

Facility Use Fees
(Prices are subject to change.)

Application Fees

Basic Rate \$60.00

Discounted Rate \$40.00

Staffing

A minimum of one staff is required per event at the rate of \$20.00 per hour. For security reasons, we reserve the right to have a SJPD police officer at any event at the rate of \$46.50 an hour per police officer payable by the renter.

Cleaning and Damage Deposit

A cleaning and damage deposit is required on ALL reservations. If the facility is damaged and/or not cleaned in a satisfactory manner, additional charges may apply.

Classroom	\$50.00
Multi-Purpose Room	\$250.00
GYM	\$500.00

Cancellation Charges

- More than thirty (30) days prior to your event: 25% of estimated fees.
- Less than thirty (30) days prior to your event: 50% of fees.
- Less than 48 hours: No refund given.

Cleaning and Damage Deposit w/ Alcohol
Additional \$500.00

Discounted Rate

City of San Jose Department Agencies, Schools ,Non-Profits (Non-Profits are defined as tax- exempt organizations serving San Jose residents and at the time of application the organization shows proofs of Federal and State tax exempt statues with a letter of Determination) and San Jose Service Organizations which serve Seniors, Youth or Disabled are open to the public (proof or organized structure: By-Laws or Articles of Incorporation).

Check out our new and improved Bascom Community Center webpage: <http://www.sanjoseca.gov/prns/communitycenters/bascom/>

Like us on Facebook for program updates and announcements: www.facebook.com/CommunityCenterBascom



Facility Information

The Bascom Community Center is the newest and greenest community center in San José. The Bascom Community Center offers a wide range of recreational and fitness programs for all ages, making it a cornerstone of the neighborhood. We offer the Multi-Purpose Room , GYM and Game Room for your rental facility needs with plenty of parking, in a delightful neighborhood .



Bascom

Community Center

Rental Information



1000 South Bascom Avenue
San Jose, Ca. 95128
Office: (408) 794-6289
Fax: (408) 280-5030
www.sanjoseca.gov/prns



*Parks, Recreation and
Neighborhood Services*

General Information

- Smoking is prohibited at this facility.
- Smoke/Fog machines, glitter and Mylar balloons are prohibited.
- If helium balloons are used, they must be securely anchored. They may not be tied to a chair.
- A \$5.00 removal fee **PER OBJECT** will be charged for balloons or any object that goes into the ceiling area.

Renter's Responsibilities

- Set-up and Breakdown of tables and chairs
- Stack chairs back onto chair movers (no more than 10 chairs high)
- Basic janitorial and facility clean-up: trash removal, rest rooms, hallways and any room used.
- Rental hours include set-up and clean-up time. The last hour is reserved for clean-up.
- Clean-up must be completed by the scheduled end time on the rental permit.

Payment Information

- 50% of estimated fees are required at the time of the reservation.
- The balance is due sixty (60) days prior to your event date.
- There is a \$10.00 service charge for any changes made to the original rental permit.
- Please make checks payable to *City of San Jose*.
- * NOTE: ALL FEES SUBJECT TO CHANGE



The Multi Purpose Room

The Multi Purpose Room is an ideal location to host your events such as Wedding Ceremonies, Receptions, Baptisms, Birthday parties, Anniversaries or as a fundraising event for your organization. It is even an ideal location for your corporate event. The room can be divided into two separate, intimate rooms with our wall divider. The Multi Purpose Room has a maximum seating capacity of up to 242 and dining capacity of 113. The Multi Purpose Room is equipped with a screen projector and a surround sound system.

FACILITY 2.0 hour minimum	Peak Hours Hours: Friday 4:00p.m.– through Sunday midnight		Non-Peak Hours Hours: Operating Hours Mon - Fri until 4:00p.m.	
	Room Rate	Basic Hourly Rate	Discounted Hourly Rate	Basic Hourly Rate
Classroom	\$60	\$30	\$45	\$30
Multi-Purpose Room	\$130	\$50	\$75	\$20
GYM	\$90	\$45	\$70	\$35
Warming Kitchen	\$100. flat fee - must be used in conjunction with rental			
Sun Porch & Other Areas	Pricing TBA			



FAQ

Who sets up the room for events?

The renter is responsible for the set up and the clean up of the room.

Can I have alcohol at my event?

Yes. There will be an additional \$500.00 deposit and a minimum of 2 police officers. Police Officers charge \$46.50 each per hour.

How do I rent the facility?

Reservations require an appointment with the facility coordinator. **Please call 408.794.6289 to set up an appointment.** At the time of the appointment, a facility tour, policies and procedures and rental application will be provided. All reservations must be made in person.

How far in advance can I rent?

The facility may be reserved up to a year in advance but not less than sixty (60) days prior to the event. Full payment is required for reservations made within 60 days of event. .

How long can my event run?

All rentals must end by 10:00 pm. Cleanup must be completed by 11:00 pm.

What happens if I go over my contract time?

If you go past your scheduled time on your contract, you will be charged twice the hourly rate, in addition to the staffing fee.