



**City of Rohnert Park
Community Services Department
5401 Snyder Lane
Rohnert Park, CA 94928
(707) 588-3456**

PARK/FACILITY USE AND RESERVATION POLICY

Creating Community through People, Parks, and Program

Park and Facility Use and Reservation Policy

Adopted by City Council Resolution 2019-079 on June 25, 2019

Recreation Facility Fee Schedule

Adopted by City Council Resolution 2019-078 on June 25, 2019

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The Community Services Department authorizes and administers the rental of City picnic areas, fields, facilities, and special event areas on a first-come first-serve basis.

Applications may be obtained by calling the Community Services Department at 707-588-3456, or in person at the Community Center, 5401 Snyder Lane, Rohnert Park. Monday – Friday, 8:00a.m.-5:00p.m., or on the City’s website: www.rpcity.org. In order to book, completed applications with the deposit are required to be submitted in person at the Rohnert Park Community Center, Monday – Friday, 8:30 am-4:30 pm up to one year in advance to the month of the booking date.

I. GENERAL TERMS & CONDITIONS

A. Reservation Policy – Reservations are accepted and valid upon the following:

1. Completion of City application.
2. Security deposit and submitted to the Community Services Department.
3. Reservations may be made up to one (1) year in advance.

B. Payment of Fees

1. All rental fees are due at least thirty (30) days prior to event.
2. If reservations are made within thirty (30) days, all fees will be due immediately.
3. Failure to meet this deadline may result in cancellation of reservation and forfeiture of deposit.
4. Fees may be paid by VISA, MasterCard, cash and checks made payable to the City of Rohnert Park.
5. Facility use fees are periodically reviewed by City Council and any changes to the approved fee schedule will be applied to all rental contracts unless the effective date is less than 30 days prior to an event.

C. Cancellation Policy

1. If reservation is canceled sixty (60) or more days prior to event, \$50 of the deposit is non-refundable and the remainder shall be returned.
2. If reservation is canceled fifty-nine (59) or fewer days prior to event, the deposit will not be returned.
3. Refunded deposits (or a portion thereof) will be mailed within 6 weeks after cancellation.

D. Security Deposit

1. A refundable security deposit is due upon submittal of the facility, special event or field use application.
2. Security deposits are deposited into a City of Rohnert Park bank account.
3. Refunded deposits (or a portion thereof) will be mailed within 6 weeks after event.
4. Any damage or loss to facility or equipment is the responsibility of the renter. The renter will be liable for any and all costs associated with the restoration, replacement, damage or loss experienced.
5. Clean-up during and after the event shall be the responsibility of the renter. The City reserves the right to deny the rental of a City facility, or increase the deposit from a renter who previously failed to meet the minimum cleaning requirements.
6. The security deposit is fully refundable unless:
 - a. The event extends beyond the permitted time
 - b. The facility, structures, amenities or turf areas are damaged or any items missing.
 - c. Vandalism fights, or improper conduct occurs.

- d. Police assistance is required as a result of the event.
- e. The facility or park is not returned to its original condition including:
 - Litter and other debris remains
 - Excess garbage and recycling items are not removed by the renters
 - Any City equipment is missing or damaged
7. Charges due to one or more of the above will be taken from the security deposit.
8. Renter will be billed for any fees greater than the deposit.
9. If renter refuses or fails to pay billed balance, legal action will be taken; the renter will not be allowed to use City facilities until full payment has been made.
10. Failure to adhere to the General Terms and Conditions may be cause for denial of a permit in the future.

E. Approval of Application

1. The City of Rohnert Park will issue a use permit in accordance with the policies contained herein, and only upon the return of a completed application. This includes necessary insurance (available for purchase). The City reserves the right to cancel any permit.

F. Responsibilities of Renters

1. Renter is responsible for conduct of all participants, supervision of minors, damages and all fees due.
2. Renter and participants must agree to fully and promptly obey any and all lawful orders given by the City of Rohnert Park Community Services Department and Department of Public Safety and abide by the City's municipal code.
3. If police assistance is required, the event may be terminated immediately, and the deposit will be forfeited.
4. Renters must restore all areas of the facility to the condition they were found, including the kitchen.
5. City facilities that are rented for public events may be subject to First Amendment activity. Renters should be familiar with laws that provide individuals and/or groups with the protected right to speak or express themselves freely in public.

G. Large Special Event Rentals (City Center Plaza/Community Center Complex)

1. Requests for large special events at City Center Plaza or the Community Center Complex will be considered in accordance with this policy.
2. If a large special event is approved, one (1) security deposit will be held by the City. The deposit will be refunded within 6 weeks of the event date.
3. A new security deposit shall be required along with a newly completed application for the next rental period.
4. Any group, organization, or individual who establishes a recurring, annual public event or activity on a specific date in any of the City's facilities, shall have the first opportunity to reserve the same date for the following year. To receive such priority, the organizer must notify the director of the Community Services Department of the intent to host a subsequent recurring event. If the person, group or organization has not submitted an application within ninety days after their recurring event for the subsequent year, the facility reservation for that date will become open and available for reservation by any other interested group or individual.

H. Ongoing Facility Use

1. Requests for ongoing facility use, such as consecutive days or weeks will be considered in accordance with this policy.
2. If ongoing use is approved, one (1) security deposit will be held on account with the City for renters with regularly scheduled events. The deposit will be refunded at the end of the year's rental period.
3. A new security deposit shall be required along with a newly completed application for the next rental period

I. Insurance

1. Depending on the level of risk of the activity or event, the renter shall be required to acquire insurance. Insurance certificates naming the City of Rohnert Park as additionally insured and all necessary endorsements must be submitted to the City of Rohnert Park Community Services Department thirty (30) days prior to event.
2. Minimum coverage required is \$1,000,000 to \$2,000,000 in general liability pending determination of risk by the City's Risk Manager. Vendors that are participating in an event, such as a caterers, decorators and/or security companies will be required to provide proof of insurance to the City of Rohnert Park Community Services Department.
3. One day special event insurance may be purchased through an independent insurance company through the City.
4. For insurance information on alcohol sales and consumption, refer to individual policies in this document - Facilities: pg. 8, Parks: pg. 14, City Center Plaza: pg. 18
5. The City may require certificates of insurance evidencing coverage, and endorsements to policies to add the City as an additional insured. Coverage shall be primary and non-contributory, where required.

J. Security Guards and Chaperones

1. For security regulations and requirements, refer to the individual policies in the document - Facilities: pg. 8, City Center Plaza: pg. 18

K. No Smoking

1. Smoking is prohibited in all public places, recreational areas, and public facilities within the City. Rohnert Park Municipal Code section 8.32.050.
2. City code prohibits smoking in recreational areas such as, parks, gardens, playgrounds, picnic and barbeque areas, sporting facilities including bleachers, dugouts, ball fields, tennis courts, swimming pools and surrounding areas, walking, running, biking and nature trails.

M. Alcoholic Beverages Sale and Consumption

1. For information on alcohol sales and consumption, refer to individual policies in this document - Facilities: pg. 8, Parks: pg. 14, City Center Plaza: pg. 18

N. Failure to Comply

1. Failure to comply with the General Terms and Conditions may be cause for cancellation of the use permit and/or forfeiture in the security deposit, and /or barring rental of City of Rohnert Park facilities, parks and fields for future activities.

O. Use Permit Revocation or Denial

1. The City of Rohnert Park reserves the right to revoke or withhold use permits at any time for any reason the City deems necessary, including:
 - Failure to adhere to policies and rules, regulations or ordinances of the City of Rohnert Park
 - Fights, vandalism, or improper conduct
 - Advertising an event before approval of application
 - Exceeding building capacity
 - Giving incomplete or incorrect information regarding the nature of the event or number of participants
 - Not being in possession of use permit and/or licenses
2. Cancellation of an event for any of the above reasons, will forfeit all fees and/or deposit.
3. The City of Rohnert Park reserves the right to deny a use permit for the following reasons:
 - The facility is not available for the date(s) requested
 - There is a conflict in scheduling with other events and/or activities
 - The facilities are being renovated or repaired (including field restorations)
 - The site being requested is not compatible with the event and/or activity (i.e. noise restrictions, time restrictions)
 - There are not sufficient resources (staff or equipment) for the event and/or activity
4. The City of Rohnert Park reserves the right to revoke or deny a use permit when facility is deemed necessary for an emergency or City purposes, in which case all fees and deposit will be returned.
5. The Director of the City of Rohnert Park Community Services Department may impose conditions on any use permit as may be needed to ensure the protection of City property, or to ensure compliance with applicable City policies and regulations.

P. Appeals, Suspension of Rules

1. In the event of an appeal of an administrative decision regarding use or policy, the appeal shall be filed in writing, clearly stating the reasons for the appeal. Such appeal may not be made more than thirty (30) days after the decision is being made has been rendered. The applicant shall be given reasonable opportunity to be heard and present evidence to City staff in writing. City staff shall review all materials submitted by applicant. Decisions of the City staff shall be in writing and shall be delivered to the applicant either in person or by mailing to the address stated on the rental application. City staff decisions are final. Should no decision be rendered within seven (7) days after the filing of the appeal, the appeal is denied unless time is extended by action of the City staff. In the interest of all parties, it is the intent of the City that appeals of administrative decisions be resolved at the lowest possible level and shall be processed by the following City staff in the order indicated until resolved:
 - Deputy Director of Community Services
 - Director of Public Works and Community Services
 - City Manager
2. No appeal will be valid until it has been submitted and considered in the above-listed order.

3. The use of facilities, parks and fields is administered by the City of Rohnert Park Community Services Department. The Department may, for good cause, suspend the rules contained herein and/or develop additional rules governing use.

Q. Community Center Digital Billboard Use Policy – (Rohnert Park Policy No 490.16.1)

The purpose of the Community Center digital billboard is to communicate to the public about: 1) City sponsored community events, 2) performances and events at the Performing Art Center (PAC), 3) public safety and public services alerts and/or notifications, and 4) other City alerts and announcements. The Billboard will also be made available to 1) promote events sponsored by local non-profit organizations, 2) promote events sponsored by renters of the Community Center and/or PAC that are open to the public, and 3) notifications from local educational institutions.

For the full policy, information regarding rates and to obtain the digital billboard application visit the City of Rohnert Park website at www.rpcity.org and search for Digital Billboard.

II. FACILITIES

A. Introduction and Facility Descriptions

The City facilities described below are available for rental to individuals and organizations. The Community Center, Burton Avenue Recreation Center and the Senior Center may accommodate large events such as wedding receptions, anniversary parties, birthday parties, and other special occasions. The Community Center also has a couple smaller rooms for more intimate gatherings. The Callinan Sports & Fitness Center and Gold Ridge Recreation building provides a space for sports oriented use.

ROHNERT PARK COMMUNITY CENTER

5401 Snyder Lane, Rohnert Park, CA 94928

- Multi-Use Room capacity: 350 people dining with stage area and small dance floor
- Kitchen: available to Multi-Use Room renters only
- Meeting Room #2 & Lounge capacity: 75 people dining (this is two adjoining rooms)
- Meeting Room #2 capacity: 40 people dining
- Lounge capacity: 35 people dining
- Garden Room capacity: 50 assembly (no food allowed in this room)
- Conference Room capacity: 15 people, meeting space only
- Outdoor Wedding Ceremony Area capacity: 150 people

BURTON AVENUE RECREATION CENTER

7421 Burton Avenue, Rohnert Park, CA 94928

- Main Hall capacity: 200 people dining with small dance floor
- Kitchen facility

ROHNERT PARK SENIOR CENTER

6800 Hunter Drive, Rohnert Park, CA 94928

- Activity Room capacity: 120 people dining with a dance floor
- Kitchen facility

CALLINAN SPORTS & FITNESS CENTER GYMNASIUM

5405 Snyder Lane, Rohnert Park, CA 94928

- Gymnasium capacity: 500 (available for sports use)

GOLD RIDGE RECREATION BUILDING

1455 Golf Course Drive, Rohnert Park, CA 94928

- Multi-Sport Court capacity: **** (available for sports use)

1. Facility Availability

- **Rohnert Park Community Center:**
Monday - Friday: subject to availability Sat - Sun: 8:00 a.m. – 12:00 a.m.
- **Burton Avenue Recreation Center**
Monday - Friday: subject to availability Sat - Sun: 8:00 a.m. - 11:00 p.m.
- **Senior Center**
*Monday - Friday: Not available Sat - Sun: 9:00 a.m. – 10:00 p.m.

B. Facility Use Regulations

1. Administrative Responsibility

a. The Community Services Department authorizes and administers the rental of the Community Center, Burton Avenue Recreation Center, the Senior Center, the Callinan Sports & Fitness Center and Gold Ridge Recreation Building in accordance with the general policy set forth. The General Terms and Conditions stated above apply to all facility use.

2. Facility Rental Hours

- a. There is a 4-hour minimum rental period on Saturday and Sunday. The renter must also include set up and clean up time within their rental time frame.
- b. Community Center events must end at 12:00 am, with the clean-up ending by 1:00 am. Burton Avenue Rec events must end at 11:00 pm, with clean-up ending by 12:00 am. Senior Center events must end at 10:00 pm, with clean-up ending by 11:00 pm.
- c. Renter must be present for the entire rental period.
- d. Participants must adhere to hours set forth on rental contract, failure to comply will result in overtime charges of one and a half times the applicable hourly rate.
- e. Reservation hours must include the time for set-up and clean-up.
- f. Multiple day rentals must be closed between midnight and 8:00 a.m.
- g. Event supplies and/or equipment at facilities prior to the set-up time designated on the rental contract cannot be delivered.
- h. All individuals associated with the event must vacate the facility by the indicated ending time listed on rental contract, failure to comply will result in overtime charges of one and a half times the applicable hourly rate (rounded up to the ½ hour).
- i. To adjust hours for a rental contract, the renter must contact the Community Services Department at least 45 days prior to the rental date. The City of Rohnert Park reserves the right to deny such changes.
- j. City facilities are closed and not available to rent on observed holidays; January 1st, July 4th; Thanksgiving Day and the day after Thanksgiving; December 24th, December 25th; and December 31st.

3. **Alcoholic Beverages Sale and Consumption**
 - a. The service or sale of alcohol is authorized in accordance with this City policy.
 - b. If serving alcoholic beverages for more than five (5) hours SERVICE OF ALCOHOL MUST END one (1) hour before the “event end time” designated on the rental contract. This does not include time allotted for clean-up.
 - c. If serving alcohol for more than five (5) hours security guards are required for the duration of your event.
 - d. Alcoholic beverages cannot be served or consumed past 10:00 p.m.
 - e. Alcoholic beverages cannot not be served longer than seven (7) hours.
 - f. Alcoholic beverages must be served in clear plastic cups and/or plastic flutes (no glass or polystyrene).
 - g. Beer kegs must be placed on rubber mats to avoid damage to floor.
 - h. The California Alcoholic Beverage Control (ABC) requirements must be followed:
 - All groups selling alcoholic beverages must conform to all ABC rules and regulations and must obtain any and all permits required by the ABC.
 - Servers must complete the ABC training.
 - Copies of all ABC permits must be submitted to the City of Rohnert Park.
 - i. If a caterer will be selling alcohol at an event a copy of their license must be submitted thirty (30) days prior to the event.
 - j. Liquor Liability Insurance of not less than \$1,000,000 is required. The City may require certificates of insurance evidencing coverage, and endorsements to policies to add the City as an additional insured. Coverage shall be primary and non-contributory.
 - k. Security guards/officers are required when alcohol is being served in facilities see below.
4. **Security Guards/Police Officers**
 - a. Renter is required to provide security guards at an event when service of alcohol exceeds five (5) hours.
 - b. At an event where alcohol is being served and security guards are required, the ratio for security guards must be three (3) guards to one hundred (100) participants.
 - c. In the event security guards are required, the renter shall use a valid, licensed security company.
 - d. The renter must provide a copy of the security contract thirty (30) days prior to the event.
 - e. The City of Rohnert Park Department of Public Safety is notified of all facility rentals and may require assigned police officers to an event.
 - f. Renter will pay the cost of security guards and/or police officers directly. This cost is incurred by the renter.
 - g. If required, security guards and/or police officers must be present at the event the entire time guests are present.
 - h. Security guards and/or police officers must be in uniform and are responsible for patrolling premises.
 - i. Overnight security may be required for multiple-day events.
5. **Youth Event Chaperones**
 - a. Adult chaperones are required for youth activities. A list of these chaperones must be submitted to the Community Services Department at least ten (5)

working days prior to event. This list must include phone numbers for all chaperones.

b. Security guards and/or police officers may be required at renter's expense.

6. Additional Charges

a. Penalty fees will be charged for any time beyond permitted hours. The penalty fee is equal to 1.5 times the hourly rate charged in half hour increments.

b. An administrative transfer fee of \$25.00 will be assessed each time an authorized change is made to the date or location of the rental.

c. The Security Deposit is fully refundable unless:

- The event extends beyond the permitted time
- There is evidence of alcohol when alcohol is not permitted (the event will be shut down and security deposit shall be forfeited)
- The event exceeds maximum capacity for the room rented
- The facility, structures, amenities or turf areas are damaged or any items missing
- Vandalism, fights, or improper conduct occurs
- Police assistance is required
- The facility or park is not returned to its original condition including:
- Litter and other debris remain
- Excess garbage and recycling items are not removed by the renters
- Any City equipment is missing or damaged
- Food, drink or debris is found in the lobby, halls or outside the facility

d. Charges due to one or more of the above will be taken from the security deposit.

e. Renter will be billed for any fees greater than the deposit.

f. If renter refuses or fails to pay billed balance, legal action will be taken; the renter may be barred of future uses at facilities.

7. Cancellation

a. Cancellation of your event less than sixty (60) days prior to your reserved date will result in the forfeit of your deposit. An administrative fee of \$50 will be charged for any cancellations prior to the sixty (60) day period. In either case all other rental fees paid will be refunded in 4-6 weeks.

b. A user may request the change the date or location of an event if the date is still available at a cost of \$25. Changing dates less than 60 days prior to your current date will be treated as a cancellation for the purposed of this policy.

8. Kitchen

a. Kitchen rental includes use of the stove, oven, refrigerator, freezer (where available), dishwasher (where available) and sink according to all manufacturers' instructions (provided).

b. All other equipment and/or supplies must be provided by the renter or caterer.

c. All equipment must be removed by the designated clean up time indicated on the rental contract.

d. Kitchen must be restored to its original condition.

e. Do not dump grease or ice outside.

f. The City of Rohnert Park is not responsible for loss or damage of personal property.

9. Decorations

a. No staples, tacks or nails are allowed on the walls or other fixtures.

b. No confetti, birdseed, rice, glitter, or sand.

c. All set-up and take down of decorations are the responsibility of the renter.

- d. Decorations may only be attached with drafting tape.
 - e. Helium balloons must be anchored and removed after event.
 - f. No lit candles may be used at any facility.
 - g. Fog machines are not permitted.
 - h. Some decorations may require fire-proofing.
10. **Janitorial**
- a. The required maintenance fee paid with the rental fees covers the cleaning and restocking of the restrooms and the scrubbing of the floors with our professional floor machine. The renters are responsible for cleaning the rest of the facility including the kitchen and removing all garbage from the facility.
 - b. An assigned facility attendant will provide a cleaning checklist for review with renters at the beginning and end of the rental period.
 - c. Should additional cleaning be required after use, a minimum flat rate of \$180 will be taken from the security deposit. If the charges for the required cleaning and other damage exceeds security deposit, the renter will be billed the balance.
11. **Facility Attendant**
- a. A City facility attendant will be on duty for opening and closing the facility for all events and available onsite or by cell phone for the duration of all events.
 - b. At the discretion of the Community Service Department, a second facility attendant may be required at the flat rate of \$40.00 billed to the renter.
 - c. City staff is authorized to close an event for renter's failure to comply with the City of Rohnert Park Park/Facility Regulations and General Terms and Conditions.
12. **Use of Equipment**
- a. Equipment provided to the renters includes available tables and chairs.
 - b. Equipment will not be loaned or removed from City facilities except by City staff when needed for City events.
 - c. Table and chair is to be set-up by the renter. All break down of tables and chairs will be done by the facility attendant.
 - d. Operation of lighting, sound equipment and heating/cooling system will be done by facility attendant.
13. **Amplified Sound**
- a. Amplified sound will be permitted in City facilities with approval.
 - b. Sound must be turned down at the request of the Facility Attendant on duty. Failure to comply may result in termination of the event and closure of the facility.
14. **Parking**
- a. Parking is available on site at each facility.
 - b. Parking regulations must be followed at all times.
15. **Senior Center Exceptions**
- a. DJ's, prerecorded music or a public announcement system is allowed at the Rohnert Park Senior Center subject to noise ordinance restrictions. Live music is not permitted due to noise ordinance restrictions.
16. **No Smoking**
- a. Per City ordinance smoking is not permitted in a City facility or within 25 feet of any exit, entrance or operable window.

C. **Fee Schedule Categories**

1. **Resident Non-Profit:**

- a. Resident non-profit organizations are organizations which have an IRS Code 501(c) determination letter.
- b. Resident non-profit organizations receive a discount when the organization has been conferred eligible for nonprofit status by the Internal Revenue Service under the United States Internal Revenue Code Section 501(c) and maintains an office or provides services within the City of Rohnert Park.
- c. Government agencies fall under this classification for the purpose of determining rates and fees.

2. **Resident Private:**

- a. Applicant lives within the Rohnert Park city limits.
- b. Proof of residency in the form of a current utility bill is required.
- c. There is no admission charged at the event.

3. **Non-Resident Private:**

- a. Applicant does not live within Rohnert Park city limits.
- b. There is no admission is charged at the event.

4. **Commercial**

- a. Applicant is booking for business related function.

D. **Fee Schedule (Please reference Recreation Facility Fee Schedule)**

III. PARKS

A. Parks Available to Reserve

Features may include multiple playing fields suitable for organized play, group picnic areas, large play structures, public restrooms and on-site parking. Group use of the City of Rohnert Park's park features are authorized by a park use permit based on capacity of picnic areas at each park as determined by City staff. City of Rohnert Park rentable parks include:

ALICIA PARK (5 acres)

300 Arlen Drive

Amenities include: Large group picnic area and barbeque pit. Children's play structures including a tot-lot. Lighted youth baseball field. Adjacent to John Reed School softball and soccer fields. Public restroom available during park hours.

BENICIA PARK (6 acres)

7471 Bernice Avenue

Amenities include: First-come, first-serve group picnic area with 7 tables and a barbecue pit. Children's play structure. One lighted youth baseball field and a seasonal community swimming pool. Public restroom available during park hours.

COLEGIO VISTA PARK (5 acres)

1200 Southwest Blvd.

Amenities include: Children's play structure, four picnic tables and a barbeque pit. One youth baseball and soccer field. Public restroom available during park hours.

DOROTEA PARK (6 acres)

895 Santa Dorotea

Amenities include: Children's play structure and tot-lot. Group picnic area with seven tables and one large barbeque. One youth baseball fields, one lighted basketball court and two lighted tennis courts. Public restroom available during park hours.

EAGLE PARK (10 acres)

1115 Emily Avenue

Amenities include: Tot-lot play structure. One lighted youth softball field and one youth soccer field. Two lighted tennis courts. Picnic tables and barbeque available on a first-come, first-serve basis. Public restroom available during park hours.

GOLIS PARK (13 acres)

1450 Golf Course Drive

Amenities include: Children's play area and tot-lot, soccer and softball fields and a lighted baseball field. Two lighted basketball courts and a lighted multi-use court available first-come, first-serve. Two lighted tennis courts, first-come, first-serve or by reservation. Five picnic tables with individual barbeques. Public restroom available during park hours.

HONEYBEE PARK (10 acres)

1170 Golf Course Drive

Amenities include: Children’s play area and tot-lot. Two lighted basketball courts and two lighted tennis courts. Five picnic tables and a barbeque. A year round community swimming pool.

LADYBUG PARK (5 acres)

8517 Liman Way

Amenities include: Children’s play area and one youth soccer field. Four picnic tables and two individual barbeques.

MAGNOLIA PARK (19 acres)

1401 Middlebrook Way

Amenities include: Children’s play area and six picnic tables with two barbeques. One youth soccer field and two lighted combination softball/soccer fields. Eight lighted tennis courts and two lighted basketball courts. A seasonal community swimming pool. Public restrooms available during park hours.

SUNRISE PARK (9 acres)

5201 Snyder Lane

Amenities include: Children’s play area and individual picnic tables with barbeques. Lighted all-weather soccer and softball field. Lighted basketball court, six lighted pickleball courts and two lighted tennis courts. Public restroom available during park hours.

TWIN CREEKS PARK (7 acres)

5530 Kerry Road

Amenities include: Children’s play area and tot-lot, two soccer fields and a baseball field. Two basketball half-courts. Six covered picnic tables and two barbeques. Public restroom available during park hours.

B. Park Use Regulations

1. Park Hours

- a. City of Rohnert Park parks are open seven days a week, year-round from sunrise to sunset.
- b. All unreserved areas remain open to the public at all times during park hours.
- c. Sports fields and courts are open from 7:30 a.m. to 10:30 p.m. when permanent lighting is present. Sports fields and courts without permanent lighting will be closed at dark.

2. Athletic Field Use Reservations and Permits

- a. Field use applications for reservation of fields must be received no later than fourteen (14) days prior to reservation date requested, and will be accepted up to one year in advance. Upon approval, a field use permit will be issued identifying the reserved field, approved use and specific requirements for that use.
- b. Permits for field use are **required** for:
 - Organized sports use
 - Group participation of more than 10 individuals. (Municipal Code 9.62.010) that is not open to the public.
- c. A permit is not required for informal play or gatherings, less than 10 participants or informal play or gatherings open to the public.

- d. Field Use Permits for fields will be issued in the following priority:
 - City of Rohnert Park programs
 - Rohnert Park youth groups
 - Rohnert Park adult groups
 - Non-Rohnert Park youth groups
 - Non-Rohnert Park adult groups
3. **Picnic Area Reservations**
- a. Picnic area reservation applications are required to reserve a picnic area and must be received no later than five (5) business days prior to the date requested. Picnic areas may be reserved in 4 hour blocks of time.
 - b. Applications are accepted beginning on the first business day in February for dates in March through October of the same year.
 - c. Picnic area permits are **required** when:
 - Installing temporary amenities (i.e. children’s bounce houses)
 - Organizing or hosting an activity or event with more than ten (10) people that is not open to the public
 Picnic reservations reserve the picnic areas of the park only.
4. **Tennis Court Use**
- a. City of Rohnert Park tennis court use is on a on a first-come-first-serve basis or by reservation by calling 707-588-3456.
 - b. Tennis is the **ONLY** permitted activity on the courts. It is unlawful for any person, entity, firm or corporation to engage in any activity other than tennis on tennis courts without written permission form the Community Service Department. (Municipal Code 9.62.010)
 - c. Only tennis players are permitted within the fenced court area. Spectators must remain outside of the fenced court area.
 - d. White-rubber-soled-tennis shoes must be worn on the courts.
 - e. Players are required to observe tennis courtesies, as well as rules of good-conduct, on and around the courts.
 - f. Players waiting to play must remain outside the fenced court area but within the immediate vicinity, or they will lose their place waiting.
 - g. Organized tennis activities must have City of Rohnert Park approval and a use permit.
 - h. During scheduled events, one tennis court will be left open for public play. This practice does not apply to City of Rohnert Park recreation programs or City-approved community-wide events.
5. **Use of Lights on Fields**
- a. Lighted field use is authorized by special use permit and is subject to the hourly use fee in addition to electrical fees for the use of lights.
 - b. Field users with a permit for field and lights must check out and return the light key from the Sports & Fitness Center, 5405 Snyder Lane. The key will not be checked out if the permit for use cannot be verified.
6. **Temporary Amenities**
- a. Groups renting special amenities such as children’s bounce houses or portalets, must note it on their application.
 - b. Access to power and water is not available.
 - c. Companies providing the amenity must acquire approved liability insurance.
7. **Amplified Sound**
- a. Amplified sound will be permitted in Rohnert Park by special permit only.
8. **Alcohol Beverages Sale and Consumption**

- a. Use of Alcoholic beverages is prohibited in City of Rohnert Park parks.
9. **Large Group Events**
 - a. Large group special events are permitted at City Center Plaza and the Community Center Complex outdoors. Please see page 18.
 10. **Park or Field Closure**
 - a. The City reserves the right to restrict the use of its parks or any designated area, field or portion of its parks.
 - b. Playing fields will be closed to organized group play due to inclement weather. To check the status of a field closure online visit, www.rpcity.org and click on “Parks & Rec” and then “Field Status”.
 11. **Concession Stand Use**
 - a. Use of the concession facility is authorized by a special use permit only.
 - b. Renter or vendor must provide all vending items and necessary supplies.
 - c. Renter or vendor may bring additional temporary equipment as needed.
 - d. Concessions are subject to Sonoma County Department of Health Services requirements, website: www.sonoma-county.org/eh phone: 707-565-6531
 - e. The City of Rohnert Park is not responsible for loss or damage of personal property.
 - f. Concession stands will only be permitted to youth sports organizations for in-season league game days.
 - g. Concession stands are not available to be permitted for private renters.
 12. **Storage Units**
 - a. Storage units over vehicle are not permitted in City parks without expressed written consent by the City.
 13. **Animals**
 - a. Dogs are prohibited in public parks and playground areas unless such dogs are under physical restraint by a person capable of controlling the dog by means of a leash. This provision shall not apply to any area specifically designated as a dog park or off leash exercise area. (Municipal Code 6.14.030)
 - b. Dog owners are required to clean up after their dogs. Doggie bag stations are located in many of the parks.
 14. **Glass Containers**
 - a. Glass containers are not allowed in City parks.
 15. **Private Equipment**
 - a. Use of private equipment such as shade structures, umbrellas, etc. must be approved on a case by case basis.
 - b. Personal barbecues and gas grills are not allowed in City parks.
 16. **Food and Merchandise Vending**
 - a. Anyone wishing to sell food or merchandise in City parks will be required to obtain a vending permit from the Community Services Department
 17. **Classes, Clinics and Organized Activities**
 - a. Anyone wishing to offer any type of organized service in a City park is required to obtain a commercial use permit from the Community Services Department.
- C. **Athletic Field Use Guidelines**
The scheduling of the Athletic Fields will be based on the following guidelines, by priority of group classification:

Group Field Priority*

1. Priority I: City programs, park landscape and maintenance, and City sponsored or co-sponsored events.
2. Priority II: Rohnert Park resident, youth, non-selective teams, non-profit organizations or leagues.
3. Priority III: Rohnert Park, youth, selective teams, organizations or leagues where 60% or more of the participants are residents. Includes Rancho Cotati Unified School District athletic programs.
4. Priority IV: Rohnert Park resident, adult, non-selective teams, organizations or leagues.
5. Priority V: Rohnert Park resident, adult, selective teams, organizations or leagues.
6. Priority VI: Non-Resident, non-profit organizations (less than 51% residents).
7. Priority VII: For-profit youth sports events.
8. Priority VIII: For-profit adult sports events.

***In addition to the above priority criteria, priority is given to the sport specific fields determined by the regular season of play for each sport.**

Definition: City of Rohnert Park resident organization shall consist of 90% or more resident participants.

Scheduling Formula:

This formula will be used to resolve a discrepancy between two (or more) organizations in the same priority group that request use of the same athletic field simultaneously, cannot work out a “sharing arrangement” between the organizations respectively.

Fields will be allocated based on each organization’s percentage of the total number of participants combined in all the organizations applying for athletic field use. An organizations “percentage of field use” will be determined by dividing the total number of participants in each organization by the total combined number of participants in all the organizations. Only participants of the organization that would be scheduled to use the athletic field in question will be considered in this formula.

The application of this formula shall be administered by the Community Services Department.

Example:

Soccer group A has 750 Rohnert Park residents.

Soccer group B has 900 Rohnert Park residents.

Total Rohnert Park residents in both organization is 1,650

750 divided by 1,650 equals Group A would receive 45% of the field time.

900 divided by 1,650 equals Group B would receive 55% of the field time.

D. Fee Schedule Categories Picnic Areas

1. Resident/Non-Profit

- a. Resident non-profit organizations are organizations which have an IRS Code 501(c) determination letter.

- b. Resident non-profit organizations receive a discount when the organization has been conferred eligible for nonprofit status by the Internal Revenue Service under the United States Internal Revenue Code Section 501(c) and maintains an office or provides services within the City of Rohnert Park.
 - c. Government agencies (city, county, state and federal) fall under this classification for the purpose of determining rates and fees.
2. **Resident Private**
 - a. Applicant lives within the City of Rohnert Park with a zip code of 94928.
 - b. Admission cannot be charged at an event.
 3. **Non-Resident Private/Business/Non-Profit**
 - a. Applicant lives outside the City of Rohnert Park.
 4. **Large Group Picnic Area**
 - a. Alicia Park only
 - b. Accommodates over 100 people

Group Picnic Fees (Reference Recreation Facility Fee Schedule)

Group picnic fees assessed to groups or individuals for the use of a group picnic areas for the following activities per every 4 hour block of time: **private parties, birthday parties, family reunions, tournaments, opening day ceremonies, and sporting events, camps, etc.** Each special event, such as “Opening Day,” “Tournaments” etc. will require a separate Park/Field Use Application.

E. Sports Fields Use and Fees

Youth Sports

Non-profit groups that offer youth sports activities (through high school age) with a minimum of fifty (50) players/participants shall be assessed a per participant fee, per sport season. A Field Use Application for each field and/or court use is required.

Adult Athletics

Adult sport activities (18 years and older) shall be assessed a Field Use fee based on the category the group qualifies under. Additional light fees apply as needed at applicable fields.

*Damage/cleaning deposit for 500 persons or over and for running, bicycling, etc., events of 100 participants or more shall be assessed on a case-by-case basis, minimum refundable deposit of \$500.

Rohnert Park Field Lights

(Light usage fees are in addition to field usage fees)

Fees

Please reference Recreation Facility Fee Schedule

IV. LARGE SPECIAL EVENTS AT CITY CENTER PLAZA OR COMMUNITY CENTER BACK LAWN/CENTER COMPLEX

A. City Center Plaza Description – 500 City Center Drive

1. Located in between the Rohnert Park Library and the City of Rohnert Park Public Safety main station City Center Plaza is a central gathering place for the community to enjoy live concerts, movies and other public events. This park provides lawn space for approximately 200 people and a plaza area with an additional space for approximately 1000 people and 20-25 booths. There is a small water feature, very popular with children.
2. No access to restrooms, portalets must be provided by the renter and garbage cans and garbage removal must be arranged by the renter.
3. There is limited access to power.
4. There is limited parking in the lot on site and large events will have to identify street parking for their attendee's.
5. The Special Event Permit will identify the area(s) reserved, the approved uses and any other specific requirements. The use permit will be issued following the submittal and approval of a completed application, including insurance documents and payment of fees.

B. Community Center Back Lawn/Center Complex – 5401 Snyder Lane

1. This special event area is located at the Community Center complex. Tucked away with ample shade and parking. There is a large "L" shape lawn area that can accommodate a wide variation of booths with space for about 400-500 people and a stage. There is also the center complex area that accommodates another 500-800 people and 20-30 booths.
2. No access to restrooms, portalets must be provided by the renter and garbage cans and garbage removal must be arranged by the renter.
3. There is limited access to power and water.
4. Parking availability will be dependent on the time of year and the other facility bookings in the complex.
5. The Special Event Permit will identify the area(s) reserved, the approved uses and any other specific requirements. The use permit will be issued following the submittal and approval of a completed application, including insurance documents and payment of fees.

C. Request for large events at Alicia Park: Alicia Park may be requested and approved on a case-by-case basis for large special events.

1. Alicia Park can accommodate approximately 300 people
2. There is limited access to power and water
3. There is limited access to parking in a lot. Parking is available on the street.
4. The Special Event Permit will identify the area(s) reserved, the approved uses and any other specific requirements. The use permit will be issued following the submittal and approval of a completed application, including insurance documents and payment of fees.

D. Large Special Event Use Regulations

1. Use Permits

- a. City Center Plaza and Community Center Back Lawn/Center Complex permits are only issued to non-profit organizations and are required for the following:
 - all large events, with anticipated attendance in excess of 200;

- Use of electricity or amplified sound; or
 - Events serving alcohol
2. **Rental Hours**
 - a. City of Rohnert Park parks are open seven days a week, year-round from sunrise to sunset.
 - b. Events may not have a “start” time prior to 8:00 a.m. Set up of events may begin at, but not prior to 7:00 a.m.
 - c. All unreserved areas remain open to the public at all times during park hours.
 - d. Events longer than one day will be considered in accordance with this policy. The City may require overnight security to be provided and paid for by the renter.
 3. **Scheduling**
 - a. If the City establishes an annual application deadline, resident non-profit organizations will receive preference for Special Event of City Center Plaza or the Community Center outdoor complex use.
 - b. The City reserves the right to deny use of the special event areas based on turf conditions and frequency of use.
 4. **Alcohol Beverages Sale and Consumption**
 - a. The service or sale of alcohol is authorized in accordance with this policy.
 - The California Alcoholic Beverage Control (ABC) requirements must be followed.
 - All groups selling alcoholic beverages must conform to all ABC rules and regulations and must obtain any and all permits required by the ABC.
 - Servers must complete the ABC training.
 - Copies of all ABC permits must be submitted to the City of Rohnert Park for approval
 - b. Liquor Liability Insurance of no less than \$1,000,000 is required for sale of alcohol. The City may require certificates of insurance evidencing coverage, and endorsements to policies to add the City as an additional insured. Coverage shall be primary and non-contributory.
 - c. Alcoholic beverages must be served in clear plastic cups and/or plastic flutes (no glass or polystyrene), or cups pre-approved by the Community Services Department.
 - d. Use of commemorative glassware will be considered on a case-by-case basis and must be specifically approved.
 - e. Advertisement (banner, flyers etc.) recognizing businesses that have sponsored the provision of beverages to non-profit organizations for Special Events shall be preapproved.
 5. **Security Guards**
 - a. Renter may be required to provide security guards at an event.
 - b. In the event security guards are required, the renter shall use a valid licensed security company. The renter must provide a copy of the security contract thirty (30) days prior to the event.
 - c. Renter will pay the cost of security guards and/or police officers.
 - d. Security guards must be present at the event the entire time guests are present.
 - e. Security guards must be in uniform and are responsible for patrolling both the inside and outside of premises.
 - f. Overnight security may be required for multiple-day events.

6. **Youth Event Chaperones**
 - a. Adult chaperones are required for youth activities. A list of these chaperones must be submitted to the Community Services Department at least ten (10) working days prior to event. This list must include phone numbers for all chaperones.
 - b. Security guards may be required at renter's expense.
7. **Vendors/Concessions**
 - a. Food and Merchandise vendors must obtain a City of Rohnert Park vending permit
 - b. Caterers and food vendors must have a Sonoma County Food Health Permit and comply with County Health Department regulations. Sonoma County Department of Health Services: website: www.sonoma-county.org/eh phone: 565-6531.
 - c. Food must be served in recyclable products (no polystyrene or glass containers).
 - d. Recycling of food and beverage containers is highly desirable.
 - e. Plywood, carpeting, "Astroturf" or other similar solid flooring material shall not be used in tents or booths on City of Rohnert Park lawns. Vendors shall use turf protection methods such as "Grid mat" or an equivalent open-holed plastic.
8. **Amplified Sound**
 - a. Amplified sound will be permitted by special permit only and shall cease by the hour designated on the special event permit.
 - b. Use of amplified sound is subject to noise ordinance restrictions. Noise Ordinance: Title 9, Article IV, Chapter 9.44.150 et seq.
9. **Advertisement**
 - a. Advertising, including banners and print media, acknowledging permitted non-profit organizations and their sponsors may be placed in designated locations during an approved event.
 - b. Renters are encouraged to discuss the proposed type, size and location of advertising materials with City staff prior to submittal of an application.
 - c. The type, size and location of advertising materials shall be disclosed in the application.
 - d. All advertising materials for the event are subject to review and approval by City staff as part of the application process prior to the event.
 - e. Any non-approved forms of advertising are subject to removal by City staff.
10. **Public Restrooms**
 - a. Public restrooms at the Rohnert Park Library are not available for City Center Plaza events.
 - b. Portalets may be required at the renter's expense. If portable toilets are required, they will be located near the north east side of the parking lot and pre-approved through the Community Services Department.
11. **Trash and Recycling**
 - a. During an event, trash receptacles should be serviced as needed and liners replaced.
 - b. If additional dumpsters are required, they should be positioned in an area designated by the Community Services Department.
 - c. Recycling is highly encouraged, additional recycling receptacles may be obtained through the local garbage service provider.
12. **Animals**
 - a. Dogs are prohibited in public parks and playground areas unless such dogs are under physical restraint by a person capable of controlling the dog by means of a

leash. This provision shall not apply to any area specifically designated as a dog park or off leash exercise area. (Municipal Code 6.14.030)

b. Dog owners are required to clean up after their dogs.

13. **Use of Private Equipment**

a. Use of private equipment such as shade structures, umbrellas, etc. must be approved on a case by case basis.

14. **Free Speech Activity**

a. For events open to the public, event organizers should be prepared to accommodate individuals and/or groups that wish to speak or express themselves freely in public. Users may need to rent and designate an appropriate area to accommodate free speech activities. The City will not be responsible for interference or inconvenience caused by free speech activity, and fees are not refundable due to such activity. If significant free speech activity is anticipated, the City of Rohnert Park Department of Public Safety may require assignment of police officers to an event, and any costs shall be paid for by the event organizer. Any property damage or cleanup costs incurred by the city shall be the responsibility of the event organizer and may be deducted from the security deposit.

E. **Recreation Facility Fee Schedule**

All groups are categorized into two possible billing groups, Minor Event or Major Event. These categories are determined by answering a number of qualifying questions on the Special Event Application.

1. **Minor Event**

a. All or part of the damage deposit may be refunded based upon the condition of the Plaza/Community Center Back Lawn/Complex after the event. Notification of damage will take place within ten days after the event and refunds will be issued 4-6 weeks after the event date.

2. **Major Event**

a. All or part of the damage deposit may be refunded based upon the condition of the Plaza/Community Center Back Lawn/Complex after the event. Notification of damage will take place with twenty days after the event and refunds will be issued 4-6 weeks after the event date.

3. **Cancellation**

a. Cancellation of your event less than sixty (60) days prior to your event will result in the forfeit of your deposit. An administrative fee will be charged for any cancellations prior to the sixty (60) day period. In either case all other rental fees paid will be refunded in 4-6 weeks.

4. **Change of Date**

a. Renter may request to change the date of an event if the date is still available with an administrative fee set by the Community Services Director, though any requests for changing dates less than 60 days prior to your current date will be treated as a cancellation for the purposes of this policy.

5. **Insurance**

a. Insurance is required for all Large Special Event Rentals. See "Insurance" on page 4 for specific requirements.