minimum of 1 hour.
3. A maximum of 2 hours on weekdays or 4 hours on weekends will be allocated during the application process. Renters can request more time if available.
4. Hours of use must include the amount of time needed for the event including set-up and clean-up.
5. Renters will not be authorized to enter the gymnasium until their contracted rental time indicated on the Gym Use Application and Permit.
6. The gym must be vacated by the time specified on the approved Gym Use Application and Permit.

Cancellations, Changes, and Refunds

1. Notice of more than thirty (30) days prior to rental date – deposit will be refunded.
2. Notice of less than thirty (30) days before rental date – forfeit 100% of deposit and 25% of rental fees unless date is rescheduled.
3. Rescheduling allowed up to two (2) weeks prior to original rental date.
4. No show on rental date-forfeit 100% of deposit and rental fees.
5. **All changes will be charged a \$15 administrative fee.**
6. Unexpected Maintenance Issues: Occasionally it may be necessary for the City of Newark to reschedule or cancel a request previously approved due to unexpected safety or maintenance issues. In this event, each group or individual will be given as much advance notice as possible and will be issued a full refund if an alternative date cannot be determined.

General Rules and Regulations

1. Individuals may visit and inspect the facility during regular hours of operation, respecting the privacy of those groups who may be using the facility at the time.
2. All facilities, when open, shall be under the supervision of an official representative of the City. This representative is responsible for the enforcement of the rules governing use of the facilities.
3. The possession, consumption, or use of alcoholic beverages or tobacco products is not allowed anywhere within the gym or parking areas.
4. The City of Newark reserves the right to eject or cause to be ejected any person objectionable, due to unlawful or undesirable conduct. Persons who are obviously intoxicated will not be allowed to enter a City facility and will be subject to arrest.
5. At no time shall exits be covered or obstructed.
6. Unlawful gambling in all forms is prohibited.
7. Animals are prohibited from indoor facilities, except for Service Animals (as defined by CA state code). Owners are responsible for maintaining proper handling and control of any service animal. Failure to do so is subject to removal of the service animal.
8. Music and noise must be kept at a reasonable level, as deemed necessary and/or appropriate by the Building Attendant or other City representative. The City reserves the right to limit the type and size of equipment to remain in compliance with this regulation.
9. Machines that discharge smoke or other elements that would compromise the health and safety of guests, or activate the smoke alarms, are prohibited.
10. Adequate supervision must be provided for groups with persons less than 18 years of age. The required ratio of adults (at least 21 years of age) to minors is 1:15.
11. Financial transactions for commercial or private gain and/or solicitation of sales are prohibited, except for approved non-profit fundraising events or City-sponsored functions.
12. Tickets for public events (i.e., dances, fundraisers) shall not be sold as an admission charge or donation, unless written approval is obtained in advance by both a Recreation and Community Services Department representative and the Newark Police Department.
13. Any advertisement of the event (flyers, signs, etc.) must contain a statement disclaiming the City from any association or support of the event.

Gymnasium Rules and Code of Conduct

It is the purpose of the Silliman Activity Center to provide a safe, friendly, family atmosphere for all of our guests. In an effort to meet this goal, we are implementing the following "CODE of CONDUCT" for gymnasium usage. Please note that staff will be enforcing a ZERO TOLERANCE policy when dealing with any conduct and/or behavioral concerns in the gymnasium.

1. No Food, Drinks, Gum or Chewing Tobacco allowed. No Exceptions.
2. No hanging on rims or dunking allowed.
3. Athletic shoes and shirts must be worn at all times.
4. Foul language is not acceptable under any circumstances.
5. ANYONE FIGHTING IS SUBJECT TO A SIX (6) MONTHSUSPENSION FROM USE OF ALL FACILITIES.
6. No "trash talking, "taunting or verbal intimidation will be allowed. No pushing, shoving, or aggressive/physical play is permitted.
7. Any actions interfering or disrupting the ability of staff to provide a safe, family environment will be cause for ejection from the center.

All gymnasium users are welcome to use the Silliman Activity Center provided they can abide by this CODE OF CONDUCT. Anyone unable to do so will be asked to leave the facility. The Newark Police Department will be contacted for any cases disrupting or interfering with staff decisions and actions. Continued behavioral problems will be grounds for suspension from future facility use.

Please send any additional questions or inquiries to recreation@newark.org.