



Community Use of Public Facilities Guidelines

The City of Morgan Hill encourages and promotes the use of the City's Public Facilities: *Community & Cultural Center (CCC) and Centennial Recreation Center (CRC)* by its residents and community organizations. The Community Use Policy provides facilities (meeting rooms) for use by community service groups for meeting purposes at a subsidized rate. In order to be classified as a Morgan Hill community group and qualify for city subsidized use, a group must meet the following criteria:

Community Use Criteria

Morgan Hill based service organizations. Service organizations include but are not limited to: *Chamber, Downtown Organization, Historical Society, Rotary, and IDI Board.*

City Use. Use by City of Morgan Hill staff or agents to conduct City of Morgan Hill Business. Use by other governmental agencies for special meetings which have a direct benefit to Morgan Hill Residents.

Groups that directly provide a public service for Morgan Hill residents.

Public service is defined as serving the public at-large in addition to the group's primary members and it must be open to all members of the community. This would include *Boy Scouts/Girl Scouts, Athletic Associations.*

Community use group if they meet all of the following criteria.

1. Sixty percent (60%) of participants reside in Morgan Hill.
2. Informal, non-profit status. Does not require non-profit tax identification.
3. Participants are not required to pay an admission fee for the meeting.

Examples: Book clubs, craft groups, hobby groups, card playing clubs

Community organizations room rental will be subsidized if:

1. A typical room set-up is needed.
2. Purpose of the meeting is to conduct organization business.
3. Participants are not required to pay a fee for attending the meeting.
4. Use request is no more than twice per month per organization.
5. Meeting is open to the public.
6. Meeting serves a "Morgan Hill" purpose.
7. Meeting is scheduled during eligible reservation hours of the preferred facility.
8. Youth groups must have an adult 21 or older present.
9. Requested space is available.

Facility Eligible Reservation Hours:

Community & Cultural Center

Monday - Thursday	8AM – 9:30PM
Friday	8AM – 5PM



Centennial Recreation Center

Monday – Friday
Saturday & Sunday

8AM – 30 minutes before closing
8AM – 30 minutes before closing

Reservations will be charged standard rates if:

1. Reservation times are after eligible facility hours.
2. Using large rooms: Hiram Morgan Hill, El Toro, Council Chambers, Playhouse, CRC Multi-purpose room (Full and Half).
3. Meetings/events are not directly related to information listed on request form.
4. Participants are required to pay a fee for the event (i.e. end of the year party, banquet, social or fund-raiser).
5. Special request(s) that require significant time or materials.
6. After two reservations in a single month period.
7. Not canceling a room reservation at least seven (7) business days before the scheduled event.

Request Form

A community use request form must be filed to reserve the rooms. If a group does not meet the community use guidelines, the standard rate will apply.

Restrictions

In general, religious and political organizations are not eligible for subsidized facility use with the City.

The City reserves the right to decline any organization subsidized room use that appears to be in direct competition with City services/products.

Comparable Space Policy

In the event that a private user or a commercial user requests a room that is already reserved by a community organization, the request will be granted if another room is available for the community organization at any of the public facilities offered. The group contact will be notified of the room change.

Facility Cleanup

All customers are required to leave the room clean. All items brought into the facility must be removed by the user group at the end of their rental time.

Facility Cancellation Policy

Cancellations must be received by the Facility Use Coordinator at least seven days before the scheduled use. Any cancellations after this time will be charged a \$25.00 late cancellation fee. The fee must be paid prior to the group's next scheduled use or the reservation will be cancelled.



Non-Discriminatory Clause

In using Morgan Hill City Public Facilities, it is the City's intent to provide this subsidized use to non-profit organizations/clubs/groups that agree not to discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation or national or ethnic origin in conducting its meeting or any other activity under the Community Use Policy reservation system.

As the representative of your organization reserving this facility through the Community Use Policy, you understand the City's intent in providing subsidized use and open access to all community members to your meeting and will abide by this requirement. Failure to abide by this requirement will result in the cancellation of your organization/club/group reservation.

Please note: reservations may always be paid for if the "open access" requirement for your organization/club/group becomes an issue.