

### Applications and Submittal Process

Applications may not be accepted less than 30 days from requested use date(s).

Spring: **March – May:** Can submit starting on: Dec. 1

Summer: **June – July:** Can submit starting on: March 1

Fall: **Aug – Nov:** Can submit starting on: May 1

Winter: **Dec – Feb:** Can submit starting on: September 1

### Documentation

- A completed Gym Use Application ([www.pleasantonsports.org](http://www.pleasantonsports.org))
- A site plan and detailed description of the event may be required.
- General liability insurance that names the City of Pleasanton (P.O. Box 520) and Pleasanton Unified School District (4665 Bernal Avenue) as additional insured for a minimum of \$2 million. The certificate must also include an endorsement page.
- A Pleasanton business license may be required. ([www.cityofpleasantonca.gov/business/license/](http://www.cityofpleasantonca.gov/business/license/))
- A \$1000 deposit is required for each organization prior to confirmation of booking (one deposit may be used for multiple events, as long as the organization remains in good standing)

### Priority

Priority for scheduling purposes will be based on:

- A. City cosponsored user groups  
Pleasanton non-profit groups ( $\geq 75\%$  residents)
- B. Pleasanton resident (private use)  
Non-Profit groups ( $< 75\%$  residents)
- C. Non-Residents (private use)  
Pleasanton based business
- D. All non-Pleasanton based businesses

### Availability

Operation hours are as follows:

- Weekdays (School Year): 5:30 a.m. – 10 p.m.
- Weekends (School Year): 6 a.m. – 10 p.m.
- Summer and School Breaks: 6 a.m. – 10 p.m.

### Layout

Visit [www.pleasantonsports.org](http://www.pleasantonsports.org) to view gym layouts.

### Equipment

Basketball hoops and volleyball standards included in rental if renting for the respective sport. All other equipment must be provided by the user.

### Refund Policy

If an event is cancelled, the refund policy is as follows:

- Full refund if event is cancelled at least sixty (60) days prior to use.
- 50% deposit refunded if an event is cancelled at least thirty (30) days prior.
- No deposit refund if the event is cancelled less than thirty (30) days prior to use.

### Vendors

Sale of merchandise or other items must be disclosed three (3) days prior to event start date. User is required to obtain a promoter's business license (<http://www.cityofpleasantonca.gov/business/license.asp>) if vendor(s) is present at the event. Sales of merchandise must remain in the areas permitted for the vendors. The user shall disclose use of equipment (i.e. tables, canopies, etc.). The City has final decision on vendors and locations of equipment.

### Food/Drink

Food is not allowed in the gym. Water is the only permitted drink inside the gym.

### Alcohol/Smoking

Alcohol and smoking are not permitted in any City and PUSD facilities, including surrounding parking lots. User is responsible for enforcing with all participants and spectators.

### Conduct

User is responsible for promptly addressing conduct issues with all players and spectators. The user is to remain on the premise through the duration of the event. Should a user leave or be absent, the user must appoint a "person in-charge (PIC)". The original user must introduce the PIC to City Staff. The PIC assumes all responsibility.

### Required Approval from Director of Library and Recreation or their designee:

Amplified sound; advertising and signs; entry donation/admission; motorized vehicles; and sales of goods

### Inspection/Clean-Up

User is responsible for ensuring the facility is clean and free of debris at the conclusion of use each day. User may forfeit all, part, or be required to pay more than their initial deposit (whichever is deemed appropriate) for any damages or excessive clean-up that is required.

## Misc

- Depending on use, security guards and/or custodians may be required at the expense of user.
- Use of City/PUSD office supplies/equipment is prohibited.
- Rental is limited to the gymnasium.
- Use of profanity is prohibited.
- Loitering is prohibited inside and/or outside the facility.
- Non-floor making shoes only
- Occupancy limits must be observed at all times.
- Parking and traffic laws must be followed at all times.
- Exit doors must be accessible at all times.
- Occupancy limits must be observed at all times.
- Parking and traffic laws must be followed at all times.
- Gymnasiums do not have air condition.
- Open flames prohibited.