



# Application – Park /Facility Request

Application Date: \_\_\_\_\_

**Note:** *Parks/Ball Fields* –The consumption of Alcoholic Beverages is **PROHIBITED** except on Special Circumstances such as Festivals, etc... A ‘Permit’ may be issued upon approval by the Director of the Recreation Department. It also requires a General Liability and Alcohol Liability Insurance.

Park/Field Requested:
Attendees- Approx #

**\*\*A General Liability Insurance is required for Park Reservations!**

**Rental Information:** Date(s) Requested

	Date	Type of Event	Time 3-4 pm (Example)	Set-up Time 2-3 pm (Example)	Breakdown Time 4-5 pm (Example)
Monday					
<i>Details:</i>					
Tuesday					
<i>Details:</i>					
Wednesday					
<i>Details:</i>					
Thursday					
<i>Details:</i>					
Friday					
<i>Details:</i>					
Saturday					
<i>Details:</i>					
Sunday					
<i>Details:</i>					

**Applicant’s Information:**

Renter:	( Company ) ( Individual ) ( Organization ) ( League )	Name:				
Street Address:			City:	State:	Zip:	
Bus Ph:	Fax #:	Cell:				
Email:	Other:					
Representative:				Ph:		
Other:						

**Note:** Application form must be completed and filed at least 45 days prior to date of request. A tentative ‘Rental Estimate’ will then be issued to you indicating the availability of a facility for a date or dates requested and gives an estimate of associated costs. The actual costs may vary. You have two (2) weeks to review and secure the rental facility and date. Facility Permit Reservation is confirmed after deposit and full payment is received and a computer generated Facility Use Permit or Contract is issued. **All fees must be paid no later than thirty (30) days prior to event.** Permits are approved on a ‘First Come, First Served’ basis.

Signature:	Date:
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**Recreation Department  
Rental Policy and Fee Schedule**



**A. ATHLETIC FIELD ONGOING RENTALS**

**Scheduling**

Most scheduling is done at the beginning of the calendar year. As much as possible, scheduling is worked out among the prospective field users. Field assignments will be based upon the following priorities when there is a conflict consideration:

1. Programs administered by the Recreation Department or co-sponsored by the Recreation Department
2. WCCUSD programs
3. Resident youth groups
4. Non-resident youth groups
5. Adult groups

**Youth group field assignments will be given to league representatives, and they in turn should assign practice and game times to their coaches. League representatives should contact the Recreation Department as far in advance as possible regarding reservation of fields.**

**Maintenance and Clean-up**

- Each league or team is responsible for dragging and lining their fields.
- Each league or team is responsible for clean-up after each use.
- Any clean-up costs will be charged against the deposit.
- If the deposit gets below 50%, the team or league must replenish the deposit before using the field again.

**RESERVATIONS:**

- Reservations and permits are required on a first-come first served basis, and based upon "Priorities" set under the Comprehensive Rental Policy when there is a conflict consideration.
- **Tentative bookings will be held for 30 days only and will be cancelled without further notice unless the required rental deposit is received to secure the facility/date.**
- Park and Field users are required to provide a General Liability Insurance listing the City of Richmond as Additional Insured.

**Note: Fee adjustments are not applicable to park/field reservations.**

**Acknowledged by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Your signature confirms acceptance of above mentioned Rental Policy. Keep a copy for your file and return the entire page.)*



***Parks, Sport or Athletic Fields, Courts & Sports League Reservations:***

- The City maintains parks, athletic fields and courts use for practice, league and tournament play.
  - Reservations and permits are required for exclusive use and/or for groups of ten (10) or more. The permit stipulates times and conditions of use.
  - Richmond residents and non-resident individuals and groups will be assessed a rental fee. All usage fees are based upon a per hour fee. A one (1) hour minimum applies to all rentals. Use fees are charged per hour to recover attendant set up, field maintenance, and costs to help maintain the quality of the playing surfaces.
  - Trash Can extra fee is a standard charge associated for park, court or field usage.
  - Extra fees will also be charged for use of lights during play or practice.
  - Other charges such as Field maintenance fees which are specifically for league play and practice (A 'League' is defined as any six (6) or more games in a three month succession.) have been revised – each league or team is now responsible for dragging and lining their fields and for cleanup after each use.
  - Extra Fees may be charged for concessions, sound permit, and Jumpers or related equipment.
- NOTE: A damage/clean up deposit is required for each use of a park facility. The deposit is fully refundable after a complete survey of the facility by city staff. Use of the facility beyond contract length, vandalism and any damages may reduce parts or all of any refund. Any clean-up costs will be charged against the deposit. If the deposit gets below 50%, the team or league must replenish the deposit before using the field again.
- Additional Insurance may also be required for events that may be potentially hazardous or utilize equipment.

***AMPLIFIED SOUND/ P.A. System and ELECTRICITY:***

All request and/or use of amplified sound must be approved. APPLICATION FOR SOUND PERMIT and ELECTRICAL USE (for festival, concerts, fairs, etc.,) ARE NOW under SPECIAL EVENTS GUIDELINES.

**NOTE: *The City may have very limited electricity in some parks. Clients are requested to rent a generator if using equipment that needs an electrical hook up such as Jumpers, etc.***

***RIDING IN PARKS:***

Riding Bicycle, motorcycle or motor scooter in parks is prohibited. Riding horse, donkey or other animal in parks is regulated. It is unlawful for any person to ride any horse, donkey or animal capable of being ridden in any city park, playground or play lot unless there has been posted, on the authority of the Recreation and Parks Divisions, a sign or signs in such park, playground or play lot indicating that such activities are permitted. (City Ordinance No.1714)

***PORTABLE RESTROOMS:***

Clients need to make arrangements for additional portable toilet (s) at their own expense if renting a park since **SOME PARKS MAY NOT HAVE ADEQUATE RESTROOM FACILITIES FOR YOUR NEEDS.** The portable restrooms should be placed in the area along a pathway and removed the following day AND NOT MORE THAN 48 HOURS after an event.

***WATER SOURCE:***

Water hook up is available at most parks. For additional information please contact Parks and Landscaping at 510 231 3004

Acknowledged/Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_



## Recreation Department Rental Policy

### Tentative Reservation Deposits and Cancellations:

**Deposits-** All or portions of a facility use permit deposit may be withheld due to improper use and / or violation of use by the lessee or related permit use inclusive of Cancellation Procedures.

**Tentative facility Rental Contract-** Any unsigned contract by Lessee will remain tentative and subject to cancellation or changes until a deposit is received and rental date/time is confirmed.

- Groups should plan to enter and leave the facility at the time specified on the permit, including time needed for decorating, set-up and clean up.
- No Sub-Lease allowed.
- League/Team Rosters are required- include names and address of members.
- If usage has been approved, have Use Permit available with you at all times during your event.

**Deposit Refund-** The deposit will be refunded to the applicant after the conclusion of the rental activity, if there are no additional fees assessed for any costs associated with the event, including, but not limited to, additional security costs, facility damage, excessive clean-up, etc. If damages or excessive clean-up is required, a delay receiving the rental deposit refund is likely in order for the City to collect full information on all costs incurred.

**Note:**  
**REFUNDS generally take a minimum of three (3) weeks and may take up to eight (8) weeks and will be by check only.**

**CANCELLATION POLICY:** DEPOSIT and RENTAL FEES may be refunded if an event is cancelled based upon the following deadlines.

1. 31 days or more prior to the event – 100%
2. 30 days or less – NO REFUND... Rental Deposit will not be refunded.

Acknowledged/Accepted: By \_\_\_\_\_

Date \_\_\_\_\_



# NOTICE NOTICE NOTICE

**City Ordinance: Chapter 10.24**  
**Sections: 10.24.010/10.24.020**

**( SPORTS GROUP/LEAGUE PRACTICE AND GAMES )**  
**PERMIT REQUIRED FOR PARK USE !**

The applicant hereby agrees to save, indemnify and keep harmless the City of Richmond, its officers, employees and agents against all liabilities, judgments, costs and expenses which may in any manner accrue against the City in consequence of granting this permits and will in all things strictly comply with the conditions of this permit.

**CONTACT: City of Richmond**  
**RECREATION DEPARTMENT**  
**3230 MACDONALD AVENUE**  
**TEL: 510-620-6793**  
**Richmond, CA 94804**  
**Fax: 510-620-6583**

**Insurance Required:**

- Applicants and users of any City facility or City-owned property are required to furnish the City of Richmond, Recreation and Parks Department with a "Certificate of Insurance" demonstrating a comprehensive general liability coverage listing "The City of Richmond, it's Council, Recreation Department and their officers, employees and agents "as additional insured", with a limit of liability not less than \$1,000,000.00 combined single limit for a personal injury and damage to property.
- Coverage for Athletic Participants should be added by endorsement, if needed.
- Notification of cancellation of such insurance is required at least 30 days prior to event.
- Additional insurance is required if alcoholic beverages are served or sold (Special events- Festivals, Fairs, Concerts, etc.) The Richmond Police Department will determine/approved such request. If alcohol has been approved for such event, Liquor Liability Coverage must be endorsed on the Certificate of insurance. **A Special Event Permit is also required.**

You can find the Special Event Guidelines on our web site at: [www.ci.richmond.ca.us](http://www.ci.richmond.ca.us)

Acknowledged/Accepted:

By \_\_\_\_\_

Date \_\_\_\_\_