



**City of San Clemente**  
Beaches, Parks and Recreation Department  
100 N. Calle Seville, San Clemente, California. 92672  
Phone: (949) 361-8264 Fax: (949) 361-8280

## **PARK RENTAL POLICIES**

### **Dear Prospective Renter:**

Thank you for your interest in renting one of the City's parks. The goal of the Recreation Division is to make your rental activity as successful and enjoyable as possible. To assist you in this regard, please familiarize yourself with the following policies.

You are welcome to utilize the City's Parks from 6:00am to 10:00pm, without charge or reservation, on a first-come, first-served basis unless a park area has been rented. If you wish to reserve a park area, or if your activity includes more than 50 people, a wedding, or equipment such as a bounce house, you must obtain a permit.

### **APPLICATION PROCESS**

- **Applications will be approved according to the following** priority and, within each priority, on a first-come, first-served basis.
  1. City Activities- originated by the City of San Clemente, including recreation classes;
  2. City Partnership Activities- approved by the City Council; and
  3. General Public Activities- activities by groups, clubs, organizations, and individuals other than set forth above.
- **Submittal Dates:** General public renters may submit their applications one year in advance of the requested rental date. If submittal dates fall on a holiday or weekend, the following business day will apply. All applications must be submitted at least two weeks prior to the requested rental date.
- **ALL FEES ARE DUE 30 DAYS IN ADVANCE OF THE RENTAL DATE**, by credit card, cash, money order, or check payable to the "City of San Clemente." Fees are subject to change, unless paid in full prior to the effective date of a fee change.
- **An application can be denied** if: 1) the park is not available; 2) the applicant has an unsatisfactory use record; 3) the rental does not meet applicable laws/rules; or 4) the rental could be detrimental to the best interest of the City, as determined by the Director of Beaches, Parks and Recreation.
- **Each applicant shall be at least 21 years of age** and act as or designate one person to act as the coordinator of all rental matters. Each application must contain complete information.

### **FEE SCHEDULE AND REFUND POLICY**

**Initial Payment** – an initial payment of \$50 is required to hold a requested date. This will be applied toward your rental fee. The initial payment is non-refundable and non-transferable if renter chooses to cancel or change their rental date. If your application is not approved, your payment will be refunded.

**Refundable Deposit** – Refundable deposits of \$50.00 are due 30 days prior to the rental date. Deposits will be fully refunded except for costs for damages to City property or non compliance of general policies.

**Rental Fees** – All rental fees are due 30 days prior to rental date. If a date is booked within 30 days of the rental date, the entire rental fee amount must be paid immediately. **A late charge** of 10% of all outstanding rental fees (not including deposits) will be charged against fees not received within 21 days of the rental date.

The fees listed below are for commercial activities. The following is a list of available discounts:

- 50% discount for San Clemente residents and San Clemente non-profit organizations
- 25% discount for non-resident residents and non-resident non-profit organizations

<b>Attendance</b>	<b>Hourly Fee</b>
1-49	\$50
50-99	\$75
100-199	\$100
200-299	\$200
Each Additional 100	\$50

### **CANCELLATIONS AND CHANGES TO APPROVED PERMITS:**

- **All cancellations and changes must be submitted in writing before any request will be considered.** Submissions can be made by mail (certified/return signature required) or in person.
- **Cancellations at any time will automatically forfeit renter's initial payment.** Cancellations within 30 days of rental date will automatically forfeit the entire rental fee. If renter has not paid the balance off within the 30 day period and cancels the event, renter is still responsible for payment of entire rental fee.
- **A change fee of \$25** will be added for any change in time, date, or space requested after the rental permit has been approved.
- **The City reserves the right to cancel** an approved rental in the unlikely event that the park cannot be used, or there is a conflicting activity.
- **The City reserves the right to terminate** a rental activity, without refund, if it is considered necessary by the Director of Beaches, Parks and Recreation, his designee, or a Sheriff's Deputy for the safety and welfare of the public and City.

### **FUN ON THE RUN PARTY PACKAGES**

- Looking for the 'fun factor' at your next birthday party, company picnic, block party, or social event? Let Fun on the Run Mobile Recreation do the work for you!
- **Ages:** 3-12 years
- Parties will be set for **12 children** and **\$5 for each additional child.**
- Limited party themes available upon request.
- **Park sites:** Max Berg, Rancho San Clemente Park, Courtney's Sand Castle, Forster Ranch Park, Tierra Grande or choose your own site (extra \$25 fee applies).
- **Fee:** \$150/90 minutes of activity (this fee includes the park space reservation fee).
- **Days:** Saturdays and Sundays (beginning April 6, 2013).
- **Times:** 10:00am- 5:00pm (Book your time slot through Recreation).

## **BOUNCE HOUSE/ SPECIAL USAGE POLICIES**

If you are planning an event involving a bounce house, equipment from an outside vendor, or similar type of usage, please abide by the following:

- **Renter must obtain a permit** for the entire time that the bounce house, etc. will be present. Application must be submitted 30 days before the event date.
- **No electricity is provided.** Use of a generator is permitted.
- **Insurance Requirements:** A million dollar certificate of insurance naming the City of San Clemente as additionally insured and an endorsement letter is required. Once submitted to the Recreation office, the certificate of insurance and endorsement letter will go through an approval process before the activity will be permitted.

## **GENERAL POLICIES**

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the forfeiture of renter's Refundable Deposit.

- **Parks are open** each day from 6:00am to 10:00pm. Designated group rental areas may be rented between the hours of 10:00am and 8:00pm, or the published sundown time whichever is first.
- **Renters shall abide by all applicable laws**, including the prohibition of smoking, alcohol, and loud music or noise within the park.
- **All renters are responsible for controlling noise.** Amplified sound for private rentals is limited to a portable CD player with non-detachable speakers with a 25 foot amplification limit. No special permit is required for this level of sound. Amplified sound of any other type may be permitted by obtaining a City of San Clemente Sound Permit. Sound Permits are reviewed separately and issued with conditions when appropriate.
- **Clean Up:** Park renter is responsible for leaving the park area clean after their usage. All trash will need to be put in the appropriate trash receptacle.
- **Renters only have reserved rights to** park area specifically described on the approved permit. Park restrooms, play structures, and other amenities shall remain available to the general public.
- **"Styrofoam" Products Prohibited:** Food service items comprised of expandable polystyrene, commonly referred to by the trade name "Styrofoam" are prohibited. The renter of any City facility shall assume the responsibility for preventing the utilization and/or distribution of expandable polystyrene food service products by any attendee or vendor (caterer) during the term of the rental agreement. Failure to abide by this resolution will result in the automatic forfeit of the renter's entire refundable deposit and possible denial of future use of city rental facilities.
- **San Geronio Gates close at 10pm.** Once the gates at the park are locked for the evening, vehicles will be under the authority of the Orange County Sheriff's Department and subject to ticketing and impound.
- **The City is not responsible for** personal injuries, or for damaged or stolen property.
- **The City is not responsible for** inclement weather conditions.

## **QUESTIONS OR NEED ASSISTANCE?**

Please call the Recreation Division office at (949) 361-8264, if you have any questions or need assistance in any way. We wish you the best of success with your planned activity.



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## PARK RENTAL APPLICATION

Please read our policies prior to completing and signing this application. Please print clearly or type.

**Applicant:** \_\_\_\_\_  
 (wedding: please list bride's full maiden name and groom's full name; company: list company name and contact person)

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

- Park:**
- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Bonito Canyon          | <input type="checkbox"/> Liberty        | <input type="checkbox"/> Parque Del Mar      | <input type="checkbox"/> Tierra Grande |
| <input type="checkbox"/> Canyon View            | <input type="checkbox"/> Linda Lane     | <input type="checkbox"/> Pico                | <input type="checkbox"/> Verde         |
| <input type="checkbox"/> Courtney's Sand Castle | <input type="checkbox"/> Marblehead     | <input type="checkbox"/> Rancho San Clemente | <input type="checkbox"/> Vista Del Sol |
| <input type="checkbox"/> Forster Ranch          | <input type="checkbox"/> Max Berg       | <input type="checkbox"/> San Gorgonio        | <input type="checkbox"/> Vista Bahia   |
| <input type="checkbox"/> Jim Johnson Memorial   | <input type="checkbox"/> Mira Costa     | <input type="checkbox"/> San Luis Rey        | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Leslie                 | <input type="checkbox"/> Park Semper Fi | <input type="checkbox"/> Talega              |  |

**Event Date(s):** \_\_\_\_\_ **Event Time:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Type of Activity:**  Private  Fun on the Run Party Package  Other: \_\_\_\_\_

**Estimated Maximum Attendance:** \_\_\_\_\_

**Equipment:**

- Bounce House, provided by: \_\_\_\_\_
- Amplified Sound, circle all that apply: Stereo System, PA System, Disc Jockey, Live Band
- Other: \_\_\_\_\_

**RELEASE FROM LIABILITY AND INDEMNIFICATION**

In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to hold harmless the City, its officers, employees, and agents, against any and all claims, demands, causes of action, damages (including damages to City property), costs and liabilities, directly or proximately resulting from or caused by the use and occupation of the facility hereinabove described, whether such use is authorized or not or from any act of omission of applicant or any of its officers, agents, employees, guests, patrons, or invitees. The Applicant shall at its sole risk and expense, defend any and all suits, actions, or legal proceedings which may be brought against the City, its officers and employees in which in any way arise from or relate to Applicant's use of the above facility. Applicant shall also pay for any and all damages to any property of City including any damages for loss or theft of such property, done or caused by Applicant, its officers, agents, employees, guests, patrons and invitees.

I have read, understand and agree to abide by the Recreation Rental Policies and Fees for the type of facility I am applying to rent and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. I understand that submittal of this application does not guarantee approval of my application.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Applicant must be 21 years of age)