



City of Downey – Parks and Recreation Department
PARK BUILDING & SHELTER RESERVATION APPLICATION FORM

**Reservations must be submitted in person at the Parks & Recreation Department:
 7850 Quill Drive, Downey, CA 90242.
 Fees are due at the time reservation is made.**

Downey Resident Only - driver's license or CA ID and current utility bill required at time of reservation. Must be 18 yrs of age or older.

CONTACT INFORMATION

Applicant or Group Name: _____

If Group, Contact Person Name: _____

Address: _____ City: _____ Zip: _____

Primary Phone: (____) _____ Secondary Phone: (____) _____ Email: _____

RESERVATION INFORMATION

Reservations must be made a minimum of two (2) weeks to a maximum of six months prior to the scheduled event.

Type of Function: _____ Total Number of Guests Expected: _____

Requested Date: _____ Requested Time*: _____
 (Sat & Sun only) *Must include set-up and clean-up time.

Is your event being catered? Yes* _____ No _____ *Caterer must have a valid business license with them on day of event.

FEES

	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 (2 hour min. w/room reservation)	\$24.00 per hour	\$40.00 per hour
Baseball/Athletic Field	\$21.00 per hour	\$34.00 per hour

Additional Fees:

- 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 contract 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. **Failure to submit payment for invoice will result in your account being sent to collections. In addition, you will also be prohibited from any future service, reservation, and class registration for APPLICANT and account family members until payment is received.** Initial _____

FACILITY REQUESTED – Please check all that apply

APOLLO PARK _____ Activity Room (capacity 65)(open to all) Tables: Rectangular (6 ft.) _____ Baseball/Athletic Field	GOLDEN PARK _____ Shelter 1 (capacity 50) _____ Activity Room (capacity 100) _____ Shelter 2 (capacity 50) Tables: Round (5 ft.) _____ Shelter 3 (capacity 50) _____ Kitchen (2 hr. min) _____ Baseball Field (open to all)
DENNIS THE MENACE PARK _____ Shelter (capacity 60)	RIO SAN GABRIEL PARK _____ Shelter (capacity 200) _____ Baseball/Athletic Field(open to all)
FURMAN PARK _____ Shelter 1 (capacity 60) _____ Activity Room (capacity 60) _____ Shelter 2 (capacity 60) Tables: Rectangular (6 ft.) _____ Baseball Field _____ Kitchen (2 hr. min)	WILDERNESS PARK* _____ Shelter 1 (capacity 50) _____ Shelter 2 (capacity 50) _____ Shelter 3 (capacity 50)

* Please note: \$5 cash parking fee per non-resident vehicle payable at the park upon vehicle arrival

RESERVATION APPLICATION FORM

**This application is TENTATIVE until a contract is signed.
NO ALCOHOL OR AMPLIFIED MUSIC ALLOWED IN FACILITY/SHELTER**

Note:

- All room rentals include tables and chairs which will be set up by staff. Number of chairs and tables vary by park.
- Applicant must be present from the beginning of the rental time and until the last person leaves.
- No weekday or evening reservations are permitted.

The City of Downey Parks and Recreation Department reserves the right to change or cancel any reservation at any time.
I have read the City of Downey Park Facility Policies and Procedures. I understand this form is a request only, not an agreement for rental. I understand that I must comply with all Department policies and procedures. Failure to comply will result in the City refusing future rentals and participation in programs.

Signature of Applicant: _____ Date: _____

CITY STAFF USE ONLY:

Taken By (Staff Name): _____		Date Received By Staff: _____
Driver's License/CA ID: _____	Utility Bill: _____	Approved: Yes No
Contract Rental #: _____	Total: \$ _____	Paid: Cash ____ Check ____ Credit Card ____