



**CITY OF ROHNERT PARK**  
 COMMUNITY SERVICES DEPARTMENT  
 5401 Snyder Lane  
 Rohnert Park, CA 94928  
 (707) 588-3456, Fax (707) 588-3444

CONTRACT # \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

## APPLICATION FOR USE OF PICNIC AREA

### FACILITY REQUESTED:

**LARGE GROUP PICNIC AREA**

Alicia Park

**INDIVIDUAL PICNIC AREA**

Colegio Vista Park

Dorotea Park

Golis Park

Honeybee Park

Ladybug Park

Magnolia Park

Sunrise Park

Other: \_\_\_\_\_

STAFF NOTES

### PICNIC AREA DAILY USE FEES

Large Group Picnic Area (Resident/Non Resident):

1-100 people           \$75/\$83  
 101-200 people       \$95/\$105 plus \$100 damage deposit  
 201-300 people       \$125/\$138 plus \$100 damage deposit  
 301+ people           \$150/\$165 plus \$100 damage deposit

Individual picnic area (Resident/Non-Resident):

Non-profit           \$25  
 1-20 people         \$40/\$55  
 21-50 people       \$50/\$75  
 51-100 people      \$100/\$125

Please note any use over 100 people may require additional terms of use and must be approved by facility coordinator

### APPLICANT INFORMATION

NAME OF APPLICANT : \_\_\_\_\_

ORGANIZATION OR PARTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ 2nd PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### EVENT INFORMATION

TYPE OF EVENT: \_\_\_\_\_

Date \_\_\_\_\_ Arrival Time (setup) \_\_\_\_\_ Event Start \_\_\_\_\_ Event End \_\_\_\_\_ Departure (cleanup complete) \_\_\_\_\_ Total Hrs. \_\_\_\_\_

<p><b>EXPCTED ATTENDANCE:</b>          Total expected attendance _____</p>	<p><b>FOOD AND DRINK:</b>          Will food/non-alcoholic beverages be served?    YES    NO          Will alcohol be served?                            YES    NO</p>
<p><b>CLASSIFICATION INFORMATION:</b>          Is the event open to the public?                    YES    NO          Are you a 501(c) non-profit organization?        YES    NO          Will tickets be sold or admission charged?       YES    NO          Is the event a fundraiser?                            YES    NO          If yes, please describe _____</p>	<p><b>EVENT INFORMATION</b>          Will there be music at the event?   No    D.J.    Live    Recorded  <i>(Sound amplifying equipment requires and approved permit, forms are available in the Community Services Office)</i>          Do you plan to use any type of inflatable bounce house or similar equipment    Yes    No          If yes, please name the provider _____</p>

### DEPOSIT/PAYMENT INFORMATION

For Staff Use  
 Damage Deposit \_\_\_\_\_ Payment Method \_\_\_\_\_ Date \_\_\_\_\_ Receipt# \_\_\_\_\_

Deposit Refund Instructions \_\_\_\_\_ Deposit Refunded \_\_\_\_\_

Fees Paid \_\_\_\_\_ Date \_\_\_\_\_ Receipt# \_\_\_\_\_

# PICNIC AREA PROCEDURES AND RULES

1. Reservations for picnic area usage must be made in person between 8am and 5pm, Monday-Friday at the Rohnert Park Community Center, 5401 Snyder Lane
2. There is a \$10 processing fee for any canceled reservation.
3. Rainouts can be rescheduled at no charge, refunds requests will be assessed a \$10 processing fee.
4. Rohnert Park Municipal Code Section 9.34.010 prohibits the possession of alcohol in any public park or adjacent parking lot, except by permit issued by the Director of Public Safety.
5. **Due to budgetary issues and vandalism problems at the parks, the park restrooms have been closed indefinitely. Portable facilities have been provided for your convenience.** We do recommend that you provide your own paper products
6. Park usage is limited to daylight hours and hours of reservations, if another group has reserved the area.
7. To report any problems (sprinklers coming on, etc.) please call public works on-call at 588-3300.
8. Each group is responsible for keeping the area clean of trash. If the garbage containers are full, please call the Department of Public Works' duty man at the above number. Please DO NOT move dumpsters.
9. Vehicles **ARE NOT** to be driven on the park grass. Violators may be cited.
10. Sound-amplifying equipment requires an approved permit which must be submitted two weeks (10 working days) prior to the reservation date. Forms are available at the Recreation Department. Amplified sound is NOT allowed in parks adjacent to schools during school hours.
11. Groups renting party jumps must note it on their application. Companies providing the jump must have liability insurance on file with the City of Rohnert Park naming the City as an additional insured.
12. NO GLASS CONTAINERS ARE ALLOWED IN THE PARKS.

## HOLD HARMLESS AGREEMENT

The applicant shall save, keep and hold harmless the City, its officers, agents and employees and volunteers from all damages. Costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of applicants use of City facilities or equipment including but not limited to, claims for damages for death, personal injury, property damage, which he or any organization of which he is a member, may have or that may hereafter accrue to him or his organization, as a result of the use of these facilities which may be occasioned by any willful or negligent act or omissions of the applicant, any of the applicant's employees agents, volunteers or any subcontractor. The City will not be held liable for any accident, loss, claim, liability, damages and/or injury to persons and property that in any way may be caused by or during applicants use or occupancy of said areas and/or facilities.

PRINT NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
The undersigned who is to be in charge of this function is twenty-one years of age or older

*With my signature below I certify that I am over 21 years old and agree on behalf myself and any organization I am representing that I have read and understand all of the policies laid out on this form and will abide by all of the policies and conditions of use set forth by the City of Rohnert Park for facility use.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Contract #*