



Think Inside the Triangle™

# TRACY COMMUNITY CENTER

Facility Information Page  
FACILITY ID#: BD003

# TCC

<b>Facility Amenities &amp; Use Fees**</b>  <small><sup>1</sup>Rental Times must include time needed for both your Set-Up and Clean-Up.</small>	<b>IT IS EASY TO RENT A FACILITY:<sup>1</sup> (\$35 App Fee + Deposit = Hold Date)</b> <small>(Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior)</small>	<b>NON-PROFIT Classification</b>	<b>PRIVATE Classification</b>	<b>COMMERCIAL Classification</b>
	<b>ENTIRE FACILITY (6,200 sf)</b> <b>Minimum Rental:</b> = 4 hours <i>(Only Available on Th/Fr/Sa/Su)***</i> <b>Booking (Window):</b> = "Large Spaces" Policy <b>Includes:</b> = Main Hall, Both Conference Rooms, Kitchen, Restrooms, Bar or Coat Check, and Lobby	Week End:* \$58/hr Week Day: \$38/hr	Week End:* \$99/hr Week Day: \$67/hr	Week End:* \$141/hr Week Day: \$95/hr
		<b>DEPOSIT:</b> = \$400 (No Alcohol) = \$800 (With Alcohol)		
	<b>MAIN HALL (113' x 39') (4,400 sf)</b> <b>Minimum Rental:</b> = 4 hours <i>(Only Available on Th/Fr)***</i> <b>Booking (Window):</b> = "Large Spaces" Policy <b>Max Occupancy:</b> = 250 Sitting/Dining <i>(With Tables)</i> = 550 Standing/Dancing <i>(No Tables)</i> <b>Amenities:</b> = 30 Tables (8' x 2.5') / 250 Chairs = Dividable Room (2 Curtains, makes 3 sections) = STAGE (450 sf) (11' deep, 26' at front, 53' at back) = Podium, House Speakers, Screen, Back Stage Area = KITCHEN (280 sf) (20' x 14') (2 ovens, 6 Burners, Refrigerator, No Freezer, 2 Serving Counters)	Week End:* n/a Week Day: \$34/hr	Week End:* n/a Week Day: \$58/hr	Week End:* n/a Week Day: \$82/hr
		<b>DEPOSIT:</b> = \$400 (No Alcohol) = \$800 (With Alcohol)  <i>(On Week Ends, only the "Entire Facility" is available)</i>		
	<b>CONF ROOM "A" OR "B" (19' x 17') (325 sf)</b> <b>Minimum Rental:</b> = 2 hours <i>(Only Available on Th/Fr)</i> <b>Booking (Window):</b> = "Meeting Places" Policy <b>Max Occupancy:</b> = 12 <i>(No Audio/Visual System)</i> <b>Amenities:</b> = 3 Tables, 12 Chairs, High Ceiling, Large Sky Light = Each has Private Outdoor Patio (570 sf) (30' x 19')	Week End:* n/a Week Day: \$7/hr	Week End:* n/a Week Day: \$11/hr	Week End:* n/a Week Day: \$15/hr
	<b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)  <i>(On Week Ends, only the "Entire Facility" is available)</i>			
	<b>**Note:</b> Additional Requirements or Permits may be placed on your rental	<b>* Note:</b> Week Ends start on Friday after 5 pm (All Rates are Per-Hour)		
	<b>950 EAST STREET, TRACY, CA 95376</b> <b>***The TCC is only available for rentals on THU, FRI, SAT, SUN</b>	<b>INSURANCE:</b> Certificate must meet the outlined Insurance Requirements. For most events, renters can purchase insurance from City. (See INS Info Page)	<b>CANCELLATION POLICY:</b> ~ over 90 days prior No Penalty ~ 90-61 days prior 50% of fees ~ 60-31 days prior 75% of fees ~ 30 days or less 100% fees	

Form Updated on 6/2/11



Outdoor Patio



Lobby



Beautiful Grounds



Large Main Hall



Commercial Kitchen



Stage in Main Hall



Pleasant Entrance



Think Inside the Triangle™

# TRACY TRANSIT STATION

Facility Information Page  
FACILITY ID#: BD034

# TTS

**Facility  
Amenities  
&  
Use Fees\*\***

<sup>1</sup>Rental Times must include time needed for both your Set-Up and Clean-Up.

IT IS EASY TO RENT A FACILITY: <sup>1</sup> (\$35 App Fee + Deposit = Hold Date) (Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior )	NON-PROFIT Classification	PRIVATE Classification	COMMERCIAL Classification
<b>ENTIRE FACILITY</b> (4,450 sf) Minimum Rental: = 4 hours (Not available during Public Hours)** Booking (Window): = "Large Spaces" Policy Includes: = Lobby, All 3 Meeting Rooms, Common Area, Men's & Women's Restrooms, and Outside Patio	Week End:* \$123/hr Week Day: \$82/hr	Week End:* \$216/hr Week Day: \$144/hr	Week End:* \$308/hr Week Day: \$205/hr
	<b>DEPOSIT:</b> = \$400 (No Alcohol) = \$800 (With Alcohol)		
<b>LOBBY</b> (53' x 33') (1,750 sf) Minimum Rental: = 4 hours (Not available during Public Hours)** Booking (Window): = "Large Spaces" Policy Max Occupancy: = 105 Sitting/Dining (With Tables, Not Included) = 260 Standing/Dancing (No Tables) Amenities: = Beautiful Art, 24 Lobby Seats, 12 Lobby Benches Does Not Include: = No Tables, No Audio/Visual System, No Kitchen = Common Area or Meeting Rooms not part of Lobby	Week End:* \$27/hr Week Day: \$18/hr	Week End:* \$47/hr Week Day: \$32/hr	Week End:* \$68/hr Week Day: \$45/hr
	<b>DEPOSIT:</b> = \$400 (No Alcohol) = \$800 (With Alcohol)		
<b>"COMBO" RM (103 &amp; 104)</b> (51' x 23') (1,180 sf) Minimum Rental: = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 80 (16 Tables / 60 Chairs) Includes: = Rm 103 & Rm 104 Amenities (Audio/Visual System)	Week End:* \$54/hr Week Day: \$36/hr	Week End:* \$95/hr Week Day: \$63/hr	Week End:* \$135/hr Week Day: \$90/hr
	<b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)		
<b>ROOM 105</b> (36' x 25') (900 sf) Minimum Rental: = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 60 (11 Tables / 60 Chairs) Amenities: = Audio/Visual (Mounted Projector, Screen, Podium) = In-Room Foyer (Additional 140 sf)	Week End:* \$42/hr Week Day: \$28/hr	Week End:* \$74/hr Week Day: \$49/hr	Week End:* \$105/hr Week Day: \$70/hr
	<b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)		
<b>ROOM 103 or ROOM 104</b> (25' x 23') (590 sf) Minimum Rental: = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 40 (8 Tables / 30 Chairs) Amenities: = Audio/Visual (Projector Cart, Screen, Podium)	Week End:* \$27/hr Week Day: \$18/hr	Week End:* \$47/hr Week Day: \$32/hr	Week End:* \$68/hr Week Day: \$45/hr
	<b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)		
<b>OUTSIDE PATIO</b> (66' x 54') (3,600 sf) Minimum Rental: = 4 hours Booking (Window): = "Large Spaces" Policy Amenities: = Beautiful Art & Landscaping, No Tables or Kitchen, = No Restrooms (Must rent Lobby, if not already Open)	Week End:* \$27/hr Week Day: \$18/hr	Week End:* \$47/hr Week Day: \$32/hr	Week End:* \$68/hr Week Day: \$45/hr
	<b>DEPOSIT:</b> = \$400 (No Alcohol) = \$800 (With Alcohol)		
**Note: Additional Requirements and/or Permits may be placed on your rental		* Note: Week Ends start on Friday after 5 pm	
<b>50 E. SIXTH STREET, TRACY, CA 95376</b> ***The Lobby's Public Hours are Mon-Fri 8a-6p, & Sat 10a-4p		<b>INSURANCE:</b> Certificate must meet the outlined Insurance Requirements. For most events, renters can purchase insurance from City. (See INS Info Page)	<b>CANCELLATION POLICY:</b> ~ over 90 days prior No Penalty ~ 90-61 days prior 50% of fees ~ 60-31 days prior 75% of fees ~ 30 days or less 100% fees

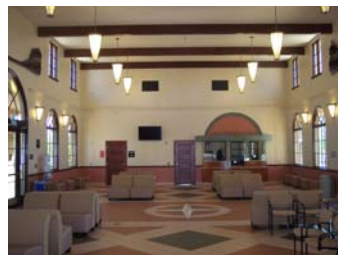
Form Updated on 6/2/11



Pleasant Entrance



Inviting Patio



Welcoming Lobby



Spacious Room 105



Think Inside the Triangle™

# TRACY CIVIC CENTER

Facility Information Page  
FACILITY ID#: BD040

# CVC

	IT IS EASY TO RENT A FACILITY: <sup>1</sup> (\$35 App Fee + Deposit = Hold Date) (Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior)	NON-PROFIT	PRIVATE	COMMERCIAL
		Classification	Classification	Classification
<b>Facility Amenities &amp; Use Fees**</b>	<b>LOBBY</b> (60' x 34') (2,040 sf) Minimum Rental = 4 hours (Not available during Public Hours***) Booking (Window): = "Large Spaces" Policy Max Occupancy: = 130 Sitting (Tables Not Included) (NO DINING) = 250 Standing (NO DANCING)  Amenities: = Beautiful Art, 4 Lobby Benches, Marbled Floors Includes: = Room 109 & Room 203, Restrooms  Does Not Include: = No Tables/Chairs Included, No Audio/Visual = Note: "Council Chambers" & "Outdoor Area" are not included as part of Lobby	Week End:* \$60/hr Week Day: \$40/hr	Week End:* \$105/hr Week Day: \$70/hr	Week End:* \$150/hr Week Day: \$100/hr
		<b>DEPOSIT:</b> = \$400 (No Alcohol) = \$800 (With Alcohol)		
	<b>ROOM 203 (Upstairs)</b> (33' x 25') (825 sf) Minimum Rental = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 40 (9 Tables, seating 3 each / 40 Chairs) Amenities: = Audio/Visual System (Projector / Screen / Podium)	Week End:* \$38/hr Week Day: \$25/hr	Week End:* \$66/hr Week Day: \$44/hr	Week End:* \$94/hr Week Day: \$63/hr
		<b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)		
	<b>ROOM 109 (Downstairs)</b> (24' x 22') (528 sf) Minimum Rental = 2 hours Booking (Window): = "Meeting Places" Policy Max Occupancy: = 20 (4 Tables / 12 Chairs) Amenities: = Retractable Screen, NO PROJECTOR, Kitchenette with sink and refrigerator	Week End:* \$23/hr Week Day: \$15/hr	Week End:* \$39 Week Day: \$26	Week End:* \$56/hr Week Day: \$38/hr
		<b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)		
<b>COUNCIL CHAMBERS</b> (64' Diameter) (3,500 sf) Minimum Rental = 2 hours (NO FOOD OR DRINK ALLOWED) Booking (Window): = "Meeting Places" Policy Max Occupancy: = 200 (150 Fixed Seats, No Tables) Amenities: = Audio/Visual System (Projector / Screen / Podium) = Council Dias	Week End:* \$35/hr Week Day: \$20/hr	Week End:* \$84/hr Week Day: \$56/hr	Week End:* \$120/hr Week Day: \$80/hr	
	<b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)			
<b>OUTDOOR AREA (Park/Stage/Fountain/Patio)</b> Minimum Rental = 4 hours Booking (Window): = "Large Spaces" Policy Amenities: = Fountain, Stage with Mini Amphitheatre, Lawn Does Not Include: = No Tables/Chairs, No Restrooms	<b>USE FEE &amp; DEPOSIT:</b>  = Varies based on number of attendees (See Information Page for Park Rentals, " <b>PRK</b> ")			
<b>**Note:</b> Additional Requirements and/or Permits may be placed on your rental		<b>* Note:</b> Week Ends start on Friday after 5 pm		
<b>333 CIVIC CENTER PLAZA, TRACY, CA</b> ***The Lobby's Public Hours are Mon-Thu 8a-6p, & Every Other Fri 8a-5p		<b>INSURANCE:</b> Certificate must meet the outlined Insurance Requirements. For most events, renters can purchase insurance from City. (See INS Info Page)	<b>CANCELLATION POLICY:</b> ~ over 90 days prior No Penalty ~ 90-61 days prior 50% of fees ~ 60-31 days prior 75% of fees ~ 30 days or less 100% fees	

<sup>1</sup>Rental Times must include time needed for both your Set-Up and Clean-Up.

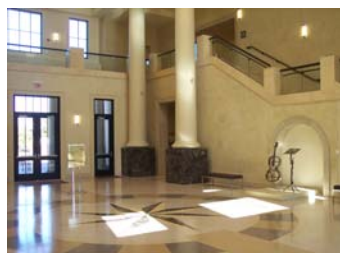
Form Updated on 5/2/11



Pleasant Entrance



Inviting Patio



Welcoming Lobby



Room 203





Think Inside the Triangle™

# TRACY SPORTS COMPLEX MEETING ROOM

Facility Information Page  
FACILITY ID#: BD036

# MTG

<b>Facility Amenities &amp; Use Fees**</b>  <sup>1</sup> Rental Times must include time needed for both your Set-Up and Clean-Up.	<b>IT IS EASY TO RENT A FACILITY:<sup>1</sup></b> (\$35 App Fee + Deposit = Hold Date) (Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior )				
	<b>TSC MEETING ROOM</b> (30' x 23') (700 sf) <b>Minimum Rental</b> = 2 hours ( <sup>2</sup> Only available on Week Ends) <b>Booking (Window):</b> = "Meeting Places" Policy <b>Max Occupancy:</b> = 45 (10 Tables / 30 Chairs) <b>Amenities:</b> = Screen, Kitchenette with sink, NO PROJECTOR		<b>NON-PROFIT Classification</b> Week End:* \$14/hr Week Day: n/a	<b>PRIVATE Classification</b> Week End:* \$25/hr Week Day: n/a	<b>COMMERCIAL Classification</b> Week End:* \$35/hr Week Day: n/a
	<b>DEPOSIT:</b> = \$200 (No Alcohol) = \$600 (With Alcohol)				
	<b>**Note:</b> Additional Requirements and/or Permits may be placed on your rental		<b>* Note:</b> Week Ends start on Friday after 5 pm		
<b>955 CROSSROADS DRIVE, TRACY, CA 95376</b>		<b>INSURANCE:</b> Certificate must meet the outlined Insurance Requirements. For most events, renters can purchase insurance from City. (See INS Info Page)	<b>CANCELLATION POLICY:</b> ~ over 90 days prior No Penalty ~ 90-61 days prior 50% of fees ~ 60-31 days prior 75% of fees ~ 30 days or less 100% fees		

Form Updated on 6/2/11



Community Room



Meeting Space



Kitchenette



Community Room



Think Inside the Triangle™

# CITY OF TRACY MOBILE STAGE

Facility Information Page  
FACILITY ID#: R5095

# STG

<b>Facility Amenities &amp; Use Fees**</b>	<b>IT IS EASY TO RENT A FACILITY:<sup>1</sup></b> (\$35 App Fee + Deposit = Hold Date) (Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior )				
	<b>MOBILE STAGE*</b> (504 sf) ➤ "A" Set Up = 36' x 14' (504 sf) ➤ "B" Set Up = 36' x 18' (648 sf) ➤ "C" Set Up = 36' x 22' (792 sf)		<b>NON-PROFIT Classification</b> "A" Set-Up: \$320 "B" Set-Up: n/a "C" Set-Up: n/a	<b>PRIVATE Classification</b> "A" Set-Up: \$795 "B" Set-Up: n/a "C" Set-Up: n/a	<b>COMMERCIAL Classification</b> "A" Set-Up: n/a "B" Set-Up: n/a "C" Set-Up: n/a
	<b>DEPOSIT:</b> = \$400				
	<b>**Note:</b> Additional Requirements and/or Permits may be placed on your rental		<b>*Note:</b> Event must be located within City Limits		
<b>IT COMES TO YOUR LOCATION*</b>		<b>INSURANCE:</b> Certificate must meet the outlined Insurance Requirements. For most events, renters can purchase insurance from City. (See INS Info Page)	<b>CANCELLATION POLICY:</b> ~ over 90 days prior No Penalty ~ 90-61 days prior 50% of fees ~ 60-31 days prior 75% of fees ~ 30 days or less 100% fees		



Think Inside the Triangle™

# CITY OF TRACY PARKS & PICNIC AREAS

Facility Information Page  
FACILITY ID#: R5091

# PRK

<b>Facility Use Fees**</b>	<b>IT IS EASY TO RENT A FACILITY:<sup>1</sup></b> (\$35 App Fee + Deposit = Hold Date) (Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior)				<b>NON-PROFIT</b> Clsf (Max \$100)	<b>PRIVATE</b> Classification	<b>COMMERCIAL</b> Classification
	<b>PARK / PICNIC RENTALS</b> Minimum Rental = 4 hours Booking (Window): = "Large Spaces" Policy (Lincoln, DrPowers, Veterans) Booking (Window): = "Meeting Places" Policy (Parks below double line)		101 + ppl: \$25 51-100 ppl: \$19 1-50 ppl: \$13	101 + ppl: \$44 51-100 ppl: \$33 1-50 ppl: \$23	101 + ppl: \$63 51-100 ppl: \$48 1-50 ppl: \$33		
**Note: Additional Requirements and/or Permits may be placed on your rental.	<b>INSURANCE:</b> Certificate must meet the outlined Insurance Requirements	<b>CANCELLATION POLICY:</b> ~ over 90 days prior No Penalty ~ 90-61 days prior 50% of fees ~ 60-31 days prior 75% of fees ~ 30 days or less 100% of fees	<b>DEPOSIT:</b> = 1-50 ppl (Traditional Activity*) -----\$0 = 1-50 ppl (Non-Traditional Activity*) ---\$100 = 51-100 ppl -----\$100 = 101-200 ppl -----\$200 = 201-300 ppl -----\$300 = 301 + ppl -----\$500				
* Note: "Traditional Activity" is normal park usage. Alcohol, or anything requiring "Further Review" (See " <b>RVW</b> "), is a "Non-Traditional Activity."							

Form Updated on 6/2/11

<b>Highlighted PARKS &amp; PICNIC AREAS</b>	<b>LINCOLN PARK</b> (e) (Max Attendees: 1,500) (East and Eaton) <b>(13.74 acres)</b> Picnic Area (Seats 65) w/BBQs, Gazebo (24ft dia), Large Event Lawn, SprayGround, Playgrounds, Restrooms, Rose Garden, Library, OffStreet Parking
	<b>DR. POWERS PARK</b> (e) (Max Attendees: 1,500) (900 W. Lowell Ave.) <b>(11.18 acres)</b> Covered Picnic Area (Seats 115), Large BBQs, Large Event Lawn, Playground, Restrooms, Pool, Historic Train, 3 Lighted Tennis, OffStreet Parking
	<b>VETERANS PARK</b> (e) (Max Attendees: 200) (238 Glenhaven Dr.) <b>(15.80 acres)</b> Covered Picnic Area (Seats 80) w/BBQs, Large Grass, Playgrounds, Restrooms, Basketball Courts, Skate Elements, Sports Fields, OffStreet Parking
	<b>BLAND PARK</b> (Max Attendees: 300) (1753 Blandford Ln.) <b>(8.65 acres)</b> Picnic Area (Seats 50) w/BBQs, Large Grass, Playgrounds, Restrooms, Basketball, Ballfield, Lammersville School House, OffStreet Parking
	<b>CECILIANI PARK</b> (Max Attendees: 100) (Cypress & Hickory) <b>(10.50 acres)</b> Picnic Area (Seats 40) w/BBQs, Playground, Restrooms, Large Grass Area, Tennis Courts, Sand Volleyball Court, OffStreet Parking
	<b>HOYT PARK</b> (Max Attendees: 100) (300 3 <sup>rd</sup> St.) <b>(7.56 acres)</b> Picnic Area (Seats 40) w/BBQs, Playgrounds, Restrooms, Horse Shoe Pits, Sand Volley Ball Courts, OffStreet Parking
	<b>TALLEY PARK</b> (Max Attendees: 100) (1551 Dove Ct.) <b>(7.28 acres)</b> 2 Covered Picnic Areas (East Seats 45, West Seats 55) w/BBQs, Playground, Roller Hockey Surface, Water Feature, NO RESTROOMS
	<b>KENNER PARK</b> (e) (Max Attendees: 100) (1850 Kavanagh Rd.) <b>(6.01 acres)</b> Covered Picnic Area (Seats 30) w/BBQs, Large Grass Area w/Terraced Seating, Playground, Restrooms, Tennis, Basketball, Sand Volleyball
	<b>THOMING PARK</b> (Max Attendees: 100) (100 Cambridge Pl.) <b>(5.44 acres)</b> Covered Picnic Area (Seats 60) w/BBQs, Large Grass, Playground, Restrooms, Tennis, Basketball, Sand Volleyball, Fitness Path, OffStreet Parking
	<b>LARSON PARK</b> (Max Attendees: 100) (Central & Ferdinand.) <b>(5.10 acres)</b> Picnic Area (Seats 50), Large Grass Area, Playgrounds, Restrooms, Tennis Courts, Fitness Stations, OffStreet Parking
<b>ZANUSSI PARK</b> (Max Attendees: 100) (1500 Promenade Cir.) <b>(4.99 acres)</b> Picnic Area (Seats 45) w/BBQs, Gazebo, Large Grass Area, Playgrounds, Restrooms	
<b>GALLI PARK</b> (Max Attendees: 100) (2341 West Lowell Ave.) <b>(4.67 acres)</b> 2 Covered Picnic Areas (Seats 25 each), Playground, Restrooms, Bocce Ball Courts, Ballfields, OffStreet Parking	

<sup>1</sup>Rental Times must include time needed for both your Set-Up and Clean-Up.





# “CONDITIONS OF APPROVAL” REQUIRING FURTHER REVIEW

Facility Information Page  
FACILITY ID#: Routed

# RVW

Form Updated on 6/2/11

<b>Facility Use Fees**</b>	<p><b>IT IS EASY TO RENT A FACILITY:</b> (\$35 App Fee + Deposit = Hold Date) (Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior )</p>	<p><b>**Note:</b> The City reserves right to place Additional Requirements and/or Permits on any rental/event in any facility, which may result in additional costs.</p>
<p><b>INSURANCE:</b> The Certificate of Insurance Required. City's Insurance Rates vary based on number of Attendees and "Risk" Level of event.</p>		

<p>If your event has any of the requests listed here, there will be a period of further review for your application; Routed to each City Dept for their input.</p>	<p><b><u>EVENT LAYOUT (MAP)</u></b> (Outdoor events over 100 people) Required for all Outdoor events, except simple picnics. Must show Emergency Vehicle Access, precise booth layouts, and location of all activities.</p>
	<p><b><u>REQUESTING SPECIAL PERMISSIONS</u></b> (Water, Electricity, BBQ's, Barricades, Etc) Any additional request for items/permission from the City of Tracy may result in additional costs and/or requirements.</p>
	<p><b><u>HEALTH PERMIT</u></b> (Serving or Selling food to General Public) Required if serving, or selling, food to General Public that is neither pre-packaged, nor cooked in an approved kitchen. Contact SJC Public Health Dept.</p>
	<p><b><u>ABC LIQUOR LICENSE</u></b> (Serving or Selling alcohol to General Public) Required when alcohol is served, or sold, to the General Public. Selling admission to event w/alcohol constitutes selling alcohol. Contact ABC.</p>
	<p><b><u>SECURITY SERVICES</u></b> (Event over ___ people ) Required for ALL outdoor events over ___ ppl. Required for all Teen Dances. City reserves the right to require Security for any event in any facility.</p>
	<p><b><u>PORTABLE TOILETS</u></b> (Event exceeds capacity of restrooms at the facility) Required for ALL outdoor events over ___ ppl. Typically, ___ toilets per _____. Location and Quantity designated by City</p>
	<p><b><u>VEHICLE ACCESS PERMIT</u></b> (Vehicles NOT allowed in Parks, without permit ) No Vehicles allowed in the Parks. The only exception is where the City has deemed it appropriate to grant vehicle access permits.</p>
<b>FURTHER REVIEW</b>	<p><b><u>GENERATOR PERMIT (ELECTRICAL PERMIT)</u></b> (Output of 10 kw or greater) Required for ALL generators with 10 kw output or greater. Inspector to come day of event. Contact DES</p>
<b>Conditions of Approval</b>	<p><b><u>STAGE PERMIT</u></b> (Over 30" in height) Required for ALL stages over 30". DES Inspector to come day of event. Smaller stages must also provide City with manufacturer specifications.</p>
<b>Additional Requirements</b>	<p><b><u>STRUCTURES PERMIT</u></b> (All structures or amusements) Required for ALL structures/amusements placed in park. DES Inspector to come day of event.</p>
	<p><b><u>TENT PERMIT (FIRE MARSHALS PERMIT)</u></b> (Over 400 sf / Over 200 sf) Required for ALL tents over 400 sf (with no walls) / over 200 sf (with walls). DES Inspector to come day of event. All events must list all tents on app.</p>
	<p><b><u>BUSINESS LICENSE</u></b> (All events that are selling) Required for ALL events that are selling. This applies to both the event and their vendors/booths.</p>
	<p><b><u>VENDORS/BOOTH INSURANCE</u></b> (All Events with Vendors or Booths) Required for all events bringing in vendors. Certificate of Insurance must list the city as "additionally insured" and must meet all city requirements</p>
	<p><b><u>FIRST AID PLAN</u></b> (Outdoor events over 100 people) Required for ALL street closures, runs, walks, parades, and park events over 100 people. City reserves the right to require a First Aid Plan for any event.</p>
	<p><b><u>CITY STAFF TIME AND EQUIPMENT</u></b> (As determined by the City) PD, FD, Public Works, electrical services, traffic control, security, barricades, street closure &amp; signage, street cleaning, emergency response, etc.</p>
	<p><b><u>STREET CLOSURES (PUBLIC RIGHT-OF-WAY)</u></b> (All streets, parking lots, etc.) If requesting closure of public right-of-ways (streets, parking lots, alleys, etc), renter must address items on this page, plus all items on the "street" page</p>







# TRACY SPORTS COURTS

# CRT

**Sport Court Use Fees & Locations**

<sup>1</sup>Rental Times must include time needed for both your Set-Up and Clean-Up.

IT IS EASY TO RENT A COURT: <sup>1</sup> (\$0 App Fee + Deposit = Hold Date) (Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior)	NON-PROFIT (NP) Classification		PRIVATE (PR) Classification	COMMERCIAL (CM) Classification
	(Youth)	(Adult)		
<b>SPORTS COURTS</b> Rentable City of Tracy "Sports Courts" includes: <ul style="list-style-type: none"> <li>➤ <a href="#">Tennis Courts</a></li> <li>➤ <a href="#">Basketball Courts</a></li> <li>➤ <a href="#">Sand Volleyball Courts</a></li> <li>➤ <a href="#">Horseshoe Pits</a></li> <li>➤ <a href="#">Bocce Ball Courts</a></li> <li>➤ <a href="#">Shuffle Board Courts</a></li> <li>➤ <a href="#">Handball Courts</a></li> <li>➤ <a href="#">Roller Hockey Rinks</a></li> </ul>	<b>RENTAL FEES*:</b> Practice/Game: \$0/hr/ct League: \$5/hr/ct Tournament: \$5/hr/ct		\$5/hr/ct \$7/hr/ct \$15/hr/ct	\$10/hr/ct \$10/hr/ct \$15/hr/ct
	<b>LIGHTS*:</b> Practice/Game: \$0/hr/ct League: \$5/hr/ct Tournament: \$7/hr/ct		\$5/hr/ct \$10/hr/ct \$12/hr/ct	\$5/hr/ct \$10/hr/ct \$12/hr/ct
*Fees listed are "per Hour, per Court"				
<b>DEPOSIT:</b> = \$50 per Day, per Court				

**PARKS WITH SPORTS COURTS** You can rent a Sport Court as a stand-alone, or as part of a picnic area rental. (See "[PRK](#)")

<b>Tennis Courts:</b> <ul style="list-style-type: none"> <li>• <a href="#">Dr. Powers</a> (x3) (With Lights)</li> <li>• <a href="#">Ceciliani</a> (x2)</li> <li>• <a href="#">Hoyt</a> (x2)</li> <li>• <a href="#">Kenner</a> (x2)</li> <li>• <a href="#">Larsen</a> (x2)</li> <li>• <a href="#">Thoming</a> (x2)</li> <li>• Adams (x1)</li> <li>• Barboza (x1)</li> <li>• Kellogg (x1)</li> </ul>	<b>Basketball Full-Courts:</b> <ul style="list-style-type: none"> <li>• <a href="#">Kenner</a></li> <li>• <a href="#">Thoming</a></li> <li>• <a href="#">Veterans</a></li> <li>• Cose</li> <li>• Erb</li> <li>• Hanson</li> <li>• Marlow</li> <li>• McDonald</li> <li>• Sparks</li> <li>• Talley</li> <li>• Tiago</li> <li>• Many Other Parks have Half-Court Basketball</li> </ul>	<b>Sand Volleyball Courts:</b> <ul style="list-style-type: none"> <li>• <a href="#">Ceciliani</a></li> <li>• <a href="#">Hoyt</a></li> <li>• <a href="#">Kenner</a></li> <li>• <a href="#">Thoming</a></li> <li>• Marlow</li> </ul>	<b>Shuffle Board Court:</b> <ul style="list-style-type: none"> <li>• Adams</li> </ul>	<b>NOTES:</b> (1) All Sports Courts are available for use on a "First-Come, First-Served Basis", if not already rented by another group. (2) You can rent a Sport Court as a stand-alone, or as part of a picnic area rental. (3) A Permit is required for all <a href="#">League Use</a> , for all <a href="#">Teams</a> , and for all <a href="#">Tournaments</a> . (4) For full listing of Sports Courts, please see the "Park Amenities Matrix" in the <a href="#">PCS Activity Guide</a> . (5) Underlined Parks have restrooms
<b>Horseshoe Pits:</b> <ul style="list-style-type: none"> <li>• <a href="#">Hoyt</a> (x2)</li> <li>• <a href="#">Chadeayne</a> (x2)</li> <li>• <a href="#">Hanson</a> (x2)</li> </ul>		<b>Bocce Ball Court:</b> <ul style="list-style-type: none"> <li>• <a href="#">Galli</a></li> </ul>	<b>Handball Courts:</b> <ul style="list-style-type: none"> <li>• McDonald (x2)</li> </ul>	

**BONUS AMENITIES LIST:**

**PARKS WITH OTHER "FAMILY FUN" AMENITIES**

<b>Water Play Area:</b> <ul style="list-style-type: none"> <li>• <a href="#">Lincoln</a> (Spray Ground)</li> <li>• <a href="#">Hoyt</a> (Train Mister)</li> <li>• <a href="#">Kenner</a></li> <li>• Talley</li> </ul>	<b>Climbing Rock/Wall:</b> <ul style="list-style-type: none"> <li>• <a href="#">Galli</a> (Wall)</li> <li>• <a href="#">Lincoln</a> (Wall)</li> <li>• <a href="#">Thoming</a> (Rock)</li> <li>• El Pescadero (Rock)</li> <li>• McCray (Wall)</li> <li>• Schwartz (Wall)</li> <li>• Talley (Both)</li> <li>• Thrasher (Rock)</li> </ul>	<b>Skate Elements:</b> <ul style="list-style-type: none"> <li>• <a href="#">Veterans</a></li> <li>• Barboza</li> <li>• El Pescadero (Skate Park)</li> <li>• Hastie</li> <li>• Schwartz</li> <li>• Souza</li> </ul>	<b>Art &amp; Sculptures :</b> <ul style="list-style-type: none"> <li>• <a href="#">Larson</a> (Sculpture)</li> <li>• <a href="#">Lincoln</a> (Sculpture, Rose Garden)</li> <li>• Cose (Sculpture)</li> </ul>	<b>NOTES:</b> (1) These amenities are <i>not</i> rentable. (2) All Playgrounds will remain open and available to the public. (3) For full listing of amenities, please see the "Park Amenities Matrix" in the <a href="#">PCS Activity Guide</a> . (4) Underlined Parks have restrooms.
<b>Themed Playgrounds:</b> <ul style="list-style-type: none"> <li>• <a href="#">Bland</a> (Farm Theme)</li> <li>• Westside Pioneer (Train Theme)</li> <li>• Talley (Ship/Boat)</li> </ul>	<b>Dog Park:</b> <ul style="list-style-type: none"> <li>• El Pescadero</li> </ul>	<b>Gazebos:</b> <ul style="list-style-type: none"> <li>• <a href="#">Lincoln</a></li> <li>• <a href="#">Zanussi</a></li> <li>• Costa</li> </ul>	<b>Historical:</b> <ul style="list-style-type: none"> <li>• <a href="#">Bland</a> (School House)</li> <li>• <a href="#">Dr. Powers</a> (Train Engine)</li> </ul>	

Form Updated on 7/14/11



Roller Hockey Rink



Climbing Wall at Galli Park



Interactive Sun Dial



Lammersville School House





Think Inside the Triangle™

# CITY OF TRACY BOOKING WINDOWS

Facility Information Page  
FACILITY ID#: Booking

# BKG

Rental of City of Tracy parks & rooms must adhere to the following Booking Windows and Booking Policies.

## Q1: WHAT IS THE DEADLINE TO RESERVE A FACILITY?

(MINIMUM BOOKING WINDOW)

### STANDARD POLICY

(By 20 Days Prior to Event)

All rental requirements (*Use Fees, Insurances, Deposits, Signatures, and any Additional Requirements placed on the rental*) must be completed by “20 days prior to event.” If these obligations are not met, the City reserves the right to charge the renter’s credit card for the full amount of the fees. The City also reserves the right to cancel the contract and release the date.

### QUICK BOOK EXCEPTION

(By Noon on Wednesday)

Applications for “Simple Rentals” may be completed in less than “20 days prior to event”, but these rental agreements must be completed by Noon on a Wednesday, for events occurring the following Saturday or later. Only “Simple Rentals” may utilize the “Quick Book” Exception.

### SIMPLE RENTALS

Those rentals that can be processed while you wait. They have completed payment of all use fees, insurances, and deposits; they do not have information missing; and they do not require “Further Review”. They are typically the following types of events:

*Meetings* (in meeting rooms); *Functions* (basic gatherings, meals, or funerals); *Small Picnics* (park rentals within the designated picnic area)

### FURTHER REVIEW

Those rentals that require “Further Review” (*See Information Page “RVW”*). They include: *Street Events* (city streets, parking lots, or public right-of-way); *Dances* (teen dances); *Community Events* (any outdoor rental that will have over 100 people); *Large Picnics* (park rentals extending beyond designated picnic area); *Non-Traditional Use* (any application requesting a unique use); *Event Map* (required for any outdoor event, besides small picnics); *Routed Applications* (any application that requires review by other city departments); *Missing Information* (any application that can not be completed due missing information, insurance certificates, or payment of fees/deposits)

## Q2A: HOW LONG CAN I RESERVE A FACILITY FOR?

“LARGE SPACES” POLICY (1,500 square feet or greater):

### BOOKING QUANTITY

(9 Dates in 3 Months)

Bookings of Large Rooms (1,500 square feet or greater) and Large Parks are limited to be within three consecutive months, but not to exceed nine bookings within that time period. Renters are required to complete their first set of bookings prior to renting for an additional period.

### MAXIMUM BOOKING WINDOW (RESERVATION PRIORITY)

(CT) City Sponsored Programs ----- 18 months from event  
(NP) Non-Profit Organizations & (GA) Government Agencies ----- 12 months from event  
(PR) Private Groups and Individuals & (CM) Commercial Uses ----- 10 months from event

### INCLUDED FACILITIES

“TCC” – Tracy Community Center (*Main Hall or Entire Facility*)  
“TTS” – Tracy Transit Station (*Lobby, Patio, or Entire Facility*)

“CVC” – Civic Center (*Lobby*)  
“PRK” – Large Parks (*Lincoln Park, Dr. Powers Park, Veterans Park*)

## Q2B: HOW LONG CAN I RESERVE A FACILITY FOR?

“MEETING PLACES” POLICY (Less than 1,500 square feet):

### BOOKING QUANTITY

(Consecutive Bookings)

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 individual. Renters may book on a Monthly or Weekly basis. Payment Plans are available, with a \$5 Convenience Fee added to each payment.

### MAXIMUM BOOKING WINDOW (RESERVATION PRIORITY)

Booking in Current Calendar Year ----- First-Come, First Served  
Booking in Next Calendar Year (Submitted Before May 1) ----- Requests Collected in April  
Booking in Next Calendar Year (Submitted After May 1) ----- First-Come, First Served

### INCLUDED FACILITIES

“TCC” – Tracy Community Center (*Room: A or B*)  
“TTS” – Tracy Transit Station (*Room: 103, 104, 105, or Combo Rm*)  
“MTG” – Tracy Sports Complex (*Meeting Room*)

“CVC” – Civic Center (*Room 109, 203, or Council Chambers*)  
“PRK” – Designated Park Picnic Areas: (*Bland, Cecilian, Galli, Hoyt, Kenner, Larson, Talley, Thoming, Zanussi*)

## Q3: WHAT IS THE DEADLINE TO CANCEL A RENTAL ?

(CANCELLATION WINDOW)

### CANCELLATION POLICY

(90 Days / 60 Days / 30 Days)

Over 90 days prior: = No Penalty  
90-61 days prior: = 50% of fees  
60-31 days prior: = 75% of fees  
30 days or less: = 100% of fees

Cancellation penalties percentages are calculated from the rental fee, as agreed upon in rental contract. The \$35 App Processing Fee is non-refundable.



Think Inside the Triangle™

# CITY OF TRACY INSURANCE REQUIREMENTS

# INS

**Insurance  
Requirements  
&  
Fees**

**INSURANCE:** A Certificate of Insurance must be provided meeting the outlined Insurance Requirements. Renters can purchase insurance from City for most events. Rates vary based on number of Attendees and "Risk" Level of event. Or Renters can provide their own certificate of Insurance.

<b>PURCHASING INSURANCE FROM THE CITY OF TRACY:</b>	<b>NO ALCOHOL</b>		<b>WITH ALCOHOL</b>	
<p><b><u>CLASS I</u></b> (For complete listing, see HUB's Schedule of Hazard/Risk) Classes, Art Shows &amp; Festivals, Auctions, Award Presentations, Business Meetings, Banquets, Dinners, Beauty Pageants, Civic Club Meetings, Weddings Receptions, Seminars, Youth Gathering (See HUB Schedule)</p>	Over 3,000: Get Quote 1,501-3,000 ppl: \$346.00 501-1,500 ppl: \$237.59 51-500 ppl: \$156.02 1-50 ppl: \$130.21	Over 3,000: Get Quote 1,501-3,000 ppl: \$449.25 501-1,500 ppl: \$289.22 51-500 ppl: \$176.67 1-50 ppl: \$145.70		
<p><b><u>CLASS II</u></b> (For complete listing, see HUB's Schedule of Hazard/Risk) Street Closures, Concerts (See HUB), Dances (See HUB), Parades, Religious Assemblies, Picnics (Except with &lt;51 ppl, with traditional activity), Outdoor Exhibitions or Markets or Social Gatherings, Youth Gathering (See HUB)</p>	Over 3,000: Get Quote 1,501-3,000 ppl: \$526.69 501-1,500 ppl: \$329.48 51-500 ppl: \$192.16 1-50 ppl: \$176.67	Over 3,000: Get Quote 1,501-3,000 ppl: \$629.94 501-1,500 ppl: \$381.11 51-500 ppl: \$212.81 1-50 ppl: \$192.16		
<p><b><u>CLASS III</u></b> (For complete listing, see HUB's Schedule of Hazard/Risk) Animal Shows, Carnivals (no rides), Community Fairs, Ethnic Celebrations, Festivals, Political Rallies, Scouting Jamborees, Street Fair, Union Meetings, Zoos, Livestock Shows, Youth Gathering (See HUB Schedule)</p>	Over 3,000: Get Quote 1,501-3,000 ppl: \$849.86 501-1,500 ppl: \$551.47 51-500 ppl: \$289.22 1-50 ppl: \$237.59	Over 3,000: Get Quote 1,501-3,000 ppl: \$1,159.61 501-1,500 ppl: \$816.82 51-500 ppl: \$366.66 1-50 ppl: \$289.22		
<p><b><u>CLASS IV or V</u></b> (See HUB's Schedule of Hazard/Risk) Sporting Activities (See HUB Schedule), Overnight Camping or Events</p>	All Events: Get Quote	All Events: Get Quote		
<p><b><u>INELIGIBLE ACTIVITIES</u></b> (See HUB's Schedule) Sporting Activities (See HUB Schedule), Concerts (See HUB Schedule), Carnival Rides, Pyrotechnics, Rodeo, Boxing, Wrestling, Hockey, Contact Karate or Contact Marital Arts, Jousting, Ballooning, Balloon Rides</p>	All Events: N/A	All Events: N/A		

**PROVIDING YOUR OWN CERTIFICATE OF INSURANCE LIABILITY:**

**REQUIREMENTS**

The City of Tracy requires that certain uses of the facility will dictate the need for liability insurance against claims resulting from injuries to persons or damages to property, which may arise from or in connection with the renter's use of the facility. A certificate of insurance is required and must be submitted twenty (20) calendar days prior to the event.

**The following items are required on the insurance certificate:**

- Insured's name is the same as listed on facility rental application
- Minimum of \$1,000,000 General Liability Insurance, and \$2,000,000 Aggregate  
*(The City reserves the right to increase this requirement for any event)*
- Name **The City of Tracy** as "**Additional Insured**"\*
- Specify the date, time and location of the event
- Minimum of 10 days cancellation notice
- \*\*\*If serving or selling alcohol, a host 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.
- Certificate holder: City of Tracy / Parks & Community Services Department  
400 East 10<sup>th</sup> Street  
Tracy, CA 95376

*(\*Note: AAA Homeowners Insurance does not currently meet our requirements)*

**PLEASE MAIL OR FAX THE CERTIFICATE OF LIABILITY TO:**

**City of Tracy**  
**Parks & Community Services Department**  
**400 E. 10<sup>th</sup> Street, Tracy, CA 95376**

**FAX: (209) 831-6218**