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INTRODUCTION

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

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

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

Contact information for the Community Facilities Division is as follows:

Tracy City Hall
333 Civic Center Plaza
Tracy, CA 95376

City Hall Business Hours:
Monday – Thursday 8:00 am – 6:00 pm
Friday* 8:00 am – 5:00 pm

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

Phone  (209) 831-6201
Fax    (209) 831-6218
Email  facilityreservations@cityoftracy.org

City website:  www.thinkinsidethetriangl.com
Online facility reservations (picnic areas only):  www.TracyArtsandRec.com
GENERAL FACILITY RESERVATION PROCEDURES

Reservation Requests
Reservation requests must be submitted no later than 30 calendar days prior to the event date. Applications for reservations that do not require further review (see Special Permits & Requirements, p. 13) may be accepted within the 30-day window. An Approved Facility Use Permit is required for all indoor facility reservations, or for exclusive use of a reservable outdoor facility. Additional activities requiring a Facility Use Permit are detailed in TMC 4.16.050.

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

- **APPLICATION**: Completed Facility Use Application. Application must be submitted by a person twenty-one (21) years of age or older (TMC 4.16.060(b)).
- **POLICIES ACKNOWLEDGMENT**: Signed Facility Reservation Handbook Acknowledgment Form
- **APPLICATION FEE**: Non-refundable Permit Application Fee ($35) or Special Event Application Fee ($77 non-profit/$153 private or commercial)
- **SECURITY/ALCOHOL DEPOSITS**: Payment of security and alcohol deposits, if applicable

The following requirements are due **no later than 30 calendar days prior** to the reservation date:

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

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

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

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

Hours of Use
- Reservations may be requested during the following hours. Exceptions may be approved by the Director, or his/her designee, as a condition of the Permit.
  - **Indoor facility hours**: 8:00 am-1:00 am (excluding Transit Station Lobby, Civic Center Lobby)
  - **Outdoor park/facility hours**: 8:00 am to Dusk
- If requesting to set up the night prior to the event in an indoor facility, the reservation will be booked and charged up until 10:00 pm that evening (or the reservation end time, whichever is later), and then starting at 8:00 am the morning of the reservation.
- Reservations on City Holidays are contingent upon staff availability and shall be charged Weekend Rates.

Facility Tours
Facility tours are available during business hours, respecting the privacy of other facility users and renters using the facility, and are based upon staff availability. Contact the Community Facilities Division at (209) 831-6201 or facilityreservations@cityoftracy.org to schedule a 15-minute appointment.
FACILITY BOOKING POLICIES

Rental Classifications
The City has established the following rental classifications:

- **City of Tracy-Sponsored Programs**: Activities organized by the City of Tracy
- **Non-Profit**: Groups that have obtained 501(c)3 status as a charitable organization.
- **Government-Sponsored Events**: A governmental function, which benefits the city of Tracy residents
- **Private**: Individuals or groups holding private events not open to the public.
- **Commercial**: Companies, groups, or individuals holding events (social, business, educational, or profit making) for their own private use.

Allocations & Scheduling
- Requests for use of facilities are addressed on a first-come, first-served and as-available basis according to the following, maximum booking windows:
  - **City-Sponsored Programs**: 18 months prior to event
  - **Non-Profit Organizations & Government Agencies**: 12 months prior to event
  - **Private Groups and Individuals & Commercial Uses**: 10 months prior to event
- Only the designated organization representative(s) listed on the City reservation account or in the Memorandum of Understanding (MOU), or other legal agreement with the City, will be permitted to book facilities for their affiliated organization. Other individuals must receive permission in writing from the organization representative to reserve facilities for the organization, or under the organization’s name (see Authorized Agent, p. 10).
- The City reserves the right to cancel any event as deemed necessary for the safety of all participants and in the best interest of the facility.
- The City of Tracy will not grant use of its facilities to any individual or group, political or otherwise, that advocates the overthrow of the government of the United States of America or the State of California by force, violence or any other unlawful means; or to any individual or group, political or otherwise, that discriminates because of race, religious creed, color, national origin, ancestry or sex.

Consecutive Booking Policy
- Bookings of large rooms, 1,500 square feet or greater (Tracy Community Center, Civic Center Lobby, Council Chambers, Tracy Transit Station Lobby) and large parks (Dr. Powers, Lincoln, and Veterans Parks) may not exceed nine (9) bookings within a three (3) month period. Renters are required to complete their first set of bookings prior to renting for an additional period.
- Bookings of small meeting rooms, less than 1,500 square feet, are allowed for as many dates as needed, within a calendar year, for either groups or individuals. Renters may book on a monthly or weekly basis.

Non-Profit Status
An organization’s non-profit status must be on file and current in order to qualify for a non-profit priority classification and rental rate. Proof of non-profit status must be submitted no later than 30 days prior to the reservation date. An organization must demonstrate its non-profit status by:
- Being registered as a non-profit business or corporation with the State of California or an acknowledged IRS 501(c) organization, and
- Maintaining good standing (business entity status “Active”) with the State of California Secretary of State’s office (http://kepler.sos.ca.gov).
FACILITY USE PERMIT REQUIREMENTS

Facility Use Permit Conditions
- Reservations may not be transferred, assigned, or sublet.
- Applicant is subject to all conditions listed on the Facility Use Permit.
- Requests for activities beyond the scope of a traditional facility reservation must be included as part of the Facility Use Application, and approved activities must be listed as conditions of the Facility Use Permit (see Special Permits & Requirements, p. 13).
- Facility users must have a copy of their Facility Use Permit on hand during each reservation and must be prepared to present it to City staff on demand. Facility users without permits may be asked to vacate the facility.
- The City reserves the right, on a case-by-case basis, to add conditions or modifications to the Facility Use Permit.

Permitted Hours
- Permitted reservation hours must include set-up and clean-up time. Set-up and clean-up are the renter’s responsibility. Users may not access a facility prior to their permitted reservation time, and the facility must be cleaned and vacated by the end time specified in the Facility Use Permit.
- The applicant is responsible to meet all facility clean-up requirements.
- The applicant must be present during the entire reservation. If unavailable, the applicant may authorize another individual, in writing, to act as their representative.
- Fees will not be refunded if actual use time is less than the rental period agreed upon in the Facility Use Permit.
- Supplies and equipment may not be stored in City facilities overnight without prior arrangement and approval, conditions of which shall be listed on the Facility Use Permit. Any items left in or on the property will be held for two (2) business days, after which time, said items will be disposed of at the discretion of City staff. Additional rental, staff, and disposal fees may apply and may be deducted from the security deposit.

Amending the Permit
- Changes to the reservation must be made in writing, a minimum of 3 business days in advance, but in no case later than 12:00 noon on the Wednesday prior to the reservation.
- Changes to a rental date may be considered as a cancellation and re-booking if amendments are made within the ranges of when cancellation fees would be assessed. (See Cancellation & Refund Policy, p. 9.)

Insurance Requirements
Insurance must provide protection from claims arising from injuries or damage to other people or property. The following items are required on the insurance certificate, and the endorsement page must be included:
- The certificate of insurance must be submitted no later than 30 calendar days prior to the reservation date.
- Insured’s name is the same as listed on the Facility Use Application.
- Minimum of $1,000,000 General Liability Insurance, and $2,000,000 Aggregate.
- Naming of the City of Tracy as “Additional Insured.”
- Date, time and location of event.
- If serving and/or selling alcohol, a liquor liability endorsement to the user’s general liability is required.
- If selling items of any kind, a product liability endorsement to the user’s general liability is required.

continued, next page
Grounds for Permit Denial or Revocation

- The City reserves the right to deny an allocation request in order to accommodate a City-sponsored/co-sponsored program or special event.
- The City of Tracy reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City and/or its residents.
- A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a Facility Use Permit revoked in the City of Tracy or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees.
- Permits may be cancelled for failure to adhere to policies outlined in the Facility Reservation Handbook, as presented herein, or as contained in the Tracy Municipal Code. Failure to uphold conditions of an approved Permit may result in immediate revocation of the Permit, with no refund of use fees.

Appealing Permit Denial or Revocation

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

The appeal must be filed no later than 12:00 noon on Thursday, a week preceding the Parks and Community Services Commission meeting, to be placed on the next regular meeting’s agenda. Regular meetings of the Parks and Community Services Commission are scheduled on the first Thursday of each month, at 7:00 p.m. inside of City Hall Council Chambers. The decision of the Parks and Community Services Commission may be appealed to the City Council which has final authority.
FACILITY DEPOSITS & USE FEES (Adopted July 1, 2016)

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

All deposits are fully refundable three to four weeks after the event if the following criteria are met:
- There is no damage to the facility.
- There is no additional City staff time required to clean or repair the facility as a result of the event.
- The cleaning of the facility is completed per the checklist.
- The hours of use do not exceed those paid for and agreed upon in the rental contract.
- Only the rooms designated on the rental contract were used.
- Police or City staff intervention was not required as a result of the event.

Facility security deposits may be waived by the department for membership, public or business meetings conducted by local non-profit organizations or other governmental agencies, when no other activities are being conducted in association with said meeting.

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

<table>
<thead>
<tr>
<th>Facility</th>
<th>Security Deposit</th>
<th>Additional Alcohol Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Community Center/ Main Rooms</td>
<td>$472</td>
<td>$472</td>
</tr>
<tr>
<td>Conference/Meeting Rooms</td>
<td>$236</td>
<td>$472</td>
</tr>
</tbody>
</table>

Extra Dumpster Disposal Fee (required for crab feeds) $100 / rental / dumpster

Park & Picnic Area Fees
For information on reserving sports fields, request a copy of the Sports Field Reservation Handbook. For information on reserving sports courts, including tennis courts, see the Sports Courts information sheet.

A security deposit is required for any event with alcohol, approved inflatable(s), and non-traditional activities. Fees related to supplemental permit applications, such as tent and generator permits, may also apply.

<table>
<thead>
<tr>
<th>Estimated Attendance</th>
<th>Security Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 50 + traditional picnic activities</td>
<td>N/A</td>
</tr>
<tr>
<td>50-100; or less than 50 + non-traditional picnic activities</td>
<td>$112</td>
</tr>
<tr>
<td>101 to 200 attendees</td>
<td>$224</td>
</tr>
<tr>
<td>201 to 300 attendees</td>
<td>$336</td>
</tr>
<tr>
<td>301 or more attendees</td>
<td>$559</td>
</tr>
</tbody>
</table>

Inflatable Structures Administrative Fee $50 / day / structure
Mobile Stage Rental Fee (non-profits only) $350 / day
Hourly Rate (minimum booking hours apply)

<table>
<thead>
<tr>
<th>Group Classification</th>
<th>1-50 People</th>
<th>51-100 People</th>
<th>101+ People</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit (Max $108/day)</td>
<td>$15</td>
<td>$21</td>
<td>$28</td>
</tr>
<tr>
<td>Private</td>
<td>$26</td>
<td>$37</td>
<td>$49</td>
</tr>
<tr>
<td>Commercial</td>
<td>$37</td>
<td>$54</td>
<td>$70</td>
</tr>
</tbody>
</table>

Facility Use Fee Classifications
Non-profit/government, private, and commercial rates are available. “Commercial” rates apply for any activity conducted in or on a City facility where monies are collected for the specific purpose to financially benefit an individual, business, or organization; non-profit corporations are excluded.

Payments
- Non-refundable Permit Application Fee, refundable Security Deposit, and Alcohol Deposit (if applicable) are due upon submittal of Facility Rental Application.
- The balance of all use fees is due no later than thirty (30) calendar days prior to reservation.
- Payments accepted include: American Express, Discover, MasterCard, Visa, check, cash.
- Personal checks will not be accepted on behalf of a non-profit, for-profit, or commercial organizations. Checks must be issued by the associated organization.
- Payment plans are available by request, as approved by the Director or his/her designee.
- If payments are not made on time, facilities may be released, and the reservation may be subject to the Cancellation and Refund Policy.

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

<table>
<thead>
<tr>
<th>NUMBER OF DAYS PRIOR TO EVENT</th>
<th>90 Days or More</th>
<th>89-61 Days</th>
<th>60-31 Days</th>
<th>30-15 Days</th>
<th>14 Days or Less</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire Community Center/ Main Rooms</td>
<td>No penalty</td>
<td>50% of fees held</td>
<td>75% of fees held</td>
<td>100% of fees held</td>
<td>100% of fees held</td>
</tr>
<tr>
<td>Conference/Meeting Rooms</td>
<td>No penalty</td>
<td>No penalty</td>
<td>No penalty</td>
<td>50% of fees held</td>
<td>50% of fees held</td>
</tr>
<tr>
<td>Park &amp; Picnic Areas</td>
<td>No penalty</td>
<td>No penalty</td>
<td>No penalty</td>
<td>50% of fees held</td>
<td>50% of fees held</td>
</tr>
</tbody>
</table>

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

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

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

Tracy Civic Center (City Hall)
- Council Chambers: Projector and screen
- Room 203: Projector and screen

Tracy Community Center
- Main Hall: Lectern with microphone, projector screen

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

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

Cleaning Requirements
See Cleaning Checklist at end of this Handbook.

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

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

Decorations may not be hung from the room dividers at the Tracy Community Center.

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

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

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

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

- Paper and plastic table coverings shall not be used.
- There are no combustible decorations within 10 feet of the food warming table, including wall hung curtains, drapes or decorations.
- There are no combustible napkins, plates, cups (paper, plastic or cloth) placed on the serving table or within 10 feet of the chaffing dishes.
- All open flame canisters for the chafing dishes must be firmly affixed to the chaffing dish and supported above the serving table surface.
- No open flame for cooking is to take place within the occupancy.
- NOTE: Additional conditions apply and shall be imposed for food preparation and warming in proximity to tents and other membrane structures. (See Tents / Booths / Canopies, p. 15.)

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

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

Live Animals
Live animals are not allowed inside City buildings with the exception of service animals and Police canines. Owners are responsible for cleaning up after their service animals. Permit holders must indicate a designated waste area for service animals attending their event.
Animals must be leashed at all times at City parks and sports fields. Animals may not access sports fields while games are in play. Farm animals of any type are not allowed on/in public facilities to include public buildings, grounds and parking lots. This includes, but is not limited to, horses and ponies.

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

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

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

Smoking
Smoking is not permitted inside City facilities. State Law GC 7597(a) states: “No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle, as defined by Section 465 of the Vehicle Code, owned by the state.”

Temperature Control
Temperature at the Tracy Community Center and Civic Center (City Hall) are centrally controlled and can only be adjusted 2 degrees in either direction from the thermostat at the location. Thermostat control is not available at the Transit Station. Contact the on-duty Facility Attendant for assistance or concerns.
SPECIAL PERMITS & REQUIREMENTS

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

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

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

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

Alcohol sold by any means (selling tickets, cost in admission price, donations, or charging a sponsor fee) also requires the user to obtain a City of Tracy Business License and an Alcoholic Beverage Control (ABC) Liquor License. Both requirements must be on file with the Community Facilities Division prior to the renter being issued an Approved Facility Use Permit with alcohol permit condition. Security guards are required as a condition of an ABC license, 1 security guard per 100 guests. (See Security Guards, p. 15.)

**Amplified Sound**
A permit is required for use of amplified sound in a park. The Director, upon granting a permit for use of any amplified sound system, may impose reasonable restrictions concerning the location of the sound system, and the maximum decibel level for the sound system (TMC 4.16.150). (See Facility Electrical Access, p. 14.)

**BBQ Grills / Cooking Trailers**
BBQs are designated and supplied by the City, and are located near the Picnic Areas. Use of private BBQs is not permitted. Requests to use a larger BBQ cooking trailer must be submitted in writing or on the rental application. Such requests will require a detailed Event Map, including trailer location and description of fuel source, size and type. Approved BBQ cooking trailers must be placed in an approved designated area at least 20 feet from the nearest tent or structure and supervised at all times to prevent injury to bystanders. BBQs and cooking trailers are not permitted on the premises of the Tracy Transit Station.

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

**Concessions & Merchandise Sales**
The sale of items in any City park is prohibited without a permit from the Community Facilities Division. Facility
users interested in selling merchandise or food and beverage items at their event held at a City park or facility must request authorization to do so in writing, obtain a permit from the Community Facilities Division, obtain a City of Tracy Business License (TMC 4.16.140), and obtain a product liability endorsement as part of the insurance certificate. (See Vendors, p. 15.)

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

**County Health Permit**
If you are selling or serving food to the general public, and you are not cooking in an approved kitchen, including the Tracy Community Center, you may be required to obtain a County Health Permit. A Temporary Event Health Permit Application can be obtained from the San Joaquin County Environmental Health Department website: [http://www.sjcehd.com/docs/TEMPORARY%20EVENT%20APPLICATION.pdf](http://www.sjcehd.com/docs/TEMPORARY%20EVENT%20APPLICATION.pdf)

**Event Map**
If an event is expected to have more than 100 attendees and/or is intended to utilize areas of the Park, not considered to be the picnic area, an event layout map is required, which requires additional time to process. The City reserves the right to place additional requirements on the event use permit.

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

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

**Inflatable Structures**
The Parks and Community Services Commission has established that the erection or placement on park property of portable and inflatable structures is allowed by permit and at the following, designated parks only: Dr. Powers Park, Galli Family Park, Hoyt Park, Lincoln Park, Veterans Park, and Zanussi Park. Applicant must use a vendor from the City’s Approved Provider List only to reserve inflatable play equipment, and shall provide written proof of contract. Inflatable shall not remain in the park past the approved, permitted time. Applicant must sign additional **Inflatable Structures Policy**.

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

**Recycling Program/Bins**
The City of Tracy has adopted a Special Events Recycling program to assist the city to meet mandatory recycling goals. Groups conducting large public events in city parks are requested to contact the City’s Recycling Coordinator at (209) 831-6300 to obtain a copy of the program and develop a recycling plan for their event. The City can also provide portable recycling bins to be used during special events and/or park rentals. The applicant agrees to reimburse the City for all costs incurred by it due to damage or replacement of equipment. It is the
reenter’s responsibility to dispose of the recyclables, and any and all proceeds received from such disposal are the property of the reenter.

Security Guards
Security guards may be required as a condition of a Facility Use Permit at the discretion of the Tracy Police Department. Events requiring an ABC license for alcohol must have one security guard per 100 attendees. Applicant must include a copy of the security guard contract with facility application packet.

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

Tents / Booths / Canopies
All Events with tents or canopies are required to complete an additional form. Tents are defined as having walls; canopies are defined as having no walls. Tents larger than 400 square feet, and canopies larger than 700 square feet will require a Tent Permit and inspection by Tracy Building and Fire Prevention on the day they are set up (additional permit application and fees may apply). Tents and canopies must be adequately weighted; no grass stakes permitted. Tents must be 20 feet from permanent buildings and structures, parking areas, lot lines, generators, and BBGs.

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

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

Vendors
If you would like to host a vendor(s) during your rental, submit a written request to the Community Facilities Division. Each vendor must be in possession of a business license and liability insurance. Additional conditions may apply to food vendors. Tents/Booths/Canopies policy applies. (See Concessions & Merchandise Sales, p. 13.)

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

Indoor Facilities
See individual facility information sheets for fees, amenities, and requirements.

Tracy Civic Center (City Hall), 333 Civic Center Plaza
- Lobby (additional conditions and restrictions apply)
- Council Chambers
- Conference Room 109
- Conference Room 203

Tracy Community Center, 950 East St.
- Entire Facility (required for weekend rentals)
- Main Hall
- Conference Rooms A and B

Tracy Sports Complex, 955 Crossroads Dr.
- Meeting Room

Tracy Transit Station, 50 E. Sixth St.
- Entire Facility
- Room 103 or Room 104
- Combo Room 103/104
- Room 105
- Lobby (hour restrictions apply)
- Outside Patio

Outdoor, Park & Picnic Areas

Large Parks and Outdoor Areas:
- Civic Center Outdoor Area (Park/Amphitheatre/Fountain/Patio), 333 Civic Center Plaza
- Dr. Powers Park*, 900 W. Lowell Ave.
- Lincoln Park*, East St. & Eaton Ave.
- Veterans Park*, 238 Glenhaven Dr.

Other Reservable Parks:
- Bland Park, 1753 Blandford Ln.
- Ceciliani Park, Cypress & Hickory
- Galli Park*, 2341 W. Lowell Ave.
- Hoyt Park*, 300 3rd St.
- Kenner Park, 1850 Kavanagh Rd.
- Larson Park, Central & Ferdinand
- Talley Park, 1551 Dove Ct.
- Thoming Park, 100 Cambridge Place
- Zanussi Park*, 1500 Promenade Cir.

* Inflatable Play Structures/Jump Houses permitted at these locations only. Additional fee, security deposit and insurance requirements apply.
**CLEANING CHECKLIST – INDOOR FACILITIES***
*Check off each item completed, and give list to Facility Attendant at check-out time.*

<table>
<thead>
<tr>
<th>Facility/Room: _____________________________</th>
<th>Permit # __________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RENTER</strong></td>
<td><strong>CITY STAFF</strong></td>
</tr>
<tr>
<td>___________________________________________</td>
<td>___________________</td>
</tr>
</tbody>
</table>

**ALL MAIN ROOMS AND MEETING ROOMS**
- Decorations removed from all walls and ceilings and properly disposed of at the completion of the function.
- Balloons removed from ceilings.
- Tables and chairs free of all tape and strings, wiped off, stacked neatly, and returned to storage area.
  - **Tracy Community Center**: Maximum 5 chairs per rack, 8 stacked tables, stored according to posted diagram.
  - **Tracy Sports Complex Meeting Room**: Chairs and tables stored according to posted diagram.
  - **Tracy Transit Station**: 103 and 104: Return 10 tables, 32 chairs to EACH; 105: 11 tables, 60 chairs. Refer to back of check-in/out sheet for current amenities.
- A/V equipment returned to proper location, if applicable.
- Floor dust mopped, and wet mopped (hot water only) where needed.
- Hallways and lobby cleaned of all food and trash.
- Carpets vacuumed.
- All personal items, supplies and equipment removed from the facility.**
- All debris around exterior of building (walkways and planted areas) disposed of properly.
- All trash bagged and placed inside the dumpster located outside of the facility.
- Return thermostat to neutral position or original temperature.
- Storage closets locked and secured.
- All lights turned off.
- ALL doors to outside locked and secured.

**RESTROOMS**
- Restrooms cleaned of all trash; toilets flushed.

**KITCHEN FACILITY**
- All dishes/utensils/tableware removed from facility.
- Stovetop and ovens cleaned.
- Stove and oven turned OFF.
- All food removed from oven and refrigerator.
- Refrigerator wiped clean, inside and out.
- Microwave wiped clean, inside and out.
- All sinks scrubbed and cleaned; disposal sink emptied.
- All counter tops cleaned.

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

** Any items left in or on the property will be held for (2) business days, after which time, said items will be disposed of at the discretion of City staff. Additional facility use, staff, and/or disposal fees may apply.
CITY OF TRACY FACILITY RESERVATION HANDBOOK
ACKNOWLEDGEMENT FORM

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

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

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

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

________________________________________________________
Event Title

________________________________________________________
Event Date

________________________________________________________
Printed name of facility user

________________________________________________________
Signature of facility user

________________________________________________________
Today’s Date

________________________________________________________
Name of organization (if applicable)