



# Centennial Recreation Center Rental Policies and Procedures

Updated January 2025

## I. INTRODUCTION

Welcome to the Morgan Hill Centennial Recreation Center (CRC). Thank you for choosing to host your meeting, sports activity or event at the Centennial Recreation Center. The following policies and procedures apply to all rental customers of the CRC in addition to any terms and conditions included in a specific use permit. The CRC member [code of conduct](#) also applies to anyone inside of the facility. The policies and procedures are designed to help your event be successful and memorable. Please do not hesitate to contact us if you have any questions or need more clarity on any of the policies.

## II. RESERVATIONS

### A. General Information

1. Reservations are accepted on a first-come, first-served. How far out you can book is dependent on room. Please see the room descriptions.
2. Reservations are considered confirmed and complete only after all required forms are signed; submitted and applicable fees and deposits are paid in full.
3. Alcohol is not permitted on the CRC property.
4. Reservations should include adequate set-up time and take-down.
5. Some spaces are available for after-hours only. Those rentals require a two hour minimum and an additional after hours fee.
6. Renting a space on the membership side of the facility (Gym or Studios) may require a roster/attendance sheet.
7. Reservation Request [forms](#) can be emailed to Suzie Nguyen at [suzie.nguyen@mhcrc.com](mailto:suzie.nguyen@mhcrc.com).
8. Once a reservation is made, requests to change the date and time of the event are subject to teammate and room availability. Rental customer must submit written confirmation of any changes by email. No changes will be accepted by phone.
9. Reservations for an event comprised primarily of children under 18 years of age require supervision by at least one adult, 25 years of age or older, for every twenty children.

### B. Hours

1. In general, the CRC reservations are available from opening to 30 minutes before closing.
2. After-hours rentals may be available with an additional fee.

### C. Rentable Spaces

1. CRC Multi-Purpose Room
  - a. Capacity – 100 people
  - b. No kitchen access
  - c. AV access

2. CRC Small Meeting Room (Projector based on availability)
  - a. Meeting Room #1 - Capacity 25 people

- b. Meeting Room #2 – Capacity 15 people
- c. Party Room – Capacity 20 people

### **3. CRC Medium Meeting Room**

- a. Teen Center (available weekends only)
  - Capacity 45 people
  - Full access to all Teen Center equipment

### **4. CRC Gymnasium (Full Gym, after hours only)**

- a. Capacity 700
- b. Availability dependent on staff and current schedule hours
- c. Two hour minimum
- c. Gym can only be rented for sports related activities
- d. No food or drink (except water) is allowed in the Gym

### **5. Group Exercise Studios – only available to rent two weeks in advance**

- a. Studio 1 capacity 117; Studio 2 capacity 174
- b. Availability dependent on staff and current schedule hours
- c. After hours, must rent a minimum of 2 hours
- d. No use of CRC owned headsets or microphones
- e. Athletic shoes only
- f. Type of rental is subject to management discretion.
- g. No food or drink (except water) is allowed in the Studios

## **D. Refundable Damage Deposits and Rental Rates**

1. Reservations held at the CRC will require a \$200 refundable damage deposit to secure and hold the rental date.
2. Refundable Damage Deposits are refunded if the following conditions are met:
  - a. All criteria required in the Cleaning Responsibility section is completed.
  - b. Use of the room does not exceed the scheduled time.
  - c. Damage to the building has not occurred.
3. Rentals are charged on an hourly basis from time of entry until our team can close the room/building and may be based on day or time of the week, please reference rate sheet.
4. Payment of rental fees and applicable deposits may be made by cash, credit/debit card, check, cashier's check, money order, Apple Pay, Samsung Pay, and Google Pay. **Note: A bounced check fee will be charged for returned checks.**
5. Reservations and deposit must be paid in full at time of booking.
6. Current rental rates are published on our City's website [www.morganhill.ca.gov/255/Room-Rentals](http://www.morganhill.ca.gov/255/Room-Rentals)

### **7. Holiday Rental Policies:**

- a. The CRC is not available for rental on the below dates:
  - Easter Sunday
  - July 4<sup>th</sup> Independence Day
  - Thanksgiving Day
  - Christmas Day
  - New Year's Day

#### **E. Cancellation/Date Transfer Policy**

1. *Multipurpose Room and Gymnasium:* Reservations canceled 30 or more days prior to the date of the event will receive a full refund. Reservations canceled 29 or less days prior to the date of the event will forfeit all money collected (including the Refundable Damage Deposit).
  - a. *Date Transfer Requests:* Requests for Date Transfer are only accepted 30 days before event date. New date must fall within available reservation timeline.
2. *Meeting and Studio Cancellations:* Reservations canceled 7 or more days prior to the activity date will receive a full refund. Reservations canceled 6 or less days prior to the date of the meeting will forfeit all fees paid.
3. All requests to cancel a reservation must be requested in writing via email and given to the Recreation Coordinator.

#### **F. Control of Premises**

1. The City retains the right to control the management and operation of CRC and to enforce all laws, policies and procedures with respect to the use thereof.

#### **G. Insurance Requirements**

1. City approved insurance may be required for any sport, fitness or dance related activities.

#### **H. Cleaning Responsibilities**

1. Customer responsibilities:
  - a. Clean, disinfect, and wipe down all tables.
  - b. Return the room to its original condition, including removal of all decorations and non-City owned equipment.
  - c. Pickup all trash from the room and hallway by sweeping and/or vacuuming.
  - d. Recycle all cans and bottles and place in recycle bins.
  - e. Clean any excessive stains.
  - f. Clean any dirty windows or equipment
2. The CRC Team responsibilities:
  - a. Remove all tables and stack chairs (once they are cleaned by customer).
  - b. Assist with providing customer proper cleaning supplies (garbage bags, brooms, vacuum, mop, etc.).
3. If additional cleaning by the custodial staff is required, the cost will be deducted from the Refundable Damage Deposit. If the required cleaning exceeds the amount of the damage deposit, the customer will be billed the balance.

#### **I. Smoking**

1. The CRC is a non-smoking campus.

#### **J. Animals**

1. Animals (including performing animals, birds, or pets) are not allowed except for service animals.

### **III. FOOD**

1. There is no use of a kitchen at the CRC.
2. Renters can bring in food to the meeting rooms and multi-purpose room. Food is not permitted in the gym or studios.

## **IV. ROOMS**

### **A. Room Setups & Capacity**

1. Room setups are due 7 days before event. The CRC team will approve only setups that comply with fire safety and occupancy regulations.
2. The customer is responsible to ensure that the number of persons attending their event does not exceed the maximum capacity of the rented room(s) as determined by the City and/or Fire Marshal.

### **B. CRC Team**

1. There will always be one main point of contact during your rental time. This person will be responsible for opening and closing the room(s) and ensuring all policies are being followed.
2. The City retains the right to impose extra charges for additional staff, if the City believes the nature of the event will require extra work or greater levels of City supervision, and/or janitorial services security to serve the interests of the City, CRC or the public.

## **VI. COMMUNITY USE**

1. The Community Use Policy provides facilities (meeting rooms) for use by community service groups for meeting purposes at a subsidized rate per use.
2. Please review the Community Use Guidelines to more details and eligibility. Please visit City's website [www.morganhill.ca.gov/255/Room-Rentals](http://www.morganhill.ca.gov/255/Room-Rentals) .

## **VII. MISCELLANEOUS INFORMATION**

### **A. Internet/Wi-Fi Access**

1. Free public wi-fi access is available but not guaranteed.

### **B. Decorations**

1. Tape is not allowed on the interior or exterior of the building.
2. No open flames
3. Confetti and glitter is prohibited

### **C. Theft**

1. The customer assumes all responsibility for any property brought to CRC, or otherwise left at CRC during the term of the use permit.