

DEVELOPED REGIONAL PARKS

Balboa Park/Mission Bay/Shoreline Parks (619) 235-1169

MAINTENANCE ASSESSMENT DISTRICT PARKS

General information (619) 685-1350

LAKE GROUNDS

Sutherland	(760) 787-9778	Miramar Lake	(858) 536-9582
Lake Hodges	(760) 737-7488	Otay Lake	(619) 421-9804
Lake Murray	(619) 462-0865	San Vicente	(619) 561-1851

RECREATION CENTERS

Adams	3491 Adams Ave.	(619) 235-1149
Allied Gardens	5155 Greenbrier Ave.	(619) 235-1129
Azalea	2596 Violet St.	(619) 235-1162
Cabrillo	3051 Cañon St.	(619) 531-1534
Cadman	4280 Avati Dr.	(858) 581-9929
Canyonside	12350 Black Mountain Rd.	(858) 538-8131
Carmel Mt. Ranch/Sabre Springs	10152 Rancho Carmel Dr.	(858) 538-8100
Carmel Valley	3777 Townsgate Dr.	(858) 552-1616
Cesar Chavez	455 Sycamore Rd.	(619) 424-0464
Chollas Lake	6350 College Grove Dr.	(619) 527-7683
City Heights	4380 Landis St.	(619) 641-6125
Colina Del Sol	5319 Orange Ave.	(619) 235-1144
Colonel Irving Solomon San Ysidro	179 Diza Rd.	(619) 424-0472
Dolores Magdaleno Memorial	2902 Marcy Ave.	(619) 235-1125
Doyle	8175 Regents Rd.	(858) 581-7170
Encanto	6508 Wunderlin Ave.	(619) 527-3411
Golden Hill	2600 Golf Course Dr.	(619) 235-1138
Hilltop	9711 Oviedo Way	(858) 538-8198
Kearny Mesa	3170 Armstrong St.	(858) 573-1387
La Jolla	615 Prospect St.	(858) 552-1658
Linda Vista	7064 Levant St.	(858) 573-1392
Martin Luther King, Jr.	6401 Skyline Dr.	(619) 527-3415
Mira Mesa	8575 New Salem St.	(858) 538-8122
Montgomery-Waller	3020 Coronado Ave.	(619) 424-0466
Morley Field	2221 Morley Field Dr.	(619) 692-4719
Mountain View	641 South Boundry St.	(619) 527-3417
North Clairemont	4421 Bannock Ave.	(858) 581-9926
North Park	4044 Idaho St.	(619) 235-1152
Ocean Beach	4726 Santa Monica Ave.	(619) 531-1527
Pacific Beach	1405 Diamond St.	(858) 581-9927
Paradise Hills	6610 Potomac St.	(619) 527-3419
Penn Athletic Field	2550 Dusk Dr.	(619) 527-3458
Presidio	2811 Jackson St.	(619) 692-4918
Rancho Bernardo Glassman	18448 West Bernardo Dr.	(858) 538-8129
Robb Athletic Field	2525 Bacon St.	(619) 531-1563
Robert Egger, Sr. South Bay	1885 Coronado Ave.	(619) 424-0470
San Carlos	6445 Lake Badin Ave.	(619) 527-3443
Santa Clara Point	1008 Santa Clara Pl.	(858) 581-9928
Scripps Ranch	11454 Blue Cypress Rd.	(858) 538-8085
Serra Mesa	9020 Village Glen Dr.	(858) 573-1408
Silver Wing	3737 Arey Dr.	(619) 424-0465
Skyline Hills	8285 Skyline Dr.	(619) 527-3486
South Clairemont	3605 Clairemont Dr.	(858) 581-9924
Southcrest	4149 Newton Ave.	(619) 527-3413
Standley	3585 Governor Dr.	(858) 552-1652
Stockton	330 32nd St.	(619) 235-1163
Tecolote	4675 Tecolote Rd.	(858) 581-9930
Tierrasanta	11220 Clairemont Mesa Blvd.	(858) 573-1393
Willie Henderson	1035 S. 45th St.	(619) 527-3407



CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT
1250 SIXTH AVENUE, FOURTH FLOOR
SAN DIEGO CA 92101



THE CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT
"WE ENRICH LIVES THROUGH QUALITY PARKS AND PROGRAMS"

Special Events in Public Parks and on Lake Grounds



www.sandiego.gov/park-and-recreation/

INTRODUCTION

The City of San Diego Park and Recreation Department maintains and operates four regional parks and more than three hundred and thirty community, neighborhood and mini-parks and concessions at six lakes. Public parks and lake grounds make a great venue for family gatherings, company picnics, and other organized events. **This brochure will help guide you through the process of reserving a park or a lake ground area for your event.**

Please note that most public park and lake grounds cannot be reserved for the exclusive use of one group. A portion of the area must be available to the general public at all times. Unless the area has been designated as an area that can be reserved, areas cannot be roped off or secured in any way. In order to ensure public safety and quality management of your event for the patrons and community residents, permits are required for any group of seventy-five or more persons. For weddings, a permit is required regardless of the number of persons. To obtain permit information or to view photographs of sites in Balboa Park, Mission Bay and Shoreline Parks please contact staff at (619) 235-1169 or visit the Park and Recreation Department website:

www.sandiego.gov/park-and-recreation/

For information on **Rules and Regulations Governing The Use Of Park/Lake Grounds** please ask staff for a copy of the rules or refer to the website.

Note: Special rules and regulations unique to each site may apply (use of alcohol, dogs off leash, use of party jumps, live entertainment, park/lake hours, etc.) and may not be listed on the Rules and Regulations. Please contact staff for specific rules and regulations for the park or lake area that you are considering for your event.

PARK/LAKE GROUNDS USE PERMIT

If you are required to obtain a permit, the type of Permit that you will be required to get varies depending upon the scope, components and complexity of your event. Park/Lake Grounds Use Permits are required for organized events involving the use of public parks and lake grounds that do not have complex* event components and that will have groups of seventy-five or more persons. Examples include events such as picnics, family gatherings, and birthday parties. Park/Lake Grounds Use Permits may be issued by Park and Recreation Department staff.

First, contact staff to see if the date you are interested in is available. For availability in neighborhood, community and mini-parks, please call the recreation center closest to the park (phone numbers are listed on back of brochure.) If a permit is not required for your event, it is still recommended that you contact staff to check to see if the park or lake ground area is being utilized for a complex or large event. Then, either pick up a **Park/Lake Ground Use Application** on site, or visit www.sandiego.gov/park-and-recreation/ to download an application. Once the Park/Lake Ground Use Application is completed and submitted *and* the Ground Use Fee (if applicable) is paid, staff will inform you if any other approvals, permits and/or documents are required (Community Recreation Council approval, County Health Permits, Noise Permits, Proof of Liability Insurance, Fire Marshal approval, Alcoholic Beverage Control Permit, Special Event Permit etc.) and what the appropriate fees will be. If the event is a commercial or fundraising event, a percentage of the gross will be required to be paid to the Recreation Council.

Note: some permits and approvals may take several weeks to obtain, please keep this in mind when planning your event.

SPECIAL EVENT PERMIT APPLICATION

If your event has complex event components*, your completed Park/Lake Grounds Use Application will be forwarded to the Citywide Office of Special Events (the requested park/lake venue will be held for sixty days to allow you to begin the Citywide Special Event Permit review process.) In order to begin the Citywide Special Permit review process, you will be required to submit a Special Event Permit Application. To obtain an application, contact staff at the **Citywide Office of Special Events** (619) 685-1331 or visit www.sandiego.gov/specialevents to download an application. You will also be required to submit a **Special Event Permit Application fee** of \$150 (if received 60 or more days prior to your event.) Special event permit applications submitted less than 60 days prior to the event will be assessed an additional \$10 per business day late fee.

The Special Event Permit will not be issued until all Park and Recreation Department fees have been paid.

*Complex event components that **will** require a Special Event Permit Application include the following:

- Rides/Carnival Activities
- Street closures
- Pyrotechnics/lasers
- Traffic control
- Need for security
- Environmental review
- Alcohol at a public event (sell or dispense)
- Elevated Stages or other temporary structures such as bleachers or elevated platforms that are built on site.

*Complex event components that **may** require a Special Event Permit Application include the following:

- Live entertainment/Animals
- Barbeques/open flames
- Generators (for party jumps)/Electrical distribution
- Food or beverage sales (Including giving away food or beverages or providing samples of food or beverages.)