



**City of Santa Clarita**  
*Parks, Recreation, and Community Services Department*  
 20880 Centre Pointe Parkway, Santa Clarita, CA 91350  
 Phone: 661-250-3710

|   |
|---|
| <b>For office use only</b><br>Date Received: _____<br>Facility Requested: _____ |
|---|

## PICNIC RESERVATION REQUEST APPLICATION

(Private use of picnic areas, turf/grass, sports fields, and facilities for non-sporting events)  
 (Examples: Birthday Parties, Corporate Picnics, Church Picnics, etc.)

**Instructions:**

- ◆ All fees must be paid at time of applying for reservation – no exceptions.
- ◆ Submit at least 14 days prior to event.
- ◆ I have read and acknowledged the attached policies and procedures. \_\_\_\_\_ (Initials) \_\_\_\_\_ (Date)

|   |  |
|---|--|
| Name of Applicant/Organization: _____<br>Address: _____<br>City: _____ Zip: _____<br>Contact (Name): _____<br>Contact's Relation to Applicant/Organization: _____<br>Day Phone: _____<br>Evening Phone: _____<br>FAX: _____<br>E-Mail: _____<br>Alternate Contact Name: _____<br>Day Phone: _____<br>Evening Phone: _____ | Attendance: # of adults _____ # of children _____<br>Approximate # of vehicles: _____<br>Is event open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Will food be served? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, <input type="checkbox"/> self <input type="checkbox"/> professionally catered |
|---|--|

**Please indicate which category applies to you/your organization:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> City Sponsored                      | <input type="checkbox"/> Non-Profit** Organization/Non-Resident | <input type="checkbox"/> Private Function/Non-Resident |
| <input type="checkbox"/> Non-Profit** Organization/Resident* | <input type="checkbox"/> Private Function/Resident              | <input type="checkbox"/> Commercial/Business           |

\*\*Proof of Non-Profit Status 501C3 required I.D. # \_\_\_\_\_

**Name of Park requested:** \_\_\_\_\_ **Date requested:** \_\_\_\_\_

**Name/Nature of event:** \_\_\_\_\_

**Hours:** Start: \_\_\_\_\_ am/pm (include set-up time) Finish: \_\_\_\_\_ am/pm (include clean-up time)

**Type of facility requested:**

|   |                     |
|---|---------------------|
| <input type="checkbox"/> Softball Diamond(s)    | # of diamonds _____ |
| <input type="checkbox"/> Multi-purpose field(s) | # of fields _____   |
| <input type="checkbox"/> Picnic Area            |                     |

**Which of the following will be present at your event?** (Please check all that are appropriate):

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> Generators             | <input type="checkbox"/> Pop-up Canopies           |                                    |
| <input type="checkbox"/> Carnival Game Booths   | <input type="checkbox"/> Inflatable jumper/bouncer | <input type="checkbox"/> Dunk Tank |
| <input type="checkbox"/> Amplified Sound System | <input type="checkbox"/> Stage                     |                                    |

**City of Santa Clarita – Picnic Reservations  
Agreement for Use  
(Policies and Use Procedures)**

**A. GENERAL INFORMATION:**

*I have read and acknowledged the Section A pertaining to general information \_\_\_\_\_(Initials)*

1. "Agreement for Use" forms and other required documents for special events must be filed and all fees paid at time of application. All fees including security deposit must be paid by check, cash, money order, or credit card.
2. Approved "Agreement for Use" forms may not be transferred, assigned, or sublet.
3. The applicant must be the individual in charge of the event, and must be in attendance throughout the duration of the event. In addition, the applicant must verify all conditions are met and acceptable on the "Agreement for Use" form at the conclusion of the event, including cleanup.
4. All motor vehicles must be parked in designated parking areas. Only vehicles with handicapped parking permits may park in handicapped parking spaces. Violators will be cited and/or towed at the owner's expense. All applicants must submit a parking plan for their event with their application. Motorized vehicles are not allowed on park grounds except for time periods specified and only by obtaining prior approval.
5. City facilities are closed and no reservations will be accepted for the following City-observed holidays: New Year's Day, Christmas Day, and Easter.
6. Allocation of facilities will be the sole responsibility of the Parks, Recreation, and Community Services Department. All City facility reservations must be made a minimum of 14 days and a maximum of six (6) months in advance with payment on a first-come, first-served basis.
7. In the case that two or more parties request the same date/time and location, priority will be given in the order as noted below. In the event of a tie, City staff will attempt to facilitate equitable distribution of the request among the requesting parties. In the event that this cannot be accomplished, City staff will split the available space proportionately among the requesting parties.
  - A) Group #1 – City Sponsored or co-sponsored organizations, activities, and/or events,
  - B) Group #2 – All agencies with reciprocal agreements with the City,
  - C) Group #3 – Non-Profit Organizations (75% of members must be City of Santa Clarita Residents)\*,\*\*
  - D) Group #4 – City of Santa Clarita Residents (Private function),
  - E) Group #5 - Commercial/For-Profit Organizations (75% of members must be City of Santa Clarita Residents)\*
  - F) Group #6 – Non-Profit Organizations (Non-Residents)
  - G) Group #7 – Non-Residents (Private function) or Non-Resident Commercial/For Profit organizations\*

\* Applies to City developed properties only  
\*\* Proof of Non-Profit status – 501c3 required
8. When applying for a permit, maximum group sized may be instituted, or a request may be denied due to maximum occupancy limits of facilities and fields, as well as parking availability.
9. On-going reservations are on an "as available" basis and limited to a three (3) month period.
10. Groups of minors shall be supervised minimally by one (1) adult for every twenty-five (25) minors at all times when using any City facilities.
11. Denial of "Agreement for Use" may be made by the Department on the basis of the following reasons:
  - a) The facility is incapable of accommodating the proposed activity for the number of people involved.
  - b) The applicant has failed to comply with all the conditions required for the event or with the facility usage policies, procedures, and/or regulations.
  - c) The nature of the activity may endanger the participants, facility, equipment, or staff.
  - d) Or based on any substantive reason(s), as deemed by the City.
12. All groups and individuals using City facilities must comply with City, County, State, and Federal laws. Failure to abide by these laws or established Parks, Recreation, and Community Services Department policies and regulations shall result in the loss of an "Agreement for Use" and forfeiture of all fees and deposits.
13. Maximum occupancy for event is stated on the "Agreement" and must be adhered to at all times. Exceeding occupancy limits can result in termination of issued permit and/or security deposit.
14. Changes, alterations, or defacement of property to any facility, its furnishings, or equipment will not be permitted. Any person or group causing damage to property or equipment will be required to pay for current cost of repair including labor, or replacement to restore furnishings or equipment to its original condition. Until full payment for damage is received, the City shall have the right to deny future applications without any stated cause.
15. Storage of property is not permitted.
16. Alcohol, Smoking or Tobacco use is prohibited at all outdoor City facilities
17. Possession of firearms and/or weapons is strictly prohibited.
18. Picnic Reservations may not begin before 8:00 a.m. and must end by 10:00 p.m.
19. Use of generators, amplified sound, tents, gazebos, etc. must be approved at time of application and must meet all City codes.
20. No park or open space area may be used for any commercial use or enterprise in any form unless the city is directly involved as a co-sponsor of an event or project or the Director has authorized such commercial enterprise in writing with a permit. (14.06.160)

**B. FEES/DEPOSITS/CHANGES/CANCELLATIONS/REFUNDS:**

*I have read and acknowledged the Section B pertaining to fees/deposits/changes/cancellations/refunds \_\_\_\_\_(Initials)*

1. Fees and security deposits will be assessed for all events and/or rentals as set forth by the City Council in the current City of Santa Clarita Schedule of Fees and charges.
2. A security deposit and all fees are required for all events and/or rentals, and must be paid when submitting the signed application in order to reserve a facility. The deposit is refundable only after the event is complete and no outstanding fees are due or repairs are required.
3. City staff will be assigned to work, and fees charged, for reservations that require supervision, such as inflatables, opening and closing park buildings, and events serving alcohol. Porters may also be required as deemed necessary by City Staff.
4. Incomplete or inaccurate information provided by the applicant on the contract may result in cancellation of the event and forfeiture of all fees, including security deposit.
5. Cancellation of "Agreement for Use" must be received in writing. Cancellation fees are assessed as follows:

- a) If cancellation is received 15 days or more prior to event date, a full refund will be issued.
  - b) Cancellations made 14 days or less prior to event date will forfeit all rental fees.
6. Forfeiture of all fees including security deposit will result if any of the following occurs:
- a) Facility damage beyond normal use.
  - b) Excessive maintenance is required following use.
  - c) Any act by the applicant and/or applicant's group requiring police action.
  - d) Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage.
7. The City reserves the right to cancel or suspend at any time a FACILITY PERMIT for emergency situations or when deemed necessary for the safety and best interest of the customers, the City of Santa Clarita, and all concerned.

**C. INSURANCE / LIABILITY:**

*I have read and acknowledged the Section C pertaining to insurance/liability \_\_\_\_\_(Initials)*

1. Applicants are required to have purchased Insurance Certificates and endorsements from a private insurance agent, and must list the City of Santa Clarita, its officers, employees, and volunteers as additionally insured. Policy limits shall be a minimum of \$1,000,000 combined single limits unless otherwise required by the City. Certificate Holder address must read as follows; City of Santa Clarita, 23920 Valencia Blvd, Attn: Reservations, Santa Clarita, CA 91355. Certificate of Insurance is due two (2) weeks prior to the event.
2. All individuals, groups, and organizations shall agree to hold the City of Santa Clarita, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from any liability for damages and claims for personal injury including death, as well as from claims for property damage which might arise from the use of City facilities and/or furnishings.
3. The City is not liable for lost or stolen items.
4. The City is not liable for any items delivered before, or left after an event.

**D. ANIMALS IN THE PARK:**

*I have read and acknowledged the Section D pertaining to animals in the park \_\_\_\_\_(Initials)*

1. A person may only bring and maintain in any park a dog or cat if such dog or cat is kept on a leash or chain with a length not to exceed 6 feet and under full control of its owner. (14.06.100)
2. Animals are not permitted in any indoor amenity, swimming pool, or skatepark. This section does not apply to guide dogs for visually impaired or disabled persons. (14.06.090)

**E. BANDS:**

*I have read and acknowledged the Section E pertaining to bands \_\_\_\_\_(Initials)*

1. Bands and Disc Jockeys must be approved by the Director of Parks, Recreation, and Community Services.
2. Bands, Disc Jockeys, and/or renter must provide equipment, extension cords (must be secured with duct tape), etc.
3. Bands and Disc Jockeys can only perform during the hours of 10:00 a.m. to 10:00 p.m., subject to approval by the Director of Parks, Recreation, and Community Services. The noise level must be at a controlled level so it does not negatively affect the community.

**F. DUNK TANK:**

*I have read and acknowledged the Section F pertaining to dunk tank \_\_\_\_\_(Initials)*

1. Area where Dunk Tank will be located must be approved and roped off.
2. Renter must provide constant supervision next to Dunk Tank area with an individual who has a current CPR certification. Proof of CPR certification is required.
3. Renter may access water hook up at designated parks. Renter must supply hoses as needed.

**G. ELECTRICITY:**

*I have read and acknowledged the Section G pertaining to electricity \_\_\_\_\_(Initials)*

1. Renters must supply a list of items that will need electricity for indoor and outdoor areas.
2. Renters must supply all their own electrical cords. Electrical cords must be of high quality and free of defects.
3. All exposed cords must be covered with a mat or duct tape.

**H. BARBECUES:**

*I have read and acknowledged the Section H pertaining to barbecues: \_\_\_\_\_(Initials)*

1. Fire and personal portable barbecues prohibited. (12.06.210)

**I. BOUNCE HOUSES/INFLATABLE STRUCTURES/CLIMBING WALLS:**

*I have read and acknowledged the Section I pertaining bounce houses/inflatable structures/climbing walls: \_\_\_\_\_(Initials)*

1. Bounce houses/inflatable play structures/climbing walls are only permitted subject to verification of indemnification of the City and insurance naming the City as an additional insured from the rental company providing the bounce house as further described in section C. 1 and 2 above.
2. Location of the bounce house/inflatable play structures/climbing wall is subject to the approval of the City.
3. The applicant will be required to supervise and use the bounce house/inflatable play structures/climbing wall in conformance with the regulations provided by the bounce house rental company. Applicant understands and agrees that the City will not provide any supervision regarding the set up or use of the bounce house/inflatable play structures/climbing wall.
4. Applicant must notify reservation office at (661) 250-3710 the name of the Bouncer Company they will be using a minimum of 7 days prior to event date.

**J. Waivers & Guarantees:**

*I have read and acknowledged the Section J pertaining to waivers and guarantees \_\_\_\_\_ (Initials)*

I hereby certify that I have read and will abide by all rules and regulations of the City of Santa Clarita. As a duly authorized representative of the sponsoring organization or individual, and on behalf of sponsoring organization or individual, I agree to defend and to hold harmless the City of Santa Clarita, together with its officers and employees against any and all liability or claim thereof, for any injury, death, or property damage allegedly suffered by any person including sponsoring organization or individual, its agents or employees, due to or caused by, or arising out of the acts or omissions of sponsoring organization or individual, its agents or employees, or the negligent acts or omissions of the City of Santa Clarita, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted for the use of City Facilities and applicable equipment to sponsoring organization or individual, its agents and employees. I hereby give permission to the City of Santa Clarita Parks, Recreation, and Community Services Department to use me, or my guests' photographs as they see fit in their seasonal recreational brochure. I understand the photograph belongs to the City of Santa Clarita, and I/we will not receive payment of any kind. I understand that any violations of the alcohol policy will nullify this agreement.

I have read and understood the above rules and regulations and agree that my group and I will comply with the aforementioned conditions.

\_\_\_\_\_  
Applicant's/Organization Contact's Signature

\_\_\_\_\_  
Date

|   |  |                               |                                   |
|---|--|-------------------------------|-----------------------------------|
| <b>Form of Payment</b>                                      |  |                               |                                   |
| <input type="checkbox"/> Cash                               | <input type="checkbox"/> Check/Money Order | Check #: _____                |                                   |
| <input type="checkbox"/> Visa                               | <input type="checkbox"/> M/C               | <input type="checkbox"/> AMEX | <input type="checkbox"/> Discover |
| Exp. Date: _____  |  | Security code: _____          |                                   |
| Credit Card #: _____  |  |                               |                                   |
| Cardholder's Name (Print): _____                            |  |                               |                                   |
| Cardholder's Signature: _____                               |  |                               |                                   |
| <b>Please make checks payable to: City of Santa Clarita</b> |  |                               |                                   |