



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

Application to use City of Lafayette Parks Facilities:

Dear Applicant:

City of Lafayette Parks facilities exist for the enjoyment of all Lafayette citizens. The parks offer numerous recreational opportunities including:

- Baseball & Softball
- Soccer
- Hiking & Walking
- Picnicking
- Pétanque

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 Fields, Lafayette Community Park Group Picnic Area, Pétanque Group Picnic Area/Courts and the Buckeye Fields and the batting cages. If you wish to save the date, a \$50 non-refundable deposit is required at the time of booking and will be applied to the rental fees or security deposits.

This packet contains an application form, current user fees, park regulations and insurance requirements. Once the Parks, Trails & Recreation Department staff has received your fees, a completed application form and proof of insurance (the Director may exempt some Group Picnic rentals from Insurance Requirements), 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

jrr: 07/21/11

City of Lafayette
Parks, Trails & Recreation Department
500 Saint Mary's Road • Lafayette CA 94549 • 925-284-2232

**FOR THE ENJOYMENT & PRESERVATION
OF OUR LAFAYETTE PARK FACILITIES,
PLEASE OBSERVE THE FOLLOWING REGULATIONS:**

1. **The hours of the Park are from Dawn to Dusk**
2. **Use of the Sports Fields, Batting Cages and Group Picnic Area by permit only. Apply for a permit at the Parks Trails & Recreation Dept. Office, 500 St. Mary's Road, Lafayette; or call 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. Dogs must be on a leash and under the control of their owners at all times.**
5. **Dog excrement & all trash must be put in trash containers or carried out of the Park.**
6. **Motor vehicles, including motorbikes and motor scooters, are permitted in the parking area only. Vehicular access to the sports fields is by permit only.**
7. **Fires are not permitted anywhere in the Park except in a barbecue unit approved by permit.**
8. **Any games or activities such as golf, model airplanes, rocketry, or anything likely to endanger property or sports fields users are not permitted.**
9. **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.**
10. **Firearms, hunting or fireworks are not permitted. It is a violation to possess or discharge any type of gun, including paint guns and air-soft rifles.**
11. **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.**
12. **It is a violation to roller-skate, ride a bicycle, scooter or skateboard on grassy or planted areas, within the playground area, or to leave them where a person may trip or be injured.**
13. **Use of threatening, abusive, insulting or indecent language or gesture is prohibited.**
14. **Pick up all litter and debris from park grounds and deposit in trash containers.**
15. **Noise levels should not disturb neighbors (e.g. no amplified music).**
16. **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, Sections 11-101 through 11-504, apply to use of City Parks and Sports Fields. Any person or persons who violate any of these regulations will be cited and/or fined.

Contact Phone Numbers:

Lafayette Police: (925) 284-5010

Public Works: (925) 934-3908

Parks, Trails & Rec Dept: (925) 284-2232

**City of Lafayette
Parks, Trails & Recreation Department**

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 unless the Parks, Trails & Recreation Director waives the 30-day rule. If there are significant changes to the application, you must update the application prior to rental date. An approved permit will be issued upon receiving use fees and a completed application.

Today's Date _____

Name of Applicant (*individual*): _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Street Address: _____

Organization's Name: _____

Address: _____

Phone: _____ Website: _____

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.

Entire Time: From _____ to _____ (Daylight Use Only)

GROUP PICNIC RESERVATION FEES (FIELD NOT INCLUDED)

\$50 non-refundable deposit is due at time of booking to hold the date.

<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

PICNIC AREA SECURITY DEPOSIT:

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

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

Name: _____ Contact Information: _____

Name: _____ Contact Information: _____

Note: No bounce houses or other inflatable play equipment allowed.

AGREEMENT

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

1. Use the facilities as specified on the application;
2. At time of booking, pay \$50 non-refundable deposit to save the date (Group Picnic Area);
3. Pay the total fees as specified in the "User Fees";
4. Notify the City of Lafayette of the use of any outside vendors, i.e. caterers, performers, etc. and list them on the application;
5. 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;
6. Take responsibility for any damages to the facilities that occur during occupancy of specified facilities;
7. Compensate the City of Lafayette for all damages within five (5) days of notification by the City of cost of damages;
8. 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.);
9. Provide the required liability insurance; and
10. Abide by all facility rules that govern the use of said facilities (See Regulations below).

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.

Name (Please Print) _____

Signature _____ Date _____

<p><i>For Office Use</i></p> <p>() Application approved and Permit issued.</p> <p>() Site Checklist and reserve sign sent.</p> <p>() Site Checklist Returned on _____(date)</p> <p>() Key Returned and Deposit Refunded</p>
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Map and Location of Lafayette Community Park 480 St. Mary's Road, Lafayette

