



CITY OF GILROY RECREATION DEPARTMENT

Reservation Policies & Fees

for

Use of City Parks, Fields and Picnic Areas

(If problems occur at reserved site after normal business hours or on the weekend, please call (408) 846-0350).

- Many City of Gilroy parks may be reserved for a variety of functions throughout the year. Rental fees vary by park area and are available on a first-come first-serve basis.
- Citizens and community groups are encouraged to use City parks for recreational, educational, cultural and other worthwhile purposes when such uses do not conflict with regularly scheduled City programs.

ELIGIBLE ORGANIZATIONS

City parks, fields and picnic areas may be reserved by City of Gilroy programs, agencies with reciprocal agreements (Gilroy Unified School District), local non-profit organizations, Gilroy residents, external non-profit organizations, businesses and non-residents. See Section RESERVATION/TIMELINE for fee details.

GENERAL INFORMATION:

- Reservations may be made in person or by telephone.
- Facility Use Permit fees and deposit must be paid at reservation submittal. All fees must be paid by cash, check or credit card.
- Reservations will not be finalized until the Facility Use Permit is signed, payment is made, all other required documents are submitted, and staff has approved the reservation.
- The applicant who signs the Facility Use Permit shall 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 Facility Use Permit form at conclusion of the event, including clean-up..
- Approved "Facility Use Permit" forms may not be transferred, assigned, or sublet
- A Facility Use Permit for events where no alcohol will be present may be issued to applicants 18 years of age or older. A Facility Use Permit for events involving alcoholic beverage service will only be issued to applicants 21 years of age or older..
- Facility Use Permits for parks will be issued to adults only. There must be at least one adult for each 20 minors in any group using the facilities and adults must be present during the event.
- Maximum occupancy for event stated on the Facility Use Permit and must be adhered to at all times. Exceeding occupancy limits may result in termination of the event.
- All motor vehicles must be parked in designated parking spaces. Parking is prohibited in picnic areas. See TRAFFIC AND PARKING section for details.

AMPLIFIED SOUND

- Electronically amplified sound is prohibited except at Christmas Hill Park in the Mulberry West and at the Amphitheater. Amplified sound must be approved by the Recreation Department Director or designee prior to the event. Examples of electronic amplified sound include a DJ, a live band, loud amplified sound systems, public address system or similar sound. Amplified music is an artificial device intended to make a signal stronger, resulting in increased and heightened sound. Non amplified, personal and small scale Radio/CD/MP3 music player is allowed. Non amplified and acoustic entertainment is permitted.
- A Sound Permit and event security will be required with amplified sound. See INSURANCE/LIABILITY/SECURITY section for details.
- There will be no amplified sound allowed at Las Animas Veteran’s Park, except for City sponsored community-wide events and special events approved by the Recreation Department Director or designee.
- Amplified sound shall cease at the parks according to the following schedule:
 - **Christmas Hill Park**

• April 1 – Oct. 31	<u>No Amplified Entertainment After:</u> 10:00 p.m.
• November 1 – March 31	7:30 p.m.

LIGHTS/POWER/GENERATOR

- Not all public parks have lights and power outlets.
- Customers will need to confirm the power outlet capacity limits of the reservation site if their park reservation requires additional lighting, power or use of a generator.
- The use of portable generators in a public park is restricted due to excessive noise and fuel hazards. Approval of the Recreation Department Director or their designee is required with requests of portable generators.

SPECIAL USE PERMITS:

- Special Use Permits include, but are not limited to the following:
 - Bounce Tents
 - Pony Rides
 - Petting Zoo’s
 - Information booths *(May be allowed at all City parks)*
 - Similar activities
- A Special Use Permit fee of \$35 shall be charged for the use at non-reservable picnic sites to only include Miller Park, El Roble Park, and San Ysidro Park. A Special Use Permit fee will not be charged in conjunction with a paid reservation at Mulberry East and West, Sycamore, Walnut, Oaks and Lakeside picnic sites.
- Special Use Permits must be finalized a minimum of 1 working day prior to the event.
- A Special Use Permit vendor or private individuals must provide the required certificate of liability insurance. For user convenience, a list of prequalified vendors is available in the Recreation Department.

DEPOSITS/FEES:

- Rental fees vary depending on the park area requested and must be paid in full when submitting a Facility Use Permit in order to reserve a park.
- No reservation will be approved until all fees, deposits, insurance and other required documents are paid and signed.
- All fees are required for all events and/or reservations, and must be paid in full when submitting a Facility Use Permit in order to reserve a park, and shall be cash, check or credit card only. The deposit is refundable only after the event is complete, no outstanding fees are due, and no repairs are required.
- Deposit will be refunded if the park is left in a clean and orderly state and no damages occur.
- Forfeiture of all fees, including deposit, will result if any of the following occurs:
 - Park damage beyond normal wear and tear
 - Excessive maintenance is required following use
 - Any act by the applicant and/or applicant's group requiring police action
 - Cancellation of an event in progress due to violation of City policies, rules, or regulations governing such usage
 - Incomplete or inaccurate information provided such as the underreported planned attendance by the applicant on the permit
 - One year suspension of facility usage and privilege referred by the Recreation Director or their designee
- Additional personnel, set-up and equipment costs will be assessed and applied accordingly.

SPORTS/SOFTBALL FIELDS

- A Field Reservation fees shall be charged per park field in two hour increments as shown in the fee table.
- A deposit is required per softball field as shown in the fee-table. The deposit is refundable in its entirety if no damages occur, time limits are not exceeded, and all bases are returned. If damage occurs to a field or a time limit exceeds the paid reservation, the deposit will not be refunded.
- Security may be required for adult softball tournaments.
- If a field reservation includes the request of lights for evening usage, a per hour (per field) lighting fee will be charged as shown in the fee table. A night lighting fee will be required for all field uses beginning one half hour before sunset.
- Field bases will be provided if requested for all softball reservations and a deposit will be required for each set of bases.
- All field reservations require Proof of Liability Insurance of \$1,000,000.00, with the City of Gilroy added as an additional named insured for tournament play only.

CANCELLATION OF RESERVATIONS

- Cancellation notice of a “Facility Use Permit” must be received ten (10) City of Gilroy working days prior to the event for full refund of deposit and reservation fee.
- Any individual or group giving less than ten (10) City of Gilroy working days cancellation notice, in writing, shall forfeit the reservation fee and/or deposit.
- Incomplete or inaccurate information provided by the applicant on the Facility Use Permit may result in cancellation of the event and/or forfeiture of all fees, including damage deposit. Examples of inaccurate information may include understated attendance, incomplete Special Event Permit, the unauthorized use of amplified music and alcoholic beverages.
- The City reserves the right to cancel any Facility Use Permit reservation due to unforeseen emergency circumstances with a full refund.

PERMISSION

- The individual or organization issued the Facility Use Permit shall be held financially responsible for repair of any damages to or loss of City property as determined by the City of Gilroy Recreation Director or designee.
- Permission for use of City of Gilroy facilities will be granted upon the condition that rules or regulations governing the use of said facilities will be followed, and permission may be revoked at any time for failure to do so.
- All Facility Use Permits are subject to the final approval by the Recreation Department Director, as per Section 18.10 of the City of Gilroy Municipal Code.
- All groups and individuals using City facilities must comply with City, County, State and Federal laws. Failure to abide by these laws or established Recreation Department rules and regulations may result in the loss of a Facility Use Permit use and the forfeiture of all fees and deposits.
- All exhibits, shows, and public gatherings must comply with the minimum safety requirements established by the City of Gilroy Fire Marshall. Proof of compliance must be provided two (2) weeks prior to event.

DENIAL OF RESERVATION REQUEST:

- Denial of a Facility Use Permit may be made by the Recreation Department on the basis of the following reasons:
 - The facility and support services are incapable of accommodating the proposed activity for the number of people involved
 - The applicant has failed to comply with all the conditions required for the event, or with the facility usage policies, procedures and/or regulations
 - The nature of the activity may endanger the participants, facility, equipment, or staff
 - All Facility Use Permits are subject to the final approval by the Recreation Department Director or designee, as per Section 18.10 of the City of Gilroy Municipal Code

ONGOING RESERVATIONS

- Ongoing reservations are made on an “as available” basis and cannot be made more than four months in advance.
- Individuals or groups that utilize a reservable park- area within the limits of this policy may not reserve additional dates until the completion of the existing rentals.

HOLIDAYS

All reservable park facilities are reservable on any day, including holidays.

ALCOHOL AND SMOKING

ALCOHOL:

- Section 18.6 entitled “Intoxicating Liquor” of the City of Gilroy’s Municipal Code Chapter 18 entitled “Public Parks” states:
 - “No person shall consume intoxicating liquor, as defined in section 16.28, or have in his or her possession or control an open container of any intoxicating liquor in any City park, as defined in section 18.1”.
 - Notwithstanding the above, beer and wine may be consumed at the Oaks and Lakeside reservable picnic areas only in Las Animas Veteran’s Park and at the East and West Mulberry, Walnut, and Sycamore reservable picnic areas in Christmas Hill Park upon the following conditions:
 - Beer and wine is permitted only with a paid reservation.
 - Beer and wine may only be consumed in above defined reservable areas between the hours of 4:00 p.m. and 8:00p.m. Monday – Friday, and 12:00 noon – 8:00 p.m. Saturday, Sunday and holidays.
 - Beer and wine is not permitted in non-reservable picnic areas.
 - Beer and wine must be under the control and supervision of a responsible adult.
 - Adequate precautions must be in place to prevent consumption of the beer and wine by minors.
 - Adequate provision must be made for the clean-up of any debris or refuse associated with the service or consumption of the beer and/or wine.
 - The consumption of beer and/or wine must not reasonably interfere with other park users.
 - The Recreation Department may modify this section as applied to Christmas Hill Park or Las Animas Veterans Park by the issuance of a Special Events Permit or a Facility Use Permit. The Recreation Department Director or designee, may grant or deny a permit in the interest of the public health and welfare at his/her discretion. Any permit issued pursuant to this section may impose reasonable conditions including, but not limited to, insurance, security, licenses, fees and other conditions addressing areas of concern identified by the Recreation Department Director, Fire Chief or Police Chief.

- Any person who has been denied a permit by the Recreation Department Director or designee, may appeal forthwith to the City Administrator or his/her designee, whose decision shall be final.
 - The City reserves the right to place other restrictions on the possession and consumption of intoxicating liquor in accordance with State Law, or in order to mitigate a public safety concern.
 - Violation of this section shall be a misdemeanor.
 - The direct sales of beer and wine require the submittal and approval of a Special Event Permit, which may require an additional permit from the State Alcoholic Beverage Control (ABC).
- A "Facility Use Permit" for events where no alcohol will be present, may be issued to applicants 18 years of age or older. A "Facility Use Permit" for events involving alcoholic beverage service will only be issued to applicants 21 years of age or older.

SMOKING:

- Smoking or tobacco use is restricted to designated smoking areas in all City parks between the hours of 4:00 p.m. and 8:00 p.m. Monday – Friday, and 12:00 noon – 8:00 p.m. Saturday, Sunday and holidays..
- Directional signs at parks will indicate designated smoking areas.

FOR PROFIT EVENTS

- All requests to conduct a commercial profit venture and/or promotional activity are subject to City approval and must be submitted at least thirty days prior to the event. With the approval of the Recreation Dept. Director, in addition to the paid reservation, ten percent of gross revenues from the event or \$500, whichever is greater, are payable and due to the City at the conclusion of the event. Examples of commercial profit ventures include: commercials, media events (TV, Radio), photography, festivals, sports events, animal events, flea markets, auctions, corporate events, business events, trainings, sale or service.
- For events open to the public that sell food, goods or services, a current City of Gilroy Business License and/or Santa Clara County Health Permit are required. Proof of permit(s) is required by ten City of Gilroy business days prior to the event.

TRAFFIC AND PARKING

- All motor vehicles must be parked in designated parking spaces. 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 organizing a large-scale event must submit a parking plan for their event with their special event application. Vehicles that block other vehicles or access to facilities are subject to towing.
- The user group must assure that participants and spectators utilize off-street public parking areas when available. If parking conditions warrant, the user group will provide, at their cost, at least one safety officer to direct participants and spectators to designated parking areas. The City, at its sole discretion, may require additional parking mitigation on an event-by-event basis.

- Driving, operating or parking any motor vehicle is restricted to designated areas, unless prior written permission is obtained from the City.

PARKING LIMITS AND TRAFFIC CONTROL

- Parking Capacity Triggers: Large or multiple events in one park area may require both a parking and traffic control plan.

PORT-A-POTTY

- Additional port-a-potties may be required for special events and large reservation groups in parks. For convenience, a list of approved port-a-potty vendors will be provided to customers by the Recreation Department.
- In the case where a restroom is not available at a public park, the Recreation Department Director or designee may consider approval of the placement of a port-a-potty for the support of a one-time event. For convenience, a list of approved port-a-potty vendors will be provided to customers by the Recreation Department.

RESERVATION TIMELINE/DEADLINE

- Reservation of public parks will be the sole responsibility of the Recreation Department. All park reservations must be made a minimum **of one City of Gilroy business days** and a maximum of twenty-four months in advance as illustrated on the table below. Park reservations will be processed on a first-come, first-serve basis.
- In the case that two or more parties request the same date/time and location, priority will be given in the table below. In the event of a tie, City staff will hold a drawing.

PARK RESERVATION HOURS:

- Parks may be reserved during park operating hours, including set-up and clean-up time, except under special permission granted by the Recreation Dept. Director or designee.
- Sunday through Thursday, activities must conclude by 10:00 p.m. Friday and Saturday, activities must conclude by 11:00 p.m. These times include clean-up.
- Sunday through Thursday, all approved amplified music must conclude by 9:45 p.m., and by 10:45 p.m. on Fridays and Saturdays.

INSURANCE/LIABILITY/SECURITY:

- The applicant who signs the Facility Use Permit agrees to indemnify and hold the Recreation Department harmless and release the Recreation Department from any and all liability for any injury or loss which may be suffered by the applicant or the applicant's guest's visiting the reserved park area.
- The City of Gilroy may require proof of insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the Facility Use Permit holder. The cost of such insurance shall be paid by the permit holder. Such certificate and endorsement will be required whenever a bounce house or other similar activity is associated with the park reservation.
- When the reservation includes the selling of alcohol during an event, liquor liability coverage is required. This applies to any event, which includes exchange of money for

alcohol before or during the event. Applicants are required to have purchased Insurance Certificates and endorsements from a private insurance agent, and must list the City of Gilroy, its officers, officials, agents, 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 of Insurance and endorsement is due ten City of Gilroy business days prior to the event.

- Approved, bonded, licensed, uniform security guards, and/or City of Gilroy Police Officers shall be required at all approved special events and/or where live or amplified sound is provided, or at the discretion of the City of Gilroy Recreation Department Director or designee. The number and type of security officers will be determined by the City of Gilroy Police Department designee responsible for approving special event permit applications.
 - It shall be the sole responsibility of the applicant to make the required security arrangements and payments directly to the security provider. Written proof of the paid security contract is required ten (10) City of Gilroy business days prior to the event
 - An approved list of security services is available in the Recreation Department.
- All individuals, groups, and organizations shall agree to hold the City of Gilroy, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from claims for property damage which might arise from the use of City facilities and/or furnishings.
- The City is not responsible for lost or stolen items.
- The City is not responsible for any items delivered before, during or left after an event.
- If problems occur at reserved site after normal business hours or on weekends, please call non-emergency City Communications at (408) 846-0350.

NOTICE OF NON-USE OF FIELDS:

- Any user organization that has been allocated space and does not intend to use it on a regular basis must notify the City so that the field may be re-allocated or otherwise used. Failure to do so will result in forfeiture of all fields for the remainder of the season.
- Lining of City fields with chalk or paint by a non-city employee is not permitted without written permission granted by the City.
- Burning lines on any City parks or fields is not permitted.
- Any user failing to comply with these guidelines is subject to the following:
 - Forfeiture of any/all deposit(s)
 - Payment for all damages occurring to the facility
 - Termination of any/all field use permit(s) for one year

RULES AND REGULATIONS OF FIELD USE

- Specific information regarding equipment such as volleyball standards, BBQ pits, picnic tables and benches in each area is to be obtained at time the reservation is made. No

equipment or furnishings shall be removed from the area without written permission from the Recreation Department or designee.

- User groups must designate a representative, an adult 18 years or older, to be present during any/all of their practice and/or game time(s) at each City field/facility used.
- Scheduled games and practices can begin no earlier than 9:00 a.m.
- Scheduled games and practices can end no later than 10:00 p.m.
- Week-end use, on a regular basis, may be subject to limited hours at the discretion of the Recreation Director or designee.
- Organizations/groups utilizing lighted facilities are responsible for ensuring the proper use of lights. Groups are required to submit schedules with their reservation outlining their usage time for lights at each requested facility, and inform the City of any changes. All groups are required to notify the City at least 48 hours in advance of scheduled changes, and/or when facility lights are not required. The City reserves the right to bill user groups for hourly energy costs incurred during hours that lights are left on and the fields are not being used.
- Use of portable lights is prohibited without prior approval from the Recreation Director or designee.
- Use of metal cleats is prohibited.
- At the conclusion of games, practices and activities, organizations must leave the reserved field quietly, clean and free of debris. Failure to do so will result in a forfeiture of deposit and if applicable, will be assessed a maintenance cleaning fee.

MAINTENANCE

- The City will maintain parks, facilities and fields for public use. Park maintenance for the Gilroy Little League(GLL) field use, is covered under a separate GLL Memorandum of Agreement.
- For softball, if requested, for a fee, the City will provide all maintenance such as field preparation, lining of the fields and setting of bases. Requests for field lining must be made at the time of reservation.
- For reservations where field prep is not requested, user groups/organizations are responsible for all maintenance such as light weight maintenance (e.g., setting of temporary bases or goals).
- Motorized vehicles or equipment are **not** permitted by the City for the preparation of athletic fields or other activities unless prior approval is obtained from the City.
- Each user group is responsible for the reserved area being free of trash or debris caused by their group's usage.
- User groups are required to report any and all damage or acts of vandalism to the City immediately by calling non-emergency City Communications at (408) 846-0350.

STORAGE AND/OR CONCESSIONS

- Storage of any equipment or supplies at public parks shall be approved by the Recreation Department Director or designee.

DECORATIONS/BANNERS

- No tacks, nails, brads, pins or staples are to be used on public parks, sports field property or furnishings.
- Helium balloons must be secured and not released. All balloons must be removed or be deflated and placed in trash receptacle. Forfeiture of damage deposit will be assessed if any balloons are released.
- All decorations must be removed from the facility following the activity. Applicant is responsible for any damage resulting from use or removal of decorations.

PROHIBITED ACTIVITIES:

- Storage of property.
- Off-leash animals per Municipal Code #18.5(h) and 4.26(a)
- Possession of firearms and/or weapons.
- Open flames of any kind are prohibited (e.g., candles, fireworks, ground fires, etc.)
- Overnight and sleeping or lodging accommodations in City parks will only be permitted at the City's discretion by the Recreation Department Director or designee
- Profane language gambling, fighting or other unruly conduct is not allowed
- Smoking in non-designated areas.
- Non-tennis related activities in tennis courts such as playing soccer, bicycle use, skateboarding, roller blading or dog training.
- Lawn darts, golf, remote control flying toys, models and rockets.
- Two wheeled bicycles, roller blades and skateboarding in playground areas.
- Unauthorized bounce houses, and fun jumps unless they are authorized by the Recreation Department or their designee.
- Double sized bounce house units (no larger than 13'x13'), units with water, and slide units. Locations for bounce houses and fun jumps are limited to designated areas.

GROUP	IDENTIFICATION AND DEFINITION	PERIOD PRIOR TO EVENT
A	City Sponsored Programs <i>City and GUSD programs, activities and events. sponsored or co-sponsored organizations, activities, and/or events.</i> Agencies with Reciprocal Agreements with the City	24 months
B	Non-Profit Organizations	12 months
C	Private Function-Residents <i>City of Gilroy Residents (Private function and/or open to the public)</i>	12 months
D	Non-Residents or Commercial <i>Non-Residents or any company or group holding an event (social, business, education, or for profit*)</i>	612 months

*Requires a City of Gilroy business license when rented for "profit-making" events and may require special event permit approval.

Additional personnel, set-up and equipment costs will be assessed and applied accordingly to all categories.

RESERVABLE PARK SITES MAXIMUM OCCUPANCY

Facility	Provided Seating	Tables	Site Capacity	Lights	Sink
Mulberry East (CHP)	80	10	150	Yes	Yes
Mulberry West (CHP)	80	10	150	Yes	Yes
Sycamore (CHP)	64	8	96	No	No
Walnut (CHP)	72	9	110	No	No
Amphitheater (CHP)	2000	N/A	2000	Yes	No
Lakeside (LAVP) Generator required for bounce tent	96	12	145	No	No
The Oaks (LAVP)	136	17	200	No	Yes

FACILITY USE FEES

CHRISTMAS HILL PARK

Area	Group A	Group B	Group C	Group D	Deposit
Mulberry (East or West)	No Fee	\$100.00	\$150.00	\$200.00	\$100.00
Mulberry (Total)	No Fee	\$200.00	\$250.00	\$300.00	\$100.00
Sycamore (no lights)	No Fee	\$55.00	\$105.00	\$155.00	\$100.00
Amphitheater	No Fee	\$155.00	\$205.00	\$255.00	\$100.00
Walnut Picnic Area	No Fee	\$55.00	\$105.00	\$155.00	\$100.00
Temporary Environmental Education Center (TEEC Bldg.)	No Fee	\$55.00/hr	\$65.00/hr	\$75.00/hr	\$100.00
Christmas Hill Ranch Site (Not including TEEC Bldg.)	No Fee	\$250.00	\$300.00	\$350.00	\$500.00
Entire Christmas Hill Park including Ranch Site (Not including TEEC Bldg.)	No Fee	\$750.00	\$1,000.00	\$1,250.00	\$750.00

LAS ANIMAS PARK

Area	Group A	Group B	Group C	Group D	Deposit
Multi-Purpose Room	No Fee	\$65.00/hr	\$75.00/hr	\$85.00/hr	\$100.00
Lakeside (no music allowed)	No Fee	\$100.00	\$150.00	\$200.00	\$100.00
The Oaks (no lights/no music allowed)	No Fee	\$120.00	\$170.00	\$220.00	\$100.00
Back Patio (Slab Area)	No Fee	\$50.00	\$70.00	\$90.00	\$100.00
Entire Las Animas Park	No Fee	\$750.00	\$1,000.00	\$1,250.00	\$750.00
	Group A	Group B	Group C	Group D	Deposit
VOLLEYBALLPICNIC KIT (VFrisbee,	No Fee	\$10.00	\$10.00	\$10.00	\$50.00

volleyball, & Nnet, football, soccer ball)					
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SOFTBALL FIELDS (2-hr Increments)

Area	Group A	Group B	Group C	Group D	Deposit (per reservation)
Field Reservations (not for baseball/softball)	No Fee	\$45.00	\$55.00	\$65.00	\$100.00
Reservations, Field Prep, Bases	No Fee	\$85.00	\$95.00	\$105.00	\$200.00
Reservation, Bases (no field prep)	No Fee	\$55.00	\$65.00	\$75.00	\$200.00
Lights	No Fee	\$25.00/hr	\$25.00/hr	\$25.00/hr	N/A
Open Field (Turf)	No Fee	\$45.00	\$55.00	\$65.00	\$100.00