

Applications and Submittal Process

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

Spring / Summer: March – Aug: Submit starting on: Dec. 1

Fall / Winter: Sept. – Feb: Submit starting on: June 1

Documentation

- A completed [Gym Use Application](#). Send completed application(s) to Thomas Myers (tmeyers@cityofpleasantonca.gov)
- 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 per occurrence. The certificate must also include an endorsement page.
- To receive the Category 2 rate, all non-profit paperwork must have the same Pleasanton address. P.O. box addresses will not be accepted. To receive the Category 3 rate, you must submit proof of residency (driver's license or utility bill).
- A Pleasanton business license may be required. (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:

- A. PUSD
- B. Sports co-sponsored user groups
- C. Non-profit groups
- D. Pleasanton resident (private use)
- E. Non-Residents (private use)
Businesses

Availability

Operation hours are as follows:

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

Equipment

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

- 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 only.

Refund Policy

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

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

Administrative Fee

A \$25 processing fee will be charged for each submission of changes or amendments to the rental agreement.

Vendors

Sale of merchandise or other items must be disclosed three (3) days prior to the event start date. User is required to obtain a promoter's business license

<http://www.cityofpleasantonca.gov/business/license.asp> if vendor(s) are present at the event. Sales of merchandise must be kept within the designated areas for vendors. The user shall disclose the use of equipment (i.e., tables, canopies, etc.). The City has the 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

The User is responsible for promptly addressing conduct issues for all players and spectators. Profanity is strictly prohibited. Occupancy limits must be observed. The User must remain on the premises or appoint a **Person In Charge (PIC)**, introducing the PIC to City Staff. The PIC assumes all responsibilities.

Required Approval from City staff:

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 or 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

- Loitering is prohibited inside and/or outside the facility.
- Non-floor marking shoes only
- Parking and traffic laws must be followed at all times.