



City of Lafayette

Parks, Trails & Recreation Department

Office Address: Lafayette Community Center, 500 St. Mary's Rd., Lafayette CA 94549

Phone (925) 284-2232; Fax (925) 284-1549

recreation@ci.lafayette.ca.us

Application to use Lafayette Parks Facilities:

Dear Applicant:

City of Lafayette Parks facilities exist for the enjoyment of all Lafayette citizens.

People visiting the parks need to respect others who may be using a facility for the same or a different purpose. As a park visitor, we rely on you to read and understand the rules and to leave areas clean and undamaged.

An application/permit is required for use of the Lafayette Community Park facilities for any organized group. If you wish to reserve a date(s), a \$50 non-refundable deposit is required at the time of booking and will be applied to a \$200 refundable security deposit required for organized use of the Group Picnic Community Park facility(ies).

This packet contains an application form, park regulations and insurance requirements. Once the Parks, Trails & Recreation Department staff has received the applicable deposit, a completed application form and proof of insurance, a permit will be issued in your name.

Please call the Parks, Trails & Recreation Office at (925) 284-2232 if you have any questions.

Sincerely,

Jennifer Russell, Director

Lafayette Parks, Trails & Recreation Department

City of Lafayette
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Application for Use of City Park Facilities – GROUP PICNIC AREA

Parks, Trails & Recreation Department Mailing Address: 500 St. Mary's Rd., Lafayette CA 94549
Phone (925) 284-2232 Fax: (925) 284-1549

All required paper work and fees must be received no less than 30 days before rental date. An approved permit will be issued upon receiving use fees and a completed application.

Today's Date _____

Name of Applicant (*individual*): _____

Street Address: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Organization's Name (*if applicable*): _____

Address: _____

Phone: _____ Website: _____

Treasurers Name: _____ Email: _____

Check Appropriate TYPE OF USER (see corresponding fees below)

- () Non Profit, 50 people or less () Private, 50 people or less () Commercial, 50 or less
() Non Profit, 51-100 people () Private, 51-100 people () Commercial, 51-100
() Lafayette Family, 1-20 people () Non Resident Family, 1-20 people

Date _____ (Circle Day) Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Time: Start _____ End _____ (Daylight Use Only)

PICNIC AREA SECURITY DEPOSIT:

\$200 (Refundable if no damages and site checklist is completed and returned)

GROUP PICNIC RESERVATION FEES (FIELD NOT INCLUDED)

<u>Size of Group</u>	<u>Non Profit</u>	<u>Private</u>	<u>Commercial</u>
50 people or less	\$50	\$75	\$100
51 to a max of 100	\$100	\$150	\$200

FAMILY PICNIC RESERVATION FEES (FIELD NOT INCLUDED)

Family picnic reservations are for small family gathering with only family members present. This does not include birthday party use and cannot have outside vendors. Please note that if you reserve as a "family picnic" you will only have one shade structure with four picnic tables reserved. The other group of tables may be reserved for another family picnic use.

<u>Size of Group</u>	<u>Laf. Resident</u>	<u>Non Resident</u>
Maximum 20 people	\$30	\$50

VENDOR INFORMATION

Please list any outside vendors, i.e. , caterer, performer, etc., below:

Name: _____ Contact Information: _____

Note: No bounce houses or other inflatable play equipment, petting zoos or animals allowed.

AGREEMENT

In consideration of the City of Lafayette granting an applicant permission to use non-fee city facilities as indicated on this application, applicant agrees to:

1. Use the facilities as specified on the application;
2. Notify the City of Lafayette of the use of any outside vendors, i.e. caterers, performers, etc. and list them on the application;
3. Defend and indemnify the City of Lafayette, its officers, agents and employees from any claim loss, damage, cost or expense that might arise out of, or be caused by, the use of city facilities by the applicant or applicant’s organization;
4. Take responsibility for any damages to the facilities that occur during occupancy of specified facilities;
5. Compensate the City of Lafayette for all damages within five (5) days of notification by the City of cost of damages;
6. Accept cancellation of your facility permit if the City deems the facilities unusable for any reason. (City will make every effort to give as much advance notice as possible.);
7. Abide by all facility rules that govern the use of said facilities. I have read and understand the Parks Facility rules and if applicable, I have read and understand the Sports-Field Rules.

The City of Lafayette grants to renter, permission to use the facility(ies) as indicated on application form. Use of said facility(ies) shall begin and terminate on the date(s) and time(s) indicated on the previous page(s). Renter agrees to pay the City of Lafayette the total fee states for the use of said facility(ies) at least 30 days prior to first use.

I hereby certify that I have read and understand the City of Lafayette’s policies and procedures for use of its park facilities and agree they are made a part of the facility permit by reference and that I, and the members of my organization, will abide by the same. I also certify that the information in this application is complete and accurate. I further agree that, failure to abide by the City’s rules and regulations will result in forfeiture of part or all of the security deposit.

Signature _____

Name (Please Print) _____ Date _____

City of Lafayette Parks, Trails & Recreation Department

Park Rules, Regulation & Restrictions

1. The hours of the Park are from Dawn to Dusk.
2. Use of the Sports Fields, Batting Cages and Group Picnic Area are by permit only. Apply for a permit at the Parks Trails & Recreation Dept. Office located at the Lafayette Community Center, 500 Saint Mary's Road, or call 925-284-2232 and ask for an application to be mailed or emailed to you.
3. Alcohol and Smoking Strictly Prohibited.
4. Dogs & Horses are not permitted on the Sports Fields.
5. Dogs must be on a leash, no longer than 6 feet, and under the control of their owners at all times.
6. Dog waste and trash must be put in proper containers or carried out of the Park.
7. Motor vehicles, including motorbikes, are permitted in the parking area only. Vehicular access to the sports fields is by permit only.
8. Fires are not permitted anywhere in the Park except in a barbecue unit approved by permit.
9. Any games or activities such as golf, model airplanes, rocketry, or anything likely to endanger property or sports field users are not permitted.
10. Plants and wildlife are protected by laws. It is a violation to hunt, harm, feed, frighten, kill, trap or chase a wild animal or remove the young, egg, or nest of any animal. No wood or plant gathering is permitted.
11. Firearms, hunting and fireworks are not permitted. It is a violation to possess or discharge any type of gun, including paint-guns and air-soft rifles.
12. It is a violation to write, mark, print or post signs on trees, buildings or public property. It is also a violation to cut, break, injure, deface, or disturb a building, sign, fence, bench, structure, apparatus, equipment or other property.
13. It is a violation to roller-skate, ride a bicycle, scooter or skateboard within the playground area, on grassy or planted areas, or leave them where a person may trip or be injured.
14. Bicycles are not permitted on designated nature trails.
15. Bicycles shall be operated in a safe manner especially when sharing trails with pedestrians. Bicycle speed on mixed-use trails shall not exceed 15 mph on straightaways and 5 mph around corners and on hills. Bicyclists shall call out to pedestrians so they have adequate time to move to the side.
16. Use of threatening, abusive, insulting or indecent language or gestures is prohibited.
17. Pick up all litter and debris from park grounds and deposit in trash or recycling containers.
18. Noise levels should not disturb neighbors (e.g. no amplified music).
19. Park users will be held financially responsible for any damage to City property.

All Requirements and enforcement provisions of the Lafayette Municipal Code, Title 11 Chapter 1, apply to use of City Parks, Trails and Sports Fields. Any person or persons who violate any of these regulations will be cited and/or fined.

Emergency & Maintenance Contacts:

Lafayette Police: (925) 284-5010 ● Public Works: (925) 934-3908 ● Parks, Trails & Rec Dept: (925) 284-2232