



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 or online at www.downeyca.org/PR:

Fees are due at the time reservation is made.

Downey Resident Only - Driver's license or CA ID required (no exceptions) at time of reservation. Must be 18 yrs of age of older.

CONTACT INFORMATION

Applicant or Group Name: _____

Address: _____ City: _____ Zip: _____

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

RESERVATION INFORMATION

Reservations must be made a minimum of 10 business days 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 City of Downey business license with them on day of event.

Standard Activity Room Layout _____ / Custom Layout _____ (Provide layout 5 business days prior to event)

FEES – A \$55.00 Security Deposit due at the time of reservation

	Daily Fee	Commercial Fee
Shelter (available from 10AM-6PM)	\$176.00 Large Shelter (flat rate) \$119.00 Medium Shelter (flat rate)	\$254.00 Large Shelter (flat rate) \$179.00 Medium Shelter (flat rate)
Activity Room (min 2 hours)	\$47.00 per hour	\$79.00 per hour
Activity Room with kitchen (min 2 hours)	\$57.00 per hour	\$106.00 per hour
Baseball/Athletic Field	\$25.00 per hour	\$42.00 per hour
Additional Fees:		
<ul style="list-style-type: none"> \$55.00 Security Deposit 		
Note:		
<ul style="list-style-type: none"> All room rentals include tables and chairs which will be set up by staff, based on group size and layout selected. Applicant must be present for the entire reservation. No weekday or evening reservations are permitted. 		

FACILITY REQUESTED – Please check all that apply

APOLLO PARK _____ Large Shelter 1 (capacity 75) _____ Medium Shelter 5 (capacity 50) _____ Large Shelter 2 (capacity 75) _____ Medium Shelter 6 (capacity 50) _____ Large Shelter 3 (capacity 75) _____ Large Shelter 4 (capacity 75) _____ Activity Room (capacity 65)	DENNIS THE MENACE PARK _____ Large Shelter (capacity 75)
GOLDEN PARK _____ Large Shelter 1 (capacity 75) _____ Large Shelter 5 (capacity 75) _____ Large Shelter 2 (capacity 75) _____ Medium Shelter 3 (capacity 50) _____ Activity Room (capacity 100) _____ Large Shelter 4 (capacity 75) _____ Kitchen (2 hr. min)	RIO SAN GABRIEL PARK _____ Large Shelter (capacity 75)
FURMAN PARK (Activity Room available after 8/10/25) _____ Large Shelter 1 (capacity 75) _____ Activity Room (capacity 60) _____ Large Shelter 2 (capacity 75) Tables: Rectangular (6 ft.) _____ Large Shelter 3 (capacity 75) _____ Large Shelter 4 (capacity 75) _____ Kitchen (2 hr. min)	WILDERNESS PARK *Please note: \$5 cash parking fee per non-resident vehicle payable at the park upon vehicle arrival. _____ Large Shelter 1 (capacity 75) _____ Large Shelter 2 (capacity 75) _____ Large Shelter 3 (capacity 75)

FACILITY USE AGREEMENT

AS THE PERMIT HOLDER:

- *I acknowledge that I am held responsible for any damage to equipment or properties during my reservation and will incur all costs for damages (Int:)*
- *I acknowledge that I am required to be present for the entire reservation due to the fact that park staff will need to have continual contact with me throughout the reservation. I acknowledge that I am not allowed to set-up/decorate before my scheduled reserved time and/or stay after my scheduled reserved time to clean up or continue my event. I understand that all activity must be done during my approved scheduled reservation with no exceptions (Int:)*
- *I acknowledge that all changes such as transfer of permit holder, date, time, and/or changes of location correlating to my reservation must be made 10 business days prior to my scheduled reservation date and will incur an additional \$30 amendment fee. All changes must be done in person by the permit holder. (Int:)*
- *I acknowledge that any cancellations must be done 10 business days prior to my scheduled reservation in order to receive a 70% refund. If the cancellation is done less than 10 business days of the scheduled reservation, no refund will be given. Assuming rain or inclement weather, a 70% refund would be issued if cancellation is done by Thursday (week of the event) or the shelter reservation can be rescheduled to another date. (Int:)*
- *I acknowledge that it is my full responsibility for clean-up and all decorations and/or materials including piñatas must be removed before the reservation ends and must leave the shelter or room in a clean and orderly condition (Int:)*
- *I acknowledge that failing to comply with any of the fore mentioned policies will result me voiding my right to the refund of my \$55 security deposit. (Int:)*

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

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 that I must comply with all Department policies and procedures. Failure to comply will result in the loss of your security deposit as well as the City refusing future rentals and participation in programs.

Signature of Applicant: _____ Date: _____

The City of Downey does not discriminate on the basis of physical or mental disability, race, color, national origin/ancestry, gender, sexual orientation, religious, creed, citizenship status, military or veteran status, sex/pregnancy, age, medical condition, genetic information or perception or association with these or any other classes protected by law.

CITY STAFF USE ONLY:

Date Received By Staff: _____ Driver's License/CA ID: _____ Security Deposit: _____

Permit #: _____ Paid: Cash _____ Check _____ Credit Card _____ Total: \$ _____