



GYM LEAGUE RENTAL USE POLICY & USER GUIDELINES

APPLICATION PROCESS:

The first step in the permit application process is to complete a Sports Center Facility Use application. It is important to understand that completing an application **is not** a guarantee that a reservation will be issued. Only when all items requested have been submitted and approvals granted will a permit be issued. Please complete the application as thoroughly as possible. Information omitted from the application will delay the reservation process.

1. Applications must be made a minimum of 20 business days (one month) prior to the desired date of use. No permits will be accepted less than one month prior to the desired date of use. **NO EXCEPTIONS.**
2. Permits must include a \$100 deposit when submitting the application. All final payments are to be paid prior to the first date of use. Deposit will be applied when permit is confirmed and issued.
3. Applications may be submitted:
 - a. By mail with a check (checks should be made payable to: City of Union City), send to Union City Sports Center, 31224 Union City Boulevard, Union City.
 - b. In person at the Union City Sports Center (31224 Union City Boulevard). MasterCard, Visa, check, or cash may be used. If you wish to speak with reservations staff, you may make an appointment by emailing maynarde@unioncity.org.

***Telephone reservations will not be accepted.**
4. All applicants must be 21 years or older. Additional applications may only be completed by the original applicant. Additional request for use may only be completed by the original applicant.
5. Applicants must provide \$1,000,000 liability insurance coverage with the City of Union City named as an additional insured. Permits will not be approved without providing a copy of the liability insurance.
6. Upon completion of your application, it will be reviewed by the Gym Reservations Staff. If the date and gym is available, a permit contract and a detailed bill will be given to the applicant to sign. Gymnasium reservations staff will contact you when the permit contract is ready.
7. All fees are due prior to the first day of use. **Any tournaments are subject to Union City Police Department approval.**
8. All deposits are final and are not refundable.

CANCELLATION/REFUNDS:

Reservations that are cancelled at least one week (5 business days) in advance, may forward the deposit as credit towards future reservations. **There are absolutely no refunds.**

The City of Union City reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for the safety and best interest of the customers, the City of Union City, and all concerned. In such cases, the Union City Leisure Services Department will provide a full refund of all fees and deposits paid. Every effort will be made to notify user of a cancellation at the earliest possible date.

TEAM PRACTICE GYM RENTALS:

Team practice rentals are permitted for 2 hour blocks of time. Youth and Adult leagues may request ongoing gym times up to a maximum of a 3 month period. **A maximum of one weekday and one weekend request per organization is allowed during a permit period.** Priority is given to Union City based youth league teams consisting of 70% or more Union City residency rate. Please call the Mark Green Sports Center for designated practice times.

TOURNAMENTS & FULL GYM RENTALS:

Tournaments and full gym rentals are available on Saturdays ONLY. A minimum of 6 hours must be scheduled for any tournament or full gym sporting event. All events must end at 11 pm.

PERMIT PERIODS:

- Ongoing permits (defined as multiple permit dates within one period) will be accepted 4 times a year.
 - Period 1 (January 1 – March 31 of each year):** Groups/Leagues requesting gym use during this period should submit their permits between November 1st through December 1st. All requests will be reviewed and those approved will be issued by December 15th.
 - Period 2 (April 1 – June 30 of each year):** Groups/Leagues requesting gym use during this period should submit their permits between February 1st through March 1st. All requests will be reviewed and those approved will be issued permits by March 15th.
 - Period 3 (July 1 – September 30 of each year):** Groups/Leagues requesting gym use during this period should submit their permits between May 1st through June 1st. All requests will be reviewed and those approved will be issued by June 15th.
 - Period 4 (October 1 – December 30 of each year):** Groups/Leagues requesting gym use during this period should submit their permits between August 1st through September 1st. All requests will be reviewed and those approved will be issued by September 15th.
- Single day tournament use reservations may be submitted up to six months in advance of the desired date.
- Permits submitted after deadlines will not be processed until two weeks after at which reservations will be taken at a first come, first serve basis, and a user priority will be considered.

UNION CITY SPORTS CENTER GYMNASIUM RENTAL FEES:

The City of Union City maintains half the gym for Sports Center Use during operational hours.

GROUP/ CLASSIFICATION	COURT HOURLY RATE	SCOREBOARD HOURLY RATE	RENTAL TIME (Permitted only for 2 hour blocks)
UNION CITY YOUTH GROUPS	\$50	\$25	2 HOURS
NON-RESIDENT YOUTH GROUPS	\$60	\$25	2 HOURS
UNION CITY ADULT GROUPS	\$75	\$25	2 HOURS
NON-RESIDENT ADULT GROUPS	\$85	\$25	2 HOURS
TOURNAMENT FEES FULL GYM (2 Full Courts)	\$150 Resident per hour \$170 Non-Resident per hour		MINIMUM OF 6 HOURS SATURDAYS ONLY

**Please call the Union City Sports Center for available times.*

Updated: 11/09/2021



COMMUNITY & RECREATION SERVICES | GYM RENTAL PROGRAM
 31224 UNION CITY BOULEVARD, UNION CITY, CA 94587
 (510) 675-5808 | UCSPORTSCENTER@UNIONCITY.ORG

FOR OFFICE USE:
PERMIT #: _____
DATE ISSUED: _____
STAFF INITIAL: _____

GYM RENTAL REQUEST FORM:

(1) APPLICANT INFORMATION:

APPLICANT NAME:			
ORGANIZATION:			
ADDRESS:			
CITY:	STATE:	ZIP:	
PRIMARY PHONE:			
SECONDARY PHONE:			
EMAIL:			
ALTERNATE CONTACT:			
ALT PHONE:	ALT: EMAIL:		

(2) RATE: YOUTH NON-PROFIT RES YOUTH NON-PROFIT NON RES UC RESIDENT NON-RESIDENT

- NON PROFIT TEAMS MUST SHOW PROOF (510c3 STATUS)
- ALL APPLICANTS MUST HAVE PROOF OF INSURANCE LISTING THE CITY OF UNION CITY ADDITIONALLY INSURED FOR AT LEAST \$1 MILLION
- ALL APPLICATION MUST INCLUDE A \$100 DEPOSIT UPON REQUEST. DEPOSIT WILL BE APPLIED TOWARDS BALANCE.
- **PLEASE NOTE THAT THIS APPLICATION DOES NOT GUARANTEE YOUR RESERVATION.** PERMITS ARE ISSUED ONCE ALL APPROPRIATE PAYMENTS HAVE BEEN MADE AND A RENTAL AGREEMENT HAS BEEN COMPLETED.

(3) EVENT INFORMATION:

TYPE OF EVENT:		EST. ATTENDANCE:	
DATE(S) OF EVENT(S)/ PRACTICE(S):			
START TIME:	END TIMES:		

(4) PAYMENT INFORMATION:

I HEREBY AUTHORIZE THE USE OF MY CREDIT CARD: MASTERCARD VISA DISCOVER CHECK # _____

NAME ON CARD:		DATE:	
CREDIT CARD #:			
CVV (LAST 3 DIGITS ON BACK):	EXPIRATION:	AUTH SIGNATURE:	
TOTAL AMOUNT DUE \$:			

(5) I, THE UNDERSIGNED, HAVE READ AND AGREE TO ABIDE BY THE RULES AND REGULATIONS AS STATED ON THE GYM RENTAL/ USE POLICY & USER GUIDELINES.

APPLICANT SIGNATURE:		DATE:	
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