

— SAN JOSE —
**PARKS, RECREATION &
 NEIGHBORHOOD SERVICES**

Community Centers Rental Rates for : Berryessa, Cypress, Emma Prusch, Evergreen,
 Leininger, Southside, Willow Glen, and applicable Re-Use sites

Facility Reservation Fees <i>Fees subject to change at discretion of Director of PRNS</i>	Peak Hours Hours: Friday 4pm through Sunday midnight		Non-Peak Hours Hours: Operating Hours Monday through Thursday & Friday until 4pm	
	Basic Hourly Rate	Discounted Hourly Rate**	Basic Hourly Rate	Discounted Hourly Rate**
2 Hour minimum for Rentals				
Application Fee Non-Refundable	\$60.00	\$40.00	\$60.00	\$40.00
Room Capacity Under 50	\$50.00 per hr.	\$25.00 per hr.	\$45.00 per hr.	\$15.00 per hr.
Room Capacity 50-150	\$125.00 per hr.	\$45.00 per hr.	\$75.00 per hr.	\$25.00 per hr.
Room Capacity* 151+	\$140.00 per hr.	\$55.00 per hr.	\$130.00 per hr.	\$35.00 per hr.
GYM	\$95.00 per hr.	\$50.00 per hr.	\$75.00 per hr.	\$40.00 per hr.
Warming Kitchen (Flat Fee)	\$100	\$100	\$100	\$100
Valid proof of non-profit status is required for Discounted Rate.				

CLEANING & DAMAGE DEPOSIT (per application)

Room Capacity under 50	\$50.00
Room Capacity 50-150	\$250.00
Room Capacity 151+/Gym	\$500.00
Note: Groups that intend to serve alcohol will pay an additional deposit of \$500.00 per application	

ADDITIONAL FEES

<u>Facility Attendant</u> All rentals require a minimum of one (1) staff member	\$25.00/hr. per staff
<u>San José Police Officer (s)</u> A minimum of one (1) officer may be required for your event. Two (2) officers are required if alcohol is being served. Note: <i>A separate invoice/bill will be created by the Secondary Employment Unit to pay for the officers.</i>	\$55.00/hr. per officer (minimum of 3 hours)
<u>Security Guard (s)</u>	\$30.00/hr. per guard (minimum 4 hours)
<u>General Equipment</u> TV & VCR/DVD; Build-In Movie Screen, LCD Projector, Sound System	See Center For Daily Fees

EXCEEDING TIME LIMIT

A fee of two (2) times your hourly rate or \$25 per hour (whichever is greater) for each hour or fraction of an hour used. **All exceeded time will be charge in one (1) hour increments.**

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CANCELLATION, CHANGES, & RUSH FEES

1. More than sixty (60) days prior to the event date	25% of estimated fees
2. Within sixty (60) days but more than thirty (30) days prior to the event date	50% of estimated fees
3. Within thirty (30) days or fewer of event date	75% of estimated fees
4. Less than forty-eight (48) hours of event date	100% of estimated fees
Changes made to reservation per change per permit	\$20.00 per change
Rush Fee in addition to Application Fee received less then 30 days prior to event (non-refundable)	\$5.00 each application
All changes MUST be in writing	

* **2 hour minimum**

****Discount Rate** – City of San Jose Departments, Government Agencies, Schools, Non-Profits (Non-Profits are defined as tax-exempt organizations serving San Jose residents and at the time of application the organization shows proof of Federal and State tax exempt statues with a Letter of Determination) and San Jose. Service Organizations which serve Seniors, Youth or the Disabled and are open to the public (proof of organized structure: by-laws or articles of incorporation).

*****SNI and Neighborhood Associations** free room usage for meetings at community centers during operating hours and subject to availability. Free space for these two groups is also available at the reuse sites listed below:

- Alma Community Center
- Alviso Community/Youth Center Gymnasium
- Berryessa Youth Center
- Edenvale Community Center
- Gardner Community Center
- Hamann Park Shelter Building