

# Reuse Selection Process

## Selection Process for Occasional Users

Occasional Users include groups requesting space on an as-available basis for daytime or evening meetings, monthly meetings, and single-event community uses.

Interested users must provide proof that they fall within the following categories of Santa Clara County-based groups:

- Nonprofit Groups
- Neighborhood Associations
- School Districts
- Government Agencies

Groups engaged in political activities (excluding nonpartisan use for polling sites, voter registration, and voter education) or religious organizations engaged in activities that promote sectarian or religious purposes cannot use Reuse facilities.

## Steps to Obtain Space for Occasional Use

1. Interested users should review the existing list of Reuse facilities and users to identify a facility and location.
2. Contact the Property Management Team at (408) 277-2741 to determine whether space is available at your preferred facility.
3. If space is available, the Property Management Team will request the completion of a Facility Use Space Request Form, insurance, reimbursable cleaning, damage, and key deposit.
4. The Facility Use Form is a month-to-month use agreement.

## Selection Process for Multi-year Use

- An open and competitive Reuse Request for Proposal (RFP) process is conducted periodically, as Reuse facilities become available, to select multi-year Service Providers.
- Multi-year users are subject to higher expertise, experience, and financial expectations than Occasional Users. The Council Reuse Policy 7-12 describes these expectations.
- Multi-year use is up to three years if the Reuse facility is on park property and up to five years if it is not on park property.

## Steps to Obtain Reuse Space on a Multi-year Basis

1. Interested multi-year users should contact the Property Management Team and ask for placement on the Reuse RFP interest list. The Property Management Team contact telephone number is at (408) 277-2741.
2. The Property Management Team will contact multi-year interested users when the Reuse RFP becomes available.