

RECREATION PROFESSIONAL BOOT CAMP

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ESSENTIAL TRAINING FOR NEW
YOUNG RECREATION PROFESSIONALS

REMARKBLERECREATIONSOLUTIONS.COM

REMARKABLE
RECREATION SOLUTIONS



RECREATION PROFESSIONAL BOOT CAMP

This RECREATION PROFESSIONAL BOOT CAMP will provide you with the foundation you need to THRIVE as a Recreation Professional. We will explore the theories of recreation, and give you hundreds of tangible “take-home” ideas to put those theories into practice. This Coaching Series will ACTIVATE YOU, so you can ACTIVATE YOUR COMMUNITY. We will be investigating program areas that you might not be engaged in yet, thus LAUNCHING the next phase of your career.

FORMAT

Online Group Webinar— LIVE!

8 Sessions / Once a week / 1.5 hours per session

Same day and time each week / Total of 12 hours

INVESTMENT

A Single Webinar Session is typically \$40.

This 8 Session Series = **\$240** (8 for the price of 6)

(Equal to \$30/session or \$20/hour)

DISCOUNTED FOR LIMITED TIME

Super Discount = **60% OFF** = **NOW \$96**

(Equal to \$12/session or \$8/hour)



BENEFITS (THE RETURN ON INVESTMENT)

- Perfect for new Young Recreation Professionals
- Insight into the Profession’s Principles & Practices
- Build a foundation for launching your Rec Career
- Invest in Yourself and Build Expertise (\$380 Value)
- 100’s of Take-Aways to Implement (\$900 Value)
- 8 Sess (12 hrs) of Recreation Coaching (\$480 Value)
- Plus, receive a Resume Review & Input (\$200 Value)
- Plus, receive Certificate of Completion (\$100 Value)
- After series, you get free access to 6 of the once-a-month Check-Ins (“Rec Quest Cohort”) (\$240 Value)
- Mentor for Life (“Just a call away”) (Priceless)

SERIES DATES

3/21–5/9 (2024)

THU’s @ 1pm (EST)

8 Sessions / Online

REMARKABLE
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#RPBC24001

GET REC'D: GETTING RECREATION TO OUR COMMUNITY

WEEK 1

This introductory session provides a quick overview of the Recreation Profession, showing both the “Principles” and the “Practice” of providing recreation to your community. We will look at the WHY of recreation being essential. We will take a short tour of the history of Parks and Recreation in the United States. We will learn the WHAT of assessing our community needs, to then align our services to best meet those needs by determining our Core Services. We will discover what our message is and learn how to best put that message in front of our community by creating Agency Ambassadors.

A STRATEGIC APPROACH TO CONTRACT INSTRUCTORS

WEEK 2

Here we introduce the concept of being strategic in our profession. Then, with that framework in mind we explore the best practices for implementing Contract Instructors on a wide scale. As a program area, Contract Instructors can reach all ages, all demographics, all cultures. This program area can significantly impact your Agency’s fiscal outlook, by increasing Cost Recoveries and decreasing General Fund Subsidies, while accomplishing your Agency’s Mission to meet your community. We will explore the best methods and practices for taking your Contract Instructor Program to the next level.

THE HEALTHY HABITS MOTIF, & THE CONNECTIONS CONCEPT

WEEK 3

The motif of “Healthy Habits” should run through all recreation programs. We will explore what Healthy Habits are (*it’s much more than you might think*) and why they are so vital. Then, we dive into the 3 different types of creative HEALTHY HABITS CAMPAIGNS, aimed at a thriving community. We will explore the concept of “CONNECTIONS”: (1) Helping our community connect with one another, (2) How to connect with our elected officials, & (3) Connecting with our profession. At the end, we will activate our own *Personal Leadership Philosophy* and Check-In with the *Recreation Professional Job Competencies*.

WOW FACTOR: UNLEASHING CREATIVITY IN THE RECREATION PROFESSION

WEEK 4

JUST WOW: We will dig into what makes a Wow Factor and we will learn how to accomplish that Wow without losing our foundational mission. HOW TO WOW: We will investigate how Wow can be *Factored* into programs and facilities, by creating an Agency that values Innovation and Incubates creative ideas. BE A WOW FACTOR(Y): Discover how to keep churning out *Wow-Ness* as we explore dozens of creative real-life examples for adding *Wow on a Budget*. Then, we will practice *Activating Our Creativity*. At the end, we will investigate how to implement the Continuous Improvement Model.

EXCELLENT FACILITY RENTAL MANAGEMENT

WEEK 5

Even if you do not currently manage your Agency’s Facility Rental Program, there are two good reasons to invest the time to understand this service: (1) You may find yourself in charge of facilities in the future, (2) Every program you run will be utilizing a facility, so it is vital to know what goes into managing it. We will explore the best practice methods for organizing the rental process. We will create a defensible rental fee structure based on square footage and “price-points”. We will examine a dozen effective policy considerations. We will investigate better ways to work with, and connect with, the maintenance staff.

PARTNERING WITH COMMUNITY GROUPS, & BRANDING YOUR AGENCY

WEEK 6

Partnering with community groups that can result in new programs, new facilities, new volunteers, and increased community safety. We will investigate how to negotiate with community groups. We will look at how to set up Partnership Agreements that exchange “equal value” between the two parties. Then, we will look at the pros and cons of dozens of real-life partnership examples. After that, we will discover the steps for determining your agency’s Brand, knowing that Branding is a vital first step before Marketing your programs.

PERFORMANCE MEASURES, & BUDGET PROJECTIONS

WEEK 7

Tracking Performance Measures allows us to turn basic data into vital information that tells our Agency’s Story, and highlights our Agency as an “Essential Service” to both our Elected Policy Makers and the community. We will discover the difference between outputs and outcomes. Then, we will cover some unique ideas for accomplishing Budget Projections. We will dive into the *Recreation Program Planning Worksheet*, that captures data from each single program, so we can build up to an Agency-Wide Budget. After that, we will use the Benefits Pyramid to establish a defensible pricing strategy for setting programs fees.

REVENUE GENERATION IN PARKS AND RECREATION

WEEK 8

It is vital that Recreation Agencies press forward in their efforts to generate additional Revenue, instead of just passively “hoping” for more participants to register for the recreation programs. We will dive into 50 to 60 ideas for generating revenue to help your agency THRIVE! Some of these, you are likely already doing, but may need to think about them in new ways. Others will be new ideas that you can put into practice starting tomorrow. By increasing revenues, we allow our agency to have more resources available for other programs and we help our agency to reach its mission.

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WEEKS

ACTION STEPS: You must know Your...

To Determine Your...

AFFIRM: Know your **WHY**

Confidence

APPRECIATE: Know your **HISTORY**

Common Ground

ASSESS: Know Your **COMMUNITY**

Community Needs

ALIGN: Know Your **SERVICES**

Core Services

ANNOUNCE: Know Your **MESSAGE**

Communications

WHAT

GETTING RECREATION TO OUR COMMUNITIES



EXCELLENT FACILITY RENTAL MANAGEMENT

Mark Honberger, Director
REMARKABLE RECREATION SOLUTIONS



EXCELLENT FACILITY RENTAL MANAGEMENT

WHY IS IMPORTANT TO FOLLOW EXCELLENT FACILITY RENTAL PRINCIPLES?

- Increased Rental Revenue
- Create a friendlier process for your users
- Establish appropriate and defensible user fees



TODAY'S SESSION OBJECTIVES

- 1) Explore excellent ideas to **ORGANIZE THE PROCESS** for your Facility Rental Reservations
- 2) Analyze excellent ways to establish **DEFENSIBLE RENTAL FEES**, based on building square footage and “price-points”
- 3) Examine a dozen rental **POLICY CONSIDERATIONS**, some that you may not have thought of before



TODAY'S SESSION OBJECTIVES (summed up)

- 1) ORGANIZING THE PROCESS
- 2) DEFENSIBLE RENTAL FEES
- 3) POLICY CONSIDERATIONS



TODAY'S SESSION OBJECTIVES (summed up)

- 1) **ORGANIZING THE PROCESS (x4)**
- 2) DEFENSIBLE RENTAL FEES
- 3) POLICY CONSIDERATIONS



1) IDEAS FOR ORGANIZING THE PROCESS (X4)

A) Develop Quality Facility Rental Brochures

- i) You have probably already thought of this 😊
- ii) You are **selling** your agency, and your service
- iii) Be sure to use **photos** (worth thousand words)
- iv) Present the information in a **clear and concise** manner



1) IDEAS FOR ORGANIZING THE PROCESS

B) Consider using a “Flexible” Info Page System

i) COVER SHEET:

- a) 8.5 x 14 paper (Landscape) folded in half
- b) FAQ's (Frequently Asked Questions)
- c) Summary List of Rentable Facilities
- d) Show how easy it is to complete the Rental Process
- e) Covers items that are useful for all renters



1) IDEAS FOR ORGANIZING THE PROCESS

COVER SHEET
outside

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



NEED A PLACE?
WE HAVE YOUR SPACE!

MEETING ROOMS ~ LARGE EVENT SPACES ~ PARKS



1) IDEAS FOR ORGANIZING THE PROCESS

COVER SHEET
inside

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: 555 Civic Center Plaza (City Hall) FAX: (209) 651-0210 PHONE: (209) 651-0200

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 = Government's 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 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, et
- **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.



1) IDEAS FOR ORGANIZING THE PROCESS

B) Consider using a “Flexible” Info Pages System

ii) RENTAL DETAIL PAGES:

- a) 8.5 x 11 paper (Portrait), One page per Facility
- b) Covers information specific to that Rental Facility
- c) Insert this page inside of the COVER SHEET
- d) Insert only those pages the user is interested in
- e) Rental info package is now CUSTOMIZED to the user



1) IDEAS FOR ORGANIZING THE PROCESS

RENTAL
DETAIL
PAGES



TRACY COMMUNITY CENTER

Facility Information Page
FACILITY ID#: BD003

TCC

		NON-PROFIT Classification	PRIVATE Classification	COMMERCIAL Classification
<p>ENTIRE FACILITY (6,200 sf) Minimum Rental: = 4 hours (Only Available on Th/Fr/Sa/Su)** Booking (Window): = "Large Spaces" Policy Includes: = Main Hall, Both Conference Rooms, Kitchen, Restrooms, Bar or Cash Check, and Lobby. DEPOSIT: = \$400 (No Alcohol) = \$800 (With Alcohol)</p>				
<p>MAIN HALL (113' x 39') (4,400 sf) Minimum Rental: = 4 hours (Only Available on Th/Fr/Sa/Su)** Booking (Window): = "Large Spaces" Policy Max Occupancy: = 250 Seating Dining (With Tables) = 550 Standing/Dancing (No Tables) Amenities: = 30 Tables (6' x 2.5'), 250 Chairs = Divisible Room (2 Curtains, makes 3 sections) = STAGE (45'0" x 11' deep, 35' w/ front, 15' w/ back) = Podium, House Speakers, Screen, 1 w/ Sing, 1 w/ ea = KITCHEN (280 sf) (20' x 14') (2 on, i.e. 6 Bk. new, Refrigerator, No Freezer, 2 Serving Counters)</p>				
<p>CONF ROOM "A" OR "B" (19' x 17') (325 sf) Minimum Rental: = 2 hours (Only Available on Th/Fr) Booking (Window): = "Meeting Places" Policy Max Occupancy: = 12 (No Audio/Visual System) Amenities: = 3 Tables, 12 Chairs, High Ceiling, Large Sky Light = Each has Private Outdoor Patio (570 sf) (30' x 19')</p>				
<p>950 EAST STREET, TRACY, CA 95376 **The TCC is only available for rentals on THU, FRI, SAT, SUN</p>				



Outdoor Patio



Lobby



Beautiful Grounds



Large Main Hall



Commercial Kitchen



Stage in Main Hall



Pleasant Entrance



TRACY CIVIC CENTER

Facility Information Page
FACILITY ID#: BD040

CVC

		NON-PROFIT Classification	PRIVATE Classification	COMMERCIAL Classification
<p>LOBBY (60' x 34') (2,040 sf) Minimum Rental: = 4 hours (Not available during Public Hours)** Booking (Window): = "Large Spaces" Policy Max Occupancy: = 130 Seating (Tables Not Included) (NO DINING) = 250 Standing (NO DANCING) Amenities: = Beautiful Art, 4 Lobby Benches, Marble Floors = Room 109 & Room 203, Restrooms Does Not Include: = No Tables/Chairs Included, No Audio/Visual Note: "Control Chamber" & "Dance Area" are not included as part of Lobby.</p>				
<p>ROOM 203 (Upstairs) (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)</p>				
<p>ROOM 109 (Downstairs) (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</p>				
<p>COUNCIL CHAMBERS (64' Diameter) (3,500 sf) Minimum Rental: = 2 hours (NO FOOD OR DRINK ALLOWED) Booking (Window): = "Meeting Places" Policy Max Occupancy: = 200 (50 Fixed Seats, No Tables) Amenities: = Audio/Visual System (Projector / Screen / Podium) = Council Desk</p>				
<p>OUTDOOR AREA (Park/Stage/Fountain/Patio) Minimum Rental: = 4 hours Booking (Window): = "Large Spaces" Policy Amenities: = Fountain, Stage with Mini Amphitheatre, Lawn Does Not Include: = No Tables/Chairs, No Restrooms</p>				
<p>333 CIVIC CENTER PLAZA, TRACY, CA **The Lobby's Public Hours are Mon-Thu 9a-6p, & Every Other Fri 9a-6p</p>				



Pleasant Entrance



Inviting Patio



Welcoming Lobby



Room 203

IT IS EASY TO RENT A FACILITY:¹ (\$35 App Fee + Deposit = Hold Date)
 (Insurance + Use Fee + Any Additional Requirements = Due 20 Days Prior)

ENTIRE FACILITY (6,200 sf)

Minimum Rental: = 4 hours (Only Available on Th/Fr/Sa/Su)***
Booking (Window): = "Large Spaces" Policy
Includes: = Main Hall, Both Conference Rooms, Kitchen, Restrooms, Bar or Coat Check, and Lobby

MAIN HALL (113' x 39') (4,400 sf)

Minimum Rental: = 4 hours (Only Available on Th/Fr)***
Booking (Window): = "Large Spaces" Policy
Max Occupancy: = 250 Sitting/Dining (With Tables)
 = 550 Standing/Dancing (No Tables)
Amenities: = 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)

CONF ROOM "A" OR "B" (19' x 17') (325 sf)

Minimum Rental: = 2 hours (Only Available on Th/Fr)
Booking (Window): = "Meeting Places" Policy
Max Occupancy: = 12 (No Audio/Visual System)
Amenities: = 3 Tables, 12 Chairs, High Ceiling, Large Sky Light
 = Each has Private Outdoor Patio (570 sf) (30' x 19')

Facility Amenities & Use Fees*

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

**Note: Additional Requirements or Permits may be placed on your rental

NON-PROFIT Classification

Week End:* \$58/hr
 Week Day: \$38/hr

DEPOSIT: = \$0 (No Alcohol)
 = \$0 (With Alcohol)

Week End:* n/a
 Week Day: \$34/hr

DEPOSIT: = \$0 (No Alcohol)
 = \$0 (With Alcohol)
 (On Week Ends only the "Entire Facility" is available)

Week End:* n/a
 Week Day: \$7/hr

DEPOSIT: = \$0 (No Alcohol)
 = \$0 (With Alcohol)
 (On Week Ends only the "Entire Facility" is available)

PRIVATE Classification

Week End:* \$99/hr
 Week Day: \$67/hr

Week End:* n/a
 Week Day: \$58/hr

Week End:* n/a
 Week Day: \$11/hr

COMMERCIAL Classification

Week End:* \$141/hr
 Week Day: \$95/hr

Week End:* n/a
 Week Day: \$82/hr

Week End:* n/a
 Week Day: \$15/hr

* Note: Week Ends start on Friday after 5 pm (All Rates are Per-Hour)

950 EAST STREET, TRACY, CA 95376

***The TCC is only available for rentals on THU, FRI, SAT, SUN

INSURANCE: Certificate must meet the outlined Insurance Requirements. For most events, renters can purchase insurance from City. (See INS Info Page)

CANCELLATION POLICY:
 ~ 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



1) IDEAS FOR ORGANIZING THE PROCESS

- C) Consider making your Rental Application a “One-Stop-Shop” type of form
 - i) When to do it (Let’s talk about pros and cons)
 - ii) Organize a lot of info into a small space
 - iii) Set up a “**Fast Track**,” for simple rentals
 - iv) Clear and concise (is what we are going for)



1) IDEAS FOR ORGANIZING THE PROCESS

RENTAL APPLICATION FORM (one-stop-shop)

FACILITY RENTAL & EVENT PERMIT APPLICATION

City of Tracy
Parks & Community Services
400 East 10th Street
Tracy, CA 95376
Telephone: (209) 831-6200

Facility/Location: <small>(Write the Name of the Facility Requested)</small>		Event Hours: <small>(This is when your guests will be present)</small>		Reservation (Rental) Hours: <small>(Include Set-up/Clean-up Time; Rental Minimums Apply)</small>	
Check one: <input type="checkbox"/> Hall/Room <input type="checkbox"/> Picnic Area <input type="checkbox"/> Grass / Field <input type="checkbox"/> City Street <input type="checkbox"/> Other: _____		Start Time: _____ End Time: _____	Start Time: _____ End Time: _____	Start Time: _____ End Time: _____	Start Time: _____ End Time: _____
Event Date:			Event Title:		
Event Contact Person:			Organization:		
Event Websites (or Online Postings):					
Phone:			Fax #:		
Mobile:			Email:		
Address:			State:	Zip:	Estimated Attendance:

Classification of Event	Public	Private	Community	Commercial	Government	Other
<input type="checkbox"/> Non-Profit Org <input type="checkbox"/> Private Citizen <input type="checkbox"/> Commercial <input type="checkbox"/> Free Speech Event	<input type="checkbox"/> School District <input type="checkbox"/> Place of Worship <input type="checkbox"/> Government Entity <input type="checkbox"/> Free Speech Event	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Items Sold <input type="checkbox"/> NO TICKETS FOR EVENT <input type="checkbox"/> NO TICKETS FOR EVENT	<input type="checkbox"/> Advance Sales <input type="checkbox"/> Adults (21 yrs +) <input type="checkbox"/> Teens (14 - 20 yrs) <input type="checkbox"/> Children (Under 14)	<input type="checkbox"/> Sports <input type="checkbox"/> Other (specify): _____
Type of Event	Family/Friends	Church	Reunion	Community	Class/School	Commercial
<input type="checkbox"/> Family/Friends <input type="checkbox"/> Church <input type="checkbox"/> Reunion <input type="checkbox"/> Community <input type="checkbox"/> Class/School <input type="checkbox"/> Commercial <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Jazz / Blues <input type="checkbox"/> Rock / Pop <input type="checkbox"/> Rap / Hip-Hop <input type="checkbox"/> Gospel / Church <input type="checkbox"/> Country / Western <input type="checkbox"/> Heavy Metal <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Wedding/Ann. <input type="checkbox"/> Quinceanera <input type="checkbox"/> Birthday <input type="checkbox"/> Banquet/Dinner <input type="checkbox"/> Graduation <input type="checkbox"/> Class/School <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Public Forum <input type="checkbox"/> Conference <input type="checkbox"/> Business <input type="checkbox"/> Payer <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Sports <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Skill Assmt <input type="checkbox"/> Camp <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Street Parade or Run <input type="checkbox"/> Street Event or Festival <input type="checkbox"/> Park Event or Festival <input type="checkbox"/> Show (An "Theater" Trade) <input type="checkbox"/> Car Show (Restrictions) <input type="checkbox"/> Free Speech <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> THIS IS NOT A PICNIC <input type="checkbox"/> THIS IS NOT A CONCERT <input type="checkbox"/> THIS IS NOT A PARTY <input type="checkbox"/> THIS IS NOT A MEETING <input type="checkbox"/> THIS IS NOT A SPORTS ACTIVITY <input type="checkbox"/> THIS IS NOT A SPECIALIZED EVENT
Food & Beverage	Food Sold	Food Served	Alcohol	Open Flame	BBQs (Cooking Trailers)	County Health Permit
<input type="checkbox"/> Food Sold <input type="checkbox"/> Food Served <input type="checkbox"/> NO FOOD <input type="checkbox"/> Prepared off-site <input type="checkbox"/> NO FOOD	<input type="checkbox"/> Alcohol Sold (ABC License, City Permit, Liquor Liability) <input type="checkbox"/> Alcohol Served/Consumed (City Permit) <input type="checkbox"/> Time Alcohol is Available: From: _____ To: _____ <input type="checkbox"/> NO ALCOHOL AT THIS EVENT	<input type="checkbox"/> I want to bring to my own BBQ unit <input type="checkbox"/> Cooking with Open Flame (See Special Requests on back side of form) <input type="checkbox"/> Non-Cooking Open Flame <input type="checkbox"/> NO OPEN FLAME <input type="checkbox"/> NO BBQ AT THIS EVENT	<input type="checkbox"/> I want to bring to my own BBQ unit <input type="checkbox"/> Cooking with Open Flame (See Special Requests on back side of form) <input type="checkbox"/> Non-Cooking Open Flame <input type="checkbox"/> NO OPEN FLAME <input type="checkbox"/> NO BBQ AT THIS EVENT	<input type="checkbox"/> I want to bring to my own BBQ unit <input type="checkbox"/> Cooking with Open Flame (See Special Requests on back side of form) <input type="checkbox"/> Non-Cooking Open Flame <input type="checkbox"/> NO OPEN FLAME <input type="checkbox"/> NO BBQ AT THIS EVENT	<input type="checkbox"/> Food prepared on-site <input type="checkbox"/> *Not in an approved kitchen (such as FCC or LISC) <input type="checkbox"/> Given or sold to general public <input type="checkbox"/> Health Permit Required (Due 20 Days Prior to Event) <input type="checkbox"/> NO HEALTH PERMIT IS NOT REQUIRED	<input type="checkbox"/> Food prepared on-site <input type="checkbox"/> *Not in an approved kitchen (such as FCC or LISC) <input type="checkbox"/> Given or sold to general public <input type="checkbox"/> Health Permit Required (Due 20 Days Prior to Event) <input type="checkbox"/> NO HEALTH PERMIT IS NOT REQUIRED
Entertainment & Equipment	Publicized	Amplified Sound	Power Source	Tent / Canopy / Booth / Vendor	Stages	
<input type="checkbox"/> OPEN TO PUBLIC <input type="checkbox"/> Flyers (Must Provide Copy) <input type="checkbox"/> Printed Ads (Must Provide Copy) <input type="checkbox"/> Websites or Online Postings (Provide Address) <input type="checkbox"/> NO ONLY BY INVITATION	<input type="checkbox"/> Speaking <input type="checkbox"/> Singing <input type="checkbox"/> Live Instruments <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD <input type="checkbox"/> Recorded Music <input type="checkbox"/> Non-amplified music only <input type="checkbox"/> NO AMPLIFIED SOUND	<input type="checkbox"/> Generator Output (kw): _____ <input type="checkbox"/> Quantity: _____ <input type="checkbox"/> Supplemental Permit Req if output > 10kw <input type="checkbox"/> Premises Power Supplemental Permit may be required <input type="checkbox"/> NO POWER NEEDED	<input type="checkbox"/> YES - Describe Size/Quantity (Supplemental Permit may be required) <input type="checkbox"/> NO TENTS, CANOPIES, BOOTHS, OR VENDORS	<input type="checkbox"/> City Mobile Stage (Non-Profit Only) <input type="checkbox"/> Size "A" 36"x14" (Requires Supplemental Permit) <input type="checkbox"/> Size "B" 36"x14" (Requires Supplemental Permit) <input type="checkbox"/> Size "C" 36"x14" (Permit) <input type="checkbox"/> Bring in Manufactured Stage: Size: _____ x _____ Height: _____ <input type="checkbox"/> Provide Specifications with Supplemental Permit (Requires Inspection if over 30') <input type="checkbox"/> NO STAGES AT THIS EVENT		

INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT

Permittee shall indemnify, defend, and hold harmless the City of Tracy (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of Permittee's performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.

I declare that I am authorized to make this application and to agree to this Indemnity, Hold Harmless, and Defense Agreement, and, to the best of my knowledge and the belief, all the information given herein is true, accurate, and complete. I have read and understand the above Indemnity, Hold Harmless, and Defense Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

By signing this Agreement, I ACKNOWLEDGE THAT I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOOSING ADVISE ME, AND THAT I HAVE READ AND UNDERSTAND AND VOLUNTARILY AGREE TO THIS INDEMNITY, HOLD HARMLESS AND DEFENSE AGREEMENT.

Signature: _____ Date: _____



FACILITY RENTAL & EVENT PERMIT APPLICATION

City of Tracy
Parks & Community Services

400 East 10th Street
Tracy, CA 95376

Telephone: (209) 831-6200
Fax: (209) 831-6218

Facility/Location: <i>(Write the Name of the Facility Requested)</i>		Event Hours: <i>(This is when your guests will be present)</i>		Reservation (Rental) Hours: <i>(Include Set-up/Clean-up Time; Rental Minimums Apply)</i>	
Check one: <input type="checkbox"/> Bldg/Room <input type="checkbox"/> Picnic Area <input type="checkbox"/> Grass / Field <input type="checkbox"/> City Street <input type="checkbox"/> Other: _____		Start Time:	End Time:	Start Time:	End Time:
Event Date:			Event Title:		
Event Contact Person:			Organization:		<input type="checkbox"/> <i>I have Written Authorization to act on behalf of the org</i>
Event Websites (or Online Postings):					
Phone:			Fax #:		
Mobile:			Email:		
Address:				State:	Estimated Attendance:
				Zip:	

INSTRUCTIONS: Check all that apply; One mark per square.

FAST TRACK: All "NO" answers are in CAPITAL LETTERS.

Form Updated on 6/1/11

Classification of Event	Status of Group		Fundraiser	Dancing	Concessions	Tickets/Admission	Participants
	<input type="checkbox"/> Non-Profit Org <input type="checkbox"/> Private Citizen <input type="checkbox"/> Commercial <input type="checkbox"/> Free Speech Event	<input type="checkbox"/> School District <input type="checkbox"/> Place of Worship <input type="checkbox"/> Government Entity	<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Items Sold <input type="checkbox"/> NO SELLING	<input type="checkbox"/> Advance Sales <input type="checkbox"/> On-site Sales <input type="checkbox"/> NO TICKETS; FREE EVENT	<input type="checkbox"/> Adults (21 yrs +) <input type="checkbox"/> Teens (14 - 20 yrs) <input type="checkbox"/> Children (Under 14)
Type of Event	Picnic	Concert	Party	Meeting	Sports Activity	Specialized Event	
	<input type="checkbox"/> Family/Friends <input type="checkbox"/> Church <input type="checkbox"/> Reunion <input type="checkbox"/> Community <input type="checkbox"/> Class/School <input type="checkbox"/> Commercial <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A PICNIC	<input type="checkbox"/> Jazz / Blues <input type="checkbox"/> Rock / Pop <input type="checkbox"/> Rap / Hip-Hop <input type="checkbox"/> Gospel / Church <input type="checkbox"/> Country Western <input type="checkbox"/> Heavy Metal <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A CONCERT	<input type="checkbox"/> Wedding/Anniv. <input type="checkbox"/> Quinceanera <input type="checkbox"/> Birthday <input type="checkbox"/> Banquet/Dinner <input type="checkbox"/> Graduation <input type="checkbox"/> Class/School <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A PARTY	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Public Forum <input type="checkbox"/> Conference <input type="checkbox"/> Business <input type="checkbox"/> Prayer <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A MEETING	Sport: _____ <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Skill Assmt <input type="checkbox"/> Camp <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A SPORTS ACTIVITY	<input type="checkbox"/> Street Parade or Run <input type="checkbox"/> Street Event or Festival <input type="checkbox"/> Park Event or Festival <input type="checkbox"/> Show (Art/Theatre/Trade) <input type="checkbox"/> Car Show (Restrictions) <input type="checkbox"/> Free Speech <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A SPECIALIZED EVENT	

**Event Classifications & Type
(Check Box)**

**“Fast Track”
(strike through)**

	Food ^(M)	Alcohol ^(N)	Open Flame ^(O)	BBQs (cooking trailers)	County Health Permit ^(P)
Food & Beverage	<input type="checkbox"/> Food Sold <input type="checkbox"/> Food Served <input type="checkbox"/> <u>NO FOOD</u> <hr/> <input type="checkbox"/> Cooked on-site <input type="checkbox"/> Prepared offsite <input type="checkbox"/> <u>NO FOOD</u>	<input type="checkbox"/> Alcohol Sold <i>(ABC License, City Permit, Liquor Liability)</i> <input type="checkbox"/> Alcohol Served/Consumed <i>(City Permit)</i> <ul style="list-style-type: none"> Time Alcohol is Available: From: _____ To: _____ <i>(Requires Council Approval if on City Streets)</i> <input type="checkbox"/> <u>NO ALCOHOL AT THIS EVENT</u>	<input type="checkbox"/> Deep Fat Frying <input type="checkbox"/> Cooking with Open Flame <input type="checkbox"/> Outdoor Heater <input type="checkbox"/> Non-Cooking Open Flame <input type="checkbox"/> <u>NO OPEN FLAME</u>	<input type="checkbox"/> I want to Bring in my own BBQ unit <i>(See Special Requests on back side of form)</i> <input type="checkbox"/> Use Park BBQ Unit <input type="checkbox"/> <u>NO BBQ AT THIS EVENT</u>	<ul style="list-style-type: none"> Food is prepared on-site Not in an approved kitchen <i>(such as TCC or LHSC)</i> Given or sold to general public <input type="checkbox"/> Health Permit Required <i>(Due 20 Days Prior to Event)</i> <input type="checkbox"/> <u>NO HEALTH PERMIT IS NOT REQUIRED</u>
	Entertainment & Equipment	Publicized ^(Q) <input type="checkbox"/> OPEN TO PUBLIC <input type="checkbox"/> Flyers <i>(Must Provide Copy)</i> <input type="checkbox"/> Printed Ads <i>(Must Provide Copy)</i> <input type="checkbox"/> Websites or Online Postings: <i>(Provide Address)</i> <input type="checkbox"/> <u>NO; ONLY BY INVITATION</u>	Amplified Sound ^(R) <input type="checkbox"/> Speaking <input type="checkbox"/> Singing <input type="checkbox"/> Live Instruments <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD <input type="checkbox"/> Recorded Music <input type="checkbox"/> Non-amplified music only <input type="checkbox"/> <u>NO AMPLIFIED SOUND</u>	Power Source ^(S) <input type="checkbox"/> Generator Output (kw): _____ Quantity: _____ <i>(Supplemental Permit Req if output > 10kw)</i> <input type="checkbox"/> Premises Power <i>(Supplemental Permit may be required)</i> <input type="checkbox"/> <u>NO POWER NEEDED</u>	Tent / Canopy / Booth / Vendor ^(T) <input type="checkbox"/> YES ~ Describe Size/Quantity: <i>(Supplemental Permit may be required)</i> _____ _____ _____ <input type="checkbox"/> <u>NO TENTS, CANOPIES, BOOTHS, OR VENDORS</u>

**Food & Entertainment Categories
(Check Box)**

**"Fast Track"
(strike through)**

Supplemental Doc ID#:

SPECIAL REQUESTS FROM RENTER

	Yes		NO	
Temporary Structures: <i>(In addition to Tents/Stages)</i>				
• Amusements <i>(Not allowed in Parks or Bldgs)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Arches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other <i>(specify: _____)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BBQs or Cooking Trailers: <i>(From Front; Restrictions)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Size: _____				
Outdoor Electrical Access: <i>(Req. Supplemental Permit)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Closure(s): <i>(Requires Supplemental Permit; Fee)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Permit(s): <i>(Limited Access on Park Trsf; Fee)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animals At Event: <i>(Strict Restrictions Apply)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List: _____				
Signs/Decorations During Event: <i>(Restrictions Apply)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Size: _____				
Street Banner Hanging: <i>(Restrictions Apply)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indoor Audio/Visual Access: <i>(Limited Availability)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List: _____				
Channel 26 to film event: <i>(Limited Availability)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water in containers exceeding 20 gal in capacity: <i>(City water not available; State Requirements Apply)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional City Services: <i>(Additional Fees Apply)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List: _____				

Special Requests

Cancellation Policy

I understand, that upon receipt of the written cancellation request, the refund, if applicable, will be processed as follows:

- **90 Days +** = No Penalty
- **89-61 Days** = Forfeit 50% of Fees
- **60-31 Days** = Forfeit 75% of Fees
- **30 Days or less** = Forfeit 100% of Fees

Insurance Requirement

Requires, unless otherwise stated, a Certificate of Insurance, naming the City of Tracy as "Additionally Insured."

- **\$1,000,000 Per Occurrence General Liability Insurance**

Provide my own Insurance Certificate *(See Information Page, "INS")*

Purchase the Insurance Certificate from the City of Tracy. **Note:** Rates vary based on number of Attendees and "Risk" Level of event. *(See Information Page, "INS")*

Deposits Requirement

Location / Participants	No Alcohol	W/Alcohol
Meeting Rooms	<input type="checkbox"/> \$200	<input type="checkbox"/> \$600
Large Rooms	<input type="checkbox"/> \$400	<input type="checkbox"/> \$800

Policies

Please provide a written Description of event, or any other details that the city may need to know about:

.....

Description

INTERNAL USE ONLY

SUPPLEMENTAL PERMITS REQUIRED

		Yes	No	Done
01	Street Closure Permit <small>(LVW)</small> <i>(All Street Events, Parades)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	Tent/Canopy Permit/Inspection <small>(TO)</small> <i>(Tent/Vendor/Flame)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	Stage Permit <small>(U)</small> <i>(All stages, As indicated on front)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	Generator/Electrical Permit <small>(SV)</small> <i>(Output 10kw+/Request)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Business License <small>(ABDMN)</small> <i>(if Selling or Fundraising, not NP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	Internal Event Permit <small>(OO)</small> <i>(Internal Events, not meetings)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	Sports Field Permit <small>(K)</small> <i>(For Field Reservations)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Health Permit <small>(P)</small> <i>(Required if indicated on front)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL REQUIREMENTS

		Yes	No	Done
	Written Auth To Act on Behalf of Org <small>(Y)</small> <i>(All Org)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Proof of Non-Profit Status <small>(A)</small> <i>(All Non Profit Org)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Event Map <small>(LOT UVW)</small> <i>(Outdoor events, Except simple picnic)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Notice to Property Owners <small>(LVW)</small> <i>(All street events)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Recycling Bins <small>(EFHLN QWZ)</small> <i>(May be required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Security <small>(CEFHNLN QWZ)</small> <i>(May require Bonded Contract)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Port-A-Pots <small>(EFHLN QWZ)</small> <i>(May be required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EMT – Medical Personnel <small>(EFHLN QWZ)</small> <i>(May be required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency Vehicles Access <small>(LVW)</small> <i>(All outdoor events)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Council Approval <small>(LNVZ)</small> <i>(All street events with alcohol)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Additional City Services <i>(May be required at your expense)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Limit Attendance <i>(May be required for your event)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Large Rooms	<input type="checkbox"/> \$400	<input type="checkbox"/> \$800
Park 1-50 (Trad.)*	<input type="checkbox"/> \$0	-----
Park 1-50 (Non Trad.)*	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100
Park 51-100	<input type="checkbox"/> \$100	<input type="checkbox"/> \$100
Park 101-200	<input type="checkbox"/> \$200	<input type="checkbox"/> \$200
Park 201-300	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300
Park 301+	<input type="checkbox"/> \$500	<input type="checkbox"/> \$500
Street Event/Parade	<input type="checkbox"/> \$500 Deposit	

* **Note:** Traditional Activity is defined as being normal park usage. Alcohol or anything requiring "further review" requires deposit for the permit.

City Sponsored Event?

NO MOU (OO)

Hosting City Department (List Contact):

- MCYSN _____
- CMO _____
- DES _____
- ED _____
- FD _____
- FIN _____
- HR _____
- PCS _____
- PD _____
- PW _____

Requires Supervisor Review & Routing, if:

- Selling or Fundraising is to occur (BL)
- All Outdoor, except simple picnic (Map)
- Any Supplemental Permits Required

**City Events
By Other
Departments**

Additional Requirements

INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT

Permitee shall indemnify, defend, and hold harmless the City of Tracy (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of Permitee's performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.

I declare that I am authorized to make this application and to agree to this Indemnity, Hold Harmless, and Defense Agreement, and, to the best of my knowledge and the belief, all the information given herein is true, accurate, and complete. I have read and understand the above Indemnity, Hold Harmless, and Defense Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

By signing this Agreement, I ACKNOWLEDGE THAT I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOOSING ADVISE ME, AND THAT I HAVE READ AND UNDERSTAND AND VOLUNTARILY AGREE TO THIS INDEMNITY, HOLD HARMLESS AND DEFENSE AGREEMENT.

Signature: _____


Date: _____

Indemnity - - Hold Harmless



1) IDEAS FOR ORGANIZING THE PROCESS

RENTAL APPLICATION FORM (one-stop-shop)



FACILITY RENTAL & EVENT PERMIT APPLICATION

City of Tracy
Parks & Community Services
400 East 10th Street
Tracy, CA 95376
Telephone: (209) 831-6200
Fax: (209) 831-6218

Think Inside the Triangle™

Facility/Location: <small>(Write the Name of the Facility Requested)</small>	Check one: <input type="checkbox"/> Hall/Room <input type="checkbox"/> Picnic Area <input type="checkbox"/> Grass / Field <input type="checkbox"/> City Street <input type="checkbox"/> Other: _____	Event Hours: <small>(This is when your guests will be present)</small>	Reservation (Rental) Hours: <small>(Include Set-up/Clean-up Time; Rental Minimums Apply)</small>	
Event Date:	Event Title:	Start Time:	End Time:	Start Time:
Event Contact Person:	Organization:			
Event Websites (or Online Postings):				
Phone:	Fax #:			
Mobile:	Email:			
Address:	State:	Zip:	Estimated Attendance:	

INSTRUCTIONS: Check all that apply; One mark per square. EAST TRACK: All "NO" answers are in CAPITAL LETTERS. Form Updated on 6/1/11

Classification of Event	Placard	Contract	Party	Meeting	Sports Activity	Specialized Event
<input type="checkbox"/> Non-Profit Org <input type="checkbox"/> School District <input type="checkbox"/> Private Citizen <input type="checkbox"/> Place of Worship <input type="checkbox"/> Commercial <input type="checkbox"/> Government Entity <input type="checkbox"/> Free Speech Event	<input type="checkbox"/> Family/Friends <input type="checkbox"/> Church <input type="checkbox"/> Reunion <input type="checkbox"/> Community <input type="checkbox"/> Class/School <input type="checkbox"/> Commercial <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A PICNIC	<input type="checkbox"/> Jazz / Blues <input type="checkbox"/> Rock / Pop <input type="checkbox"/> Rap / Hip-Hop <input type="checkbox"/> Gospel / Church <input type="checkbox"/> Country / Western <input type="checkbox"/> Heavy Metal <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A CONCERT	<input type="checkbox"/> Wedding/Anniv. <input type="checkbox"/> Quinceanera <input type="checkbox"/> Birthday <input type="checkbox"/> Banquet/Dinner <input type="checkbox"/> Graduation <input type="checkbox"/> Class/School <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A PARTY	<input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Public Forum <input type="checkbox"/> Conference <input type="checkbox"/> Business <input type="checkbox"/> Payer <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A MEETING	<input type="checkbox"/> Sports <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Skill Assmt <input type="checkbox"/> Camp <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A SPORTS ACTIVITY	<input type="checkbox"/> Street Parade or Run <input type="checkbox"/> Street Event or Festival <input type="checkbox"/> Park Event or Festival <input type="checkbox"/> Show (An "Theater" Trade) <input type="checkbox"/> Car Show (Restrictions) <input type="checkbox"/> Free Speech <input type="checkbox"/> Other (specify): <input type="checkbox"/> THIS IS NOT A SPECIALIZED EVENT
Food & Beverage	Food	Alcohol	Open Flame	BBQs (Cooking/Grilling)	County Health Permit	
<input type="checkbox"/> Food Sold <input type="checkbox"/> Food Served <input type="checkbox"/> NO FOOD <input type="checkbox"/> Prepared off-site <input type="checkbox"/> Cooked on-site <input type="checkbox"/> NO FOOD	<input type="checkbox"/> Alcohol Sold (ABC License, City Permit, Liquor Liability) <input type="checkbox"/> Alcohol Served/Consumed (City Permit) <input type="checkbox"/> Time Alcohol is Available: From: _____ To: _____ (Requires Council Approval if on City Streets)	<input type="checkbox"/> NO ALCOHOL AT THIS EVENT	<input type="checkbox"/> Deep Fat Frying <input type="checkbox"/> Cooking with Open Flame <input type="checkbox"/> Outdoor Heater <input type="checkbox"/> Non-Cooking Open Flame <input type="checkbox"/> NO OPEN FLAME AT THIS EVENT	<input type="checkbox"/> I want to bring to my own BBQ unit <input type="checkbox"/> I want to bring to my own BBQ unit (See Special Requests on back side of form) <input type="checkbox"/> Use Park BBQ Unit <input type="checkbox"/> NO BBQ AT THIS EVENT	<input type="checkbox"/> Food is prepared on-site <input type="checkbox"/> *Not in an approved kitchen (such as FCC or LISC) <input type="checkbox"/> Given or sold to general public <input type="checkbox"/> Health Permit Required (Due 20 Days Prior to Event) <input type="checkbox"/> NO HEALTH PERMIT IS NOT REQUIRED	
Entertainment & Equipment	Publicized	Amplified Sound	Power Source	Tent / Canopy / Booth / Vendor	Stages	
<input type="checkbox"/> OPEN TO PUBLIC <input type="checkbox"/> Flyers (Must Provide Copy) <input type="checkbox"/> Printed Ads (Must Provide Copy) <input type="checkbox"/> Websites or Online Postings (Provide Address) <input type="checkbox"/> NO ONLY BY INVITATION	<input type="checkbox"/> Speaking <input type="checkbox"/> Singing <input type="checkbox"/> Live Instruments <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD <input type="checkbox"/> Recorded Music <input type="checkbox"/> Non-amplified music only <input type="checkbox"/> NO AMPLIFIED SOUND	<input type="checkbox"/> Generator <input type="checkbox"/> Generator Output (kw): _____ <input type="checkbox"/> Live Instruments <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD <input type="checkbox"/> Recorded Music <input type="checkbox"/> Non-amplified music only <input type="checkbox"/> NO POWER NEEDED	<input type="checkbox"/> YES - Describe Size/Quantity (Supplemental Permit may be required) <input type="checkbox"/> NO TENTS, CANOPIES, BOOTHS, OR VENDORS	<input type="checkbox"/> City Mobile Stage (Non-Profit Only) <input type="checkbox"/> Size "A" 36"x14" (Requires Supplemental Permit) <input type="checkbox"/> Size "B" 36"x18" (Requires Supplemental Permit) <input type="checkbox"/> Size "C" 36"x22" (Permit) <input type="checkbox"/> Bring in Manufactured Stage: Size: _____ x _____ Height: _____ (Provide Specifications with Supplemental Permit) (Requires Inspection if over 30') <input type="checkbox"/> NO STAGES AT THIS EVENT		

SUPPLEMENTAL PERMIT DOC ID#	SPECIAL REQUESTS FROM RENTER		ATTENDANCE		Cancellation Policy
	Yes	No	Yes	No	
01	Temporary Structures: (In addition to Tent/Stage) • Amusements (Not allowed in Parks or Bldgs) • Arches • Other (specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I understand, that upon receipt of the written cancellation request, the refund, if applicable, will be processed as follows: • 90 Days + = No Penalty • 88-61 Days = Forfeit 50% of Fees • 48-31 Days = Forfeit 75% of Fees • 30 Days or less = Forfeit 100% of Fees Insurance Requirement Requires, unless otherwise stated, a Certificate of Insurance, naming the City of Tracy as "Additionally Insured." • \$1,000,000 Per Occurrence General Liability Insurance <input type="checkbox"/> Provide my own Insurance Certificate (See Information Page, "INS") <input type="checkbox"/> Purchase the Insurance Certificate from the City of Tracy. Note: Rates vary based on number of Attendees and "Risk" Level of event. (See Information Page, "INS") Deposits Requirement Location / Participants / No Alcohol / Alcohol Meeting Rooms <input type="checkbox"/> \$200 <input type="checkbox"/> \$400 Large Rooms <input type="checkbox"/> \$400 <input type="checkbox"/> \$600 Park 1-50 (Trad)* <input type="checkbox"/> \$0 <input type="checkbox"/> \$100 Park 51-100 <input type="checkbox"/> \$100 <input type="checkbox"/> \$100 Park 101-200 <input type="checkbox"/> \$200 <input type="checkbox"/> \$200 Park 201-300 <input type="checkbox"/> \$300 <input type="checkbox"/> \$300 Park 301+ <input type="checkbox"/> \$500 <input type="checkbox"/> \$500 Street Event/Parade <input type="checkbox"/> \$500 Deposit * Note: Traditional Activity is defined as being normal park usage. Alcohol or anything requiring "further review" requires Deposit for the rental. City Sponsored Event? <input type="checkbox"/> NO <input type="checkbox"/> MOU Hosting City Department (List Contact): <input type="checkbox"/> MCYSN <input type="checkbox"/> CMO <input type="checkbox"/> DES <input type="checkbox"/> ED <input type="checkbox"/> PD <input type="checkbox"/> FIN <input type="checkbox"/> HR <input type="checkbox"/> PCS <input type="checkbox"/> PD <input type="checkbox"/> PW Requires Supervisor Review & Routing, if: • Selling or Fundraising to occur (BL) • All Outdoors, except simple picnic (Map) • Any Supplemental Permits Required
02	BBQ or Cooking Trailers: (From Front, Restrictions) Size: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
03	Outdoor Electrical Access: (Req. Supplemental Permit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
04	Street Closure(s): (Requires Supplemental Permit, Fee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
05	Vehicle Permit(s): (Limited Access on Park Trail, Fee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06	Animals at Event: (Strict Restrictions Apply) List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07	Signs/Decorations During Event: (Restrictions Apply) Size: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08	Street Banner Hanging: (Restrictions Apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09	Indoor Audio/Visual Access: (Limited Availability) List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Channel 26 to film event: (Limited Availability)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Water in containers exceeding 20 gal in capacity: (City water not available, State Requirements Apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Additional City Services: (Additional Fees Apply) List: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INTERNAL USE ONLY					
SUPPLEMENTAL PERMITS REQUIRED					
	Street Closure Permit (v.08) (All Street Events, Parade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Tent/Canopy Permit/Inspection (v.01)(Tent/Vendor/Flame)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Stage Permit (v.01) (All stages, As indicated on form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Generator/Electrical Permit (v.01) (Output 10kw+/Request)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Business License (v.01)(If Selling or Fundraising, not NP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Internal Event Permit (v.01) (Internal Events, not meetings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Sports Field Permit (v.01) (For Field Reservations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Health Permit (v.01) (Required if indicated on form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ADDITIONAL REQUIREMENTS					
	Written Auth To Act on Behalf of Org (v.01) (All Org)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Proof of Non-Profit Status (v.01) (All Non Profit Org)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Event Map (v.01)(v.01) (Outdoor events, Except simple picnic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Notice to Property Owners (v.01) (All street events)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Recycling Bin (v.01)(v.02) (May be required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Security (v.01)(v.02) (May require Bonded Contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Part-A-Pub (v.01)(v.02) (May be required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	EMT - Medical Personnel (v.01)(v.02) (May be required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Emergency Vehicles Access (v.01) (All outdoor events)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Council Approval (v.01) (All street events with alcohol)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Additional City Services (May be required at your expense)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Limit Attendance (May be required for your event)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INDEMNITY, HOLD HARMLESS, AND DEFENSE AGREEMENT					
Permittee shall indemnify, defend, and hold harmless the City of Tracy (including its elected officials, officers, agents, volunteers, and employees) from and against any and all claims, demands, damages, liabilities, costs, and expenses (including court costs and attorney's fees) resulting from or arising out of Permittee's performance of the activities permitted under the Permit to which this Agreement was required as part of the application process.					
I declare that I am authorized to make this application and to agree to this Indemnity, Hold Harmless, and Defense Agreement, and, to the best of my knowledge and the belief, all the information given herein is true, accurate, and complete. I have read and understand the above Indemnity, Hold Harmless, and Defense Agreement and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.					
By signing this Agreement, I ACKNOWLEDGE THAT I HAVE BEEN AFFORDED THE OPPORTUNITY TO HAVE COUNSEL OF MY CHOOSING ADVISE ME, AND THAT I HAVE READ AND UNDERSTAND AND VOLUNTARILY AGREE TO THIS INDEMNITY, HOLD HARMLESS AND DEFENSE AGREEMENT.					
Signature: _____			Date: _____		



1) IDEAS FOR ORGANIZING THE PROCESS

D) Create a “Weekly Facility Report”

- i) Clearly communicate the **same information** to all staff: facility attendants, office staff, and maintenance staff.
- ii) Utilize your **facility booking software** (if you have it) to spit out the report.
- iii) Weekly seems to be the right time frame. Example:
Cut off all rentals on Wed for the following week (Sat-Fri).



1) IDEAS FOR ORGANIZING THE PROCESS

SUMMARY OF IDEAS DISCUSSED:

- A) Quality Brochures** (Photos / Clear & Concise / Selling Your Facilities)
- B) Flexible Facility Information Pages** (Cover Page / Detail Pages)
- C) Rental Application Methods** (One-Stop-Shop / Items to Include)
- D) Weekly Facility Reports** (Cut off Rentals on WED for Following Week)



TODAY'S SESSION OBJECTIVES (summed up)

- 1) PROCESS ORGANIZATION
- 2) **DEFENSIBLE RENTAL FEES**
- 3) POLICY CONSIDERATIONS



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

A) Base the fee on each building's Square Footage

- i) What is meant by "cost per square foot per hour"?
 - a) Take the room's current hourly fee (assuming you charge per hour fees) and divide by the square footage
 - b) Example = small meeting room at 600 square feet, that rents for \$18/hour, would be \$.03 (3 cents) per square foot per hour [$\$18/600 = \$.03$]



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

A) Base the fee on each building's Square Footage

- ii) How to make the transition from a current fee structure that is not based on square footage
 - a) First, determine current “costs per square foot per hour” for all rental rooms. (using excel to do this)
 - b) Second, examine the results to find similarities and **create 2 groups** (1 for large rooms, 1 for small rooms)



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

A) Base the fee on each building's Square Footage

- ii) How to make the transition from a current fee structure that is not based on square footage
- c) Third, **land on a consistent “cost per square foot per hour”** for each grouping (Use excel). Do this by testing various dollar amounts and comparing what the market will bear as a rental price for each room in that grouping.



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

A) Base the fee on each building's Square Footage

- ii) How to make the transition from a current fee structure that is not based on square footage
- d) Fourth, as you settle on a solid “cost per square foot per hour” for each grouping (large rooms or small rooms), **lock it in as your “Price Point” for future buildings** for that grouping. The “Price Point” is your “multiplier”.



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

A) Base the fee on each building's Square Footage

ii) How to make the transition from a current fee structure that is not based on square footage

e) Example for small meeting rooms (up to 1500 square feet)

Price Point = **2 cents/sqft/hour** (This is the multiplier)

> Room A = 400 sq ft = \$.02 q ft = \$8/hour rental fee

> Room B = 1,400 sq ft = \$28/hour rental fee



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

B) Distinguish Price Points between these two groups:

i) Large Rooms vs Small Rooms

- a) Set a square foot range for each grouping
- b) Large Rooms = **Lower Price Point** (Cost/Sqft/Hour), yet will still have a **higher hourly fee** due to room size.
- c) Small Rooms = **Higher Price Point** (Cost/Sqft/Hour), yet will have a **lower hourly fee**.



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

B) Distinguish Price Points between these two groups:

ii) Old Buildings vs New Buildings

a) Set different Price Points for each category

b) Old Buildings = **Lower Price Point** (Cost/Sqft/Hour)

c) New Buildings = **Higher Price Point** (Cost/Sqft/Hour)



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

C) Distinguish Rental Fees between these groups:

i) Weekend vs Weekday

- a) Typically, set Weekday Price Point first, then determine a percentage increase for the Weekend
- b) Example: Weekend = 50% of Weekday, plus Weekday



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

C) Distinguish Rental Fees between these groups:

ii) Non-Profit Rate vs Private Rate vs Commercial Rate

- a) PREFERRED METHOD: Set **Private** Price Point first, then determine a percentage decrease for **Non-Profit**, and a percentage increase for **Commercial**

Example: Non-Profit = 40% discount from Private

Example: Commercial = 40% increase from Private



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

D) Tips for success with this process

- i) Utilize Excel to do the behind-the-scenes math
- ii) Round the end-result fees to nearest dollar
- iii) Involve other staff with the process
- iv) As you take the updated fee structure to your elected officials for approval, **know it is defensible**:
 - a) Based on Square feet / Price Points / % Increases



2) ESTABLISH A DEFENSIBLE FEE STRUCTURE

- A) Base fee on Building's Square Footage (COST per SQFT per HR)
- B) Distinguish Price Points (Small/Large, Old/New)
- C) Distinguish Rental Fees (Weekday/Weekend, NP/PR/CM)
- D) Tips For Success with process (Excel, Rounding, Get Consensus)



TODAY'S SESSION OBJECTIVES (summed up)

1) PROCESS ORGANIZATION

2) DEFENSIBLE RENTAL FEES

3) **POLICY CONSIDERATIONS (x9)**

BASIC RENTAL POLICIES

OPERATIONAL POLICIES

BOOKING WINDOW POLICIES



3) FACILITY RENTAL POLICY CONSIDERATIONS

BASIC RENTAL POLICIES

A) CANCELLATION POLICIES

- i) Many different ways to approach this topic
- ii) Here is one method I found helpful = “90/60/30 Day Policy”
 - > **Written cancelation required**
 - > **91+ days = No Penalty**
 - > **90-61 days = Forfeit 50% of fees**
 - > **60-31 days = Forfeit 75% of fees**
 - > **30 days or less = Forfeit 100% of fees**



3) FACILITY RENTAL POLICY CONSIDERATIONS

BASIC RENTAL POLICIES

B) ALCOHOL POLICIES

- i) Options: Allow or Not Allow
- ii) Options: Limited Time Frames **(Not Recommended)**
- iii) Increase Deposit Amounts **(For events with alcohol)**
- iv) Liquor License **(Required for “Selling” alcohol)**



3) FACILITY RENTAL POLICY CONSIDERATIONS

BASIC RENTAL POLICIES

C) EVENT LAYOUT POLICIES = REQUIRED!

- i) Even indoors, as it helps with communication of the event. **Not needed for simple meetings**
- ii) Especially outdoors (park events)
 - a) **Give them a generic map of the Park**
 - b) **Have them draw their event on the map**



3) FACILITY RENTAL POLICY CONSIDERATIONS

OPERATIONAL POLICIES

D) OPTIONS FOR ROOM SET UP

- i) **PT staff:** Have PT staff do it, build it into fee
- ii) **Event Holder:** Have event-holder (renter) do it



3) FACILITY RENTAL POLICY CONSIDERATIONS

OPERATIONAL POLICIES

E) OPTIONS FOR FACILITY ATTENDANTS

i) Stay with facility for duration of event

- Attendant(s) are only able to do one event at a time

ii) Check-In Renters, Visit Periodically, Be there at Close

- Attendant is able to handle multiple rentals at once
- Priority for larger events or high-profile events
- Use agency vehicle



3) FACILITY RENTAL POLICY CONSIDERATIONS

OPERATIONAL POLICIES

F) RENTAL OF OTHER FACILITIES: NOT BUILDINGS/PARKS

- i) Streets
- ii) Parking Lots (base rate, plus a per slot fee, plus recovery of agency costs, agency to determine availability)
- iii) Playgrounds (nope)
- iv) Courts (basketball/tennis/etc.) (leagues/tournaments)
- v) Mobile Stage



3) FACILITY RENTAL POLICY CONSIDERATIONS

G) “SIMPLE RENTAL” VS “FURTHER REVIEW”

- i) Simple Rental = Processed “while-you-wait”, All fees paid, No missing information, Nothing that triggers a requirement for “further review”. AKA “**Quick Book**”
- ii) Further Review = Any events requiring event layouts or additional permits, outdoor rentals with more than 100 attendees, non-traditional use, applications requiring review by other agency departments



3) FACILITY RENTAL POLICY CONSIDERATIONS

BOOKING WINDOWS

H) BOOKING WINDOW (“DEADLINE TO RESERVE”):

- i) Standard Policy = All rental requirements must be completed **by 20 days prior to event** (*at the minimum*)
- ii) Quick Book Exception = Only for “Simple Rentals”.
Must be completed by Wed for the following week
(see Weekly Facility Report)



3) FACILITY RENTAL POLICY CONSIDERATIONS

BOOKING WINDOWS

I) BOOKING WINDOW (“LENGTH OF BOOKING”):

- i) Large Rooms / Large Parks = Some Limits on Booking Length
 - > 9 dates in 3 Months
 - > Goal: To give more opportunities to the community

RESERVATION PRIORITY:

- * Agency events (18 mon out),
- * Non-Profit Groups (12 mon out),
- * Others (10 mon out)



3) FACILITY RENTAL POLICY CONSIDERATIONS

BOOKING WINDOWS

I) BOOKING WINDOW (“LENGTH OF BOOKING”):

ii) Small Rooms = Consecutive Bookings

> As many dates needed within a calendar year

> Goal: To facilitate small groups who meet weekly

RESERVATION PRIORITY:

- * All requests for following year, are collected in April.
- * May 1, these are reviewed & entered into system.
- * After May 1, first-come-first-served

PAYMENT PLAN AVAILABLE:


\$5 added
to each
payment



3) FACILITY RENTAL POLICY CONSIDERATIONS


Booking
Windows

Insurance
Requirements



CITY OF TRACY
BOOKING WINDOWS

Facility Information Page
FACILITY ID#: Booking



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
These 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 (on meeting rooms); *Excursions* (basic gatherings, meals, or dinners); *Small Picnics* (park rentals within the designated picnic area)

FURTHER REVIEW
These rentals that require "Further Review" (See Information Page "RULE"). 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 reserving for an additional period.

MAXIMUM BOOKING WINDOW (RESERVATION PRIORITY)
(C) City Sponsored Programs 18 months from event
(NP) Non-Profit Organizations & (GA) Government Agencies 12 months from event
(PK) Private Groups and Individuals & (CM) Commercial Uses 10 months from event

INCLUDED FACILITIES
"ZLC" - Tracy Community Center (Main Hall or Entry Facility) "CLC" - Civic Center (Lobby)
"TSS" - Tracy Transit Station (Lobby, Office or Entry Facility) "PBA" - 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
"ZLC" - Tracy Community Center (Room: A or B) "CLC" - Civic Center (Room: 109, 203, or Council Chambers)
"TSS" - Tracy Transit Station (Room: 103, 104, 105, or Combo Bm) "PBA" - Designated Park Picnic Areas (Blind, Cecilia's, Gully, Hess, Kemer, Larson, Talley, Thoming, Zamost)

Q3: WHAT IS THE DEADLINE TO CANCEL A RENTAL? (CANCELLATION WINDOW)

CANCELLATION POLICY (90 Days / 60 Days / 30 Days)
Cancellation penalties percentages are calculated at from the rental fee, as agreed upon in rental contract. The \$35 App Processing Fee is non-refundable.


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

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



CITY OF TRACY
INSURANCE REQUIREMENTS

Facility Information Page
FACILITY ID#: Insurance



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.

PURCHASING INSURANCE FROM THE CITY OF TRACY:

	NO ALCOHOL	WITH ALCOHOL
CLASS I (For complete listing, see HUB's Schedule of Hazard/Risk) Classes, Art Shows & Festivals, Auctions, Award Presentations, Business Meetings, Banquets, Dinners, Beauty Pageants, Civic Club Meetings, Weddings/Receptions, Seminars, Youth Gathering (See HUB Schedule)	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
CLASS II (For complete listing, see HUB's Schedule of Hazard/Risk) Street Closures, Concerts (See HUB), Dances (See HUB), Parades, Religious Assemblies, Picnics (Except with <5.1 ppl. with traditional activity), Outdoor Exhibitions or Markets or Social Gatherings, Youth Gathering (See HUB)	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: \$629.04 501-1,500 ppl: \$381.11 51-500 ppl: \$212.81 1-50 ppl: \$192.16
CLASS III (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, Zovs, Livestock Shows, Youth Gathering (See HUB Schedule)	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: \$1,159.68 501-1,500 ppl: \$816.82 51-500 ppl: \$366.66 1-50 ppl: \$289.22
CLASS IV or V (See HUB's Schedule of Hazard/Risk) Sporting Activities (See HUB Schedule), Overnight Camping or Events	All Events: Get Quote	All Events: Get Quote
INELIGIBLE ACTIVITIES (See HUB's Schedule) Sporting Activities (See HUB Schedule), Concerts (See HUB Schedule), Carnival Rides, Pyrotechnics, Rodeos, Boxing, Wrestling, Hockey, Contact Karate or Contact Martial Arts, Jousting, Ballooning, Balloon Rides	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 to be 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 events)
- 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 US 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. 10th Street, Tracy, CA 95376**

FAX: (209) 831-6218



3) FACILITY RENTAL POLICY CONSIDERATIONS

BASIC RENTAL POLICIES

**CANCELLATION
POLICIES** (90/60/30)

**ALCOHOL
POLICIES** (Deposit)

**EVENT LAYOUT
REQUIRED** (Always)

OPERATIONAL POLICIES

**ROOM SET-UP
METHODS** (Renter/Staff)

**USE OF FACILITY
ATTENDANTS** (Some/All)

**RENTING OTHER
FACILITIES**
(Streets, Parking Lots,
Sports Courts, Mobile Stage)

BOOKING WINDOWS

SIMPLE RENTAL (Quick Book) **VS**
FURTHER REVIEW (+ Requirements)

DEADLINE TO RESERVE
(Min 20 days out) (Quick Book Exception)

LENGTH OF BOOKING
LARGE ROOM (9 dates in 3 months)
SMALL ROOM (Consecutive)



TODAY'S SESSION OBJECTIVES

- 1) Explore excellent ideas to **ORGANIZE THE PROCESS** for your Facility Rental Reservations
- 2) Analyze excellent ways to establish **DEFENSIBLE RENTAL FEES**, based on building square footage and “price-points”
- 3) Examine a dozen rental **POLICY CONSIDERATIONS**, some that you may not have thought of before

Working With Your Maintenance Staff

SAME DEPARTMENT

DIFFERENT DEPARTMENT

Balancing Park Maintenance With Park Usage

REMARKABLE
RECREATION SOLUTIONS



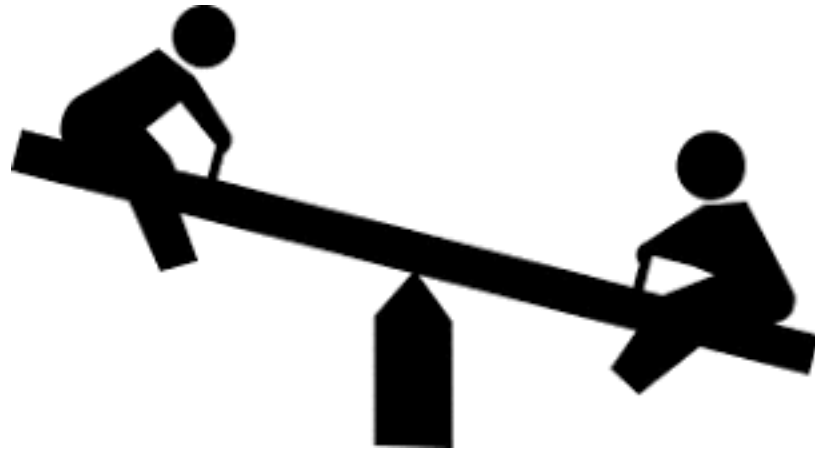
WHY IS THIS IMPORTANT?

MAINTENANCE

Wants to keep people
OFF THE GRASS
To keep it healthy

RECREATION

Wants to put people
ON THE GRASS
To make use of the park.



Balancing Park Maintenance With Park Usage

REMARKABLE
RECREATION SOLUTIONS



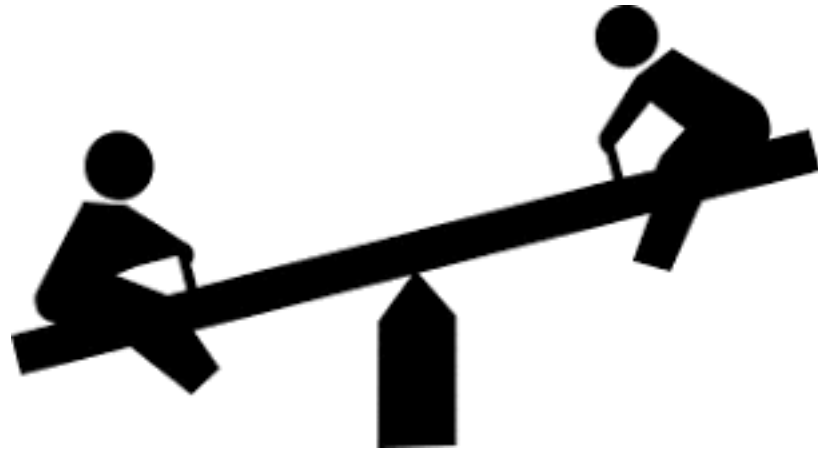
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Balancing Park Maintenance With Park Usage

REMARKABLE
RECREATION SOLUTIONS



WHY IS THIS IMPORTANT?

MAINTENANCE

Wants to keep people
OFF THE GRASS
To keep it healthy

RECREATION

Wants to put people
ON THE GRASS
To make use of the park.



Balancing Park Maintenance With Park Usage

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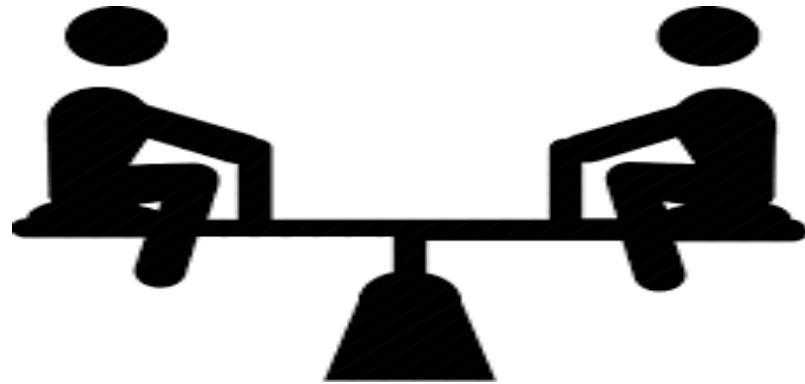
WHY IS THIS IMPORTANT?

MAINTENANCE

Wants **healthy facilities** that are **well utilized** by the community

RECREATION

Wants **healthy facilities** that are **well utilized** by the community



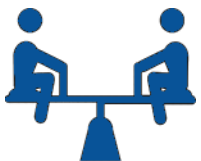
Balancing Park Maintenance With Park Usage

How to **BALANCE** both staff's ideas for the agency's parks and facilities

Challenges to reaching the goal

- > Recognize that we all have the same goal
- > Recognize that the biggest contributor to not being balanced is a **LACK OF COMMUNICATION**

I experience this problem first-hand, when I landed my first full-time job in Recreation



Balancing Park Maintenance With Park Usage

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How to **BALANCE** both staff's ideas for the agency's parks and facilities

Ideas: Make Communication Happen

Find ways to meet regularly

- > Maintenance Staff & Recreation staff together
- > Better to meet a park, instead of in a conf room

Find a way to “Do things together”

- > Perhaps something not job related
- > Perhaps do a “*day in the life of*” video



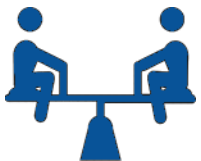
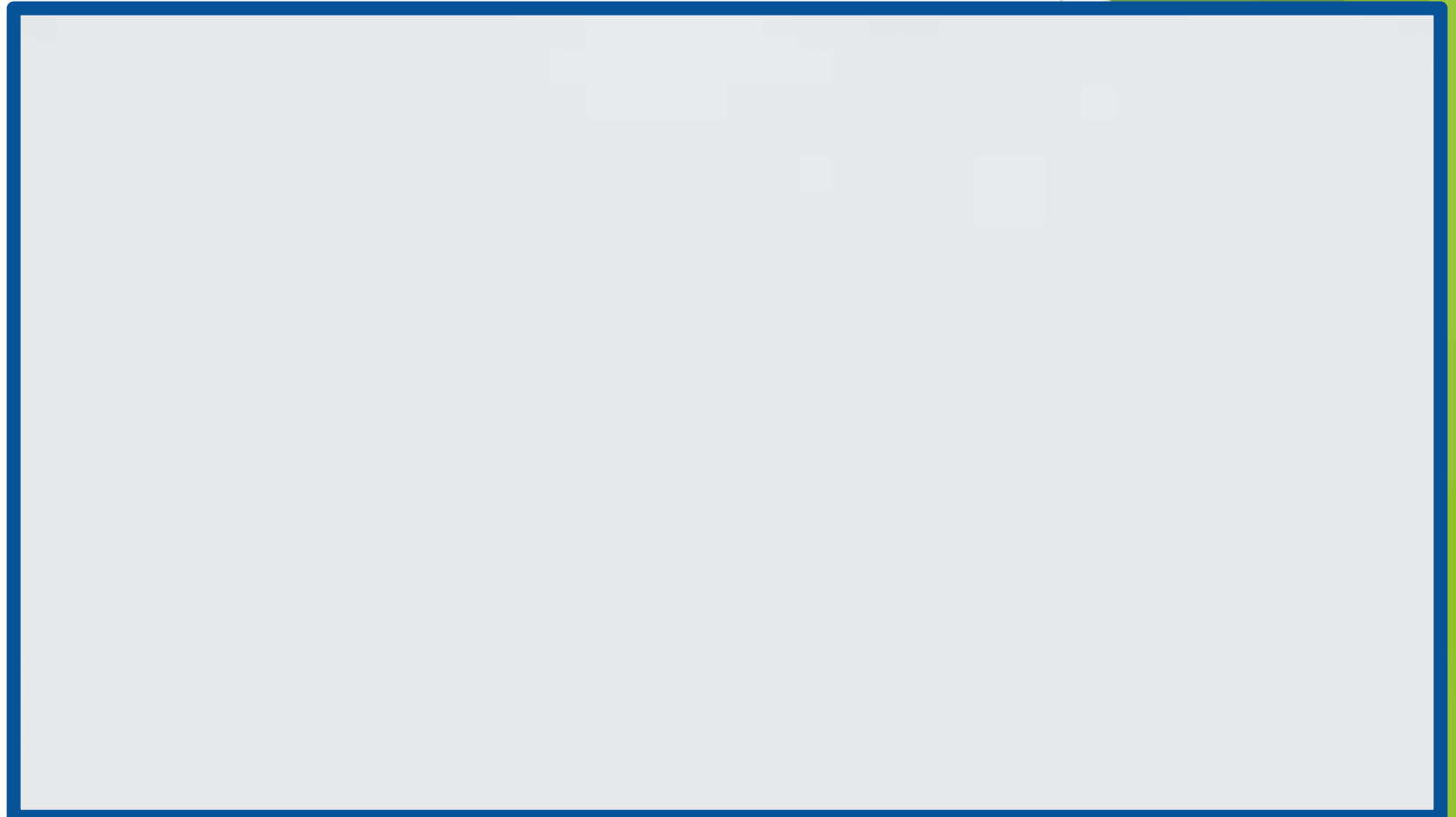
Balancing Park Maintenance With Park Usage

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How to BALANCE both staff's ideas for the agency's parks and facilities

A day in the life of Maintenance Staff



Balancing Park Maintenance With Park Usage

How to BALANCE both staff's ideas for the agency's parks and facilities

How does
Recreation
Staff
contribute to
a well used
facility?

By **planning programs**, special events, and classes to be in the parks and community centers.

Marketing and Promotion of programs will serve to make the community aware of the opportunities available



Balancing Park Maintenance With Park Usage

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Creating Parks and Facilities to be Community Gathering Places

What's Community Gathering Place?

More than just a “place where the community gathers”

- > Where people meet people
- > Ideas are exchanged
- > The place to be; folks want to be there, they look forward to it, and find ways to get there



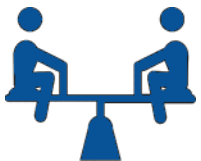
Balancing Park Maintenance With Park Usage

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Creating Parks and Facilities to be Community Gathering Places

Why Are
These
Gathering
Places
Important?



Balancing Park Maintenance With Park Usage

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Creating Parks and Facilities to be Community Gathering Places

How Does This Reduce Vandalism?

A **well used** park is a safer park

Vandals do not tend to do their thing when there are other **community members** in the same area

Examples = Disc golf expansion, Old school house, Service Org near troubled park, Park Watch, etc.

NEXT WEEK



Balancing Park Maintenance With Park Usage

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**EXCELLENT
FACILITY RENTAL
MANAGEMENT**

**WORKING WITH
MAINTENANCE
STAFF**

Mark Honberger, Director

REMARKABLE RECREATION SOLUTIONS

(928) 278-8035 / marknrec@gmail.com

remarkablerecreationsolutions.com



EXCELLENT FACILITY RENTAL MANAGEMENT

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ASSIGNMENT FOR WEEK 5

REACH OUT TO YOUR MAINTENANCE CREW

Strive to improve the lines of communication.

Show interest in their work.

Report back on the results of your efforts.

BOOT CAMP ATTENDEE PAGE

- Sent the Link via email
- <https://remarkablerecreation.com/bcxca0321>

Here you will find:

- Copy of the PowerPoint
- Other vital info from that week's Boot Camp class

The screenshot shows the 'BOOT CAMP ATTENDEE PAGE' for the 'RECREATION PROFESSIONAL BOOT CAMP' on 2024-03-21 (ID: BCXCA0321). The page is for 'WEEK ONE' with the theme 'GET REC'D: GETTING RECREATION TO YOUR COMMUNITY'. It features a 'Week 1 Power Point' download button and a preview of the presentation content. The preview includes sections for 'ACTION STEPS', 'AFFIRM', 'APPRECIATE', 'ASSESS', 'ALIGN', 'ANNOUNCE', 'DECLARATION', and 'FINDING YOUR CORE SERVICES'. Below the preview are three buttons: 'Get Rec'd Action Steps', 'Declarations (Homework)', and 'Evaluative Criteria'.

RECREATION PROFESSIONAL BOOT CAMP
2024-03-21 [BCXCA0321]
BOOT CAMP ATTENDEE PAGE

WEEK ONE GET REC'D: GETTING RECREATION TO YOUR COMMUNITY

Week 1 Power Point
Get the Power Point Presentation

RECREATION PROFESSIONAL BOOT CAMP WEEK 1
ESSENTIAL TRAINING FOR NEW & YOUNG RECREATION PROFESSIONALS
REMARKABLERECREATIONSOLUTIONS.COM

ACTION STEPS: You must know...
AFFIRM: Know your WHY
APPRECIATE: Know your HISTO...
ASSESS: Know Your COM...
ALIGN: Know Your SERV...
ANNOUNCE: Know Your MESS...

DECLARATION
KNOW YOUR WHY
DECLARATION FOR GROWTH IN MY COMMUNITY
KNOW YOUR HISTORY
KNOW YOUR COMMUNITY
KNOW YOUR SERVICES
KNOW YOUR MESSAGE

FINDING YOUR CORE SERVICES
#1: Put all services "through
The Evaluative Criteria
Does the program support Mission & Target Market?
Does the community seek this type of program?
Does our agency have the provide the program? (Is...
Does the program fill a gap community services? (After

Get Rec'd Action Steps Declarations (Homework) Evaluative Criteria

SEE YOU NEXT WEEK!

WEEK #6 = APR 25, 2024

THU 1PM EST

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RECREATION PROFESSIONAL BOOT CAMP

This **RECREATION PROFESSIONAL BOOT CAMP** will provide you with the foundation you need to **THRIVE** as a Recreation Professional. We will explore the theories of recreation, and give you hundreds of tangible “take-home” ideas to put those theories into practice. This Coaching Series will **ACTIVATE YOU**, so you can **ACTIVATE YOUR COMMUNITY**. We will be investigating program areas that you might not be engaged in yet, thus **LAUNCHING** the next phase of your career.

FORMAT

Online Group Webinar— LIVE!

8 Sessions / Once a week / 1.5 hours per session

Same day and time each week / Total of 12 hours

INVESTMENT

A Single Webinar Session is typically \$40.

This 8 Session Series = **\$240** (8 for the price of 6)

(Equal to \$30/session or \$20/hour)

DISCOUNTED FOR LIMITED TIME

Super Discount = **60% OFF** = **NOW \$96**

(Equal to \$12/session or \$8/hour)



BENEFITS (THE RETURN ON INVESTMENT)

- Perfect for new Young Recreation Professionals
- Insight into the Profession's Principles & Practices
- Build a foundation for launching your Rec Career
- Invest in Yourself and Build Expertise (\$380 Value)
- 100's of Take-Aways to Implement (\$900 Value)
- 8 Sess (12 hrs) of Recreation Coaching (\$480 Value)
- Plus, receive a Resume Review & Input (\$200 Value)
- Plus, receive Certificate of Completion (\$100 Value)
- After series, you get free access to 6 of the once-a-month Check-Ins (“Rec Quest Cohort”) (\$240 Value)
- Mentor for Life (“Just a call away”) (Priceless)

SERIES DATES

3/21–5/9 (2024)

THU's @ 1pm (EST)

8 Sessions / Online

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#RPBC24001

GET REC'D: GETTING RECREATION TO OUR COMMUNITY

WEEK 1



This introductory session provides a quick overview of the Recreation Profession, showing both the “Principles” and the “Practice” of providing recreation to your community. We will look at the WHY of recreation being essential. We will take a short tour of the history of Parks and Recreation in the United States. We will learn the WHAT of assessing our community needs, to then align our services to best meet those needs by determining our Core Services. We will discover what our message is and learn how to best put that message in front of our community by creating Agency Ambassadors.

A STRATEGIC APPROACH TO CONTRACT INSTRUCTORS

WEEK 2



Here we introduce the concept of being strategic in our profession. Then, with that framework in mind we explore the best practices for implementing Contract Instructors on a wide scale. As a program area, Contract Instructors can reach all ages, all demographics, all cultures. This program area can significantly impact your Agency's fiscal outlook, increasing Cost Recoveries and decreasing General Fund Subsidies while accomplishing your Agency's Mission to meet your community. We will explore the best methods and practices for taking your Contract Instructor Program to the next level.

THE HEALTHY HABITS MOTIF, & THE CONNECTIONS CONCEPT

WEEK 3



The motif of “Healthy Habits” should run through all recreation programs. We will explore what Healthy Habits are (*it's much more than you might think*) and why they are so vital. Then, we dive into the 3 different types of creative HEALTHY HABITS CAMPAIGNS, aimed at a thriving community. We will explore the concept of “CONNECTIONS”: (1) Helping our community connect with one another, (2) How to connect with our elected officials, & (3) Connecting with our profession. At the end, we will activate our own *Personal Leadership Philosophy* and Check-In with the *Recreation Professional Job Competencies*.

WOW FACTOR: UNLEASHING CREATIVITY IN THE RECREATION PROFESSION

WEEK 4



JUST WOW: We will dig into what makes a Wow Factor and we will learn how to accomplish that Wow without losing our foundational mission. HOW TO WOW: We will investigate how Wow can be *Factored* into programs and facilities, by creating an Agency that values Innovation and Incubates creative ideas. BE A WOW FACTOR(Y): Discover how to keep churning out *Wow-Ness* as we explore dozens of creative real-life examples for adding *Wow on a Budget*. Then, we will practice *Activating Our Creativity*. At the end, we will investigate how to implement the Continuous Improvement Model.

EXCELLENT FACILITY RENTAL MANAGEMENT

WEEK 5



Even if you do not currently manage your Agency's Facility Rental Program, there are two good reasons to invest the time to understand this service: (1) You may find yourself in charge of facilities in the future, (2) Every program you run will be utilizing a facility, so it is vital to know what goes into managing it. We will explore the best practice methods for organizing the rental process. We will create a defensible rental fee structure based on cost recovery. We will examine a dozen alternative policy considerations. We will investigate better ways to work with, and connect with, the maintenance staff.

PARTNERING WITH COMMUNITY GROUPS, & BRANDING YOUR AGENCY

WEEK 6



Partnering with Community Groups is a “Best Practice” that can result in new programs, new facilities, new volunteers, and increased community safety. We will investigate how to negotiate with community groups. We will look at how to set up Partnership Agreements that exchange “equal value” between the two parties. Then, we will look at the pros and cons of dozens of real-life partnership examples. After that, we will discover the steps for determining your agency's Brand, knowing that Branding is a vital first step before Marketing your programs.

PERFORMANCE MEASURES, & BUDGET CONNECTIONS

WEEK 7



Tracking Performance Measures enables us to turn basic data into vital information that tells our Agency's Story, and highlights our Agency as an “Essential Service” to both our Elected Policy Makers and the community. We will discover the difference between outputs and outcomes. Then, we will cover some unique ideas for accomplishing Budget Projections. We will dive into the *Recreation Program Planning Worksheet*, that captures data from each single program, so we can build up to an Agency-Wide Budget. After that, we will use the Benefits Pyramid to establish a defensible pricing strategy for setting programs fees.

REVENUE GENERATION IN PARKS AND RECREATION

WEEK 8



It is vital that Recreation Agencies press forward in their efforts to generate additional Revenue, instead of just passively “hoping” for more participants to register for the recreation programs. We will dive into 50 to 60 ideas for generating revenue to help your agency THRIVE! Some of these, you are likely already doing, but may need to think about them in new ways. Others will be new ideas that you can put into practice starting tomorrow. By increasing revenues, we allow our agency to have more resources available for other programs and we help our agency to reach its mission.

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WEEK 6

SEE YOU NEXT WEEK!

WEEK #6 = 4/25 THU, 1PM EST

**PARTNERING WITH
COMMUNITY GROUPS**

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