



# UC DAVIS ONLY 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](http://www.cityofdavis.org)  
[registration@cityofdavis.org](mailto:registration@cityofdavis.org)

*This application can only be processed if signed by a UC Davis Business Office representative per agreement between UC Davis & the City of Davis.*

Primary Contact Name \_\_\_\_\_ Phone (h) \_\_\_\_\_

Organization \_\_\_\_\_ Phone (w/c) \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Email \_\_\_\_\_

Additional Contact Name \_\_\_\_\_ Add'l Contact Phone \_\_\_\_\_

Payment via:  UCD Purchase Order (deposit refunded via check to UCD)  Credit Card (deposit refunded to same card)  
 Check (deposit refund payable to \_\_\_\_\_)

Location(s) Requested: \_\_\_\_\_

Description of Planned Activities: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

For multiple dates and times, please use an additional sheet.

Alcoholic Beverages Served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Contact Davis PD for information on license requirements (747-5400)
Alcoholic Beverages Sold?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Requires Alcoholic Beverage License.
Band, DJ, or Amplified Sound?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Contact Davis PD for information on permit requirements.
Bounce House or slip-n-slides?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Outside use only. Permit fee required.
Water for bounce house or slip-n-slides?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Available only at Shade Arbor, Mace Ranch, Westwood and Pioneer for additional fee.
Permit to Drive on Park needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Available for additional fee. Required for bounce house use.

Picnic       Athletic Field       Soccer Goals Key issued

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 require a *Special Events Permit*. Community parks: Arroyo, Central, Community, Mace Ranch, and Walnut. The City of Davis determines if lights are needed for fields and/or the number of field preps needed at Playfields Park.

Tenant (University) shall indemnify and save harmless the City of Davis from and against any and all loss, cost (including attorney fees), damages, expense and liability in connection with claims for damages as a result of injury or death of any person or property damages which arise from or in any manner grow out of the tenant's use or occupancy of the premises/stage that are not caused by the negligence of the City of Davis, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the Tenant (University), its officers, employees, agents, invitees and guests.

I agree that the Parks and Community Services Director may add conditions to a reservation. I further agree to the rules on both sides of this application as well as the Athletic Field Rental Information Packet and/or the Picnic Rental informational handout.

I have read, I understand, and I will comply with all the information on this application, information contained on the reverse side, information in the Athletic Field Rental Information Packet and/or the Picnic Rental informational handout.

Signature of UCD 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 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.
  - 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 5 business 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, 757-5651.
5. Amplified sound outdoors requires a noise permit from the Police Department, 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 regular 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. Bases are only provided at Playfields Parks athletic fields.
11. 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.
12. 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.
13. City equipment may not be removed or altered under any circumstance. Nothing can be staked into the ground or attached to trees.
14. Do not bring glass bottles or jars into the parks.
15. If a key is issued, all locks must be secured and key returned to Parks and Community Services office the next business day.
16. All grounds and park equipment must be cleaned and free of debris upon departure.
17. 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.
18. Non Davis addresses will be charged non resident fees.
19. 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.
20. 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.
21. 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.
  - False or Misleading Information on the Application
  - Use 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.