

CITY OF MILPITAS
FACILITY RENTAL NON-PROFIT FEE SCHEDULE

Jose Higuera Adobe 821 Wessex Pl.		Sal Cracolice Center 791 Garden Street		Barbara Lee Senior Center 40 N. Milpitas Blvd.		Milpitas Community Center 457 E. Calaveras Blvd.	
Non-Refundable Application Fee:	\$31	Non-Refundable Application Fee:	\$31	Non-Refundable Application Fee:	\$31	Non-Refundable Application Fee:	\$31
Date Transfer Fee:	\$100	Date Transfer Fee:	\$100	Date Transfer Fee:	\$100	Date Transfer Fee:	\$100
Refundable Rental Deposits Auditorium:	\$500	Refundable Rental Deposits Auditorium & Amphitheater:	\$500	Refundable Rental Deposits Auditorium:	\$500	Refundable Rental Deposits Auditorium:	\$500
Other Rooms:	\$200	Other Rooms:	\$200	Other Rooms:	\$200	Other Rooms:	\$200
Minimum Rental Hours Auditorium:	3	Minimum Rental Hours Auditorium & Amphitheater:	3	Minimum Rental Hours Auditorium:	3	Minimum Rental Hours Auditorium:	3
Other Rooms:	2	Other Rooms:	2	Other Rooms:	2	Other Rooms:	2
<u>HOURLY ROOM/ SERVICE FEES</u>	<u>NON-PROFIT</u>	<u>NON-PROFIT</u>	<u>NON-PROFIT</u>	<u>NON-PROFIT</u>	<u>NON-PROFIT</u>	<u>NON-PROFIT</u>	<u>NON-PROFIT</u>
Reservations Accepted	See back of this form	See back of this form	See back of this form	See back of this form	See back of this form	See back of this form	See back of this form
Auditorium Maximum Capacity (Dining Allowed)	\$54/hr 50 people	\$88/hr 80 people	\$98/hr 120/150 people (Dance/No Dance)	\$109/hr 300 people			
Conf. Rm Rental Maximum Capacity (No Dining Allowed)		\$49/hr 45 people	\$49/hr 54 people	\$38/hr 40 people			
Dance Studio Rental Maximum Capacity (No Dining, Chairs, or Tables Allowed)			\$22/hr 20 people	\$22/hr 20 people			
Classroom Rental Maximum Capacity (No Dining Allowed)			\$57/hr 25/37 people				
Amphitheater (No Dining, Chairs, or Tables Allowed)		\$135/hr					



CITY OF MILPITAS

GENERAL RENTAL AND CANCELLATION INFORMATION

Facility tours are available by appointment only. To make an appointment, please call the Facility Attendant at (408) 586-3216 or email ballen@milpitas.gov.

Reservations are accepted in person at any Milpitas Recreation and Community Services facility.

- **Milpitas Community Center:** 457 East Calaveras Boulevard, Monday - Thursday, 8:00 a.m. - 6:00 p.m., Friday, 9:00 a.m. - 2:00 p.m.
- **Barbara Lee Senior Center:** 40 N. Milpitas Boulevard, Monday-Friday, 8:30 a.m.-4:30 p.m., Saturday, 9:00 a.m.-12:00 p.m.
- **Milpitas Sports Center:** 1325 E. Calaveras Boulevard, Monday/Wednesday, 6:00 a.m.-9:00 p.m., Tuesday/Thursday, 7:00 a.m.-9:00 p.m., Friday, 6:00 a.m.-2:00 p.m., Saturday, 8:00 a.m.-1:00 p.m.

No phone, mail, or fax reservations are accepted. The Rental Facilities may be reserved for use anytime, from 7:00 a.m. to 12 midnight. Rental fees are charged from the time you or your caterers, florists, band, etc. enter the facilities until you exit the facility. When planning your rental times, please include your own set up time for decorating, caterers, florists, etc. and clean up.

Milpitas residents may reserve the facility no more than one (1) year prior to the proposed use date. **Non-residents** (applicants not residing in Milpitas) may reserve the facility no more than six (6) months prior to the proposed use date. **Reservations may not be made without 30 days prior notice to the proposed date of use.**

Reservations require a completed Facility Use Application, a cleaning & damage deposit, and an application fee. The deposit is refundable after the use date and will be returned to you by City check within approximately 30 days, unless damages, additional maintenance or services are assessed. **All fees must be paid in the form of a cashier's check, money order, cash, or credit card. Cashier's checks or money orders must be payable to: CITY OF MILPITAS.** No personal checks will be accepted. Final rental fees are due 30 days prior to the rental date and must be paid in person.

Cancellation Policy: Facility cancellation must be done in writing on forms provided by the City. Cancellation forms will be accepted in person only. No mail, facsimile or phone cancellations will be accepted. Please note: All facility application cancellations will forfeit the \$31 application fee. Should a request for a change of date be made, a rescheduling fee of \$100 will be charged providing the date and staff are available, and there are 30 days remaining prior to original date. Changes requested 29 days or less to rental date will require management approval. The new rental date cannot exceed 365 days from the original requested rental date.

- Full refund of deposit will be granted, provided a cancellation is made within 91 days or more of the rental date.
- If cancellation is made 46-89 days prior to rental date, 50% of the deposit will be forfeited.
- If cancellation is made with 45 days or less prior to rental date, 100% of deposit will be forfeited.

RESIDENT NON-PROFIT ORGANIZATION TIMELINE

- Organizations may reserve up to three dates on one application per quarter. Milpitas-based non-profits must submit, every January, the following:
 - 1. A current roster with 51% or more Milpitas Residents and a California State letter verifying current non-profit status.
 - 2. A letter listing two (2) individuals authorized to make reservations, changes, or cancellations.
 - 3. A mission statement of the organization's purpose.

For Non-Profit Meetings in

January-March

April-June

July-September

October-December

Non-Profit Application Accepted

December 1

March 1

June 1

September 1

Please note: Additional insurance and fees may apply depending on the type of function. If additional Facility Attendants are required, they will be billed at \$32/hr for Residents and \$64/hr for Non-Residents.

For further information regarding rental policies, please refer to the Facility Manual. Should you have any questions, please call the Milpitas Community Center at (408) 586-3210.

