



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
 10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
 TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
 CUPERTINO.ORG

FACILITY RENTAL INFORMATION

Cupertino Parks and Recreation offers several excellent indoor facilities suitable for a variety of events. Whether you need a facility for a seminar, meeting, or a special event, we have something to meet your needs.

Quinlan Community Center (QCC)	Community Hall	Creekside Park Building
Cupertino/Social/Conference Room	10350 Torre Avenue	10455 Miller Avenue
10185 N. Stelling Road		

MAKING A RESERVATION

Reservation requests for indoor facilities are accepted **Monday through Friday from 8 a.m. to 5 p.m. at the QCC Recreation Office**. To inquire about availability of the above facilities, visit the office or call (408) 777-3120.

- Reservation requests are only accepted in person, on a first-come, first-served basis.
- Require a minimum 10 calendar days advance notice, or 30 calendar days if alcohol will be served.
- Applicant must be at least 18 years of age, or 21 years of age if alcohol will be served.
- Must show a government issued Photo ID.

To request a reservation, submit a completed *Facility Rental Application* and include the following items:

CATEGORY	DESCRIPTIONS	REQUIRED AT TIME OF RESERVATION
Cupertino Resident	Applicant resides in 95014 area	<ul style="list-style-type: none"> • Current utility bill listing applicant’s name and serviced address. • Security deposit, if applicable
Cupertino or Non-Resident Business	Organization with valid business license	<ul style="list-style-type: none"> • Request on business letterhead (include event date and time, facility, rental purpose, expected attendance number) • Security deposit, if applicable
Cupertino Non-Profit	Non-Profit with a Cupertino address	<ul style="list-style-type: none"> • IRS form 501(c) • Request on organization letterhead stating qualifying criteria used for Cupertino Non-Profit. • Applicant must be organization contact on file. • Full membership list with addresses (if qualifying with 33% membership) • Security deposit, if applicable
	Non-Profit with 33% Cupertino resident members or participation	
	Non-Profit that regularly provides service to Cupertino community	
	Non-Profit holding event free and open to Cupertino public	
	Government agencies, including public schools	<ul style="list-style-type: none"> • Request on agency letterhead signed by agency contact (include event date and time, facility, rental purpose, expected attendance number) • Security deposit, if applicable
Non-Resident Non-Profit	Non-Profit with address outside of 95014 area	<ul style="list-style-type: none"> • IRS form 501(c) • Applicant must be organization contact on file. • Security deposit, if applicable
Non-Resident	Applicant resides out of 95014 area	<ul style="list-style-type: none"> • Security deposit, if applicable

RENTAL FEES

Included in rental rates are tables, chairs, amenities, and equipment, and one Attendant to provide setup of City's equipment and furnishings. See fee details in *Facility Rental Fees Matrix*.

- **Hourly fee-** Charged based on rental category and date.
 - Two hours minimum required at Community Hall, Creekside Park, and all weekend rentals at QCC.
 - Rental start and end time must include your time to setup, decorate and clean up. Enough time for clean-up should be included to avoid overtime charges. Rental start time is the time you need access to the room. Where set up is required, City tables, chairs and equipment are set up by City staff **prior** to rental start time.
 - Fees are due 30 calendar days prior to event date. If fees are past due, the City reserves the right to cancel the reservation and withhold the security deposit.
 - Additional practice or rehearsal time prior to rental start time must be reserved and paid for at least 10 calendar days in advance and is subject to availability.
- **Overtime-** A rental exceeding permitted reservation time will be charged an overtime fee of **1.5 times the associated hourly fee for any time up to the first half-hour, and 1.5 times the associated hourly fee for every hour thereafter.**
 - Fees are deducted from the Security Deposit and billed for costs exceeding the deposit.
 - Facility must be cleaned and cleared of all guests, rental party, contracted staff, equipment, etc. by the rental end time.
- **Security Deposit-** Due at time of reservation. It is generally refunded in full two to three weeks after last event date on permit, depending on compliance with the facility rental Rules and Regulations, and results of Post-Event Inspection.
 - Any overtime or property damage costs incurred by your event, or if Police/Sheriff is called in at any time to address an issue or disturbance at your event costs will be deducted from the security deposit and billed for costs exceeding the deposit.
- **Security Staff-** Contracted by the City and provided at a fee of \$40.00 per hour (minimum of 6 hours). Required if event will serve alcohol (except at Conference Room and Creekside Park Building). Staff must be on site from rental start to end time.
- **General Liability Insurance and Endorsement -** Fees vary depending on where insurance is purchased, either through the City of Cupertino or through your renter's, homeowner's, or other insurance carrier.
 - Required for most facilities if event will serve alcohol or Insurance company deems event as high risk.
 - Must be submitted at least 30 calendar days prior to the rental date.
 - Refer to *Facility Use Insurance Requirement Policy* for detailed requirements.
- **Sheriff Officers-** Youth Dances require one officer per 200 youth. The City assists with booking officers and obtaining fee information. After event, permittee is billed and must pay Finance Department at City Hall.

MULTIPLE RESERVATIONS

- Community Hall- multiple or recurring reservations are allowed.
- QCC and Creekside Park Building- only Cupertino Non-Profit Organizations may reserve multiple or recurring reservations six months a time. Contact QCC Recreation Office for more information.

RESERVATION CONFIRMATION

Permittee assumes all responsibility for use of the facility and must be in attendance at all times. Should permittee not be available to attend, a *Rental Event Representative Form* must be **filled out and submitted prior to event start date** to designate a representative who will assume all responsibilities of permittee. A rental permit is not confirmed until:

- Completed reservation application has been approved. Permit packet will be sent to you upon approval. The City reserves the right to deny rental to groups or individuals who have previously used the facility and left it in poor condition.
- All required fees and security deposit have been paid.
- Insurance certificate and endorsement, when required, have been submitted.

CANCELLATIONS AND REFUNDS

All cancellation requests must be submitted in writing by permittee to the QCC Recreation Office or emailed to refunds@cupertino.org.

- Requests submitted at least 30 calendar days before rental date will receive a full refund (security deposit and any paid rental fees)
- **Requests submitted less than 30 calendar days before rental date forfeit rental fees and will only be refunded the deposit. If no rental fees have been paid yet, deposit is forfeited and is not refunded.**
- The City reserves the right to cancel any use of a facility or equipment in emergency situations, unplanned maintenance, or any case as deemed necessary, and a full refund of rental fees and deposit will be issued. It is understood that there shall be no claim for damages by the renter.
- Original payments in cash or check are refunded and mailed out as checks. Credit card payments are refunded to original credit card.

PERMIT AMENDMENTS

All change requests must be submitted in writing only by the permittee to the QCC Recreation Office.

- Request to amend reservation times or dates must be submitted at least 10 calendar days before rental date. If additional costs incurred, must include payment if less than 30 calendar days before rental date.
- Request to add alcohol permit requires at least 30 calendar days before rental date and must include payment for Security Staff, if required.
- Three rental amendments per permit are allowed at no charge. Each additional amendment thereafter will be charged a \$10.00 fee.

ROOM SETUP

All room rentals except Conference Room at QCC, require a room setup form to be completed and returned to the rental office indicating your event setup instructions and equipment needs.

- Building Attendant will set up City tables, chairs and equipment prior to rental start time.
- Rental party is responsible for the set-up and take-down of all decorations.
- **Rental Amenities and Equipment:** For the convenience of facility renters, some equipment and amenities may be available for use at some facilities. Items must be requested ahead of time with room set up instructions, however, availability is subject to change. See *Facility Rental Amenities and Equipment Matrix*.

FUNDRAISERS, SOLICITATIONS AND SALES

Charging registration fees, admission fees, or entrance fees of any sort is prohibited, except for a fundraiser event. Failure to adhere to this policy will jeopardize the status of any future rental and may result in your event being shut down.

- Fundraising events are allowed only for 501(c) Non-Profit groups
 1. A fundraising event is defined as one where an admission fee is charged for entry or participation, or a donation is collected to raise funds for an organization, individual, or special cause. Examples may include, but are not limited to: Art Fair, Crab Feed, Auction, or business seminar. All admission fees must be collected prior to event date.
 2. Only one fundraiser is allowed per fiscal year at a Non-Profit rate. Additional fundraisers will be charged at a Business rate. Contact QCC Recreation Office for more information.
- Commercial, concessions, or profit-making activities are only allowed at Community Hall.

ALCOHOLIC BEVERAGES

To serve alcohol, an alcohol permit is required for all rentals, except for QCC Conference Room rentals.

- Permit must be requested at least 10 calendar days in advance for Creekside Park Building, and at least 30 calendar days in advance for other locations.
- Beer, wine, and champagne **ONLY** may be served. Hard liquor and Kegs are **not allowed**.
- As proof of insurance, a Liability Insurance Certificate and an Endorsement must be submitted, except for Conference Room and Creekside Park Building rentals, no later than 30 calendar days prior to the rental date. Refer to *Facility Use Insurance Requirement Policy* for detailed requirements.
- Security staff is required, except at Conference Room and Creekside Park Building, and provided at an additional fee. See Rental Fees section above. Security staff must be on site from rental start to end time.
- Non-Profit organizations that plan to sell alcohol must obtain a State ABC (Alcoholic Beverage Control) license. In some cases, a caterer may provide the license.

FACILITY TOUR

Facility tour or viewing with our staff is available for QCC or Community Hall. To request a tour, or to get assistance with room setup design, you must make an appointment. On-site viewing may also be done on your own, pending venue availability. Facility photos may viewed by visiting the City webpage at cupertino.org under [Indoor Facilities](#). To make an appointment, contact one of our Facility Attendants:

Ron at ronb@cupertino.org (Community Hall) or
Robert at robertfk@cupertino.org (QCC)