CITY OF ROSEVILLE CALIFORNIA
Parks, Recreation & Libraries

PICNIC RENTAL PERMIT APPLICATION

Please complete and return to one of the following locations for payment and park permit:

- Mahany Fitness Center, formerly Roseville Sports Center (1545 Pleasant Grove Blvd.)
- Maidu Community Center (1550 Maidu Drive)
- Parks, Recreation & Libraries Administrative Office (316 Vernon Street Suite 400)

ALL FEES ARE DUE AT THE TIME OF BOOKING

Reservations are accepted on a first come, first served basis and may be submitted as early as 12-months prior to the event date.

Reservations must be made no less than two weeks in advance of the rental date.

No Electricity or Water Available

PICNIC RENTAL QUALIFIERS

Does your picnic rental include any of the following?

____ 100+ people

____ Charging admission fee

____ DJ/live entertainment

____ Food/merchandise being sold

____ Event open to the general public

STOP

If any of the above listed qualifiers are applicable, please contact 772-PLAY for further assistance. This rental *may* be considered a special event.

APPLICANT/AGENT INFORMATION

Name: _____ Today's Date: _____

Address: _____

Cell Phone Number: _____

Email Address: _____

Date of birth: _____ Type of group: ☐ Resident ☐ Non-Resident

Deposit mailing address (if different from above):

_____

_____

BUSINESS/ORGANIZATION INFORMATION

Name: _____

Address: _____

Phone: _____ Email Address: _____

Type of group: ☐ Business/Commercial ☐ Non-Profit Organization, ID number: _____

Deposit check refund payable to: _____

Deposit mailing address (if different from above):

_____

_____

*Please note: deposits paid by check/cash typically take five (5) – eight (8) weeks to process and deposits paid by credit card typically take four (4) – six (6) business days to process.

RENTAL INFORMATION

Park: _____

Requested Picnic Area: _____

Requested Park Amenities (additional fees apply):_____

Rental Date(s) Requested: _____

Rental Start (including set up): _____ Rental End (including clean-up): _____

Expected number of participants: _____
Refuse & Deposit charges based on number of participants. See Picnic Rental Fee sheet for pricing.

Will you have a bounce house? **Yes** **No**
If yes, an additional fee of $25 is assessed. Max 2 bounce houses per rental.

Event description: _____

Have you held this event in the City of Roseville in the past? _____ If yes, when: _____

EVENT INFORMATION

Yes **No** Will you be serving food/drinks

Yes **No** Will you have amplified sound at your event?
If yes, noise regulations can be found in Chapter 9.24 of the Roseville Municipal Code.

Yes **No** Will you have other types of entertainment at your event?
(i.e. clowns, face painting, entertainers, etc)
Please list entertainment: _____

Yes **No** Will you be using a tent in excess of 200 square feet or a canopy or other temporary structure that is in excess of 400 square feet?
If yes, contact the Roseville Fire Department for a permit at (916) 774-5805.

Yes **No** Other than the cooking equipment provided at the picnic rental site, will you be using cooking equipment, BBQ's or any other equipment/device that produce an open flame?
If yes, only equipment/devices that use propane are permitted. Must not be placed on tables.
**For proper food/oil/grease removal, please review the City of Roseville Best Management Practices at:
www.rosveille.ca.us/eu → Programs → Stormwater management → Best practices for businesses

Yes **No** Will the Event utilize temporary diesel power generators, idling of equipment and vehicles and traffic speeds on unpaved surfaces over 15 miles per hour?
If yes, you are advised to review the Placer County Air Pollution Control District's Rules at:
http://www.placer.ca.gov/1861/rules

EVENT INFORMATION (cont.)

Yes **No** Will your event have alcohol?

****Alcohol is only permitted at Royer Park and Woodbridge Park picnic areas.**

How will you ensure that alcoholic beverages will be consumed only by people 21 years or older?

_____

_____

PARK RULES & REGULATIONS

Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement.

_____ I acknowledge that my reservation is for the picnic area only. Other park amenities, including but not limited to playgrounds, spray grounds, sports courts, restrooms, and other recreational features, are not included with my reservation and are not guaranteed to be available or operational during my event.

_____ All City parks open at 8:00 AM

_____ All City parks close one hour after sunset. Exceptions include: lighted sports facilities, city sponsored and co-sponsored activities.

_____ No person shall bring into, possess or consume any alcoholic beverage in any park with the exception of Royer Park and Woodbridge Park, in DESIGNATED AREAS, WITH RENTAL PERMIT ONLY.

_____ Smoking is PROHIBITED in any City park.

_____ Glass containers are PROHIBITED in City parks.

_____ Motor vehicles may only be operated on roadways and in parking areas. Vehicles are not allowed on lawns or park interiors without prior approval. Your park reservation does not exempt you from this policy.

_____ Golfing is permitted at Diamond Oaks Municipal Golf Course and Woodcreek Golf Club ONLY. Golfing is **NOT** allowed at any City park.

_____ No person shall destroy, damage or deface any park property. In the event of damages to City property, the sponsoring party shall be held liable and will be billed for repair and/or replacement of damaged property. Any/all deposits will NOT be returned.

_____ All users are expected to leave the park clean and orderly. Cleaning and damage deposits are refunded according to the condition of the area after use. Tables should be wiped clean, any spills cleaned up and all trash picked up and bagged.

_____ It is prohibited to make loud, unnecessary noise which unreasonably disturbs the peace or causes annoyance to any park neighbor or other facility user.

_____ If the City requires the presence of police officers, security guards, fire and/or medical service during the event, the sponsoring group will be held accountable for making the arrangements and paying for the services.

PARK RULES & REGULATIONS (cont.)

_____ Animals are **NOT** allowed in any City park with the exceptions of designated City dog parks and zones.

_____ For any reservations having special equipment such as bounce houses, carnival games, rock walls or other apparatuses, proof of liability insurance on original certificate of insurance must be submitted in the amount to be determined by the City's Risk Management Department (916) 774-5202. No water apparatuses/equipment allowed in the park.

_____ Water activities including but not limited to water balloons and water slides, as well as rice, birdseed, confetti, hay, straw, sand, silly string and glitter are not permitted.

_____ Power/electricity and water are **NOT** provided by the City at any park site. Any reservations having special equipment such as inflatable bounce houses/apparatuses, etc. must provide their own power/electricity.

_____ You must receive special permission for vehicles in park areas and the placement of all special apparatuses. Please submit a map of the set-up and intended areas of use 14 days prior to your event. Park Maintenance will contact you with approval, denial or alternate set-up/locations. Park Maintenance Division: 2005 Hilltop Circle. Fax: 746-1759.

_____ Other areas of the park may be reserved during your reservation time for City functions, private parties or sports programs.

_____ Cancellation policy: For each reservation that is cancelled, a $10 administrative fee will be assessed. If the cancellation is made less than five (5) business days before the rental date the City will retain 100% of rental deposit and rental fees. Renter is required to return rental packet including permit and picnic rental sign.

_____ All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be emailed, mailed or hand delivered.

_____ Event date changes will result in a $10 service fee for each date change. Date changes must be made fourteen (14) days prior to event. No more than three date changes per event.

_____ Events with inclement weather will be reviewed for a refund after event date. The primary renter must reach out to the Parks, Recreation & Libraries Department within 72 hours following the event to initiate the refund process.

_____ Any false information regarding details of your event may lead to immediate termination of your event, the possible loss of fees and denial of your request for future use.

_____ **Referenced Ordinances: 8.02.200; 8.02.280; 8.02.281; 8.02.290; 8.02.300. Ordinances can be viewed at: http://qcode.us/codes/roseville/**

ATHLETIC FIELDS/ COURTS/ PITS INFORMATION

- **Volleyball Courts:** All of our *Amenity* courts have nets. However, they are recreational courts and specific height requirements for competitive play cannot be guaranteed.
- **Horseshoe Pits:** Renter needs to provide their own horseshoes.
- **Bocce Ball Courts:** Renter needs to provide their own bocce balls.

SIGNATURE PAGE

Failure to comply with all the City of Roseville's park rental rules and regulations may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the field rental rules & regulations outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I agree to pay the City of Roseville all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I understand that the City of Roseville (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- City of Roseville reserves the right to cancel or suspend outdoor facility use when the health and safety of participants are threatened due to impending conditions, including but not limited to, heavy rains, smog alerts, or pesticide application. City of Roseville further reserves the right to cancel or suspend any right of use to any field, facility or other City property in order to comply with guidelines, orders or directives of any federal, state or local government agency relating to the COVID-19 pandemic.
- I agree to indemnify and hold harmless the City of Roseville, its officers, agents, employees and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of Roseville City parks, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.

I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name: _____

Signature: _____ **Date:** _____

For picnic or park reservation problems that require immediate attention please contact the following:

Monday – Friday 8am-5pm please call:	(916) 772-PLAY
Saturday and Sunday 6am-2:30pm please call:	(916) 759-9661
Friday – Sunday after 2:30pm please call:	(916) 746-1274

PICNIC RENTAL FEES

All rental fees include a non-refundable refuse charge and a refundable deposit of $100, if the facility is left in good condition. Note: Events expecting 101+ people require a refundable $200 deposit.

Events expecting 101+ people may be subject to Special Event permitting process.

Park	Picnic Area	Approximate Seating Capacity	Rental Fee	Amentity	Fee
Central Park 10200 Fairway Dr	Covered Picnic Area - Blue	45	$275		
	Covered Picnic Area - Grey	45	$275		
	Both Picnic Areas	90	$375		
Crabb Park 1000 Scarborough Dr	Covered Picnic Area	45	$275	Sand Volleyball *Up-to 3 courts may be rented at a time*	$15/hr (2hr. Min)
Crestmont Park 1500 Champion Oaks Dr	Covered Picnic Area	24	$255		
Elliott Park 1421 Cushendall Dr	Covered Picnic Area	26	$255		
Festersen Park 2275 Village Green Dr	Covered Picnic Area - North	24	$255	Bocce Ball Court	$5/hr (2hr. Min)
	Covered Picnic Area - South	24	$255	Sand Volleyball Court (2)	$15/hr (2hr. Min)
	Both Picnic Areas	48	$340		
Fratis Park 2400 Corin Dr	Covered Picnic Area	45	$255	Sand Volleyball Court	$15/hr (2hr. Min)
Hillsborough Park 1001 Hillsborough Dr	Covered Picnic Area	80	$255		
Kaseberg Park 1151 Rand Way	Covered Picnic Area	112	$300	Sand Volleyball Court	$15/hr (2hr. Min)
	Uncovered Picnic Area	112	$300		
	Both Picnic Areas	224	$450		
Royer Park* 130 Park Dr	Green Picnic Area	110	$300		
	Blue Picnic Area	150	$320		
	Red Picnic Area	110	$300		
	Green, Blue, Red Picnic Areas	370	$685		
Veterans North 10021 Crocker Ranch Rd	Covered Picnic Area	55	$255		
Woodbridge Park* 415 Sierra Blvd	Covered Picnic Area	80	$255	Bocce Ball Court	$5/hr (2hr. Min)

*Alcohol is only permitted at Royer Park and Woodbridge Park picnic areas.

Additional Fees		
Bounce House	$25 flat rate	2 Max per rental
Event Cancellation	$10 administrative fee	
Date Change	$10 per date change	3 Max per permit