

PICNIC SHELTER RENTAL APPLICATION AND AGREEMENT

City of Rosemead · Parks and Recreation Department

8838 East Valley Boulevard · Rosemead, CA 91770

(626) 569-2160 - Phone · (626) 569-2244 - Fax

www.cityofrosemead.org



All fees are due at the moment of application.

Proposed Date of Use: _____

Name of Responsible Party: _____

Name of Organization (if applicable): _____

Address: _____ / _____ / _____
(Number / Street) (City) (Zip)

Home Phone: _____ **Cell Phone:** _____

Requested Park: *(mark appropriate areas)*

Rosemead Park (RP)
4343 Encinita Ave

Garvey Park (GP)
7933 Emerson Place

Sally Tanner (ST)
8343 E. Mission Dr.

Zapopan Park (ZP)
3018 N Charlotte Ave

Area	Size	Area	Size	Area	Size
___ 1	(S)	___ 1	(L)	___ 5	(S)
___ 2	(L)	___ 2	(L)	___ 6	(L)
___ 3	(L)	___ 3	(S)	___ 7	(S)
		___ 4	(S)	___ 8	(L)

Area	Size	Area	Size
___ ST	(S)	___ ZP	(S)

Requested Park: _____ **Shelter Area:** _____ **or/and** _____ **Anticipated Attendance:** _____

Purpose of Rental: _____

Date of Use: _____ **Hours of Use (including set-up & clean-up):** _____ **to** _____

Signed: _____ **Date:** _____

* Turn page over to sign Policies and Procedures

The following fee schedule applies to general use of the facility. The City of Rosemead, other Government, and Rosemead-recognized Community Service/Non-Profit Organizations are granted priority use and **may** be exempt from fees. *Such groups must provide proof of their current non-profit status, and demonstrate that their services are of significant direct benefit to the community or a significant portion of its residents and accessible to the public and in compliance with non-discrimination laws.

LOCATION AREA	RESIDENT	NON-RESIDENT
Small Picnic Shelter Reservation (Day Use)	\$50	\$100
Large Picnic Shelter Reservation (Day Use)	\$75	\$150
Zapopan Park Picnic Shelter Reservation (Day Use)	\$35	\$60
Staff (if needed as determined by City)	\$11.03/hr	\$11.03/hr
Security Deposit	\$50	\$150

LEGEND:
L = large shelter
S = small shelter

TOTAL SHELTER FEES DUE \$ _____

*****FOR OFFICE USE ONLY*****

Date Received: _____ Application Approved: _____ Application Denied: _____

FEES: Shelter Fee \$ _____ Other \$ _____ Total \$: _____ Date of Usage: _____

Parks and Recreation Staff: _____ Proof of Residency (seen ID): Yes _____ No _____

Park Name: _____ Park Area: _____ or/and _____

CITY OF ROSEMEAD

PICNIC SHELTER RESERVATION POLICIES AND PROCEDURES

The following policies and procedures apply to all reserved uses of City of Rosemead Picnic Shelters:

POLICIES

1. Reserved use of the picnic shelters will be allowed from 9:00 a.m. to 9:00 p.m. daily. A security deposit and fee is required of all individuals and/or organizations requesting reserved use and paid in full at the time.
2. Alcohol and smoking is not permitted on City property. (Ordinance No. 001, No. 703, & No. 845)
3. All events must be scheduled with minimal impact to the general public.
4. The City of Rosemead reserves the right of full access to all activities, at any time, to ensure that all rules, regulations and City ordinances are enforced.
5. The City of Rosemead reserves the right to cancel any reservation. When cancellations are necessary, the Department will endeavor to give ten (10) days notice.
6. Compliance with all City policies, rules, and ordinances regulating conduct in public parks is required. Any violation of such may result in immediate revocation of permit and forfeiture of deposit and may prohibit future use.
7. Applicant assumes all liability for injuries to persons or property as a result of use and agrees to indemnify and hold the City of Rosemead free and harmless from all liability imposed by law for injury or death to people and/or damage to property.
8. Parking, even temporarily for any reason, of any motorized vehicle on the park is strictly prohibited.
9. No amplified music is allowed at any time.
10. No decorations using tape, staples, push pins, tacks, etc. may be attached to plants/trees or any city property (including the picnic shelter).
11. Attendance for events shall be limited to a maximum of 60 persons in the large shelter and 35 persons in the small shelter.
12. Individual picnic tables and grassed areas located throughout the park are open to the public on a first-come, first served basis and may not be reserved or relocated.
13. Only tables and amenities located in the picnic shelter are available for use with reservation. Additional tables must be supplied by the user at his/her expense.
14. Bouncers and petting zoos are not permitted on City facilities.
15. Animals must be kept on a leash and under the control of the owner.
16. The sale of any merchandise, without written authorization from the City, is strictly prohibited.
17. Applicants cannot charge admission or other fees, no tickets may be sold, and no collections or donations solicited in association with use except by advance written permission from the Parks & Recreation Department.

PROCEDURES

1. All groups requesting use of the Picnic Shelter(s) shall file a completed application with the Parks & Recreation Department and provide the required security deposit at least 14 days in advance of use.
2. All reservations will be taken on a first-come, first-served basis. Reservations shall be issued in the order of receipt of application, payment, and security deposit, and are subject to availability.
3. Reservations will only be issued to persons who are at least 18 years of age. This person must be in attendance for the entirety of the function.
4. Reservations will be accepted up to one year in advance.
5. No telephone reservations will be accepted.
6. The City may require the presence of staff during a reservation. A charge of \$11.03 per hour will apply.
7. It is the responsibility of the applicant to leave all facilities clean and in an orderly condition. Failure to do so will result in forfeiture of security deposit and denial of future use.
8. In the event City of Rosemead Public Safety Department or other law enforcement personnel are needed as a result of an applicant's use of the facilities, the applicant may be charged associated costs.

DEPOSIT

A refundable security deposit is required for reserved use of the Picnic Shelter. All, or part, of the deposit will be refunded based upon staff inspection of the shelter after use. Applicant is responsible for ensuring that a staff inspection occurs prior to his/her departure from the facility. Deposits will be refunded to the applicant within four to six weeks of the use.

I, the undersigned applicant, have read, understood, and agree to abide by and enforce the rules, regulations, and policies governing this facility as set forth by the City of Rosemead. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Applicant's Name (*Print*): _____

Applicant's Signature: _____ Date: _____