

**PICNIC SHELTER RENTAL APPLICATION AND AGREEMENT**

Permit #: \_\_\_\_\_

City of Rosemead • Parks and Recreation Department

8838 East Valley Boulevard • Rosemead, CA 91770

(626) 569-2160 - Phone • (626) 569-2244 - Fax

www.cityofrosemead.org



All fees are due at the moment of application.

**Proposed Date of Use:** \_\_\_\_\_

**Name of Responsible Party:** \_\_\_\_\_

**Name of Organization (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Number / Street) (City) (Zip)

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Requested Park:** *(mark appropriate areas)*

**Rosemead Park (RP)**  
4343 Encinita Ave.

**Garvey Park (GP)**  
7933 Emerson Place

**Sally Tanner (ST)**  
8343 E. Mission Dr.

**Zapopan Park (ZP)**  
3018 N. Charlotte Ave.

Area Size  
 1 (S)  
 2 (L)  
 3 (L)

Area Size  
 1 (L)  
 2 (L)  
 3 (S)  
 4 (S)

Area Size  
 5 (S)  
 6 (L)  
 7 (S)  
 8 (L)

Area Size  
 ST (S)

Area Size  
 ZP (S)

**Requested Park:** \_\_\_\_\_ **Shelter Area:** \_\_\_\_\_ **or/and** \_\_\_\_\_ **Anticipated Attendance:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Date of Use:** \_\_\_\_\_ **Hours of Use (including set-up & clean-up):** \_\_\_\_\_ **to** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Turn page over to sign Policies and Procedures

The following fee schedule applies to general use of the facility. The City of Rosemead, other Government, and Rosemead-recognized Community Service/Non-Profit Organizations are granted priority use and **may** be exempt from fees. \*Such groups must provide proof of their current non-profit status, and demonstrate that their services are of significant direct benefit to the community or a significant portion of its residents and accessible to the public and in compliance with non-discrimination laws.

LOCATION AREA	RESIDENT	NON-RESIDENT
(S) Small Picnic Shelter Reservation (Day Use)	\$50	\$100
(L) Large Picnic Shelter Reservation (Day Use)	\$75	\$150
Staff (if needed as determined by City)	\$15.00/hr	\$15.00/hr

**TOTAL SHELTER FEES DUE \$** \_\_\_\_\_

**LEGEND:**  
 L = large shelter  
 S = small shelter

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_ Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

FEES: Shelter Fee \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Total \$: \_\_\_\_\_ Date of Usage: \_\_\_\_\_

Parks and Recreation Staff: \_\_\_\_\_ Proof of Residency (seen ID): Yes \_\_\_\_\_ No \_\_\_\_\_

Park Name: \_\_\_\_\_ Park Area: \_\_\_\_\_ or/and \_\_\_\_\_

**CITY OF ROSEMEAD  
PICNIC SHELTER RESERVATION POLICIES AND PROCEDURES**

The following policies and procedures apply to all reserved uses of City of Rosemead Picnic Shelters:

**POLICIES**

1. Reserved use of the picnic shelters will be allowed from 9:00 a.m. to 9:00 p.m. daily. A fee is required of all individuals and/or organizations requesting reserved use and paid in full at the time of turning in this application.
2. Alcohol and smoking is not permitted on City property. (Ordinance No. 001, No. 703, & No. 845)
3. All events must be scheduled with minimal impact to the general public.
4. The City of Rosemead reserves the right of full access to all activities, at any time, to ensure that all rules, regulations and City ordinances are enforced.
5. The City of Rosemead reserves the right to cancel any reservation. When cancellations are necessary, the Department will endeavor to give ten (10) days notice.
6. Compliance with all City policies, rules, and ordinances regulating conduct in public parks is required. Any violation of such may result in immediate revocation of permit and forfeiture of fees and may prohibit future use.
7. Applicant assumes all liability for injuries to persons or property as a result of use and agrees to indemnify and hold the City of Rosemead free and harmless from all liability imposed by law for injury or death to people and/or damage to property.
8. Parking, even temporarily for any reason, of any motorized vehicle on the park is strictly prohibited.
9. No amplified music is allowed at any time.
10. No decorations using tape, staples, push pins, tacks, etc. may be attached to plants/trees or any city property (including the picnic shelter).
11. Attendance for events shall be limited to a maximum of 60 persons in the large shelter and 35 persons in the small shelter.
12. 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.
13. Only tables and amenities located in the picnic shelter are available for use with reservation. Additional tables must be supplied by the user at his/her expense.
14. Bouncers and petting zoos are not permitted on City facilities.
15. Animals must be kept on a leash and under the control of the owner.
16. The sale of any merchandise, without written authorization from the City, is strictly prohibited.
17. Applicants cannot charge admission or other fees, no tickets may be sold, and no collections or donations solicited in association with use except by advance written permission from the Parks & Recreation Department.

**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 security fees at least 4 days in advance of use.
2. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of application, and payment, and are subject to availability.
3. Reservations will only be issued to persons who are at least 18 years of age. This person must be in attendance for the entirety of the function.
4. Reservations will be accepted up to one year in advance.
5. No telephone reservations will be accepted.
6. The City may require the presence of staff during a reservation. A charge of \$11.16 per hour will apply.
7. It is the responsibility of the applicant to leave all facilities clean and in an orderly condition. Failure to do so will result in denial of future use.
8. In the event City of Rosemead Public Safety Department or other law enforcement personnel are needed as a result of an applicant's use of the facilities, the applicant may be charged associated costs.

**I, the undersigned applicant, have read, understood, and agree to abide by and enforce the rules, regulations, and policies governing this facility as set forth by the City of Rosemead. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees.**

**Applicant's Name (Print):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_