



CITY OF DOWNEY – PARKS AND RECREATION DEPARTMENT

7850 Quill Drive, Downey, CA 90242 • (562) 904-7238 • parksandrec@downeyca.org

Hours: Monday – Friday 8:30 a.m. – 5:30 p.m. • Closed: City Observed Holidays

PARK FACILITY RENTAL POLICIES & PROCEDURES

Thank you for choosing to have your event at a City of Downey Park. We want you to have a pleasant experience from the early planning stages of your reservation to the day of your event. In order to provide you with quality service and to ensure an enjoyable and safe event, the following policies and procedures are in place and you are asked to abide by all. **The City of Downey, Parks and Recreation Department reserves the right to change and/or cancel any reservation at any time resulting from a City event, program and/or maintenance.**

GENERAL POLICIES & PROCEDURES

Facility use reservations are issued in accordance with the policies established by the City Council, authority of the Director of Parks and Recreation and the Recreation and Community Services Commission.

All reservations must be made in person and are based on a first-come first-serve basis. No reservations will be taken over the telephone, e-mail, mail, or fax. A completed reservation form must be submitted in person to the Parks and Recreation Department during normal business operating hours, along with all reservation fees at the time the reservation is made.

With the exception of select facilities at Apollo, Golden and Rio San Gabriel Parks, you must be a resident of the City of Downey to reserve a park building or shelter. Proof of residency is required and the following must be presented at the time the reservation is made: a current utility bill with a Downey address (gas, water, electric, or landline) and a matching driver's license or CA ID. Reservations must be made a minimum of (2) two weeks to a maximum of (6) six months prior to the scheduled event.

Shelter reservations will be based on a minimum of a (4) four hour event time; room reservations, including kitchen reservations, will be based on a minimum of a (2) two hour event time. Time of use must include set-up and clean-up time.

The use of the Parks and Recreation Department facilities is for family or neighborhood related social functions. The facilities may not be used for business use or monetary gain that results from the exchange of money or events that conflict with City of Downey programming. No advertisement, petitions, or solicitations are allowed.

APPLICANT may have a maximum of (2) two reservations on different dates on file with the Parks and Recreation Department at one time. Therefore, no long-term and/or reoccurring reservations are allowed that exceed (2) two reservations.

APPLICANTS with a shelter reservation may bring a maximum of (2) two 10x10 canopies and extra tables and chairs not to exceed maximum capacity of reservation. All items must be carried on to the park and not dragged on the grass.

No automobiles or motorized bikes of any kind are allowed on City facilities outside of marked parking stalls. All unloading and loading must be done from parking stalls or properly marked loading curbs. APPLICANT must notify City staff upon arrival for loading/unloading into reserved room.

Neither the City of Downey nor the Parks and Recreation Department or its agents will be held responsible for loss, damage, or theft of equipment or articles owned by the applicant or his/her guests.

Smoking is NOT PERMITTED by City Ordinance in City buildings, including restrooms, and on park grounds, except in designated areas. Failure to comply will result in the City's right to refuse future service to said applicant and police response.

Reservations for 100 people or more require an additional staff fee of \$15 per man hour and supervisor's approval. Rio San Gabriel shelter can accommodate 200 people which may not be exceeded.

Gambling, the collection of any fees or admission charges is not allowed. This includes 50/50's, raffles, or gaming.

Wedding ceremonies or formal pictures are not allowed to be conducted at City parks.

Moon bounces/jumpers are NOT permitted at any Downey park. Catering vendors are allowed and require a business license and supervisor's approval (see caterer guidelines on pg. 5).

APPLICANT'S RESPONSIBILITIES

APPLICANT must check in with the City park staff at the beginning of the reservation and must also check out with the City park staff at the conclusion of the reservation and clean-up. APPLICANT must be present for the ENTIRE RESERVATION. Park staff will need to have continual contact with the contract holder. Failure to comply will result in the City's right to refuse future service to said applicant.

APPLICANT will accept full responsibility for damage to equipment or properties and will incur all costs of damages to equipment or the facility. City owned equipment may not be removed from the facility.

Staff is not responsible for children attending the event. It is the sole responsibility of the APPLICANT to monitor their attendees.

It is the responsibility of the APPLICANT to abide by all facility reservation policies and park rules.

Failure to comply with any single item, portion of, or combination of policies and procedures or misrepresentation of the reservation will result in the City's right to refuse future service to said applicant.

STAFF'S RESPONSIBILITIES

Staff is responsible for facilitating the reservation and will only deal with the applicant listed on the reservation form.

Staff is required to conduct reservation checks of the event at minimum every 60 minutes or more as needed.

Staff is responsible to check and change trash receptacles.

Staff is responsible to monitor activity to ensure compliance.

SPECIFIC FACILITY REGULATIONS

Alcohol possession or consumption is NOT permitted by City Ordinance (see alcohol section on pg. 5).

No cooking permitted in the rooms, only in the kitchen using cooking appliances. Kitchen facilities are available for rent at Furman and Golden Park only when APPLICANT rents the room at the facility. Moving kitchen equipment is not allowed.

Amplified music and/or sound systems, including public address systems, DJ's, karaoke, film/video systems and other large amplified systems are not permitted.

City staff will control all heating, air conditioning, lighting, or any other electrical or mechanical system(s) in the building. APPLICANT shall make requests to the City staff for any adjustments, which will be met if possible and in accordance with the welfare of the facility/patrons/staff.

The use of devices that produce or simulate fire, including candles, burning of incense, fog or smoke machines, and barbecuing are not permitted inside the building or outside adjacent to the building or on park complex.

PARK RESERVATION HOURS

Park rooms are available for rent only on Saturdays and Sundays, except on specific designated holidays. No weekday or evening reservations are permitted. Park shelters are available Saturdays and Sundays, Easter Sunday, Memorial Day, and Labor Day. Easter Sunday shelter reservations require an additional \$5 per hour fee.

Hours available for reservations vary by season and park. Please call the Parks and Recreation Department at (562) 904-7238 for reservation hours.

PAYMENTS & FEES

All fees must be paid at time the reservation is made.

All fees must be submitted by the APPLICANT named on the reservation form only. Fees may be paid by cash, personal check or money order made payable to the CITY OF DOWNEY, or credit card (Visa, MasterCard, Discover, and American Express).

Wilderness Park has a \$5 per non-resident car parking fee on Saturdays and Sundays, and on specific designated holidays (no in and out privileges), payable in cash at the park upon vehicle arrival. Limos, party trucks and/or buses are not allowed on weekends. There is no Wilderness parking lot fee for City of Downey residents; show your driver's license for proof of residency.

	Resident Fee	Commercial Fee
Shelter (minimum 4 hours)	\$26.00 per hour	\$39.00 per hour
Activity Room (minimum 2 hours)	\$35.00 per hour	\$61.00 per hour
Kitchen (w/room reservation; 2 hour min.)	\$24.00 per hour	\$40.00 per hour
Baseball/Athletic Field	\$21.00 per hour	\$34.00 per hour
Additional Fees: <ul style="list-style-type: none"> • Groups of 100 or more require additional staff fees of \$15 per hour per staff (with supervisor's approval). • Easter Sunday shelter reservations are an additional \$5 per hour and groups of 100 or more will not be allowed. • For baseball/athletic field reservations, a field preparation/marketing fee of \$15 per field. • Any increment of time that extends beyond the reserved hours will be billed at time and a half the hourly reservation rate for the room/shelter reserved (\$39/hr. shelter, \$52.50/hr. room), plus \$15 per hour for staff time (ex. Contract time that ends at 4:30pm will begin to be billed at 4:31pm) the next business day. Failure to submit payment for invoice will result in the City's right to refuse future service, reservations, and class registration to APPLICANT and account family members until payment is received. 		

CHANGES TO CONTRACT

Supervisor must approve any changes to the contract. No changes will be made within two weeks of the reservation date.

Any amendment done to an approved reservation must be made at least two weeks prior to the reservation and will incur an additional \$25 amendment fee. An amendment includes any of the following: change of APPLICANT name, time, location of park or facility, date, and addition or removal of kitchen. All amendments must be done in person by the contract holder.

Modifications that do not incur an amendment fee are type of function and number of expected guests (must be within the maximum capacity of the facility). These modifications must be done no later than two weeks prior to the scheduled event.

Modifications or changes to the contract CANNOT be made at the park on the day of your reservation.

CANCELLATION PROCEDURES

A cancellation of a reservation prior to two weeks before the reservation date will result in a refund of 70% of the reservation fees.

No refund of the reservation fees will be issued if a reservation is **cancelled less than two weeks** prior to the scheduled event, unless the City cancels the reservation.

Rainy Day Policy for shelters:

- If the reservation is cancelled by the APPLICANT before the reservation date (assuming rain or inclement weather) a 70% refund would be issued; **OR**
- The shelter reservation can be rescheduled to another date two weekends out at no cost, depending on availability; **OR**
- If the City closes due to inclement weather a full refund will be issued or the reservation can be rescheduled for another date up to six months out at no cost, depending on availability.

APPLICANT is responsible for notifying the Parks and Recreation Department of any changes or cancellation of their event. APPLICANT will not receive a reminder call or correspondence.

If the procedures are not followed, the City reserves the right to refuse future service to said APPLICANT.

DECORATING / SET-UP / CLEAN-UP

Set-up (including decorating) and clean-up must be completed within the approved reservation time. Guests cannot arrive earlier or stay later than the reserved time.

APPLICANT may not at any time move equipment in a shelter, room or kitchen including but not limited to tables, chairs, kitchen equipment, etc. **NO EXCEPTIONS!**

Decorations shall not be displayed or installed in such a manner which damages or defaces the facility. Use of tacks, nails, screws, staples, or other sharp materials or instruments; glue, adhesive dots, putty or adhesive hooks; or any other method to affix are NOT permitted on walls, doors, floor, or ceiling. **Confetti of any kind is NOT permitted.**

Clean-up is the **APPLICANT'S responsibility**. All decorations or materials must be removed before the reservation ends and applicant must leave the shelter or facility in a clean and orderly condition.

City staff must be notified immediately of any spills and/or facility problems.

Table tops and chairs are to be wiped clean of any beverage and food, and all spills/trash are to be removed from floors. All trash is to be placed in the receptacles provided.

Kitchen areas must be cleaned and returned to the condition they were found in when the applicant first arrived. All counter tops and equipment must be wiped clean. All spills in refrigerators, freezers, microwave, stove, and floors must be cleaned and/or mopped up. All trash from the kitchen is to be placed in the proper receptacles. Proper use of garbage disposals, kitchen equipment and restrooms is required.

Any non-City owned personal or rental items brought in for the event must be removed prior to the APPLICANT'S departure from the shelter or facility. **Any items left behind will be subject to disposal.**

PIÑATAS

The use of piñatas is permitted on the outdoor premises; it is not permitted inside the facilities. If the APPLICANT would like to bring a piñata to the park it must be self supporting or hung from a tree over a grass area with rope (not wire). Patrons may not climb trees or onto buildings to hang piñatas. APPLICANT must clean up and dispose of all debris that is created by the piñata including the rope.

ALCOHOL (General Information)

As per the City Ordinance possession and consumption of alcohol is **NOT** permitted in City buildings or in the park (including the parking lots). Supervision measures will ensure that alcohol is not to be permitted. The Downey police will be called if staff determines or suspects that alcohol is being consumed or present at facility of park patrons.

The City of Downey considers beverages with ANY percentage of alcohol as alcoholic beverages.

Use of alcohol, including "Champagne Toasts," will not be permitted.

Failure to comply with any of the above will result in the City's right to refuse future service to said applicant.

CATERER/VENDOR

Per approval of the Parks & Recreation Department, the APPLICANT may secure a caterer for their event; however, the City has the sole authority to designate the areas where equipment may be brought in to the rented space and where it may be set up.

Taco carts are allowed with shelter reservations only and require a business license.

Caterers and vendors require a business license and supervisor's approval.

For room reservations, all vendors/caterers are required to stay within the premises of the room.

No game or food trucks are allowed.

Cooking is allowed in kitchen only with City appliances. Use of a grease/deep fryer, portable griddle, or sterno is not allowed. No equipment that requires open flames will be allowed.

Per City of Downey Municipal Code Section 10110, no person shall bring into a park any cattle, horse, mule, goat, sheep, swine, reptiles, or other animal of any kind unless pursuant to a lawful permit issued by the Director.

For more information, please call the Parks and Recreation Department at (562) 904-7238.