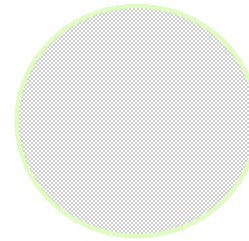
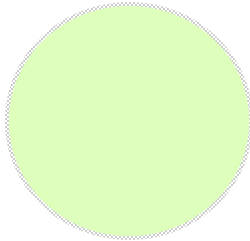


CITY OF SAN RAMON GYMNASIUM RESERVATION INFORMATION



HOURS AND AVAILABILITY

- City Programs and Co-Sponsored User Groups are provided priority in reserving the gymnasiums. Private rental availability varies throughout the year depending on City Program and Co-Sponsored User Group needs.
- Pine Valley Gymnasium and Iron Horse Gymnasiums are available:
School in Session: *Monday — Friday: 5:00pm - 10:00pm; Saturday and Sunday: 8:00am - 10:00pm ; Holidays and School Days Off: 8:00am—10:00pm*
No School in Session: *Sunday—Saturday: 8:00am - 10:00pm*

Additionally a complete list of all rental venues may be viewed online at:
www.SanRamonVenues.com

WHAT IF I HAVE TO CANCEL?

- Reservations that are cancelled may be subject to penalties. Upon receipt of the cancellation notice, penalties if applicable will be applied as follows:
- Gymnasium Rentals: **No refunds less than 30 days from rental date. Additions and/ or date changes must be requested by the 15th of the previous month. Full refund 30 days or more from rental date** [25% cancellation transaction fee applies to each change made, not to exceed \$200].
- If the City of San Ramon cancels or reschedules a previously scheduled event at a time, which is deemed unsatisfactory by the reserving group or individual, all rental fees paid will be refunded.

HOW DO I RESERVE?

- A prospective renter may tour any of the City of San Ramon Facilities during open hours, respecting the privacy of individuals using those facilities.
- For availability please contact City of San Ramon staff.
- All reservations will only be confirmed upon submission of a completed application, signed contract, payment of appropriate rental fees, submission of insurance and required deposits. Payments can be made by using cash, check, Visa, MasterCard, or American Express. A 2.88% convenience fee will be added per total credit card transaction.
- Reservations must be submitted by the 15th of the prior month. Reservations requested less than 14 days in advance will not be accepted.

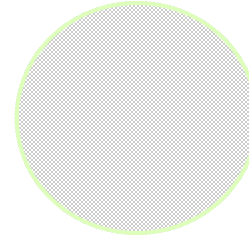
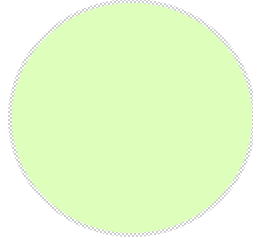
WHAT ARE THE INSURANCE REQUIREMENTS?

The City of San Ramon requires proof of insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the renter's use of any sports facility and sports field. The cost of such insurance shall be the responsibility of the renter. Insurance coverage must provide a minimum of \$2 Million liability coverage per occurrence/ \$4 Million general aggregate and endorse the City of San Ramon and San Ramon Unified School District as additionally insured for the date(s) of use.

WHO DO I Contact?

Jennifer Gault at jegault@sanramon.ca.gov or (925) 973-3375

CITY OF SAN RAMON GYMNASIUM RESERVATION INFORMATION



- Signage, posters, advertisements, banners, etc. may not be attached to any part of the facility.
- In the event that there are damages to the facility or its equipment as a result of the rental, the renter is responsible for all replacement costs for damages resulting from their use of the facility. The replacement costs and repairs will be assessed and contracted or repaired by the City of San Ramon.
- The renter must agree to take full responsibility for the behavior exhibited by his/her guests, staff, coaches, instructors, students, athletes and spectators.
- Patrons are responsible for personal property. City of San Ramon cannot be held liable for items left in or around any facilities or parks.
- Animals are not allowed in the in gymnasiums with the exception of service animals.
- Advertising or selling of any product or service is prohibited.
- Music is prohibited except during full gymnasium rentals.
- “For-profit” organizations or persons reserving outdoor facilities or gymnasiums for the purpose of generating a profit (i.e. private sport camp or tournament) will be approved at the discretion of the Supervisor. Camps and Tournaments are subject to additional restrictions including a \$221.00 per day Special Event/For Profit Camp/Tournament Fee.
- Community gymnasiums are for athletic events only.
- Scoreboard use requires training in advance and is subject to an additional fee. Sports Staff will not keep score.
- A commercial photography permit is required for all exclusive photography or video use of a City of San Ramon Park or Facility. Fees are \$55.00/ day; \$220.00/ year.
- Food and beverages of any kind are not permitted in any of the Gymnasiums (water permitted). Alcoholic beverages are not permitted in any City of San Ramon gymnasium.
- Rental of the Main Floor does not allow for more than one game/practice going on simultaneously.

WHAT’S THE COST?

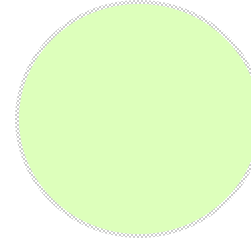
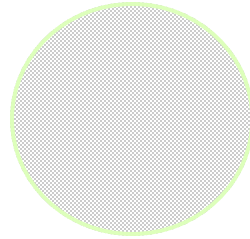
GROUP CLASSIFICATION	HOURLY RATE - PER AREA (TWO-HOUR MINIMUM)			
	PINE VALLEY GYM		IRON HORSE GYM	
	Floor A or B	Main Floor*	Floor A, B or C	Main Floor*
Resident Private/Group	\$69	\$134	\$69	\$134
Non-Resident Private/Group	\$95	\$186	\$95	\$186

****Main Floor will only have use of the main basketball court, not the entire gym.***

NOTE: Please bring your rental agreement with you on the day of your event to show as proof to other non-reserved parties that you have reserved the designated area.

- Gymnasium rentals require a \$500 damage deposit in addition to rental fees per contract.
- All rental fees along with deposits are due at the time of booking.
- **If no previous activity is scheduled at the preferred Gymnasium, a two floor/two hour minimum requirement will be observed.**
NOTE: No pro-rations will be given for half-hours or unused rental time.
- **The renter will be charged a rate of twice the hourly fee (no pro-ration for portions of an hour) for gymnasium usage that falls outside of the reserved times.**

CITY OF SAN RAMON GYMNASIUM RESERVATION APPLICATION



APPLICATION INFORMATION:	
Applicant Name:	
Company or Organization:	
Address:	
City:	Zip:
Primary Phone:	
Secondary Phone:	
Email:	

EVENT INFORMATION:	
Type of Event:	
Gyms: <input type="checkbox"/> Iron Horse Gym <input type="checkbox"/> Pine Valley Gym	
Floors: <input type="checkbox"/> Floor A <input type="checkbox"/> Floor B <input type="checkbox"/> Floor C <input type="checkbox"/> Main Floor	
Date of Event(s):	
Start Time:	End Time:
Estimated Total Attendance:	

- *This application does not guarantee your reservation.*
- *Reservations are only confirmed once all appropriate payments have been made and a rental agreement has been completed.*
- *Reservations should be submitted by the following dates:*

<i>June - August submit by April 1</i>	<i>December - February submit by October 1</i>
<i>September - November submit by July 1</i>	<i>March - May submit by January 1</i>

PAYMENT INFORMATION:			
<p>After the application is reviewed, staff will confirm date availability and send a request for payment. A 2.88% convenience fee will be added per total credit card transaction.</p>			
Date Staff Received:	Dates Confirmed with Applicant:	Payment Requested:	Permit Sent: