

CITY OF TEMPLE CITY PICNIC SHELTER RESERVATION POLICIES AND PROCEDURES

The following policies and procedures apply to all non-city sponsored reserved uses of the Picnic Shelters:

POLICIES

1. Reserved use of the picnic shelters will be allowed, free of charge, from 9:00 a.m. to 9:00 p.m. daily (except Thanksgiving and Christmas. Live Oak Park is closed on those two days). A fee, in the amount listed below and \$100 security deposit will be required of all individuals and/or organizations requesting reserved use of the picnic shelter.

\$25	Small Shelter or ½ of Large Shelter	½ day (6 hours maximum)
\$50	Small Shelter or ½ of Large Shelter	all day
\$50	Large Shelter	½ day (6 hours maximum)
\$100	Large Shelter	all day
2. All or part of the picnic shelters may be reserved, based upon expected attendance. Other parties may reserve remaining sections of the picnic shelter. All unreserved sections are considered open to public use on a first-come, first-served basis.
3. Alcohol use is not permitted on City property. Smoking is not permitted on City property.
4. All events must be scheduled with minimal impact to the general public.
5. The City of Temple City reserves the right of full access to all activities, at any time, to ensure that all rules, regulations and City ordinances are not violated.
6. The City of Temple City reserves the right to cancel any reservation. When cancellations are necessary, the Department will endeavor to give ten (10) days notice.
7. City ordinances regulating conduct in public parks must be complied with. Any violation of the policies, rules and ordinances relative to the picnic shelters and/or conduct in public parks may result in immediate revocation of permit and forfeiture of deposit. Any individual or group, who has had a permit for reserved use of the picnic shelters revoked, must obtain approval from the Parks and Recreation Commission for future reserved use.
8. Applicant assumes all liability for injuries to persons or property as a result of use and agrees to indemnify and hold the City of Temple City free and harmless from all liability imposed by law for injury to people or damage to property.
9. Parking shall be authorized in marked areas in adjacent parking lots and on street parking as posted. Please be aware that back-in parking is not allowed in the City parking lots. No cars, motorbikes or other vehicles shall be permitted on the park at any time. NO EXCEPTIONS.
10. Use of electricity is provided by the City free of charge. Loud speakers and/or amplified sound equipment must be reasonably used and be compatible with the residential neighborhood. Requests from City staff to reduce volume must be honored. Failure to reduce the volume of noise or sound which City staff determines to be offensive will necessitate electrical power being turned off.
11. No decorations and no tape may be attached to trees or any other permanent fixture, including the shelter. Please use string or rope to attach all decorations.
12. Attendance for each event shall be limited to a maximum of 150 in the large shelter and 50 in the small shelter.
13. Individual picnic tables and grassed areas located throughout the park are open to the public on a first-come, first-served basis and may not be reserved or relocated. Only the existing tables and facilities in the picnic shelter are available for use. Additional tables must be supplied by the user at his/her expense.
14. A Certificate of Insurance listing the City of Temple City as an additional insured and an endorsement holder is required for all groups of 100 or more and must be turned in to the City at least two weeks prior to your event.

PROCEDURES

1. All groups requesting use of the Picnic Shelter(s) shall file a completed application with the Parks & Recreation Department and provide the required fees and security deposit at the time of making the reservation. Requests requiring approval by the Parks and Recreation Commission must be received at least 45 days in advance.
2. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of application, fees, and security deposit, subject to availability. Reservations are not final until approved by the Parks & Recreation Coordinator or the Community Services Specialist within two regular business days. You may call the Live Oak Park Office at (626) 579-0461 to confirm your reservation.
3. Reservations will only be issued to persons who are at least 18 years of age. This person must be in attendance for the function.
4. Reservation times must include set up and clean up.
5. Reservations will be accepted up to one year in advance.
6. No telephone reservations will be accepted.
7. The City requires staff to be on duty during all reservations. Staff charges of \$25 per hour may apply depending on date and time requested and the type of requested use. Restrooms are only available when a City employee is on duty.
8. The group must appear within sixty (60) minutes after the time specified on the application or reservation will be cancelled and all fees forfeited.
9. There shall be no admission charge, no tickets sold and no collections or donations solicited except by advance permission from the Parks & Recreation Director or a designated staff person.
10. Failure to leave all facilities and areas of the park intact and in a clean and orderly condition shall result in forfeiture of security deposit and denial of further use.
11. Applicants will be charged for extra law enforcement and maintenance response if needed as a result of the requested use.
12. Any permit, which has been denied by the Parks & Recreation Department, can be appealed in writing to Parks and Recreation Commission, which shall consider the appeal at their next regularly scheduled commission meeting. Requests for a fee waiver must be submitted in writing to the Parks & Recreation Commission which shall consider the request at their next regularly scheduled meeting.

SECURITY DEPOSIT

A refundable security deposit is required for reserved use of the Picnic Shelter. All, or part, of the deposit will be refunded based upon staff inspection of the shelter after use. Applicant is responsible for ensuring staff inspects the shelter prior to leaving the facility. If the shelter is left in a clean condition, with no damage to the shelter or the surrounding area, and all policies, rules and ordinances relative to the picnic shelter and/or conduct in public parks have been adhered to, the deposit will be refunded in full. If the shelter is left untidy or damaged, or if staff determines there was any violation of policies or rules, the entire deposit, or a portion thereof, will be forfeited to the City. Security deposit will be refunded to the applicant within three weeks after the reservation.

PARK RULES

The Temple City Municipal Code prohibits the following in any City Park: alcoholic beverages; dogs or other domesticated animals; loud, threatening, abusive, or indecent language; disorderly conduct; bikes, skateboards, scooters, and other wheeled toys; remote controlled vehicles; carnival type attractions (moon bounce, inflatable's, etc.); firecrackers, fireworks, rockets, or explosives of inflammable material; games involving thrown or propelled objects such as balls, arrows, model airplanes, etc., except in areas or fields provided for that purpose.

TEMPLE CITY PARKS & RECREATION DEPARTMENT

APPLICATION FOR RESERVED USE OF PICNIC SHELTER AT LIVE OAK PARK

TODAYS DATE: _____ DAY AND DATE OF USE _____

TIME OF USE _____ # of PEOPLE ATTENDING _____

Name and Title of Applicant _____

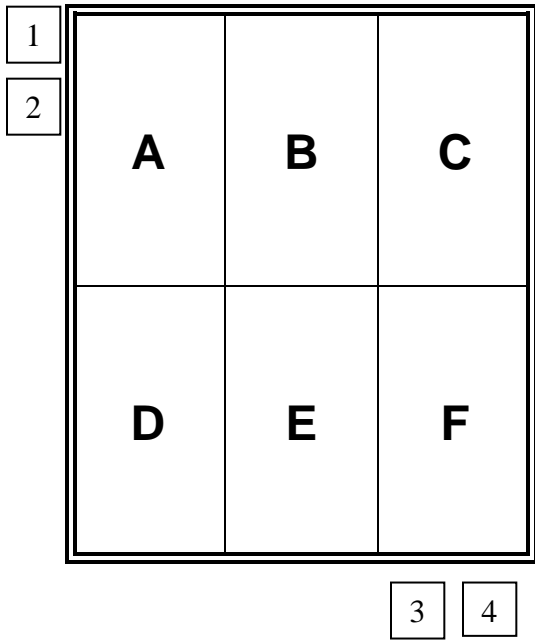
Name of Organization _____

Applicant's address _____

Applicant's telephone _____

I certify that I will abide by all applicable rules and regulations.

Signature of Applicant _____ Date _____



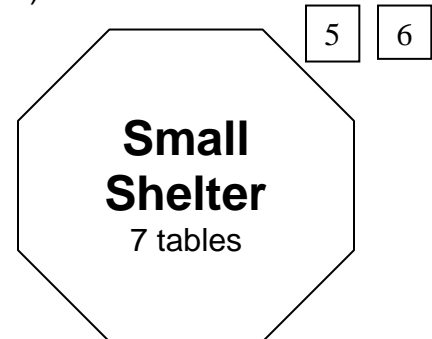
_____ Entire Large Shelter

or

Shelter Sections _____
(Includes 3 tables per section)

Barbeque #'s _____

Entire Small Shelter _____
and Barbeques



Approved by: _____ Date _____

Denied by: _____ Date _____

Deposit: **\$100.00** Fees \$ _____ Receipt # _____ Date Paid _____

Certificate of Insurance (required for all groups of 100 or more) _____

PLEASE READ AND SIGN REVERSE

WAIVER

The undersigned hereby agree(s) that we shall be personally and financially responsible, on behalf of our organization, for all destruction of, damage to, or unnecessary abuse of City buildings, grounds, or equipment in any way arising out of the use or occupancy thereof. We agree to abide by and enforce all applicable laws, rules and regulations governing the use of City buildings, grounds and equipment. Any violation of the policies, rules and ordinances relative to the picnic shelters and/or conduct in public parks may result in immediate revocation of this permit and forfeiture of all fees and/or deposits.

The undersigned certifies that City grounds, facilities or equipment will not be used for any unlawful activity, that alcoholic beverages or narcotics will not be brought onto or consumed and/or used on park property, and that all provisions of the Municipal Code will be upheld. It is also understood that the City reserves the right of full access to all meetings and activities at any time during their occurrence to see that all rules, regulations and City/State laws are not violated. It is further understood that the City does not have accident or medical coverage for participants using park facilities.

I hereby certify that I have read and/or have the opportunity to read and will abide by all rules and regulations of the City. As a duly authorized representative of the applicant, and on behalf of sponsoring organization, I agree to save, keep and bear harmless the City and all its officers and agents from all damages, cost of expense in law or equity (including costs of suit and expense for legal services) that may at any time arise or be set up because of damages to property or death or injury to persons received or suffered by any persons by any reason of the operation of this organization hereunder, or which may be occasioned by any negligent act or omission to act which amounts to negligence on the part of sponsoring organization or any of its agents or employees which results in a dangerous or defective condition of property, or any damages occasioned by any negligent on the part of the City, its agents or employees in favor of either the sponsoring organization, its agents or employees or invitees of said sponsoring organization.

Signature: _____ Date: _____
Applicant and/or Authorized Group Representative