Thank you for your interest in reserving a City of Gilroy public facility for your event. The information below provides you with the necessary information when making a facility reservation. Please read the information below to ensure you fully understand the Facility Reservation Policy.

**General Information**
- Reservations can be made in-person and must be paid in full at the time of reservation. All facility reservations must be finalized a minimum of fourteen (14) days in advance and a maximum of six (6) months in advance.
- All publicly reservable facilities are available to be rented except when there is prior programming scheduled, a staff attendant is unavailable, and on any City-observed holidays such as Fourth of July, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.
- Facilities may be reserved from 8:00 a.m. to 9:00 p.m. These times include set-up and clean-up. Users must enter no earlier or leave no later than at the time specified on the permit. All facility rentals must be rented for a minimum of two (2) hours.
  - Please note, facilities are unavailable for rentals on Friday evenings, Saturday evenings, and all day Sunday.
- If your name is listed on the reservation permit, you assume full responsibility and must be in attendance throughout the duration of your event. These responsibilities may not be transferred, assigned, or sublet.
- A permit can be denied if:
  - The expected attendance exceeds the facility capacity.
  - All the conditions required for the reservation have not been complied with.
  - The nature of the activity may endanger the participants, the public, the facility, equipment, and/or staff.
  - The unexpected activation of the Emergency Operation Center (EOC) or a natural disaster such as a fire, flood, earthquake or similar activity.
- To rent a school gym, visit Gilroy Unified School District’s reservation website, Facilitron.com.
Reservation Fees
- All rental fees and damage deposits must be paid at the time your reservation is made. Acceptable payment includes cash, check and/or credit card.
- The damage deposit is refundable after your event is completed and it is determined that there are no outstanding fees, repairs required and/or the facility is left in an **orderly state** as determined by the attendant. In addition, you may lose a portion or all of your damage deposit for the following:
  - Incomplete or inaccurate information on the permit that impacts the facility and/or safety of patrons (e.g., underreported the planned attendance, use of amplified music or alcoholic beverages); or
  - Your event is cancelled in progress due to violation of City policies, rules, or regulations governing such usage;
  - Not removing all your decorations, returning chairs and tables to its original location, and properly disposing of all trash into trash receptacles.
  - Any changes, alterations, or defacement to any city facility, its furnishings, or equipment.

Until full payment for damage is received, the City shall have the right to withhold the damage deposit and deny future reservations without any stated cause.

Cancellation Policy
- The cancellation policy is:
  - **City is notified fourteen (14) City of Gilroy working days or more from date of event:** $64 deducted from reservation fee; full deposit refunded
  - **City is notified thirteen (13) City of Gilroy working days or less from date of event:** Loss of entire (100%) of reservation fee; full deposit refunded

Changes to Reservation
- You can change the date of your reservation once with notice of twenty-one (21) days or more, based on availability. If there is a price difference (plus/minus), there will be a $10 processing fee. Twenty (20) days or less notice, you will need to cancel your reservation (see cancellation policy) and create a new one.

Amplified Sound
- Amplified music is not allowed. Mini-speakers and/or public address system can be used.

Alcohol & Catering
- **Beer, wine, and spirits (liquor) are not allowed.**
- The following facilities have prep kitchens: Wheeler Center Multi-Purpose Room and Senior Center. **The Senior Center commercial kitchen is NOT allowed for private use.**
Tables, Chairs & Equipment
- See the Facility Rental Rates and Amenities chart for availability of tables and chairs.
- Setup and cleanup time is included in the rental. If you need to move the tables and chairs, it is the responsibility of the renter to return them as they were.
- If you have any additional equipment such as rental chairs and/or tables delivered for your reservation, the City is not responsible for any items delivered before, or left after an event. Arrangements need to be made to have any additional item removed by no later than the end of your reservation.
- Moving, rearranging, altering, or removing any City equipment—other than tables and/or chairs—is strictly prohibited.
- If you rent the Senior Center Social Hall, you can use the Senior Center Courtyard for no extra charge. However, no seating is allowed in the courtyard. You may use the existing bar or rectangular tables to serve food. Barbequing is not permitted in this area.

Decorations
- Decorations are allowed provided they are made of flame resistant materials. No decorations and/or objects are to be suspended, attached, or affixed to ceilings, walls, window blinds, draperies, room dividers, or doors. No tacks, pins, or staples are to be used on facility property or furnishings.
- Decorations can be placed as table center pieces, on counters or can be free-standing.
- Helium balloons must be secured and not released. All balloons must be removed or be deflated and placed in trash receptacle.
- The use of fog/smoke machines, bubbles, rice, confetti, birdseed or other granular substances is also strictly prohibited.
- All decorations must be removed from the facility within the specified rental time. The applicant is responsible for any damages resulting from the use or removal of decorations.
- Decorative tablecloths and seat covers are permitted.

Custodian & Facility Attendant
- If the event occurs at the Senior Center Dining Hall, Wheeler Center Gym, school gymnasium, you will need a Facility Attendant. The attendant will be an additional cost of $22 an hour and will be present from the moment your event begins until it ends.
- For reservations that occur at the following facilities, an automatic custodian fee will be attached per facility, per day as denoted below:
  - $50 – Wheeler Center Multi-purpose Room and Gym (no food/drinks), Senior Center Meeting Room,
  - $100 – Senior Center Dining Hall
- If your event requires additional cleaning than what is covered by the custodian fee, additional cleaning charges will come out of your deposit.
• If you use a school gym, there is no food or drinks (except water) allowed inside the facility.

**Dining/Assembly Capacity**

- **Senior Center**
  - Dining Hall: 200 Dining/Assembly
  - Meeting Room: 30 Dining/60 Assembly

**Maximum Capacity**

- **Cesar Chavez Gym**: 600 Assembly
- **Solorsano Middle School Gym**: 846 Assembly
- **Wheeler Center Gym**: 600 Assembly

Remember, if you fail to comply with these guidelines, you are subject to forfeiture of any/all deposit(s), assessed a maintenance cleaning fee, payment for all damages occurring to the facility, and/or termination of any/all field use permit(s) for one year.

If you experience a problem at any time during your facility rental on a weekend or during non-business hours and City of Gilroy Recreation staff is not present, please contact the City of Gilroy’s Police Department Communication Dispatch at (408) 846-0350.

All groups and individuals using City facilities and parks must comply also with City, County, State and Federal laws. Failure to abide by these laws or established City of Gilroy rules and regulations may result in the loss of a Use Permit and the forfeiture of all fees and deposits. All Use Permits are subject to the final approval of the City of Gilroy Recreation Division Manager or designee.

City of Gilroy Recreation Division  
(408) 846-0460  
7371 Hanna Street Gilroy, CA 95020  
[www.cityofgilroy.org/recreation](http://www.cityofgilroy.org/recreation)  
Rec@CityofGilroy.org
<table>
<thead>
<tr>
<th>Facility</th>
<th>Non-profit Organization* Hourly Rate</th>
<th>City of Gilroy Resident Hourly Rate</th>
<th>Non-resident/ Commercial Hourly Rate</th>
<th>Deposit</th>
<th># of Tables</th>
<th># of Chairs</th>
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<tbody>
<tr>
<td>Cesar Chavez Gym**</td>
<td>Visit Facilitron.com to reserve this facility</td>
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<tr>
<td>Christopher High School</td>
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<tr>
<td>Auxiliary Gym</td>
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<tr>
<td>Senior Center: Main Hall</td>
<td>$82</td>
<td>$107</td>
<td>$133</td>
<td>$521</td>
<td>32 round/ 12 rectangle</td>
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<tr>
<td>Senior Center: Meeting Room</td>
<td>$41</td>
<td>$57</td>
<td>$74</td>
<td>$141</td>
<td>12</td>
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<td>Solorsano Middle School Gym**</td>
<td>Visit Facilitron.com to reserve this facility</td>
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<tr>
<td>Wheeler Center: Dance Studio</td>
<td>$41</td>
<td>$57</td>
<td>$74</td>
<td>$141</td>
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<td>Wheeler Center: Gym**</td>
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<td>190</td>
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<tr>
<td>Wheeler Center: Multi-purpose Room</td>
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<td>$57</td>
<td>$74</td>
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