



## City of Lafayette

Parks, Trails & Recreation Department  
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 Facilities:

Dear Applicant:

City of Lafayette Facilities exist for the enjoyment of all Lafayette citizens.

People visiting the City's Facilities should be mindful to respect others who may be using a facility for the same or a different purpose. As a visitor, we rely on you to read and understand the rules and to leave the rented areas clean and undamaged.

An application and approved permit is required for use of the Lafayette Facilities for any organized group consisting of 5 or more persons. If you wish to reserve a date(s), please fill out an application and email the form to [recreation@ca.lafayette.ca.us](mailto:recreation@ca.lafayette.ca.us), drop it in the mail to 500 St Mary's Road or come by the office M-F 8:30-5:00, we are closed for lunch.

This packet contains application forms, park regulations and insurance requirements if necessary. Once the Parks, Trails & Recreation Department staff has received a completed application form staff will review and issue a permit in your name. This process could take up to a week. Please submit all necessary paperwork 30 days in advance.

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

Sincerely,

Jonathan Katayanagi, Director  
Lafayette Parks, Trails & Recreation Department

2/15/2018

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

**Application for Use of City Facilities – GROUP PICNIC AREA & BOCCE PICNIC AREA**

**Parks, Trails & Recreation Offices  
500 St. Mary's Rd.  
(925) 284-2232 Fax: (925) 284-1549**

**Requested Facility:**

**Group Picnic Area, 480 St. Mary's Road (Max 100 guests)  
Bocce Picnic Area, 500 St. Mary's Road (Max 20 guests)**

**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/ FEE**

|                               |              |                                  |              |
|-------------------------------|--------------|----------------------------------|--------------|
| Lafayette Family, 1-20 people | <b>\$30</b>  | Non Resident Family, 1-20 people | <b>\$50</b>  |
| Private, 21-50 people or less | <b>\$75</b>  | Non Profit, 50 people or less    | <b>\$50</b>  |
| Private, 51-100 people        | <b>\$150</b> | Non Profit, 51-100 people        | <b>\$100</b> |
| Commercial, 50 or less        | <b>\$100</b> | Commercial, 51-100               | <b>\$200</b> |

**Date** \_\_\_\_\_ **Select Day:** **Mon. Tues. Wed. Thurs. Fri. Sat. Sun.**

**Time: Start** \_\_\_\_\_ **End** \_\_\_\_\_ (Daylight Use Only)

**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 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.

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 stated for the use of said facility(ies).

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.

Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

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

## **Facility Rules, Regulation & Restrictions**

1. The hours of the Facility are from Dawn to Dusk.
2. Bounce houses or other inflatable play equipment are prohibited on any City Parks or Fields.
3. An organized group of 5 or more persons are required to obtain a permit for use of the Sports Fields, Batting Cages, Petanque Courts, Boccee Court, Park Plaza and Group Picnic Area.
4. Alcohol and Smoking Strictly Prohibited.
5. Dogs & Horses are not permitted on the Sports Fields.
6. Dogs must be on a leash, no longer than 6 feet, and under the control of their owners at all times.
7. Dog waste and trash must be put in proper containers or carried out of the Park.
8. Motor vehicles, including motorbikes, are permitted in the parking area only. Vehicular access to the sports fields is by permission only at least 30 days in advance.
9. Fires are not permitted anywhere in the Facility except in a barbecue unit approved by permit.
10. Any games or activities such as golf, model airplanes, rocketry, or anything likely to endanger property or sports field users are not permitted.
11. 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.
12. 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.
13. 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.
14. 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.
15. Bicycles are not permitted on designated nature trails.
16. 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.
17. Use of threatening, abusive, insulting or indecent language or gestures is prohibited.
18. Pick up all litter and debris from park grounds and deposit in trash or recycling containers.
19. Noise levels should not disturb neighbors and be within the city noise ordinance regulations.
20. Facility 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**