



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

## **PARK POLICIES AND FEES**

Dear Park Renter,

You are welcome to utilize City's Parks from 6:00am to 10:00pm, without charge or reservation, on a first-come, first-served basis. If you wish to use a City Park for such things as a wedding, a party or event of 50 people or more, or bring equipment to the park such as a bounce house, please complete and submit the attached Park Rental Application to the above address.

To assist you in this regard, please familiarize yourself with the following, including the fee and refund policy.

### **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 VISA OR MASTERCARD, CASH, MONEY ORDER, OR CHECK MADE PAYABLE TO THE "CITY OF SAN CLEMENTE." All fees are payable in full when a facility is rented less than 30 days prior to the rental date. Any payment received less than 14 days before the rental date will be by cash, money order or credit card, no checks. Refer to the following fee schedule. 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**, since City staff will not be responsible to supply any equipment, utilities, or additional services not listed on the approved application.

## **FEE SCHEDULE**

- **The park rate is \$25 per hour**, with a 2-hour minimum charge. Permitted time shall include set-up, usage and clean-up time immediately following your event. Any fees not paid 30 days prior to the event will be charged a 10% late fee of the total amount due.
- **A \$50 reservation deposit is required** to hold a requested date. This deposit will be applied to the total park fee. If your application is not approved, your deposit and fees will be refunded. A Park Permit will be sent to the applicant if the application is approved.

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

If you are planning an event involving a bounce house, petting zoo or other similar type usage, please abide by the following:

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

## **CLEAN-UP**

- **Park user is responsible for leaving the park area clean** after their usage. All trash will need to be put in the appropriate trash receptacle.

## **GENERAL POLICIES**

- **Hours of Operation:** Parks are open each day from 6:00 am to 10:00 pm.
- **Applicants shall abide by all applicable laws, including the prohibition of dogs, alcohol, and loud music within the parks.** Amplified sound may be permitted in City parks, with prior permission from the Beaches, Parks and Recreation Department and by obtaining a City of San Clemente Sound Permit, available at the Community Center. If you are planning on having amplified sound at your event, please list this on your application.
- **The City reserves the right to cancel an approved permit** in the unlikely event that the park cannot be used, or there is a conflicting activity.
- **The City reserves the right to terminate an activity**, without refund, if it is considered necessary by the Director of Beaches, Parks and Recreation, his designate, or a Sheriff's Deputy for the safety and welfare of the public and City.
- **The City is not responsible for** personal injuries, or for damaged or stolen property.
- **Park permits do not provide exclusive use** to the permit holder. At no time shall a permit holder block public access to the park grounds or amenities.

- **Park gates close at 10pm at select locations.** 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.
- **“Styrofoam” Products Prohibited:** The City of San Clemente passed Resolution No. 04-27 on April 20, 2004, prohibiting the use of food service items comprised of expandable polystyrene, commonly referred to by the trade name “Styrofoam.” Rental agreements for usage of any City-owned property (parks) or facility shall require that renter assume the responsibility for preventing the utilization and/or distribution of expandable polystyrene food service products, commonly referred to by the trade name “Styrofoam”, by any attendee or vendor (caterer) utilizing the City property or facility during the term of the rental agreement. Failure to abide by this resolution will result in the denial of future rental use of City parks.

### **CANCELLATIONS AND CHANGES TO APPROVED APPLICATIONS**

- **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.
- **A \$10 processing fee** will be charged for written cancellations or changes made at least 120 days in advance of the rental date. **A \$25 processing fee** will be charged for cancellations or changes made less than 120 days before the rental date.

### **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 PERMIT 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"/> Linda Lane     | <input type="checkbox"/> Parque Del Mar      | <input type="checkbox"/> Tierra Grande |
| <input type="checkbox"/> Forster #1 (Sarmentoso) | <input type="checkbox"/> Marblehead     | <input type="checkbox"/> Rancho San Clemente | <input type="checkbox"/> Vista Bahia   |
| <input type="checkbox"/> Forster #2 (Vera Cruz)  | <input type="checkbox"/> Max Berg       | <input type="checkbox"/> San Gorgonio        |  |
| <input type="checkbox"/> Leslie                  | <input type="checkbox"/> Park Semper Fi | <input type="checkbox"/> San Luis Rey        |  |
| <input type="checkbox"/> Liberty                 | <input type="checkbox"/> Mira Costa     | <input type="checkbox"/> Talega              |  |

**Event Date(s):** \_\_\_\_\_

**Event Time:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (San Gorgonio Park Gates Close at 10pm)

**Type of Activity:** \_\_\_\_\_

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

**Please check each appropriate box:**

- Bounce House       Petting Zoo       Amplified Sound       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)