



**CITY OF SAN DIEGO
PARK AND RECREATION DEPARTMENT**

RULES AND REGULATIONS FOR USE OF CITY RECREATION SITES

All rules and regulations regarding the use of City Parks are enforceable by the San Diego Police Department and the City of San Diego Park and Recreation Department staff. The recreation areas of the Department are primarily for the recreation use of youth and adult activities sponsored by the Department and/or the Community Recreation Council. When sponsored activities do not completely occupy rental areas, other groups may use the facilities. All users will comply with the following conditions.

1. The Permittee shall comply with all applicable municipal, state and federal laws and regulations.
2. This permit shall not be transferred or assigned.
3. The Permittee shall not engage in any activity on park property other than the activity for which this Permit is expressly issued.
4. If the Permittee fails to comply with any provision of this Permit, this Permit may, at the discretion of the City, be terminated immediately.
5. Park and Recreation Department activities may be scheduled requiring the use of a park area or facility previously scheduled by ongoing rental group(s) with advance notification of at least ten (10) days. In this case, the rental groups(s) will have to release the facility.
6. All relevant storm water pollution prevention requirements must be followed or a Notice of Violation (NOV) citation may be issued to the Permittee resulting in possible fines.
7. If the requested park area or facility is available and upon approval of the Center Director, most permits will be issued within two (2) business days. If the renter has not received notice of approval within that time, the Center Director should be contacted. The permitted area and the amenities associated with the area must be used only as they are intended.
8. Any special requests, additional amenities and/or services (i.e. portable restrooms, dumpsters, fences, athletic equipment, generators, etc.) not addressed in the Permit, are the sole responsibility of the Permittee. The additional amenities must be provided by the Permittee at no expense to the City. All additional amenities must be approved in writing by the Center Director in advance of the event, including information as to the number of amenities, location, and pickup and delivery times. Failure to do so will result in the immediate cancellation of the permit by City staff.
9. There must always be at least a portion of the park available to the general public during all park uses and rentals. The designated area(s) for this permit are indicated on the General Development Plan or Site Plan. Unless the area has been designated as an area that can be reserved, no areas can be roped off or secured in any way. Reserved parking spaces are not permitted.
10. For commercial and public events, the Permittee shall not discriminate against anyone on the basis of race, color, creed, sex, age, national origin or ancestry, religion, pregnancy, physical or mental disability, veteran status, marital status, medical condition (including HIV, AIDS, & AIDS related complex), gender (transsexual and transgender) or sexual orientation.
11. The Park and Recreation Department cannot be held responsible for any lost or stolen property.
12. Rental rates will apply as designated for each area as outlined in the current Park and Recreation Department Fee Schedule that is approved by the City Council.
13. The Permittee must have a copy of the following items available at the event: the permit and the Rules and Regulations related to this event; the General Development Plan with the storm drain inlets indicated for the permitted area; all applicable Park and Recreation Department Best Management Practices also referred to as BMPs; the Facility Site Plan; and the Good Housekeeping guidelines to the rental permit.
14. Each rental group is responsible for leaving the facility and equipment in a safe and proper working order and clean condition. Any violations of rules, regulations or policies and/or damage attributable to the Permittee, sponsors or any other party associated with this event, will result in the forfeiture of all or part of the security deposit and in the case of extensive damages, an invoice from the City will be issued to the Permittee with applicable charges not covered by the deposits. Any pre-existing damage or poor conditions must be reported in writing to City staff prior to the start of the event or the Permittee may be held responsible. Staff must be notified of the conclusion of the rental activity.
15. Litter pick-up and disposal is the responsibility of the Permittee. Trash must be bagged, sealed and placed in the park's dumpsters or if locked, placed next to the dumpster by the Permittee.
16. Requests for cancellation refunds will be handled according to the regulations in the current Park and Recreation Fee Schedule. Requests for refunds due to rain will be approved provided that a written request (Request for Refund Form (AC-1006) is submitted within 48 hours after the scheduled event. Building rental permits cannot be cancelled due to rain (excluding picnic shelters). All refunds will be issued only to the Permittee.
17. The use of any equipment including but not limited to staging, platforms, tables, chairs, risers, jumpers, etc., shall not damage any City property indoors or outdoors (turf, shrubbery or irrigation). Items cannot inhibit public access. Permittee may not stake anything in turf or tie or adhere anything to trees, shrubbery etc. without prior written approval. Any signs must be free standing and approved by the District Manager in writing prior to the event.
18. Electronic amplification for music and or voice projection must comply with City noise regulations (SDMC 59.5.0501).
19. The Center Director must approve the use of City tables and chairs which are available for indoor use only. All setting up and taking down of tables and chairs will be done by the group using the facility.

20. The City of San Diego does not provide any equipment, electrical power or water hookups for outdoor events. The use of generators must be pre-approved as a part of the permit process before the event. Safety precautions for use of a generator must be followed. Generator cables must be properly covered and must not impede pedestrian traffic at any time. Drip pans must be placed under the generators to eliminate potential damage.
21. Petting zoos, pony rides or any animal-related activities are not allowed without prior written Center Director approval. The proper fastening and/or enclosures and the proper care for the animals is required. All County Health Department regulations must be followed.
22. No advertising on City park property is permitted. Flyers, pamphlets or handouts are not to be left on cars or passed out in the parks.
23. Youth activities must be chaperoned by adults. The adult signing the application must be present throughout the entire rental period. When the signing adult cannot be present throughout the entire rental period, the Permittee must provide a list of responsible adults in advance of the rental to the Center Director. It is the Permittee's responsibility to ensure that an adequate number of adults will be present depending on the activity, rental size, and ages of the youth participants.
24. All fires must be contained within barbecues. Portable barbecues are permitted and coals must be emptied into the concrete hot coal containers or permanent barbecues.
25. All motor vehicles are restricted to parking lots and public roadways unless prior written authorization is given by the District Manager.
26. Games such as horseshoes, baseball, lawn darts and other potentially hazardous games may be played only in courts/fields that are specifically designated for these purposes and require prior written approval of the Center Director.
27. The use of gypsum is allowed only for infield marking in baseball or softball. Biodegradable field marking paint must be used for all other field marking. These product(s) must be manufactured in the United States and approved by the Center Director in writing prior to use and a copy of the Material Safety Data Sheet of the product used must be provided to City staff.
28. Permittee must adhere to all County Health Department Food Handlers regulations. When caterers are used they must have a County Health Department permit. When food is served to the public, a County Temporary Food Facility Permit or County Health Food Handlers Permit is required and must be submitted to the Center Director before a permit will be issued. More information regarding the regulations required to serve food can be obtained from the County Health Department at (619) 338-2222.
29. Alcohol is prohibited in certain parks at all times, and in certain parks between the hours of 8:00 p.m. through 8:00 a.m. the following day (Municipal Code 56.54). On all premises, renters requesting the use of alcohol are required to first obtain prior written approval from the Recreation Council and then the Department Director. If alcohol will be sold in park facilities, and/or caterers are used, renters are required to obtain a license from the California State Department of Alcoholic Beverage Control (619) 525-4064. Alcohol is not allowed on any athletic fields.
30. All remote controlled soaring and/or gliding crafts are prohibited unless a right-of-entry permit has been obtained from the park and Recreation Department (Municipal Code 63.0201).
31. The following prohibitions are in place at all City parks and/or facilities:
 - Smoking (Municipal Code 43.1003).
 - Glass beverage containers (Municipal Code 63.0102(b) (7)).
 - Picking flowers and/or damaging shrubs, plants and trees (Municipal Code 63.0102(b) (4)).
 - Animals except for service animals, inside buildings and no off leash animals at any park facilities unless the park is designated as an off leash site (Municipal Code 63.0102(b)(2)).
 - Balloons (all types) at all outdoor areas.
32. Additional rules or regulations that may pertain to a particular recreation area or event.

By signing I acknowledge that I read and understand and will abide by all the above listed rules and regulations as they apply to my specific rental or use of City park land or facility.

Permittee
Signature _____ Print Name _____ Date _____

Organization _____

**DURING THE RENTAL, IF PARK AND RECREATION DEPARTMENT STAFF IS NOT AVAILABLE,
CONTACT THE SAN DIEGO POLICE NON-EMERGENCY AT (619) 531-2000.**