



City of Manteca Recreation and Community Services

252 Magnolia Avenue, Manteca CA 95337 • Phone: (209) 456-8600 • Fax: (209) 923-8954

Website: www.mantecagov.com/recreation



FACILITY RENTAL/PARK USE PERMIT APPLICATION

INSTRUCTIONS

- All areas must be filled out completely; incomplete applications will not be accepted. Please print clearly in blue or black ink.
- Rental fees and deposits are due when the application is submitted. Accepted forms of payment are cash, money order, check, or credit card (Visa or MasterCard only).
- All documents required by the Department (including, but not limited to security, site plans, or any other conditional items) are due one week prior to the event.

APPLICANT INFORMATION

Applicant/Contact Name:		<input type="checkbox"/> Individual	<input type="checkbox"/> Organization
Organization Information:		Non-Profit 501(c)(3) status? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Federal ID#:	
Address:	City:	State:	ZIP:
Home Phone:	Cell Phone:	Work Phone:	
Email Address:		Website Address (if applicable):	

EVENT INFORMATION

Park/Facility Requested:		
Specific Area of Use:		
Event Date(s):	Start time:	End time:
(Hours include set-up and break-down)		
Event Description:		

CHECK ALL THAT APPLY

Application For: <input type="checkbox"/> Facility Rental Permit <input type="checkbox"/> Park Use Permit <input type="checkbox"/> Picnic <input type="checkbox"/> Field Rental <input type="checkbox"/> Special Event <input type="checkbox"/> Fundraiser <input type="checkbox"/> SENIOR CENTER <input type="checkbox"/> Other: _____	Attendance Per Day: <input type="checkbox"/> Under 50 \$50.00 <input type="checkbox"/> 51-100 \$100.00 <input type="checkbox"/> 101-300 \$250.00 <input type="checkbox"/> 301-1,000 \$500.00* <input type="checkbox"/> SENIOR CENTER \$400.00 <input type="checkbox"/> Special Event \$ _____ *Additional \$200 for each increment of 500 people over 1,000 *Additional deposit may be required for items that may impact turf/facility, (i.e. bounce houses, stages, etc.) Estimated Attendance: _____	Initial Deposit: <input type="checkbox"/> Under 50 \$50.00 <input type="checkbox"/> 51-100 \$100.00 <input type="checkbox"/> 101-300 \$250.00 <input type="checkbox"/> 301-1,000 \$500.00* <input type="checkbox"/> SENIOR CENTER \$400.00 <input type="checkbox"/> Special Event \$ _____ *Additional \$200 for each increment of 500 people over 1,000 *Additional deposit may be required for items that may impact turf/facility, (i.e. bounce houses, stages, etc.) Estimated Attendance: _____	Event Involves: <input type="checkbox"/> Caterer <input type="checkbox"/> Vendors <input type="checkbox"/> Portable toilets (must be delivered & removed same day) <input type="checkbox"/> Portable lights <input type="checkbox"/> Game booths/rides <input type="checkbox"/> Tents/canopies: dimensions of each (x x) <input type="checkbox"/> Stages/bleachers: dimensions of each (x x) <input type="checkbox"/> Amplified sound; type: _____ <input type="checkbox"/> Bounce house vendor: _____ <input type="checkbox"/> Giving away food/beverage/other _____ <input type="checkbox"/> Selling food/beverage/other _____ <input type="checkbox"/> Other _____ *Use special arrangements/event detail area to the left to explain. Attach additional sheet if necessary.
--	--	---	---

SPECIAL ARRANGEMENTS/EVENT DETAILS

--	--	--	--

OFFICE USE ONLY

Date Application Received:	Insurance Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	INTERNAL NOTES/CONDITIONS:
	Insurance Received: Verified by:	
Fees/Deposits Due:	Approved by: _____ Date: _____	

ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

Receipt # _____

Read and initial each policy. Address any questions/concerns before signing.

	ALCOHOL
<i>Initial</i>	Consumption of alcoholic beverages and possession of open containers is prohibited in all City parks and facilities, with the exception of the Senior Center and the picnic shelter areas at Northgate Park and Lincoln Park. Security officers and ABC licenses are required for rentals including alcohol at the Senior Center.
	AMPLIFIED SOUND, including Bands/DJ's
<i>Initial</i>	Amplified sound must not carry into residential areas. Any DJ or band must submit separate insurance that meets or exceeds City requirements and comply with City Municipal Code. A separate generator is required; City outlets handle no more than 20 amps. City will not be liable if a circuit breaker trips and causes damage to equipment.
	CANCELLATION
<i>Initial</i>	If cancellation by renter is made 90 or more calendar days before the scheduled event, the renter will be given a full refund. If event is cancelled by renter 22-89 calendar days prior to the event, renter will be assessed a service charge of 50% of the total facility rental fee. For cancellations by renter 8-21 calendar days before the reservation date, there will be no refund of rental fees. For cancellations by renter within 7 days of the event, there will be no refund of rental fees <u>or</u> deposit. If City cancels event within 7 days due to negligence of the renter, no refund of the rental fees <u>or</u> deposit will be given. The City will not refund or transfer events due to weather.
	CLEAN-UP/DECORATIONS
<i>Initial</i>	All streamers, balloons, signage, and other decorations must be removed from the facility and properly disposed of immediately after the event. All trash should be placed in trash receptacles or hauled off by renter for proper disposal. If these items are not removed, clean-up fees will be withheld from deposit. For large events, renter may be required to contact the Solid Waste Department at (209) 456-8440 to arrange for additional trash receptacles. No staples, tacks, or duct tape allowed on Senior Center walls/equipment.
	DAMAGES
<i>Initial</i>	Renter agrees to reimburse the City for all costs incurred to repair damages (including, but not limited to: facility, turf, furnishings, fixtures, grounds, and/or additional cleaning required outside the normal scope for said facility) that occurred in connection with the renter's event and was caused by the renter, sponsoring organization(s), and/or attendees. Reimbursement for expenses above the amount of the paid deposit will be invoiced to the renter. In addition to the policies and procedures listed here, all functions conducted on/in City parks must abide by the Manteca Municipal Code Title 12.12: Parks and Recreation Facility Use.
	FEES/DEPOSITS
<i>Initial</i>	All fees and deposits must be paid at the time application is submitted. Deposits will be refunded to the credit card used for the payment or mailed to the address indicated on the application approximately two weeks after the date of the reservation if the facility is left in satisfactory condition and the hours of use do not exceed that in the rental application. Failure to comply with the conditions as established in this permit may result in forfeiture of the deposit, and any cancellation of the event less than seven days prior to the scheduled event will result in forfeiture of the initial deposit <u>and</u> rental fees. Additional deposits may be required for specific requests including bounce houses, stages, portable toilets, concessions, or other items that may cause turf or facility impact. These deposits will be determined based on application use and must be paid prior to permit approval. All required information for permit approval must be properly submitted no less than one week prior to event or event may be cancelled.
	INSURANCE
<i>Initial</i>	Insurance is required at the renter's expense for all events, with the exception of picnic rentals that have fewer than 50 people in attendance. Insurance is due 30 days prior to the event, or at the time of reservation if less than 30 days before the event. Failure to provide required insurance certificates/endorsements will result in cancellation of the reservation and forfeiture of rental fees. Insurance policy requirements and minimum limitations are on the back of this application.
	LIVE ANIMALS
<i>Initial</i>	No person shall lead or let loose animals of any kind in a City park or facility. Dogs are permitted subject to regulations as described in MMC Title 6.08, which requires all dogs to be properly licensed and maintained on a leash while in public. Owners are responsible for picking up after their animals when on/in parks, parkways, trails, or other public areas.
	PICNIC/RESTROOM CLEANLINESS
<i>Initial</i>	Parks staff will take reasonable steps to ensure rented areas and restroom facilities are cleaned and stocked each morning. However, since the areas are open to the public, there is no guarantee of cleanliness at the time of your reservation. Rental fees will not be refunded based on the condition of the rented areas or restroom facilities at the time of your reservation.
	SECURITY
<i>Initial</i>	Events expecting over 100 people may require security at the discretion of the Manteca Police Chief or his/her designee. Generally, one security guard will be required for every 100 people in attendance at the event. Security must be arranged by a City-approved security company and proof of receipt must be submitted before permit is approved or for events at the Senior Center including alcohol.
	SITE PLAN
<i>Initial</i>	A detailed, legible site plan (to scale, 1/8"-1' preferred) must be attached to this application for groups of 250+ or specialized events. Please show specific location of the following: beverage concessions, food concessions, food preparation, portable toilet facilities, first-aid facilities, tables/chairs, fencing, barriers, and/or barricades, generators, tents/canopies, booths, exhibits, displays, signage, scaffolding, bleachers, platforms/stages, vehicles and/or trailers, trash containers/dumpsters, parking sites, exit openings/pathways, and other related event components not covered above. Additions, modifications, or deletions may be required upon review. Final plan must be approved by the Parks and Recreation Director or his/her designee.
	VEHICULAR ACCESS
<i>Initial</i>	Operation of gasoline or other fuel-powered vehicles in any City park is prohibited , except persons with special permission for delivery of supplies/equipment, authorized City-operated vehicles, or those with permission for special events. All vehicles after delivery of supplies or equipment shall then be removed and parked in proper parking areas.

I have read and understand the policies and procedures set forth by the City of Manteca Recreation & Community Services Department.

(Renter's Signature)

(Date)

FACILITY RENTAL/ PARK USE FEE SCHEDULE

Picnic Area/Structure Rentals

Facility	Manteca Resident Fees		Non-Resident Fees	
	Full Day	5 hours	Full Day	5 hours
Northgate Picnic Shelter-Full Area	\$ 80.00	\$ 50.00	\$ 150.00	\$ 100.00
Northgate Picnic Shelter-Half Area	\$ 60.00	\$ 40.00	\$ 90.00	\$ 65.00
Lincoln Picnic Shelter-Full Area	\$ 60.00	\$ 40.00	\$ 90.00	\$ 65.00
Woodward Picnic Shelter-Full Area	\$ 70.00	\$ 50.00	\$ 100.00	\$ 75.00
Woodward Picnic Shelter-Half Area	\$ 40.00	\$ 30.00	\$ 60.00	\$ 45.00
Library Park-Gazebo	\$ 60.00	\$ 40.00	\$ 90.00	\$ 65.00
Cleaning/Security/Damage Deposit	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00

Park Use Permit (Daily rates)

Group Size	Manteca Resident	Non-Resident	Initial Deposit Required*
Up to 50 people	\$ 10.00	\$ 10.00	\$ 50.00
51-100 people	\$ 10.00	\$ 10.00	\$ 100.00
101-300 people	\$ 10.00	\$ 10.00	\$ 250.00
301-1,000 people	\$ 10.00	\$ 10.00	\$ 500.00
1,001+ people	\$ 10.00	\$ 10.00	\$ 500.00 for first 1,000 people; additional \$200 per increment of 500 people

*Additional deposits may be required for items that may impact turf/facility maintenance, (i.e. bounce houses, stages, concessions, etc.).

Lincoln Pool (2 hour minimum; Insurance Required)

Group Size	Manteca Resident Fees		Non-Resident Fees	
	2-Hour	Per Additional Hour	2-Hour	Per Additional Hour
Up to 50 people	\$ 120.00	\$ 60.00	\$ 145.00	\$ 60.00
51-100 people	\$ 150.00	\$ 60.00	\$ 180.00	\$ 60.00
Cleaning/Security/Damage Deposit	\$ 50.00		\$ 50.00	

Department Meeting Room (Insurance Required)

Group Type	2-Hour	Per Additional Hour	Full Day
Manteca based non-profit	\$ 5.00	\$ 5.00	\$ 25.00
Non-Manteca-based non-profit	\$ 15.00	\$ 10.00	\$ 75.00
Private Rental	\$ 25.00	\$ 12.00	\$ 100.00

Sports Field Rentals (Insurance Required)

Facility	Manteca Resident Fees		Non-Resident Fees	
	Hourly Rate without Lights	Hourly Rate with Lights	Hourly Rate without Lights	Hourly Rate with Lights
Northgate Softball Complex (per field, non-tournament)*	\$ 10.00	\$ 20.00	\$ 20.00	\$ 40.00
Lincoln/Morenzone Park Ballfields (non-tournament)*	\$ 10.00	\$ 20.00	\$ 20.00	\$ 40.00
Soccer Fields (tournament and non-tournament)*	\$ 10.00	\$ 20.00	\$ 20.00	\$ 40.00

*Some facilities may require an additional facility supervisor fee of \$15-\$30/hour. (\$15/hour part-time employee or \$30/hour full-time employee, depending on availability); 2-field minimum required at Northgate Softball Complex; Field is defined as two teams competing or practicing, not by size.

Non-Tournament deposits: \$75 holding deposit plus \$150 cleaning/security/damage deposit

SENIOR CENTER

Facility	Manteca Resident Fees		Non-Resident Fee
	Private	Non-Profit	(added to rental fees)
Both Halls (includes use of kitchen & stage)	\$800.00	\$300.00	\$25.00
North Hall (includes use of kitchen & stage)	\$500.00	N/A	\$25.00
South Hall (kitchen & stage can be rented)	\$150.00	\$90.00	\$25.00
Kitchen Rental (add-on option to South Hall)	\$35.00	\$35.00	\$0.00
Stage Rental (add-on option to South Hall)	\$25.00	\$25.00	\$0.00
Card/Game Room	\$15.00	\$15.00	\$10.00
Craft Room	\$15.00	\$15.00	\$10.00
Cleaning/Security/Damage Deposit	\$400.00	\$400.00	\$400.00

GENERAL INFORMATION

City parks shall be made available for the exclusive use of persons and groups subject to issuance of a permit according to Section 12.12 of the Manteca Municipal Code and the City of Manteca Use of City Facilities Policy.

FACILITY RENTAL PERMIT

Facility rental permit is required for reservation of a City-defined space with a designated rental fee. Areas include Picnic Shelters, Library Park Gazebo, Lincoln Pool, Sports Fields, and Senior Center. Reservations may be made with a minimum of 48 hours notice. For weekend parks rentals, no reservations will be accepted after 5:00 pm on the preceding Wednesday before the requested date unless special arrangements can be made.

PARK USE PERMIT

A park use permit is required for reservation for exclusive use of City park areas that have not been defined as a City Facility Rental area with designated fee. Applications for park use permits should be filed at least 21 days prior but no more than one year prior to the proposed date of park use. All required information for permit approval must be properly submitted at least one week prior to event or event may be cancelled. Renter has exclusive use only of the area that has been reserved. The remainder of the park is still open to the public and renter may not ask other patrons to leave. **A permit may be denied on the grounds that the applicant has previously had a park permit revoked by the City or by another jurisdiction for violation of facility use permit conditions.** Commercial or mobile recreation equipment, commercial or non-profit vendors, and other items (including portable restrooms) will require prior approval, additional permits, associated fees, and appropriate insurance. No waterslides/water bounce houses allowed. Reservation is rain or shine.

PARK AND FACILITY HOURS

Facilities are available for reservation and park use between dawn and dusk. Exceptions may be made for the Senior Center.

INSURANCE REQUIREMENTS

General Liability

Minimum Limits of Insurance: The group organization using city facilities shall maintain limits no less than:

General Liability

- General Liability Insurance with \$2,000,000 minimum limit per occurrence.
- General Liability Additional Insured Endorsement naming the following as insured **on 2001 or earlier issued endorsement forms:**
"The City of Manteca, its officers, officials, employees, agents, and volunteers."

Automobile Liability

If vehicles are brought onto park facilities, the group or organization using city facilities shall maintain automobile liability with limits no less than:

- Automobile Liability Insurance with \$1,000,000 minimum limit per accident for bodily injury and property damage.
- Automobile Liability Additional Insured Endorsement naming the following as additional insured:
"The City of Manteca, its officers, officials, employees, agents, and volunteers."

Other Insurance Liability

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Manteca, its officers, officials, employees, agents, and volunteers are to be covered as insured's as respect to: liability arising out of the activities performed by or on behalf of the Insured (applicant); products and completed operations of the applicant; premises owned, occupied or used by the applicant; or automobiles owned, leased, hired or borrowed by the applicant. The coverage shall contain no special limitations on the scope of protection afforded the City, its officers, officials, employees, agents, or volunteers.
2. For any claims related to this event, the applicant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents, or volunteers, shall be excess of the applicant's insurance and shall not contribute with it.
3. The applicant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City of Manteca.

Verification of Coverage

Applicant shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and approved by the City before the date of the event. As an alternative to the City's forms, the applicant's insurer may provide complete, certified copies of all required insurance policies including endorsements effecting coverage required by these specifications.

Exception

A certificate of insurance is NOT required for picnic events of less than 50 individuals. A picnic for these purposes includes only food and drink.