



## Park Picnic Area and Wading Pool Reservation Application

This form should be submitted to the Human Services Department at least one week prior to the date requested for Picnic Area Reservations and two weeks prior to the date requested for Wading Pool Reservations. This is only a request and is not an approved reservation. If this request is approved, a confirmation will be forwarded to the applicant. **Please read the rules and regulations on the back of this form.**

Please print legibly in ink.

### PART 1: CONTACT INFORMATION

Applicant Name: _____	Street Address: _____
Primary Phone: (____) _____	City: _____ Zip: _____
Secondary Phone: (____) _____	Email: _____
Organization (if applicable): _____	Non-Profit # (if applicable): _____

### PART 2: PICNIC AREA INFORMATION

Day of the Week: _____	Month: _____	Date: _____	Year: _____
Start Time: _____ am / pm	End Time: _____ am / pm	(must include set-up and clean-up time)	
Type of Event: _____			
Attendance: <b>Total</b> _____			

Park Picnic Area	Maximum Capacity	Park Picnic Area	Maximum Capacity
<input type="checkbox"/> Blaisdell Park: Area 1	49	<input type="checkbox"/> Larkin Park: Area 1	49
<input type="checkbox"/> Blaisdell Park: Area 2	49	<input type="checkbox"/> Lewis Park: Area 1	49
<input type="checkbox"/> Cahuilla Park: Area 1	149	<input type="checkbox"/> Memorial Park: Area 1	130
<input type="checkbox"/> Cahuilla Park: Area 2	49	<input type="checkbox"/> Memorial Park: Area 2	49
<input type="checkbox"/> El Barrio Park: Area 1	49	<input type="checkbox"/> Wheeler Park: Area 1	49
<input type="checkbox"/> Griffith Park: Area 1	49		

### PART 3: WADING POOL INFORMATION (IF APPLICABLE)

Start Time: _____ am / pm	End Time: _____ am / pm
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Wading Pool	Maximum Capacity
<input type="checkbox"/> El Barrio Park	25
<input type="checkbox"/> Memorial Park	25
<input type="checkbox"/> Wheeler Park	25

### PART 4: LIABILITY WAIVER

I, the undersigned, in consideration of my/my groups' use of City owned parks and facilities, and intending to be legally bound for myself, my group, my heirs, executor and administrators, do hereby release and discharge the City of Claremont and their respective officers, directors, employees, volunteers, partners (including but not limited to the Claremont Unified School District) and contractors, jointly and severally, from any and all liability from personal injury, accident, illness, death, property damage or other occurrence which I or my group may suffer in any manner whatsoever arising out of or resulting from my/my groups' usage of Claremont parks or facilities, and I expressly assume ALL risks of my/my groups' use of City parks and facilities, including, without limitation, injury as a result of the acts of omission of the above parties or some defect in or on their property of any of them, whether caused by negligence or otherwise, except for illness and injury resulting directly and solely from gross negligence or willful misconduct on the part of the City or its employees and I agree to indemnify, save, hold harmless and defend each and every of the above parties from any and all loss, damages, expenses, costs, and attorney's fees arising out of or resulting from my/my groups' usage of City owned parks and facilities. I certify that I have read and understand this waiver and release. Groups utilizing City parks and facilities may be photographed and such photographs may be used to publicize City programs/classes without compensation and without further permission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HUMAN SERVICES DEPARTMENT USE ONLY

Residency Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Over Age 18 Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fees Received: \$ _____
Staff Signature: _____	Date: _____	Time: _____ am / pm
Final Approval: _____	_____	_____/_____/_____ (Signature) (Printed Name) (Date)

# Rules and Regulations

1. The reservation is not considered final until it is signed by the Human Services Director, or their designee. Upon such signature, a confirmation will be sent to the applicant.
2. All changes must be received in writing no less than one week in advance of the reservation date.
3. The reservation holder must remain in attendance for the entire period of the reservation and must have a copy of the confirmation with them.
4. Picnic areas can be reserved for use between the hours of 6:00 a.m. and 10:00 p.m., on a year-round basis. A wading pool reservation must be held in conjunction with a picnic area reservation and may only take place on Saturdays and Sundays. Wading pools are only available for use during the summer from Memorial Day weekend through Labor Day weekend. The City reserves the right to limit the hours of use of any park facility in order to not adversely affect the park or adjacent residents.
5. A picnic area or wading pool may be reserved a maximum of two days in the same week by the same applicant. A picnic area or wading pool may not be reserved by the same applicant on consecutive weeks.
6. Picnic area permits are for the designated picnic area only.
7. No public-address system or music (including radios, speakers, megaphones, and horns) may be used.
8. Equipment and activities that may damage the park or adversely impact the neighborhood are prohibited. These include, but are not limited to barbecues, bounce houses, any canopy or tent other than a collapsible one-piece structure (maximum size 10 feet x 20 feet), carnival equipment, fires including chafing fuel (i.e. Sterno cans), firearms, generators, golf, non-battery-operated lights, live animals (with the exception of service animals), and tables/chairs.
9. Alcoholic beverages and smoking are not permitted in any City park.
10. Motorized vehicles are allowed in parking lots only. No vehicles are allowed on any other park surface at any time. This includes trucks and cars used for the unloading and loading of supplies.
11. Objects may not be affixed to or hung from trees, including piñatas. Neither pennants nor ribbon may be used to reserve space.
12. No person shall sell, offer, or solicit the sale of goods or services within a park.
13. The charging of admission fees, which includes collections, donations, or publicizing a fee is not allowed for picnic area or wading pool reservations and may be cause for cancellation of the reservation.
14. Reservation holder must provide general clean-up for the reserved park area. All trash must be placed in trash receptacles or in sealed bags placed next to them.
15. Individuals or groups will not be allowed to dispense refreshments or food of any type to the general public.
16. Groups must abide by any and all direction given by City of Claremont staff prior to and on the day of their reservation.
17. Individuals or groups found to be littering, damaging City property, or violating any City Code or policy may have their reservation cancelled with no refund given and be refused further reservations.
18. Floatation devices, toys, and non-swim diapers are not permitted in wading pools.
19. Running is not permitted in or around wading pools.
20. The City of Claremont retains the right to cancel any permit while providing a full refund, except in the following instances for which no refund will be given:
  - a. Reservations cancelled as a result of gross omissions or false statements made on the application for park use.
  - b. Reservations cancelled as a result of rules and regulations not adhered to.
  - c. Reservations cancelled as a result of non-payment of fees.
21. If inclement weather, as determined by Human Services Department staff, cancels the event, the reservations holder may request a full refund, account credit or selection of an alternate date.
22. Cancellations must be submitted in writing to the Human Services Department by the reservation holder at least two weeks prior to the reservation to qualify for a full refund or account credit.

**By initialing this form, you agree and understand to all of the above-mentioned rules and regulations.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_