



Alameda Recreation & Parks
(510) 747-7529

Alameda Point Gym Allocation Policies and Procedures

Alameda Recreation & Parks coordinates the use of all City parks, athletic fields and other athletic facilities available to organizations and the general public. Alameda Recreation and parks staff will be working to ensure a fair gym /court allocation process of the Alameda Point Gymnasium for local organizations.

Due to the increased demand for the use of City, School District and College athletic facilities, it is necessary to emphasize sharing in the use of all athletic facilities.

Alameda Recreation & Parks will be charging to recover public costs to operate, maintain, supervise and administer the use of athletic facilities.

Purpose: Alameda Recreation & Parks strives to maximize all gymnasium use and whenever feasible enter into partnerships with local sport leagues, associations, private renters, and school districts to facilitate gym allocations and to provide optimal playing conditions for all participants in accordance with applicable State and Federal laws.

Principle: It is the goal of Alameda Recreation & Parks to allocate gym use to all requesting and qualified organizations on the basis of equal time per player or equal time per team. This shall apply without regard to the competitive level of an organization. This principle recognizes the fact that the participants are the real users and the requesting organizations are only their agents.

This equal time provision shall be applied at the organization level by ensuring that each organization receives that percentage of gym time that is their percentage of the total citywide participants in accordance with applicable State and Federal laws.

Methods: The Gymnasium courts will be allocated by participant percentage of all qualified primary users, which can equal 100% as monitored by Alameda Recreation and Parks. This will be done by using the group's recent season's bonafide primary roster(s).

Facility Use Priority Criteria & Conditions

1. Facility Assigning Priorities based on space availability:
 - A. **Recreation & Parks** – Classes, programs, leagues or activities run by the Alameda Recreation & Parks.
 - B. **School Districts** – Teams run by the Alameda Unified School District and Private Schools within the Alameda city limits.
 - C. **Sanctioned Youth Leagues/Teams** – A league is 2 or more teams per age group and 6 or more games are played within the City, which teams have 75% Alameda residents. Facility assignments for leagues with 2 or less teams will be based on space availability.
 - D. **Youth Traveling Teams** – Participants must tryout to be placed on a team. Teams play a higher level of competitive game and must travel to other cities to compete in a similar level of competitive play. Teams with 75% Alameda residents will receive priority in scheduling.
 - E. **Local Non-Sanctioned Programs** – Any Alameda Sports groups that are formed within the City (church leagues).
 - F. **Sanctioned Adult Leagues** – A league with participant over 18 years of age. And within the Alameda City limits.
 - G. **Non-Resident Programs** – Any league or group that is formed outside the City of Alameda.

* All facilities will be scheduled in accordance to State and Federal Law (AB2404)

In order to qualify as a Non-Profit user, the organization must meet all the following criteria:

1. The organizations must be governed by a recognized constitution, 501(c)3 paperwork and operating bylaws, which include a standard code of conduct.
2. The organizations shall be governed by a Board of Director responsible for general administration of the program.
3. The organization must provide Alameda Recreation and Parks with an appropriate liability endorsement of insurance, naming the City of Alameda and the Alameda Recreation and Parks as additionally insured for \$1 million. City of Alameda will provide required language listing City as an additional insured per Risk Management Office.
4. The organization is required to have an additional endorsement insurance page naming the following persons /organization: City of Alameda, its council and their respective Boards, Commissions, Officers, Employees, Agents and Volunteers.”
5. Recreation & Parks staff will conduct an annual review of all sanctioned groups.

Gymnasium Request Procedures

1. Groups must meet deadlines for submitting facility use requests. Facility use requests will be taken August 1 through August 15 for use during the months of September through May. A second opportunity to submit facility use request will take place from March 1 through March 15 for use during the months of June through August. Failure to submit facility use requests in a timely manner may jeopardize placement on the master schedule. All facility use forms must be completed thoroughly.
2. Alameda Point Gymnasium may be periodically closed for Maintenance needs.
3. As a result of the large number of requests in the area, the Alameda Recreation & Parks facility scheduling representative will only accept facility use requests from a bonafide representative of an organization.

User Groups

No User Group will be given final approval for facility use until the following is submitted:

1. Completed list of names, addresses, and telephone numbers of the current Board of Directors.
2. Proof of current non-profit status with IRS and State of California.
3. Master Calendar of events, which shall include:
 - Organization name and sport
 - Registration dates
 - Team selection dates
 - Number of teams and number of players
 - Practice schedule
 - Pre-season tryouts (dates, times, places)
 - Date practice begins
 - Tournament/Post Season dates including request to host (all-stars, tournaments, games)

For new teams and organizations, the following are due upon final gym court allocation:

1. Any league anticipating a split to form a new league or individuals planning to organize a new sports program, must apply to Alameda Recreation & Parks one year prior to the estimated starting date. This will provide time necessary to study the impact of the new program on existing facilities.

Definitions

1. **Participant:** Participants shall include only those players who are fully registered with the user organization. Non-players such as coaches, officials, and staff shall not be included. For the purposes of gym allocation, actual total enrollment will be determined by registered participants only.
2. **Organization:** Organization shall be registered with Alameda Recreation & Parks.
3. **Primary User:** Alameda Recreation & Parks has first claim to all gym use during the season that they are classified as primary user.
4. **Secondary User:** A secondary user may obtain gym use allocations only if the gym is not used by a primary user.
5. **New Users:** This is an organization which has not requested gym use allocation in the last 12-month period. New users must adhere to deadlines established herein to be eligible for gym allocations. An organization which changes its name, but otherwise remains the same, shall not be considered a new user. Splinter, spin-off or subsidiary organizations will be considered new users. A current organization which merges with another current organization shall not be considered a new user, provided the presidents of both merging organizations sign the facility allocation request which thereby combines their season. New divisions of current organizations must indicate such on their Facility Allocation request form.
6. **Residency:** Residency requirements may be increased to 80% depending on the number of resident requested gym allocation requests. All youth group users are required to have 75% of their participants as Alameda residents to be considered a secondary user. Adult group organizations must have 75% residency. Any user group/team, including non-profits that fall below the percentage of 75%, will be required to go through a program review by Alameda Recreation & Parks and to determine gym allocation to that user group.
7. **Allocation Percentage:** Each organization shall receive a percentage of court time on the basis of its percentage of total players in all organizations, which provide the same age level of play. This will be done by the player roster and accordance with applicable State and Federal Laws.

Allocation Schedule

1. After the application deadline, Alameda Recreation & Parks will process all gym applications for completeness and determine any conflict of requested use.
2. Each participating organization must make available bonafide registration materials or parent organization computer printout listing player's name, full address, and (for youth organizations) the school name for inspection by Alameda Recreation & Parks and the Sports Advisory Committee.
2. Requests for additional use or programs (i.e. camps) not covered by the Gym Allocation Request must be submitted to Alameda Recreation & Parks in writing.
3. All bills will need to be paid before each month starts. You will be charge for all time that is asked for, and even if the time is not used you will not be credit back for non used time. If bill is not paid by deadline group will not be let into the gym.

Authorized Alameda Recreation & Parks Use: When all written requirements of the Alameda Recreation & Parks are met, the organization will receive a formal authorization to use the Alameda Point Gymnasium courts.

Scheduling Resolutions: In the event that gym allocations cannot be assigned through the procedures outlined above or if conflicts exist, the Alameda Recreation & Parks reserves the right to make final gym allocations based on the number of resident participants in each organization and accordance with applicable State and Federal Laws.

Notice of Non-Use of Gym: Any user organization that has been allocated space and does not intend to use it regularly, should notify Alameda Recreation & Parks so that the gym may be reallocated or otherwise used at its maximum.

Notice of Exchange: Any user organization may relinquish or exchange its allocation, or any part of it, with another organization. Any such modification must be verified in writing by all the parties, and a new gym allocation form must be filed with Alameda Recreation & Parks.

Gymnasium Court - Marking

- A. All court re-marking must be done with Painter's Tape only. All tape must be removed after the assigned court allocation time unless given special permission.
- B. Any user failing to comply with established guidelines and notification requests are subject to paying for all damage occurring to the facility and the termination of gym use permit.

Cancellations: Alameda Recreation & Parks may cancel gym usage for any of the following reasons:

- When the gym is closed due to maintenance by Alameda Recreation & Parks.
- When the health and safety of participants are threatened due to impending conditions.

Gymnasium Times:

User will not be allowed to start before 8:00 a.m. Please make sure that if teams arrive early, they must keep noise level down. Permits will be revoked from any users failing to obey the starting times. User can use court(s) until **9:00 p.m.** Sunday through Thursday. User can use court(s) until **10:00 p.m.** Friday through Saturday.

Damage to Gymnasium: User groups who damage the facility in any way will be charged replacement and labor costs at \$50 per hour. Tournament, camp, and league rentals will require the user group to provide a \$1,000 resident deposit or \$1,000 non-resident deposit in addition to rental fees.

Insurance:

- A. When the user group is involved in a sporting/hazardous event, Alameda Recreation & Parks requires the group to have a minimum \$1 million Comprehensive Personal Liability and Property Damage Insurance Policy. The City of Alameda and Alameda Recreation & Parks must be named as additional insured on the policy.
- B. The user agrees that the policy will indemnify and hold harmless the City, its elected officials, officers, agents, and employees, and independent contractors from all claims for damages to persons or property by reason of user's acts or those of users, employees, agents, volunteers, guests or invitees in conjunction with users and occupancy of the facility.
- C. The organization is required to have an additional endorsement insurance page naming the following persons /organization: "The U.S. Department of the Navy, ARRA, City of Alameda, its council and their respective Boards, Commissions, Officers, Employees, Agents and Volunteers."

- D. Proof of policy must be given to Alameda Recreation & Parks prior to being given authorization to use the gym.

Traffic and Parking:

- A. The user group must assure that participants and spectators utilize public parking areas. Please do not block signs or driveways and be responsible for litter and trash clean up.

Alameda Recreation & Parks Maintenance:

1. Each user is responsible for the facility being free of trash or debris caused by group usage.
2. Users are required to report any damage or acts of vandalism to gym attendant and/or Alameda Recreation & Parks immediately.

Clothing, Equipment and Snack Concessions (Only Available for Non-Profit Organizations):

1. User group must apply to the Alameda Recreation and Parks Department in order to get permission to sell clothing, equipment or snack concessions.
2. User group must have Non-Profit status, registered as a 501c3 , and 100% of the revenue must be deposited to the 501c3.
3. Financial statements may be required as determined by Alameda Recreation and Park staff.
4. Clean-up and trash removal from the building must be completed by user group by the end of allotted time.
5. No alcohol allowed.
6. In accordance with California Senate Bill 376 there is no smoking in or around public buildings.

Entrance Fees (Non Profits only): User groups desiring to charge an entrance fees for private rentals must receive prior approval from the Alameda Recreation and Parks representative.

Additional Requirements: Large rental groups may require the placement of additional portable restroom facilities. The Alameda Recreation and Parks representative will determine.



Alameda Point Gym

APPROVED FEE SCHEDULE

2-Hour Minimum & Deposit:

Gym Deposit (Weekend Rentals)

\$500-Resident

\$1,000-Non-Resident

Resident Private Rental:

\$45/hr – 1 Court

\$170/hr – Gym

Non-Profits

\$30/hr – 1 Court

\$115/hr – Gym

Non-Resident Rental:

\$55/hr – 1 Court

\$220/hr – Gym

Non-Profits

\$40/hr – 1 Court

\$200/hr – Gym

Commercial or Corporate Rental:

For Profit

\$50/hr – 1 Court

\$300/hr – Gym

Miscellaneous Rental:

Schools

\$30/hr – 1 Court

\$115/hr – Gym

Gym Tournament Set up Fee

\$150 per hr. (1 hr. minimum)