

RENTAL FACILITIES

9 Meeting Rooms, 3 Large Indoor Spaces, Many Picnic Areas, & Outdoor Event Spaces

- **TRACY COMMUNITY CENTER:**

- 950 East Street
- Large Event Hall & 2 Meeting Rooms
- See Information Page, "[TCC](#)"



- **TRACY TRANSIT STATION:**

- 50 E. Sixth Street
- Large Event Lobby & 3 Meeting Rooms
- See Information Page, "[TTS](#)"



- **TRACY CIVIC CENTER (City Hall):**

- 333 Civic Center Plaza
- Large Event Lobby & 3 Meeting Rooms
- See Information Page, "[CVC](#)"



- **TSC MEETING ROOM:**

- 955 Crossroads Drive
- 1 Meeting Room
- See Information Page, "[MTG](#)"



- **MANY PARKS:**

- Large Grass Event Spaces
- Picnic Areas
- Covered Shade Structures
- See Information Page, "[PRK](#)"



CITY OF TRACY HOW TO RENT A FACILITY



MEETING ROOMS ~ LARGE EVENT SPACES ~ PARKS

It's easy to book your date!

You can hold a date for a Facility, if available, by submitting the following:

- A) **COMPLETED APPLICATION:** Submitted in writing (Fax, Email, or come to Office**)
- B) **APPLICATION FEE:** Payment of \$35 Non-refundable fee.
- C) **DEPOSIT:** Payment of applicable Security Deposit. (See Information Page for desired facility)

Then, by "20 days prior to your event," you must **COMPLETE** the following:

- D) **USE FEE:** Payment of Use Fee, usually a per-hour fee. (See Information Page for desired facility)
- E) **INSURANCE:** Provide Certificate meeting requirements. (See Information Page, "[INS](#)")
- F) **ADDITIONAL REQUIREMENTS:** Meet any Additional Requirements, or Supplemental Permits, placed on your event through the review process. (See Information Page, "[RVW](#)")

Once these requirements are met, you will receive your:

- G) **SIGNED FACILITY RENTAL PERMIT***: Must have with you during your use of facility.
**The Permit must be signed by both the Renter and a representative of the City of Tracy. If the above requirements are not met by the deadline, the City reserves the right to consider the event cancelled and subject to the stated Cancellation Policy. The City also reserves the right to cancel the contract and release the date. Payments can be made by cash, check, or money order (payable to the City of Tracy), or by credit card (MC or Visa).*

****OFFICE:** 333 Civic Center Plaza (City Hall) ~ **FAX:** (209) 831-6218 ~ **PHONE:** (209) 831-6200

Completing the Application

In completing your application, it may be helpful to first determine your:

- **RENTAL CLASSIFICATION:** (Determined at the discretion of the City)
 - [Non Profit Status](#) = Groups that have obtained Federal 501(c)3 status, and can show proof.
 - [Private Status](#) = Individuals or groups holding private events.
 - [Commercial Status](#) = Companies, groups, individuals conducting business.
 - [Governmental Agency Status](#) = Gov events open to all Tracy residents.
- **APPLICABLE BOOKING WINDOW:** (See Information Page, "[BKG](#)")
- **DESIRED FACILITY OR PARK:** (See list of facilities, or ask what's available)
- **DESIRED RENTAL TIME:** (Must include Set-Up and Clean-Up Time)
 - Renters may request to set-up the day prior to their event (if available), but must pay the hourly Use Fee for all hours that either they, or their set-up, occupy the facility.

Frequently Asked Questions

Here are some additional items that all [renters shall be aware of](#):

- **WHAT IS THE CANCELLATION POLICY?** (See Information Page, "[BKG](#)")
 - To avoid all penalties, cancellations must be [in writing over 90 days prior](#) to event.
 - The \$35 Application Fee is non-refundable.
 - Percentages for Cancellation Fee are calculated and charged from Use Fees, not Deposit.
 - Rain Outs (active rain) at Park Rentals will not be charged a cancellation fee.
- **WHAT IS THE DEPOSIT USED FOR?** (All Deposits are charged prior to event)
 - To cover costs for: [Damages](#), [Extra Cleaning](#), [Lost Keys \(\\$50\)](#), [Cancellation Fees](#), [Falsification of information on Application](#), or [Not adhering to permitted times](#).
 - If [Tracy Police Department \(TPD\)](#) is called to any event, all deposits are forfeited.
- **DO I NEED A PERMIT TO USE A PARK?** (See Information Pages, "[PRK](#)" & "[RVW](#)")
 - The [Tracy Sports Complex](#) and [Placencia Fields](#) are available by "Permit Only"
 - All other Parks, except two above, usable on a "First-Come, First-Served Basis" (If not already rented) for groups 50 or less with "Traditional Activity". A Permit is required if:
 - (1) [Event has over 50 people attending](#), or
 - (2) [Event has Alcohol, or any "Non-Traditional" Activity](#). (As Listed on "[RVW](#)")
 - Obtaining a Permit ensures that a Park is reserved for you, and checked by staff prior to event.
- **WHAT IF I HAVE ALCOHOL AT MY EVENT?**
 - Renter is responsible for attendee's behavior. All alcohol must have proper permits.
 - [City Permit](#) (with increased deposit and insurance) is required whenever Alcohol is **served** at a function (wedding reception, birthday party, etc.).
 - [ABC License](#) (Alcoholic Beverage Control) is required if Alcohol is **sold** by any means (tickets, included in admission, donations, or charging a sponsor fee).
 - [City Council Approval](#) required for events requesting to have alcohol on City Streets.
- **WHAT OTHER THINGS REQUIRE SPECIAL PERMISSION?** (See "[RVW](#)")
 - [Health Permit](#) (from SJ County) is required for events Serving Food to Public.
 - Other Items Include: [Non-City BBQ's](#), [Electricity](#), [Water](#), Use of [Parking Lots](#) or [Streets](#), [Selling of Items or Admission \(Business License\)](#), [Amplified Sound](#), [Jump Houses](#), [Tents](#), [Booths](#), [Vendors](#), [Decorations](#), [Stages/Structures](#), [Generators](#), [Security](#), [Portable Toilets](#), [Barricades](#), etc.
- **WHAT IF EVENT DETAILS CHANGE AFTER SUBMITTING APPLICATION?**
 - Changing times of event *may* be considered as a cancellation (Per City Discretion).
 - Renters must [notify the City of any changes, in writing](#), in order to avoid falsification of information on their Application, which results in event shutdown and forfeits their full deposit.
 - Renters staying after "Rental Time" on signed permit will forfeit full deposit.