

INDOOR FACILITIES

The Recreation and Community Services Department plans, schedules, coordinates, and supervises recreation and leisure programs; and manages and rents the Silliman Activity and Family Aquatic Center and Newark Community Center.



Silliman Activity and Family Aquatic Center

6800 Mowry Avenue, Newark, CA 94560

Telephone: 510-578-4409

E-mail: stacey.kenison@newark.org

The Community Meeting Room is available for meetings, trainings, and team building activities. Meeting Room features include a LCD projector for computer based presentations, kitchenette with a sink, refrigerator and microwave. Food packages are also available from our Otter Alley Cafe. Basketball, volleyball and badminton courts are available for rental by the hour or day. Please call for rates and availability.

Newark Community Center

35501 Cedar Boulevard
Newark, CA 94560

Telephone: 510-578-4852

Email:

cheryl.galvez@newark.org



Located in the beautiful 17-acre Newark Community Park, our Center offers a kitchen facility, tables, chairs, private patio and park views. It is available for a variety of special events, including parties, weddings, meetings, trainings, seminars, etc.

I. APPLICATIONS & PERMITS

The Recreation and Community Services Department offers various meeting areas, sport fields and playfields on a reservation-only basis. These facilities and playfields are subject to closure on all holidays and days designated by the City (“Holidays” as defined in Master Fee Schedule). Hours of operation and curfews are site specific. Rentals will not begin prior to 7:00 a.m., and all activities, including clean-up, must be completed and the premises vacated by 10:00 p.m. Each site must be contacted for the most current rental information. No person shall use, occupy, or otherwise remain in a building, structure, facility, parking area, picnic area, campsite, or other area for which a permit is required unless that person possesses a valid permit. Additional site specific permit requirements for sport fields and playfields are listed in Section IX (pg. 12).

1. An individual or group may apply for use by completing a Facility/Field Use Application and Permit Form at the desired facility at least two (2) weeks prior to and no more than one (1) year in advance of the requested date. Priority is given to Newark residents for simultaneous requests. A drawing will be held to determine rental priority, if necessary. The Department, based on availability of the facility and required staff, may approve rentals outside of the scope of the designated timeframe. Open-ended permits are prohibited. Each permit will include a maximum expiration date, not to exceed one (1) year from issuance. If the applicant is an association, corporation, partnership, business entity, or anything other than a natural person, the applicant shall designate a natural person who shall be responsible for the event. The City shall deal with the applicant only through the designated responsible person, who shall personally and individually guarantee the financial commitment of the applicant.
2. The permit application shall be completed in full. All applications shall bear the signature of the applicant or the applicant’s responsible person who shall present a valid Driver’s License or other approved identification as proof of identity. In some instances, Proof of Residency may be required. Commercial entities must provide a valid City of Newark business license number on the permit application.
3. If the information provided by the applicant is in compliance with the Department rental guidelines, upon review by an authorized Department representative, the permit for use of facilities will be granted.
4. It is the responsibility of each person obtaining a permit to read and be familiar with the rules and regulations and special stipulations relative to the permit, and abide by any instructions and directions of duly authorized employees of the City.
5. The reservation time stated on the permit must include the time when the first member of the party/group (caterer, decorator, band, etc.) arrives, through the required time for clean-up, removal of decorations, and departure of all members and guests. Under no circumstance will anyone be allowed to enter the facility before the time indicated on the permit.

II. SECURITY

Uniformed and unarmed California State licensed security guards are required for all teen (13-19 years of age) events.

1. The ratio for guards to guests is one (1) guard for every 50-99 guests, two (2) guards for 100-149 guests, and three (3) guards for 150 or more guests. Security guards must be present from the time the first guest is expected to arrive until the last guest leaves.
2. The Recreation and Community Services Department may require California State licensed security guards to be present during any other use as deemed appropriate.
3. It is the responsibility of the applicant to hire and pay for security guards and show proof of contract as required on the permit at least two (2) weeks prior to the event.
4. Security guards are required to check private invitations and/or a restricted guest list at the entrance. The Recreation and Community Services staff may check the permit holder's restricted guest list to ensure compliance.

III. FEES & CHARGES

Group, individual, and liability insurance fees, as well as late cancellation charges and deposits, will be governed by rates set forth by the City Council in the City of Newark Master Fee Schedule. Approved reservations will not be affected by any periodic rate change.

1. If paying fees within thirty (30) days prior to the event, form of payment must be in cash, money order, cashier's check, or credit card.
2. If the rental responsibilities are adhered to, the deposit will be refunded. Please allow three (3) weeks for a check to be issued by the City of Newark's Finance Department. Checks will be issued to the same person who placed the deposit. For deposits paid by credit card, refund will be credited to the card holders account. Hourly rental fees will be charged for any fractional use thereof. There are no refunds for unused facility rental time.
3. Damage or loss that occurs during the permitted use will result in the permit holder's liability to pay 100% of the costs incurred by the damage or loss of City property or equipment, and any additional or unusual clean-up. Costs will be deducted from deposit. Any additional costs will be billed to the permit holder, with payment due within thirty (30) days of invoicing.
4. Refunds and/or flexible rental fee payments may be granted by the Department representative if any unforeseen and valid occurrence shall render the applicant's permit difficult or impossible to perform.

IV. INSURANCE

1. Persons renting a City facility for an event which is open to the public, or sponsoring any gathering open to the public held in a City park or other outdoor area, are required to provide proof of general public liability insurance. Persons or groups may obtain the required insurance through a homeowner's policy or other insurance. A Certificate of Insurance naming the City of Newark as an additional insured for a minimum of \$1,000,000.00 per occurrence must be approved by the Recreation and Community Services Department one (1) month prior to use by the permit holder. The Certificate of Insurance shall contain a provision prohibiting the cancellation or reduction of coverage of the policy until thirty (30) days following the City's receipt of notification of cancellation or reduction of coverage by first class mail. Alternatively, "special event liability insurance" naming the City of Newark as an additional insured for a minimum of \$1,000,000.00 per occurrence may be obtained through the City.
2. "Open to the public" means any rental of any City facility for the purpose of holding an event to which any person may be admitted, including but not limited to, a concert, dance, class, seminar, promotional event, fundraiser, or similar event that does not have a closed guest list.
3. Events with a limited number of specific persons invited, from which uninvited persons will be excluded, including but not limited to a family reunion, birthday party, wedding, or graduation party, will not require proof of insurance.
4. For any league, tournament, on-going, or multiple date use of sports facilities, a Certificate of Insurance must be obtained by the team or organization, naming the City of Newark as an additional insured, for a minimum of \$1,000,000.00 per occurrence. Certificates of Insurance must be mailed or delivered to the Silliman Activity Center, 6800 Mowry Ave., Newark, CA 94560, attention Recreation Coordinator for youth and adult sports. The Certificate of Insurance shall be approved by the Recreation and Community Services Department one (1) week prior to use by the permit holder. The Certificate of Insurance shall contain a provision prohibiting the cancellation or reduction of coverage of the policy until thirty (30) days following the City's receipt of notification of cancellation or reduction of coverage by first class mail.

V. PERMIT REJECTION / CANCELLATION

1. A permit shall be denied if the use of the premises does not meet the Recreation and Community Services Department rental guidelines as determined by an authorized Department representative, or if the use or proposed use will be detrimental to public health, safety, and welfare .
2. Mistreatment of facilities or violation of policies during a previous rental occupancy, or fraudulent or misleading information on the application, shall cause the applicant to be rejected or the issued permit revoked.
3. Failure to comply with the responsibilities stated in the permit may lead to cancellation or immediate closure of the permitted event, with forfeiture of the deposit and/or paid rental fees to cover the amount of actual damages or cost incurred by the City.
4. A permit may be cancelled due to fire or any other cause, including labor disputes, acts of military authority, natural disasters, or if a facility is needed for public necessity or emergency use.
5. Authorized City employees may eject any person acting in violation of any law, ordinance, rule and/or regulation. Failure of such person to leave shall be further violation of these regulations, and the permit will be cancelled, the event closed, and the permit holder or responsible person held liable.
6. The Recreation and Community Services Department reserves the right to cancel use of Sports Fields during periods of inclement weather or adverse field conditions. Games will be rescheduled, or teams will receive a credit or refund of permit fees.

Unless otherwise noted, All General Policies, Rules and Regulations, and city ordinances outlined in this brochure are in effect for all facilities, parks or land owned, managed, or controlled by the City.

VI. GENERAL POLICIES

1. It is the general policy of the City Council that Recreation and Community Services Department facilities, including playfields, be used primarily for recreational use in conjunction with the Recreation and Community Services Department. When not in use for Recreation, Community, and Human Services programs, facilities may be used for other personal or commercial activities.
2. In addition to City-owned playfields, the Newark Unified School District and the City of Newark have combined their efforts to provide service to those desiring the use of school playfields. School playfields are used primarily for school use in conjunction with school sponsored activities. When not in use for school programs, City and community use may be granted for Newark nonprofit athletic activities.
3. The City of Newark, its officers, and employees do not endorse or recommend any of the activities that take place during an event held at a City facility that has been rented by an outside party. Any person using any service or attending any event held at a City facility, rented by an individual or group, does so of their own initiative and at their own risk. The City assumes no liability for events held on the premises, unless the incident is caused by the sole act or omission of the City, its officers, agents, employees, or volunteers.
4. All persons entering upon land or water owned, managed, or controlled by the City may remain on such land or water only so long as they abide by the rules and regulations contained in this brochure, as adopted by resolution of the City Council, and shall, while on the land or water areas, abide by any instructions and directions of duly authorized employees of the City (Newark Municipal Code Section 12.16.030).
5. The use of all fireworks, including “safe and sane”, playing or practicing golf in any fashion, and the operation of any type of model craft or vehicles are prohibited except in areas specifically set aside for these activities by Resolution of the City Council.
6. Personal conduct in City parks and grounds are governed by the Newark Municipal Code Chapters 12.16 “Public Park Regulations”, Chapter 12.20 “Swimming in Parks”, and Chapter 12.24 “Fishing in Parks”, as well as Resolution No. 10 “Fishing Control Regulation” and Resolution No. 2709 “Boating Regulations” with regard to Lakeshore Park use. Copies are available upon request.

VII. RULES & REGULATIONS

1. Individuals may visit and inspect the facility during regular hours of operation, respecting the privacy of those groups who may be using the facility at the time.
2. All facilities, when open, shall be under the supervision of an official representative of the City. This representative is responsible for the enforcement of the rules governing use of the facilities.
3. No person shall use, occupy, or otherwise remain in a building, structure, facility, parking area, picnic area, campsite, or other area for which a permit is required unless that person possesses a valid permit.
4. The use, possession, or consumption of alcoholic beverages is prohibited, except that beer, wine, and champagne may be consumed on site by guests at least 21 years of age. “Beer” is defined as set forth in California Business and Professions Code Section 23006. “Wine” is defined as set forth in California Business and Professions Code Section 23007. “Champagne” is included within the definition of “wine”. Consumption of beer, wine, and champagne is not allowed during decorating/set-up hours. No person shall drink or possess an open container of any alcoholic beverage, including beer, wine, and champagne, when exiting any facility, or on any sidewalk, or public parking lot. When selling beer, wine, and/or champagne, a California State A.B.C. License and Newark Police Department approval must be obtained. The City reserves the right to restrict alcohol sales at any time during an event held at a City facility. Beer, wine, and champagne may be served only if approved in the permit.
5. The possession, consumption, or use of alcoholic beverages is not allowed on or in any City or School District athletic facility, including all parking areas.
6. The City of Newark reserves the right to eject or cause to be ejected any person objectionable, due to unlawful or undesirable conduct. Persons who are obviously intoxicated will not be allowed to enter a City facility and will be subject to arrest.
7. Approval must be obtained from the Newark Fire Department if there are any open flames (excluding birthday candles and chafing dishes). Cooking food in barbecues within fifteen (15) feet of any building, facility or restricted area is not permitted. The Department staff can provide the contact information for the Newark Fire Department.
8. At no time shall exits be covered or obstructed.
9. Unlawful gambling in all forms is prohibited.

VII. RULES & REGULATIONS Cont.

10. Automobiles and other conveyances are prohibited, except by special permission of the Recreation and Community Services Department. For all other facilities, including playfields, vehicles must be parked in designated spaces.
11. Smoking or the disposing of any tobacco-related waste is prohibited both inside City facilities, and on or in School District facilities, including parking areas, and public parks. Smoking is also prohibited within twenty-five (25) feet of City athletic fields, and playground or tot lot sandbox areas, as defined by the edge of the resilient surface of safety material. Smoking or the disposing of any tobacco-related waste is prohibited in Shirley Sisk Grove at all times.
12. Animals are prohibited from indoor facilities, except for guide dogs and guide dogs in training. In outdoor areas dogs must be kept on leash at all times, unless otherwise posted. It is the responsibility of the person walking the dog to pick up after the dog and properly dispose of the waste in a trash receptacle.
13. Amplified sound is prohibited outdoors (except for Newark Days Celebration, Chapter 8.34, Shirley Sisk Grove, and City-/co-sponsored events).
14. Music and noise must be kept at a reasonable level, as deemed necessary and/or appropriate by the Building Attendant or other City representative. The City reserves the right to limit the type and size of equipment to remain in compliance with this regulation.
15. Machines that discharge smoke or other elements that would compromise the health and safety of guests, or activate the smoke alarms, are prohibited.
16. Adequate supervision must be provided for groups with persons less than 18 years of age. The required ratio of adults (at least 21 years of age) to minors is 1:15.
17. Financial transactions for commercial or private gain and/or solicitation of sales are prohibited, except for approved non-profit fundraising events or City-sponsored functions.
18. Tickets for public events (i.e., dances, fundraisers) shall not be sold as an admission charge or donation, unless written approval is obtained in advance by both a Recreation and Community Services Department representative and the Newark Police Department.
19. Any advertisement of the event (flyers, signs, etc.) must contain a statement disclaiming the City from any association or support of the event.
20. Operators of “interactive inflatable apparatus” and users of generators who operate within any City park or play field must submit a Certificate of Insurance naming the City of Newark as an additional insured for a minimum of \$1,000,000 per occurrence. Certificates of Insurance must be mailed or delivered to 37440 Filbert Street, Newark, CA 94560, attention Parks Supervisor. Placement of “interactive inflatable apparatus” or generators within the Newark Community Park are limited to the posted designated area between the path east of the Tennis Court and Newark Blvd. City of Newark sponsored special events are exempt from this policy.

VIII. USER RESPONSIBILITY- Prior To & During Event

1. The holder of the permit, or the designated responsible person as identified on the permit, must arrive prior to the other members of the group and present the permit to the Building Attendant or City representative on duty. The permit holder, or designated responsible person, will be required to review the permit, complete a walk through of the facility, and sign the "Notice to Renters" form. The permit holder or its designated responsible person shall remain at the facility for the entire duration of the event.
2. Any changes in expected attendance must be reported to the Recreation and Community Services Department staff at least two (2) weeks prior to the event and may not exceed occupancy limits approved by the City. Event set-up diagrams must be submitted one (1) month prior to the event. Events to be held within a one (1) month period must be submitted with the application and permit form. Only minimal set-up changes will be allowed the day of the event. Tables, chairs, and other equipment must not block any doors or exits. All items must be removed during the approved designated hours. The City is not responsible for any items damaged, lost, or stolen.
3. All tables must be covered. Nails, staples, tacks, or double sided tape are not permitted when decorating the walls. No alteration may be made to any part of the facility without prior written permission of the City.
4. The primary responsibility for the general conduct of all guests rests with the permit holder or designated responsible person.
5. Monitoring of consumption and service of alcoholic beverages is the responsibility of the permit holder or responsible person. Servers may not consume alcohol while on duty. Any changes regarding alcoholic services must be reported at least one (1) month in advance to the Recreation and Community Services Department.
6. Obtain approval from the Newark Fire Department if there are to be any open flames (excluding birthday candles and chafing dishes).
7. The permit holder or responsible person must monitor the music and/or noise on a regular basis.
8. All exterior doors must be closed by 9:00 p.m.

IX. USER RESPONSIBILITY- Conclusion of Event

1. At the conclusion of the event, the permit holder or responsible person shall take all reasonable measures to terminate the event without disturbance making sure all guests leave the facility and parking areas.
2. The permit holder or responsible person shall clean-up the facility, parking area, and all other areas where guests were present.
 - a. It is the permit holder's responsibility to allow reasonable time for clean-up. In addition, the permit holder must bring the proper supplies and ensure clean-up of all indoor areas used during the event. Consequences for not fulfilling the clean-up obligation will result in the assessment of fees for staff time plus overhead at hourly rates as set forth in the Master Fee Schedule.
 - b. All refuse and recyclables must be placed in separate garbage bags, closed tightly, and placed in the area designated by the Building Attendant.
 - c. Spills on tables, floors, chairs, counters, and in refrigerators and other appliances must be cleaned. If used, coffee makers must be completely washed and wiped dry. Ice must be discarded in sinks or near outdoor drains, and not on the turf or in planter areas.
 - d. All helium filled balloons must be deflated and discarded. The balloons may not be released outside the facility.
 - e. All ribbon, string, tape, and other items, which secure decorations to tables, chairs, walls, and other areas, must be removed.
 - f. For wedding receptions, rice or birdseed must not be thrown inside or outside the facility or premises.
3. The permit holder or responsible party is responsible for removing all equipment that was brought to the facility within the hours stated on the permit. The City is not responsible for items left or missing after the conclusion of the event.
4. The permit holder or responsible person shall accept full financial responsibility for the damage to the facility and/or loss of City equipment. If additional maintenance is required, or the facility or City equipment is left damaged, the permit holder or its responsible person will be charged accordingly.

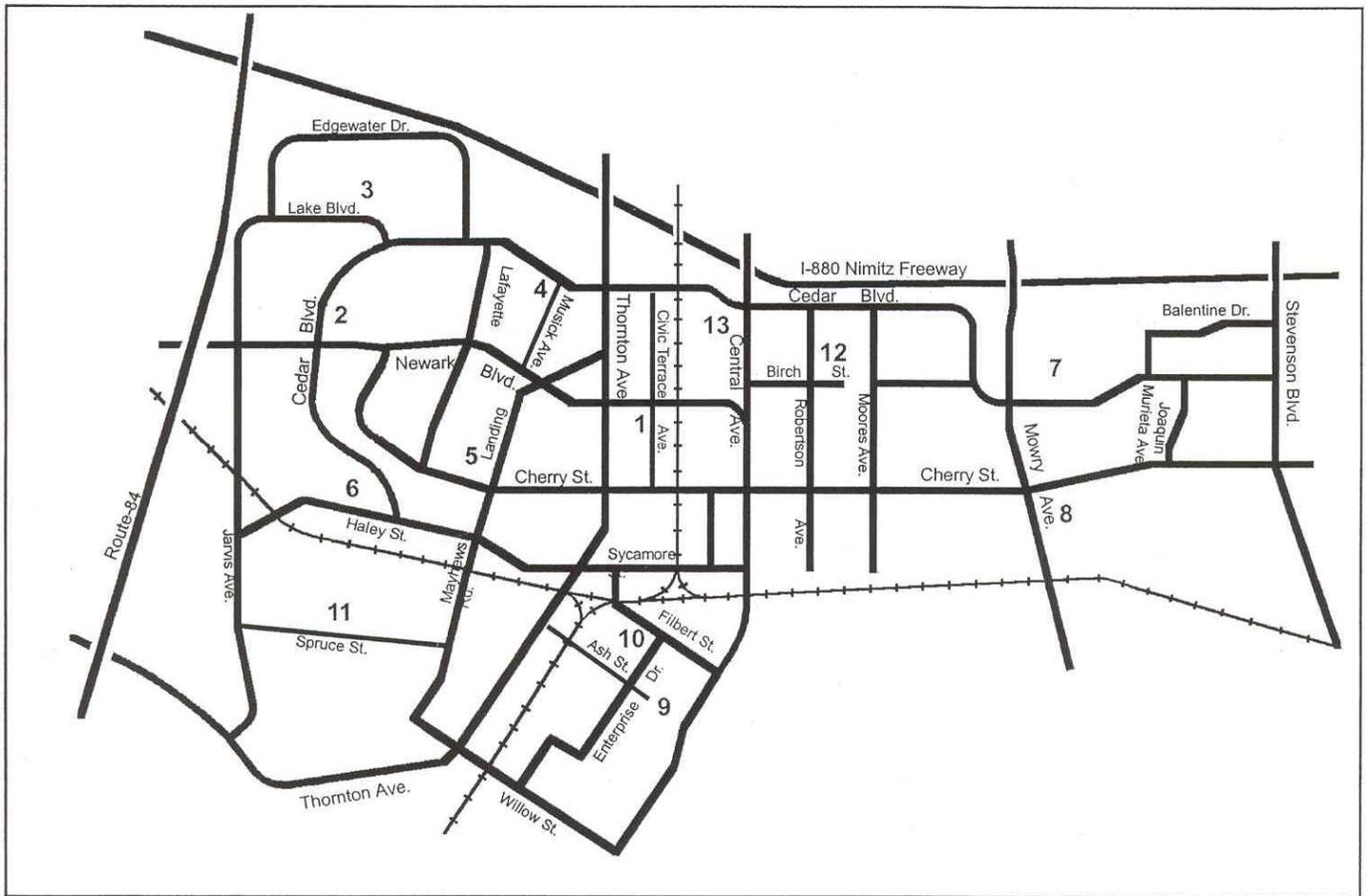
X. SPORTSFIELDS & PLAYFIELDS

1. For on-going rentals, resident teams or local organizations must complete a Facility/Field Use Application and Permit Form and submit a league schedule, with all dates, times, and field locations. Only home team or organization games will be allowed. Application forms may be obtained at the Silliman Activity Center.
2. The Recreation and Community Services Department is the coordinating agency for scheduling playfields for local organized sports activities. Residents or local organizations desiring to use playfields must complete an application from the Recreation and Community Services Department. Requests for one-time use must be filed at least two (2) weeks prior to the requested date of use and no more than one (1) year in advance of the requested date. Requests for continuing use must be filed four (4) weeks prior to the time when the use period begins.
3. The City must be notified of all cancellations. Cancellation policies and deposits will be governed by rates set forth by the City Council in the City of Newark Master Fee Schedule.
4. Open ended requests are prohibited. Each permit will include a maximum expiration date, not to exceed one year from issuance.
5. In the event of scheduling or other conflicts the following priority of use of school playfields shall be used:
 - a. Programs and activities administered by the Newark Unified School District.
 - b. City of Newark Recreation and Community Services Department.
 - c. Community-wide youth related activities with Newark membership.
 - d. Individuals/groups wishing to use the playfields for purposes consistent with the general rules and regulations of the School District and the City.
6. In the event of scheduling or other conflicts the following priority of use of City playfields shall be used:
 - a. City of Newark Recreation and Community Services Department.
 - b. Community-wide youth related activities with Newark membership.
 - c. Programs and activities administered by the Newark Unified School District.
 - d. Individuals/group wishing to use the playfields for purposes consistent with the general rules and regulations of the School District and the City.
7. See Fee and Insurance Requirements (pg. 4).

XI. LAKESHORE PUBLIC PARK USE GUIDELINES

1. Boating activity is allowed between the hours of 8:00 a.m. and sunset. The City shall be held free from liability for any boating activity.
2. Use of the lake shall be restricted to small, non-powered sailboats or hand-propelled boats; e.g., rowboats, canoes, sculls, and other conveyances.
3. The boat operator must provide one Coast Guard approved life preserver, ring life buoy, buoyant vest, or cushion in good condition for each person in the boat or conveyance.
4. All persons shall operate boats or conveyances with due regard for the rights and safety of others.
5. Boats shall be launched and landed at the Boat House dock or park shoreline.
6. Exceptions for special events may be granted upon approval by the City Manager.
7. Boating privileges may be suspended or terminated by the City Manager or duly authorized City representative for failure of either the operator or passengers to comply with any rules, regulations and/or guidelines adopted by the City Council.
8. Fishing shall be permitted from sunrise to sunset in compliance with all California Department of Fish and Game regulations.
9. Swimming, bathing, wading, or bodily contact with the water is not permitted. Violation or failure to comply with this provision shall constitute an infraction and shall be punishable as set forth in Chapter 1.16 of the Newark Municipal Code.
10. No rubbish or trash, including discarded fishing tackle, shall be thrown into the water. All persons shall be responsible for disposal of rubbish, trash, and/or fishing tackle in the appropriate containers.
11. Wildlife islands are intended for animal habitat only. Boaters must not dock at island or go ashore at any time.

CITY OF NEWARK—PUBLIC PARKS MAP



1. Civic Center & Park, 37101 Newark Blvd.
Includes City Hall, Newark Police Department, Newark Library, the Fire Administration Building, and a park. The park has a play apparatus, open turf area and pathways, exercise course, and picnic facilities.

2. Newark Community Center & Park, 35501 Cedar Blvd.
Park features four lighted tennis courts, handball and basketball courts, play apparatus, open turf area and pathways, children's wading pool, picnic facilities and restrooms.

3. Lakeshore Park
Park includes a 16 acre lake for fishing, exercise course, open turf area and pathway, and boating.

4. Musick Park
Includes open turf area and pathways, plus play apparatus and picnic facilities.

5. Mayhews Landing Park
Features play apparatus, basketball court, open turf area and picnic facilities.

6. Mirabeau Park
Includes play apparatus, open turf area and pathways and picnic facilities.

7. Shirley Sisk Grove
Used for special events, including Music at the Grove.

8. Silliman Activity, Family Aquatic Center & Sportsfield Park
6800 Mowry Ave.
Park includes both lighted and non-lighted softball fields, soccer fields, open turf area and pathways and play structures.

9. Jerry Raber Ash Street Park
Park has play apparatus, softball field, basketball court, open turf area and pathways, recreation building, picnic facilities and restrooms.

10. Newark Senior Center, 7401 Enterprise Dr.

11. Susan Johnson Bridgepointe Park
Includes play apparatus, open turf area and pathways and picnic facilities.

12. Birch Grove Park
Features a lighted softball field, four tennis courts, open turf area, a water play element and restrooms.

13. Byington Park
Park includes play apparatus, basketball court, open turf area, picnic facilities and a water play element.