



Gym Reservation Policies and Procedures



Irvington Community Center – 41885 Blacow Rd. (510) 494-4334

Gym Reservation Policies and Procedures

The City of Fremont has one gymnasium available for use by the community on a permit basis. The Gym Use Reservation Policies and Procedures, establishes information, rules, regulations, procedures and fees governing use of City Gyms.

Gym Available for Rent:

Irvington Community Center: Located at 41885 Blacow Road

- One (1) High school-sized basketball court
- One (1) Championship-sized volleyball court

Or:

- Two (2) Jr. Basketball/Volleyball Courts
 - 1 court can accommodate up to 3 Badminton Courts

General Use Classification/Priority

Group 1 - City of Fremont Programs

Group 2 - Government Agencies with a reciprocal gym use agreement

Group 3 - Fremont Resident Non-Profit Groups:

Organized non-profit groups with current 501(c) (3) or 501(c) (4) IRS status, with membership open to the public and serving the City of Fremont community.

- a. Non-Profit group whose address is registered with the State of California with a Fremont address and whose membership consists of at least 51% Fremont residents.
- b. Non-Profit groups whose membership consists of at least 51% or more Fremont residents.

An application must be completed and accompanied with proof of at least 51% Fremont residency or documentation showing non-profit status on an annual basis to receive the priority and fees associated with this classification.

Group 4 - City of Fremont Residents or Non-Profit/Non Resident Groups:

- a. *Resident* - Individuals must reside or own property with City of Fremont address; Groups must have membership made up of at least 51% Fremont residents; current rosters will be required with submitted application.
- b. *Non-Resident Non Profit* - Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public that does not have membership that is at least 51% Fremont residents.

Note: To qualify for Group 3 Status, Regional and/or National non-profit groups that do not meet the 51% residency requirement, may submit an annual letter addressed to the Community Services Department demonstrating their direct community benefit. All requests are subject to approval by the Community Services Director or designee.

Group 5 - Non Resident Groups:

Organizations whose membership does not meet minimum requirement to qualify for Group 4.

***All groups will submit annual paperwork and rosters in order to verify qualification for desired group classification. (No exceptions). Rosters can only include members using gym during rental, with a maximum of 48 participants.**

Priority Qualifications – Used to establish and identify priorities within each General Use Classification:

1. Number of Fremont Residents served
2. Youth
3. Adult *
4. Historical gym use
5. Responsible gym user
6. Other

*** All adult groups will have priority 9:00 p.m. – 11:00 p.m. (Monday-Thursday only)**

City of Fremont Sports Facilities are reserved in compliance with Fair Play Act AB2404 and Title IX.

How to Make a Reservation

The City requires the individuals, organization and/or designated representative to complete all applications and provide the required insurance.

1. A Gym Rental Application must be submitted for approval a minimum of ten (10) business days prior to rental date. Submitting an application fewer than ten (10) business days prior to rental date will only be accepted with Department approval.
2. Applications must include complete schedules including dates, times and gym requested for practices and games. Approval takes five (5) to seven (7) business days; notification of application status will be e-mailed. A valid email must be present on application.
3. Applications can be submitted in person to the Irvington Community Center located at 41885 Blacow Road or by email at IrvingtonCC@fremont.gov. Walk in applications are accepted during hours of operation Sunday through Saturday, with the exception of holidays.
4. Rosters must be submitted each rental period, in order to verify qualification for desired group classification. (No exceptions) **Rosters can only include members using gym during rental, with a maximum of 48 participants.**
5. To qualify for Non-Profit status, the following must be submitted:
 - a. Current 501(c) (3) or 501(c) (4) IRS paperwork.
 - b. Email or letter on organization letterhead, stating individual submitting application is an authorized agent of said organization.
 - c. All payments must be submitted in Non-Profit organization's name, via check or credit card.

*The City reserves the right to book additional events before or after an applicant's confirmed rental time.

Payment Schedule

1. Payment of rental fees must be made 30 days before first approved rental date on gym use permit. **Payments not received by this deadline may result in cancellation of rental dates.** If application is received less than 30 days prior to first date of rental, then payment is due immediately upon receipt of a gym use permit.
2. Payments may be made by Visa, MasterCard, check, or cash. Make checks payable to City of Fremont. Checks and credit cards must be in the name of the individual or organization listed as the applicant. Only cash or credit payments will be accepted within ten (10) business days of rental date.

Gym Reservation Rates

Group	Resident Non Profit	Resident	Non-Resident	Business
Full Gym	\$55/hr	\$70/hr	\$95/hr	\$115/hr
Half Gym	\$30/hr	\$40/hr	\$55/hr	\$65/hr

Responsible Gym Use Policies

All organizations and/or individuals permitted to use gyms will be responsible for the following items:

- Gym Rental Permit must be present, at permitted location, for all permitted rental dates
- Litter removal from Community Center and adjacent areas such as parking lots
- No amplified sound
- Enforcement of no smoking (including e-cigarettes) and no alcohol, within group
- Supervision of youth spectators
- Providing a contact name and cell number for the groups on-site supervisor
- No unauthorized gym use
- Must follow all rules for each gym
- Use gym for the sports it is intended for
- Must not damage or alter gym in any way

*Failure to follow "**Responsible Gym Use**" Policies will result in cancellation of Gym Use Permit, up to and including the loss of future rental privileges associated the City of Fremont Facilities in the future.

Gym Use Application Schedule

General Use Classifications	Nov. 1 – Feb. 28 Apply on:	Mar. 1 – Jun. 30 Apply on:	Jul. 1 – Oct. 31 Apply on:
All Classifications	September 1-10	January 1-10	May 1-10

Hours of Rental Use

1. The City's sports gym is available for rental from 8:00 A.M. to 11:00 P.M., Sunday through Saturday.
2. Each rental occurrence must be a minimum of one (1) hour.
3. A maximum of 2 hours a week, per organization/group, will be allocated during the application process. Renters can request more time if available.
4. Hours of use must include the amount of time needed for the event, including set-up and clean-up.
5. The gym must be vacated by time specified on approved Sports Gym/Facility Use Application & Permit.

Cancellations, Changes and Refunds

1. **10 days or less:** No refund or credit will be issued for a cancellation or reduction of pre-booked hours within ten business days of the rental date.
2. Any changes and/or additions received fewer than ten (10) business days prior to rental will only be accepted with Department approval.
3. Each group will be allowed to make one (1) change per quarter. Any additional changes in same quarter are subject to a \$10 administration fee per change.
4. **Unexpected Maintenance Issues:** Occasionally it may be necessary for the City of Fremont to reschedule, relocate or cancel a request previously approved, due to unexpected maintenance issues. In this event, each group or individual will be given as much advance notice as possible and will be issued a full refund.

Rental Information/Guidelines

1. A responsible adult from rental group must supervise premises for proper use during all rental hours.
2. Each rental group must have their Gym Use Permit on site for each and every rental date.
3. Youth groups must be supervised by two adults for each twenty minors at all times while using the gym.
4. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription or erect any sign in the Community Center (per City Ordinance 12.20.060e) without prior permission from Community Services Director, or designee.
5. Smoking (including e-cigarettes) is prohibited in all City of Fremont Parks, including all sports facilities (per City Ordinance 8.55.080).
6. Parking is permitted in designated areas only. Vehicles parked illegally will be cited.
7. Gym/Facility Use Permits cannot be transferred, assigned or sublet.
8. Consumption, serving and/or selling of alcoholic beverages is not permitted in any and all sports facilities and complexes.
9. Dribbling, throwing, kicking balls in the Community Center lobby is prohibited.
10. Only Volleyball and Badminton net systems will be provided. Balls, pumps, scoreboards, and sports equipment are not provided.
11. No equipment storage is allowed at sports sites without prior written approval from Community Services Director, or designee.

12. Programs that duplicate in any form programs offered by Community Services Department may be denied.
13. Requests for exception to the Gym Reservation Policies and Procedures must be submitted in writing to Community Services Director, or designee, no later than 60 days prior to date of use requested. Approval or denial of the request will be issued.
14. Dogs/Pets are not allowed in facilities and only allowed in Community Parks if they are on leash (per City Ordinance 6.05.130a).
15. Food is prohibited.