

PARK & FACILITY RENTAL POLICIES, RULES AND REGULATIONS

Reservations

A facility use permit is required for groups of twenty-five (25) people or more looking to use any City of Fullerton Park or facility. A fee will be charged to all applicable rental groups for reservations of parks, playfields, and buildings. Reservations for use of parks must be made at least thirty (30) days in advance. This shall constitute a contract between the user and the City and will include by inference all terms and conditions of these regulations. All applications must be signed by a responsible adult, twenty-one (21) years or older, or by an official representative of the requesting organization. At events conducted one time only, the person signing the permit must be present at the event and have the approved application on his/her person. Approved applications are non-transferable to other groups, facilities, dates or times.

No privilege of using any facility will be granted for a period exceeding one (1) year, excluding approval by the Parks and Recreation Director. Except for weddings, reservations may not be made more than six (6) months in advance. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization. A maximum of five (5) days per month may be reserved by any one group, except for department and/or department co-sponsored groups. No group or individual shall be allowed to have one (1) permit with the same facility reserved more than four (4) consecutive weeks on one (1) specific weekday, or more than four (4) consecutive months on one (1) specific weekday.

The Parks and Recreation Department reserves the right at any time to refuse use of any facility to any group or individual who has violated any of the conditions, rules or regulations governing the use of the facilities. Reservations may also be revoked upon within ten (10) days written notice from the director of Parks and Recreation whenever the use of a building or facility may interfere with any emergency requirements of the City.

Deposits

- 50% of fee(s) collected to hold date at the time the reservation is made.
- Remaining 50% of fee(s) collected thirty (30) days prior to secure the reservation.
- If applicable, a refundable damage deposit is due thirty (30) days prior to confirm reservation.
 - Refundable damage deposits to be refunded within three (3) weeks after completion of event, and if it has been determined that the rules of the contract have been followed, the grounds/ building(s) were left clean, and no damage was found to the facility.
- If reservation is made with less than thirty (30) days' notice, all fees due at the same time to confirm reservation.
- Failure to pay in full by the deposit due date(s) will result in the cancellation of the reservation along with the forfeiture of the rental fee(s).

Cancellations

All cancellations must be received with a written confirmation and collected thirty (30) calendar days prior to the reservation date. Failure to cancel by this deadline will result in the forfeiture of all reservation fees collected. If a reservation is cancelled prior to the (30) calendar days, all fees and deposits will be refunded minus an administration fee of \$10. The City may waive cancellation fees due to inclement weather or other circumstances that are beyond the control of the permit holder, but is up to the discretion of the Parks and Recreation department. All cancellations must be approved by a Parks and Recreation Supervisor.

Bounce House Policy

Use of a bounce house is only allowed with a reservation and may only be used at specific City of Fullerton Parks. Bounce houses must be rented from list of City of Fullerton approved companies. Bounce houses are only permitted in pre-approved parks in designated areas inside the park at an additional fee of \$40, plus a required \$100 refundable security deposit. A copy of the approved bounce house companies and detailed policy guidelines may be obtained at the Fullerton Community Center.

Alcohol Policy

The City of Fullerton limits the use of alcohol to the Hillcrest Terrace and Hillcrest Recreational Building. The use of alcohol is intended for private groups renting the facility. The service of alcohol is limited to a maximum of six (6) hours and must be served by a licensed caterer or certified bartender. Additional fees for serving alcoholic beverages are as follows: usage fee, security officer fee, and if applicable, additional refundable deposit. No other park facilities allow for the use of alcohol; unpermitted use of alcohol will result in a forfeiture of deposit. Permittee will not allow service of glass bottles to any guests and is responsible for removing all beverage containers from the premises immediately following the function. Permittee will be held responsible for any damages resulting from a function and shall incur all costs of damages to equipment or the facility. Security guards or sworn security officers are required, at the renter's expense, during the entire rental time whenever alcohol is sold or served and during clean up. The number of officers will be determined by event type, expected attendance, and other factors.

Additional Rules and Regulations

Proposed use of facilities or events shall not interfere with the public enjoyment of the park; deter from the health, safety, moral welfare, or recreation of the general public; cause unusual or extraordinary expense to the City; nor draw crowds in excess of the capacity of the facilities. Groups and individuals using the facilities shall abide by all laws and regulations, including fire and safety regulations and Municipal Code restrictions, pertaining to the use of facilities. Groups and individuals using a facility are responsible to pay for any damage or loss of City property connected with such use. The City or the Parks and Recreation Department will not be held responsible for the loss, damage, or theft of equipment or articles owned by the user.

The following are prohibited at all Parks and Recreation facilities, including parks and playfields:

- Possession and/or consumption of alcoholic beverages, drugs or narcotics.
- Smoking inside any building facility/or within 25 feet of a playground.
- Candles – A fire permit from the fire department is needed for an open flame, outside of designated BBQ areas.
- Storage of private property in any public facility.
- Charging admission to any building, except by approval of the director of Parks and Recreation.
- Unauthorized vehicle traffic except in designated parking area.
- Decorations that are taped, nailed or otherwise attached to walls or ceilings. (All decorations must be fireproof.)
- All music must be kept at a decibel level below 55, per FM 15.90 and/or at a reasonable volume as determined by City Staff.
- Food and refreshments will be permitted only in designated areas of each facility. Catering options vary from facility to facility.

Please sign and return to:

City of Fullerton
 Parks and Recreation Dept.
 340 W. Commonwealth
 Fullerton, CA 92832

 Signature of Facility Renter

 Date