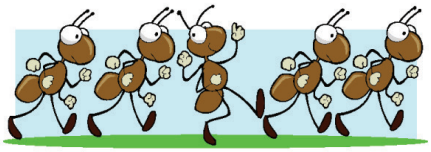
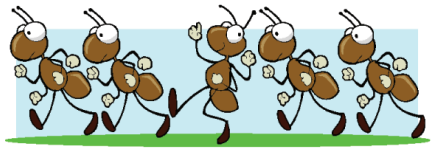
CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND RECREATION

Park Use Guide





Frequently Asked Questions

Why submit an Application for Park Use?

City parks are a favorite place for picnics, family get-togethers and office outings. A Certificate for Park Use entitles you to a specific group picnic area in a City park. Group Areas may include multiple tables, barbecues or a large gazebo or shade structure. Permits are issued for the convenience of users and guarantee exclusive use of a particular location for a specific time period, date and use.

Where do I start?

Complete and submit an Application for Park Use. Visit the Reservation Office located at 4623 T Street, Monday - Thursday between the hours of 10am and 4pm. A skilled clerk will help you locate and reserve the appropriate park for the size and scope of your activity. An Application for Park Use can be downloaded from the City of Sacramento, Department of Parks and Recreation website at: http://www.cityofsacramento.org/parksandrecreation

What order are Park Use Application processed in?

Applications are processed in the order they are received. Walk-in customers have priority over emailed, faxed, or mailed applications.

How will I identify the area permitted to me?

On weekends and holidays Park Safety Services staff will post your Group Area reserved for you on the morning of your activity. Reservations cannot be guaranteed after 11am. A minimum of one (1) adult must be present at the reserved site no later than 11am and must remain on site. Please bring your Certificate for Park Use, or Park Event Permit and contract to the park with you on the day of your reservation.

When will I receive my Certificate for Park Use?

After all fees and required documents are turned in.

Can I have music at my picnic?

The use of Amplified Sound is limited to announcements and/or the use of a boom box, or iPod dock. Amplified Entertainment is prohibited in all City parks except if permitted for a Special Event.

What happens if someone is in my reserved area when I arrive?

If you encounter problems on-site, contact the City Operator at 311 or (916) 264-5011. The City Operator will dispatch a Park Safety Officer to address the situation.

Things To Consider

APPLICATION FILING TIMELINE

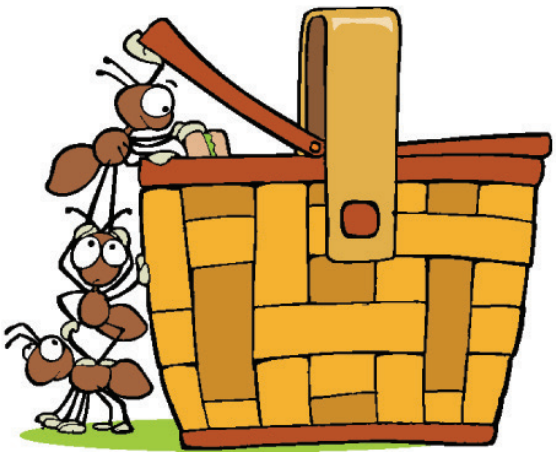
Applications for Park Use may be submitted a maximum of (1) one year in advance and must be made a minimum of (2) two business days in advance, in person.

PHOTO IDENTIFICATION

A copy of photo identification (California Driver's License or I.D. card) of the Responsible Party is required to complete the application process.

FEES

All permit fees are due at the booking of a reservation. Once an application is issued a contract number the cancellation policy becomes applicable.



A minimum of one adult must be present at the reserved site no later than 11:00 am. Reservations cannot be guaranteed after 11:00 am. Refunds will not be granted for undesirable weather. Please report any discrepancies, or concerns within 48 hours of park use. If you need assistance at the park site, please contact the City Operator at 311. All debris and trash must be removed from the permitted site immediately after the said activity. Should you fail to perform adequate cleanup or damage occurs to City property or facilities, you will be billed at full cost recovery rates plus overhead for cleanup and/or repair.

FEE SCHEDULE

All fees are subject to change.

Park Use Fees:

Non-refundable Application Fee for all applications - $5

Neighborhood and Community Park Use (uncovered area) - $25 per area or per 50 guests

Neighborhood and Community Park Use (covered area) - $40 per area or per 50 guests

Regional Park Use (Granite Park, Del Paso Park, Miller Park, Sutter's Landing park, North Natomas Regional Park) - $50 per area or per 50 guests

Premium Park Facilities (William Land Park, McKinley Park, Bannon Creek Barn) - $65 per area or per 50 guests

Amphitheater - $200 per day

Permit Fees:

Barbecue Permit (large locked BBQ's) - $15 per day
Jump Tent Permit - $25 per unit
Park Safety Services - $28 per hour (may be required with some permits)

Gardens/Weddings:

Park Use - $140 per three (3) hour time block

Administrative Fee:

For each fee based reservation that is cancelled, a $10 administrative fee will be assessed.

For more information on Park Use please call the Park Reservations Office at (916) 808-6060, or questions can be e-mailed to sacrecreation@cityofsacramento.org

Things To Consider

Continued

CANCELLATION POLICY

For each fee based reservation that is cancelled, a $10 administrative fee will be assessed. **If the cancellation is made later than five (5) days before the activity date the entire fee is non-refundable. No refunds for undesirable weather.** During questionable weather, applicant may reschedule the reservation two (2), in person, days prior to the reserved date. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be performed in person by the Responsible Party and the original Park Use Permit must be surrendered to the Park Reservations Office.

REFUNDS

Any refunds due will be processed and mailed within 21 business days of the event or cancellations. Payments made by Cash or Check will be refunded with a Check. Payments made by credit card will be returned to the credit card within 5-7 days.

ALCOHOL

In accordance with City Code 12.72.080 possession or consumption of alcoholic beverages is prohibited in all City parks except if permitted for a Special Event.

AMPLIFIED SOUND

The use of Amplified Sound is limited to announcements and/or the use of a boom box/iPod dock. Amplified Entertainment is prohibited in all City parks except if permitted for a Special Event.

FOOD

If you are preparing or serving food to a known group of people additional permits are not required. However, if you plan to sell or serve food to the general public in the City of Sacramento, a County of Sacramento Environmental Health Permit is required. For more information on food service requirements please contact the County at (916) 875-8440.

BARBECUES

You are welcome to bring a self-contained barbecue. Your barbecue must be a minimum of 6 inches off the ground and cannot be within 25 feet of a playground. Please remember that you are responsible for the safe removal and disposal of the coals and/or grease outside of the park.

DECORATIONS

Signs, banners, and party decorations may be used in your Group Area(s). The use of glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters are prohibited. Tacks, screws, nails, or other fasteners are not allowed on trees. Paint and chalk marks are not allowed on sidewalks or other surfaces.

JUMP TENTS

A permit is required to have a jump tent in the park. Each park has a limited number of jump tents reservation slots. Jump tents are restricted to a four walled jump house without any attachments. Slides, obstacle courses, Sumo wrestlers, water features, and bungee jumps are not allowed under a park permit. The permittee is responsible for providing a generator for inflation of the amenity; the City of Sacramento does not provide electricity. The Jump Tent shall not be placed in a City park earlier than 8 am and must be removed no later than sunset on the day for which the permit is issued. The permittee must provide adequate supervision so that the use is in compliance with manufactures recommendations and reflects safe levels of operation.

RESTROOM FACILITIES

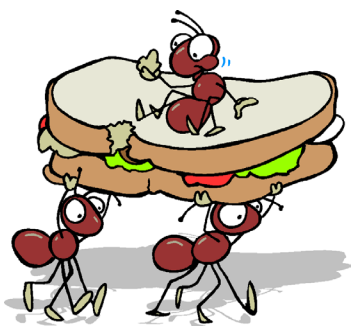
You are required to provide restroom accommodations in City parks which do not have toilet facilities. Depending on the location of your picnic you, may need to rent portable restrooms. The City of Sacramento recommends one portable toilet per every 250 guest, or portion thereof.

TRASH DISPOSAL

All sites must be restored to original condition at the end of use. Clean up and/or repair charges beyond normal wear and tear will be billed to the permit holder based on cost of repair. If trash receptacles are full, please bag waste and place bags next to trash barrels.

SMOKING

Smoking is prohibited in all City Parks.



VEHICULAR ACCESS

Motorized vehicles on park property, lawns, turf, restricted roadway, bicycle/pedestrian pathway or athletic fields is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.

PARK SAFETY

The mission of Park Safety Services is to provide park guests and park neighbors with a safe and trouble-free environment. A Park Safety staff member will be in or near the park during your activity. Park Safety staff has the authorization to stop or modify any activity if deemed necessary. If you have safety concerns, or on-site problems please contact Park Safety Services through the City Operator at 311. For emergencies call 911.

ROSE GARDENS

The gardens are designed for small, intimate activities. To protect the gardens, activities must be a gathering with fewer than 200 in attendance. It is very important that you observe the following rules regarding vehicles and access:

- No vehicles allowed in the parks or the gardens;
- Loading, limousine and passenger drop-off area for the Rose Garden is provided in an access road next to the garden;
- Please observe the No Parking or parking limitation signs in the surrounding neighborhood;
- Do not park on sidewalks, intersection corners or in front of residential driveways;
- Please do not honk your horn until your party is outside the residential areas.

Reservations are booked for three (3) hour time blocks as follows: 8 - 11am; 11 - 2pm; 2 - 5pm and 5 - 8pm (during daylight savings time only).

Visit us on line @

www.cityofsacramento.org/parksandrec

City of SACRAMENTO
Parks and Recreation

CITY OF SACRAMENTO
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Howard Chan, Interim City Manager
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Alan Warren, District 2
Jeff Harris, District 3
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Vacant - District 6
Shane Singh - District 7
Chinua Rhodes - District 8
David Heitstuman - At Large
Dave O'Toole - At Large

Christopher Conlin, Director
Department of Parks and Recreation

CALL
我們講中文
Hablamos Español
Мы говорим по-русски
พวกเราเว้าพาสาลาวได้
Peb hais lus Hmoob
Chúng tôi nói tiếng Việt
CALL 311

Rev. 01/2017

City of Sacramento
Application for Park Use

Contract Number_____

Park Reservations
4623 T Street, Sacramento, CA 95819 Suite B
Phone: (916) 808-6060 / Fax: (916) 454-3956 / E-mail: sacrecreation@cityofsacramento.org

Applicant(s) Information

Name/Responsible Party			
Organization/Company Name		Is this a company activity? YES ☐ NO ☐	
Address			
City, State, ZIP Code			
Driver's License or CA I.D. Number (Copy of I.D. Required)			
Home Phone		Cell Phone:	
Fax Phone		E-Mail Address:	
Tax Exempt No		Web Address:	
Alternate Contact Person		Cell Phone:	
Home Phone		E-Mail Address:	

Activity Details

Type of Activity:				
Date:	Day of the Week:			
Set-up Time:	Break Down Time:			
Activity Start Time:	Activity End Time:			
Park:	Area(s):			
Maximum Attendance	Adults:		Youth:	Total: Male Female
Will you need the use of a BBQ grill?	YES ☐	NO ☐		
Will you need an Athletic Field?	YES ☐	NO ☐	If yes, what type?	
If using a field, will play be organized?	YES ☐	NO ☐	Type of field:	Hours of use:
Will you have a Jump Tent?	YES ☐	NO ☐	If yes, how many?	
Is this activity a fundraiser?	YES ☐	NO ☐	If yes, explain:	
Will alcohol be present?	YES ☐	NO ☐	If yes, explain:	
Will food be at your activity?	YES ☐	NO ☐	If yes, explain:	
Will money be charged or exchanged?	YES ☐	NO ☐	If yes, explain:	
Will there be amplified sound?	YES ☐	NO ☐	If yes, explain and identify hours of use:	
Will your activity include entertainment?	YES ☐	NO ☐	If yes, explain:	

Rules and Regulations

Initial ____ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled activity prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

Initial ____ Reservations may be made a maximum of one (1) year in advance and must be made a minimum of 2 days in advance. **Applications will not be accepted fewer than three (2) days prior to the proposed park use date. Thursday at 12nn is the cut-off for Saturday and Sunday Permits.**

Initial ____ A minimum of one (1) adult must be present at the reserved site no later than 11am. Reservations cannot be guaranteed after 11am. Bring your Certificate for Park Use, or Park Event Permit and contract to the park with you on the day of your reservation.

Initial ____ I hereby attest that the information contained in this application is true and correct. **I understand that this is only an application and not a guarantee an activity will be allowed to commence.** If a contract is issued, I agree that: (1) if any of the information contained in the application is found to be false; or (2) should my conduct, or the conduct of any participants or guests, not be as described in the application; or (3) should any applicable City, County, State or Federal rules, regulations, codes or laws be violated, any contract issued shall automatically become null and void and any activity associated with this reservation will immediately cease.

Initial ____ For each fee based reservation that is cancelled, a $10 administrative fee will be assessed. If the cancellation is made later than five (5) days before the event date the entire fee is non-refundable. Damage deposits will be refunded less the $10 administrative fee. Only after all fees and required documents are turned in, will a Certificate for Park Use, or Park Event Permit be issued. All fees are due at the time the application is submitted. No refunds for undesirable weather. During questionable weather, applicant may reschedule the reservation two (2) days prior to the reserved date no later than noon. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be submitted in writing by the responsible party listed on the "Application for Park Use." Additionally, the Park Permit must be surrendered to the Park Reservations Office.

Initial ____ I also agree that I will: (1) be financially responsible for any costs incurred by the City for damages to City property; (2) be financially responsible to reimburse City reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to the City for any costs associated with the enforcement of the provisions of the application or reservation; (4) forfeit all fees and deposits if it is determined that I have provided false information on the application; (5) be financially responsible for any City costs that exceed fees and deposits already collected by the City for enforcement of provisions related to this application or reservation.

Initial ____ "The Responsible Party agrees to fully indemnify, defend, and save harmless, the City of Sacramento, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by the City of Sacramento's staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of City of Sacramento facilities. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial ____ All debris and trash must be removed from the permitted site immediately after the said activity. Failure to do so may require the City to call upon the City Solid Waste Department. All expenses will be the responsibility of the applicant. When the applicant uses City recyclable receptacles all rights of ownership are forfeited.

Initial ____ I agree to report any discrepancies, complaints, or concerns within **48 hours** of park and/or field use. Refund requests will not be returned if the request is made more than **48 hours** after your activity. These instances can be reported by telephone at (916) 808-6060, by fax at (916) 454-3956 or through E-mail at sacrecreation@cityofsacramento.org. If you have safety concerns, or on-site problems please contact Park Safety Services through the City Operator at 311.

Initial ____ In case of general maintenance or vandalism the picnic tables and BBQ's may be removed at anytime prior to your reservation without liability.

Rules and Regulations (con't)

Initial ____ Per City Code 12.72.180 in City parks which do not have toilet facilities the City of Sacramento requires one (1) chemical toilet for any activity where the estimated attendance exceeds fifty (50) persons. The figure is based upon the maximum number at your activity during peak time.

Initial ____ Sacramento City Code section 12.72.135 prohibits smoking in all City parks.

Initial ____ I agree to call the Field Status line at (916) 277-2336 three (3) hours prior to my scheduled field use. If the fields have been closed, I will not use the fields.

Initial ____ Amplified sound is by permit only. "Amplified sound" means speech, music or other sound projected or transmitted by electronic equipment including amplifiers, loud speakers, microphones, or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

Initial ____ A Certificate for Park Use is issued for any private gathering with fewer than 200 in attendance that does not involve City services or require special permits. A Certificate for Park Use is required for any activity with 50 or more people, and/or in which assembly is intended to last more than thirty (30) minutes. Applications for Park Use must be submitted 10 days prior to the proposed activity. A Park Event Permit is issued for any activity with 200 or more in attendance. A Park Event Permit is required for any activity that calls for special permits. Applications for Park Use that will require a Park Event Permit must be submitted 45 days prior to the proposed activity. Special permits are required for the following: Alcohol Consumption/Sales, Commercial Activity, Filming, Amplified Sound, and Fundraising.

Initial ____ If, insurance is required for your activity it must be submitted on a standard ACORD form, or on the insurance company's letterhead. The City of Sacramento must be listed as the certificate holder as well as an additional insured with respects to General Liability. An endorsement naming the "The City of Sacramento, its officials, agents, employees and volunteers" must accompany the certificate of insurance. The endorsement page is often referred to as page CG 2011.

Agreement and Signature

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

Name (printed)	
Signature:	Date:

Payment Information

Amount Due:		Cashier Initials:
___ Check or Money Order#	___ Cash	

Refund Information

Name:	Organization/Company Name:
Care of:	Address:
City, State, ZIP Code:	Day/Cell Phone:

Office Use Only

Notes: