



Picnic Areas & Athletic Fields Rental Application

City of Davis – Parks and Community Services
23 Russell Boulevard, Davis, CA 95616
(530) 757-5626 (option 2)
TDD (530) 757-5666 Fax (530) 758-0204
www.cityofdavis.org
registration@cityofdavis.org

Primary Contact Name _____ Phone (h) _____
Organization _____ Phone (w/c) _____
Address _____ City/Zip _____
Email _____
Additional Contact Name _____ Add'l Contact Phone _____

Deposit Refund: Credit Card Check, payable to _____

Liability Insurance - required for all Field rentals and for Picnic Rentals with a Bounce house, water access, 200 attendees or more or if serving or selling alcohol: Obtain on Own Purchase via City Not applicable

Please Check Applicable Boxes: Resident Non-Resident Fundraiser
 Community Group (complete a Community Group Self Determination form) Non-Profit/Number: _____

Location(s) Requested: _____ Expected Attendance: _____

Description of Planned Activities: _____

Date(s): _____ Time(s): _____
For multiple dates and times, please use an additional sheet.

Additional Requests (check ALL that apply)

Alcoholic Beverages Served	<input type="checkbox"/>	Contact Davis PD permit requirements (747-5400). Requires liquor liability insurance.
Alcoholic Beverages Sold	<input type="checkbox"/>	Contact Davis PD (747-5400). Alcoholic Beverage license is REQUIRED . Requires liquor liability insurance.
Band, DJ, or Amplified Sound	<input type="checkbox"/>	Contact Davis PD for information for permit requirements (757-5400)
Bounce House (outside use only)	<input type="checkbox"/>	Permit only available with picnic reservation. Requires liability insurance. (\$20 permit fee)
Permit to Drive in Park	<input type="checkbox"/>	Requires field/picnic reservation, for delivery & pick up of equipment, PAVED surfaces only (\$20 permit fee)
Water Access	<input type="checkbox"/>	Only at Community Shade, Mace, Westwood and Pioneer Parks (\$50 access fee)
Electricity Access	<input type="checkbox"/>	Only at Central Park Pavilion or Rotary Stage at Central Park. Pick up key 1 business day prior to event.
Soccer Goals	<input type="checkbox"/>	Only at Northstar, Sandy Motley, Walnut or Westwood. Pick up key 1 business day prior to event.

Rentals/Events requiring special equipment or organized events (beyond the regular use of a picnic area or athletic field) of 30 or more people in a Greenbelt, 50 or more people in a Neighborhood Park or 100 or more people in a Community Park may require a *Special Events Permit*. Community parks include: Arroyo, Central, Community, Mace Ranch and Walnut. The City of Davis determines if lights are needed for fields and/or the number of fields preps needed at Playfields.

Applicant/Renter/Lessee hereby voluntarily releases and forever discharges the City of Davis, its agents, officials, employees and volunteers from any and all liability, claims, demands, losses and expenses, actions or rights of action which arise out of, or are in any way related to, or connected with, my participation in this activity, or my use and/or rental of city equipment and/or facilities described herein including specifically, but not limited to, any and all injury, death, illness or disease, and damage to myself or to my property, or to property which is under my control. I further agree, promise and covenant to hold harmless, defend and indemnify the City of Davis, its agents, officials, employees and volunteers from all defense costs, including attorney's fees, or from any other costs incurred in connection with claims for bodily injury or property damage caused in whole or in part by any negligent act or omission of the applicant/renter/lessee, anyone directly or indirectly representing and/or employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City.

I agree that the City of Davis may add conditions to a reservation and/or rental. I further agree to the rules on both sides of this application as well as the House Rules, Rental Packet and any supplemental rental handouts.

I further agree, covenant and promise not to sue, assert or otherwise maintain or assert any claim against the City of Davis, its agents, officials, employees and volunteers for any injury, death, illness or disease or damage to myself or to my property, or to property, including city property which is under my control, arising from or connected with my use and/or rental of city equipment facilities or from any claim asserted against me by any other person.

I have read, understand and will comply with all the information on this application, information contained on the reverse side and in any supplemental rules and regulations handout.

Signature of Group Representative: _____ Date: _____

General Information

Rental of a field or picnic area is valid only for the date, time and location specified by the attached permit. Signs at picnic areas state "Area Subject to Prior Reservation." Reservations/rentals are not posted at the park sites. The attached permit entitles you to the area; you must have it with you the date of your rental. Should a conflict arise with another group, present your use permit to the other group. If a conflict cannot be resolved with your permit, call the Police Department at (530) 747-5400.

1. Any group, exceeding 250 people, reserving a picnic area or field must provide two (2) portable chemical toilets for every 250 people expected. The applicant must arrange for and pay the rental costs of these toilets.
2. The following policies related to profit in the parks were approved by City Council on March 17, 1999:
 - Profit making activities in the parks, except fund-raisers sponsored and organized by non-profit group, are prohibited.
 - Flea markets and commercial vehicles selling food or other merchandise are prohibited unless approved and a Special Events permit is issued.
 - Circuses or other events that utilize large mechanical equipment are prohibited.
3. Certificate of general liability insurance naming the City of Davis as additionally insured is required for all field rentals or picnic rentals that will have a bounce house, water access, and/or alcohol. Insurance must be presented 14 days prior to rental. The City is not responsible for damage or claims for personal injury or death or claims for damage or loss of property incurred in any City park.
4. Any group charging a fee must obtain a permit or business license from the Finance Department (530) 757-5651.
5. Amplified sound outdoors requires a noise permit from the Police Department (530) 747-5400. All permits (ABC Licenses, Noise permit, etc.) are to be submitted a minimum of 30 days prior to date of event to the Police Department.
6. Unexpended time is not refundable. If it rains during your event, please contact Parks and Community Services no more than 3 days after your rental during business hours to request a rainout refund.
7. **Cancellations:** If rental is cancelled by the renter, the cancellation must be made 14 days prior to the rental date or rental fees will be forfeited. If rental is made less than 14 days prior to the rental date and cancelled, there will be no refund of rental fees; however, deposits and miscellaneous equipment/service fees will be refunded. **PICNICS ONLY:** A rental date or location can be changed once with less than 14 days notice; however, 50% of the original rental fee will be forfeited and the other 50% applied towards the new rental.
8. Posters or any other publicity must be approved by the City in advance. Unapproved publicity may be cause for cancellation and forfeiture of fees.
9. All city street parking rules and parking lot rules must be followed all times.
10. Special equipment being used by group must be noted and approved prior to use. Dunk Tanks, sprinklers or swimming pools are not allowed in Parks. Barbecues are allowed only in designated areas or on paved surfaces. Any damage resulting from equipment will be deducted from deposit or billed to the renter.
11. Individuals or organizations granted use of a park will be held responsible for any loss or damage caused by such use. Damage to City property or turf may result in additional fees and charges or, if applicable, forfeiture of deposit. Additional fees billed for damages must be paid within 30 days from the date of the invoice. The City reserves the right to send any overdue, unpaid fees to a collection service. Any damage to rented area will be noted by City staff the following day.
12. City equipment may not be removed or altered under any circumstance. Nothing can be staked into the ground or attached to trees.
13. Do not bring glass bottles or jars into the parks.
14. If a key is issued, all locks must be secured and key returned to the Parks and Community Services office the next business day.
15. All grounds and park equipment must be cleaned and free of debris upon departure.
16. You should receive your Cleaning/Damage deposit refund within four weeks. Deposit refund checks will be made to individual and/or organization indicated on application. If you are renting on behalf of an organization and would like the refund check made out to an individual, please indicate to whom the check should be made out to and where it should be mailed.
17. Non Davis addresses will be charged non resident fees.
18. You are certifying, on behalf of the organization applying to rent the facility described on the reverse side, that the organization will not discriminate on the basis of race, national origin, religion, sex, age, handicap or sexual orientation with respect to attendance at the function to be held in City facilities in accordance with Resolution No. 5259 and Ordinance No. 1359.
19. Certain Park areas may be subject to Ordinance 2084, prohibiting possession/consumption of alcoholic beverages in specific public places and around schools. Those desiring to possess/consume alcoholic beverages may require a permit that can be obtained from the Davis Police Department, (530) 747-5400.
20. A park rental (picnic area/park/fields) will not be granted or may be cancelled under the following conditions:
 - Insufficient notice: Staff not able to be scheduled, park area not able to be prepared or other conditions cannot be completed in the time between the date of request and the date of proposed event.
 - Hazardous Activities: When activities of a hazardous nature endanger persons or property.
 - Prior Circumstances: When permittee has mistreated a park/facility or violated park/facility use policies during a prior event.
 - Failure to provide Certificate of Liability Insurance naming the City of Davis as additionally insured within the required deadline.
 - False or Misleading Information on the Application
 - Use which compromises the safety of the others or interferes with other uses of the park/facility
 - Use violates local ordinance
 - Failure to pay all fees, failure to obtain insurance and/or failure to obtain required permits
 - Circumstances arising from natural causes/disasters, power outage or situations beyond City's control.

This material can be made available upon request in an alternative format as required by the American with Disabilities Act of 1990. Direct your request to Parks and Community Services (530) 757-5626, (530) 757-5666 (TDD) or registration@cityofdavis.org.