

# Park Use Guide



## Frequently Asked Questions

### Why submit an Application for Park Use?

City parks are a favorite place for picnics, family get-togethers and office outings. A Certificate for Park Use entitles you to a specific group picnic area in a City park. Group Areas may include multiple tables, barbecues or a large gazebo or shade structure. Permits are issued for the convenience of users and guarantee exclusive use of a particular location for a specific time period, date and use.

### Where do I start?

Complete and submit an Application for Park Use. Visit the Reservation Office located at 4623 T Street, Monday - Friday between the hours of 8:30am - 6:00pm. A skilled clerk will help you locate and reserve the appropriate park for the size and scope of your activity. An Application for Park Use can be downloaded from the City of Sacramento, Department of Parks and Recreation website at:

<http://www.cityofsacramento.org/ParksandRec/Permits/Picnics>

### What order are Park Use Application processed in?

Applications are processed in the order they are received. Walk-in customers have priority over emailed, faxed, or mailed applications.

### How will I identify the area permitted to me?

On weekends and holidays Park Safety Services staff will post your Group Area reserved for you on the morning of your activity. Reservations cannot be guaranteed after 11am. A minimum of one (1) adult must be present at the reserved site no later than 11am and must remain on site. Please bring your Certificate for Park Use, or Park Event Permit and contract to the park with you on the day of your reservation.

### When will I receive my Certificate for Park Use?

After all fees and required documents are turned in.

### Can I have music at my picnic?

The use of Amplified Sound is limited to announcements and/or the use of a boom box, or iPod dock. Amplified Entertainment is prohibited in all City parks except if permitted for a Special Event.

### What happens if someone is in my reserved area when I arrive?

**If you encounter problems on-site, contact the City Operator at 311 or (916) 264-5011.** The City Operator will dispatch a Park Safety Officer to address the situation.

# Things To Consider

## APPLICATION

### FILING TIMELINE

Applications for Park Use may be submitted a maximum of (1) one year in advance and must be made a minimum of (2) two business days in advance, in person.

### PHOTO IDENTIFICATION

A copy of photo identification (California Driver's License or I.D. card) of the Responsible Party is required to complete the application process.

### FEES

All permit fees are due at the booking of a reservation. Once an application is issued a contract number the cancellation policy becomes applicable.

A minimum of one adult must be present at the reserved site no later than 11:00 am. Reservations cannot be guaranteed after 11:00 am. Refunds will not be granted for undesirable weather. Please report any discrepancies, or concerns within 48 hours of park use. If you need assistance at the park site, please contact the City Operator at 311. All debris and trash must be removed from the permitted site immediately after the said activity. Should you fail to perform adequate cleanup or damage occurs to City property or facilities, you will be billed at full cost recovery rates plus overhead for cleanup and/or repair.



## FEE SCHEDULE

All fees are subject to change.

### PARK USE FEES:

**Non-refundable Application Fee for all applications** - \$5

**Neighborhood and Community Park Use**  
(uncovered area) - \$25 per area or per 50 guests

**Neighborhood and Community Park Use**  
(covered area) - \$40 per area or per 50 guests

**Regional Park Use**  
(Granite Park, Del Paso Park, Miller Park, Sutter's Landing park, North Natomas Regional Park) - \$50 per area or per 50 guests

**Premium Park Facilities**  
(William Land Park, McKinley Park, Bannon Creek Barn) - \$65 per area or per 50 guests

**Amphitheater** - \$200 per day

### PERMIT FEES:

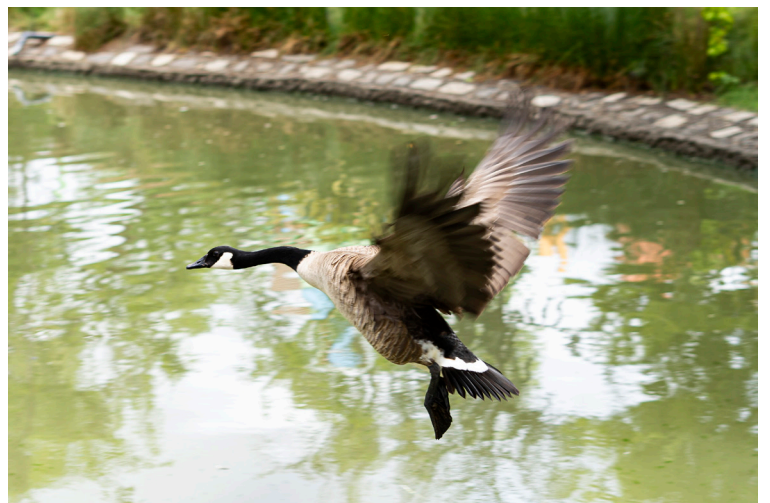
Barbecue Permit (large locked BBQ's) - \$15 per day  
Jump Tent Permit - \$25 per unit  
Park Safety Services - \$28 per hour (may be required with some permits)

### GARDENS/WEDDINGS:

Park Use - \$140 per three (3) hour time block

### ADMINISTRATIVE FEE:

For each fee based reservation that is cancelled, a \$10





# Things To Consider

## CANCELLATION POLICY

For each fee based reservation that is cancelled, a \$10 administrative fee will be assessed. **If the cancellation is made later than five (5) days before the activity date the entire fee is non-refundable. No refunds for undesirable weather.** During questionable weather, applicant may reschedule the reservation two (2), in person, days prior to the reserved date. Once an application is assigned/issued a contract number then the refund/cancellation policy becomes applicable. All cancellations, adjustments or rescheduling must be performed in person by the Responsible Party and the original Park Use Permit must be surrendered to the Park Reservations Office.

## REFUNDS

Any refunds due will be processed and mailed within 21 business days of the event or cancellations. Payments made by Cash or Check will be refunded with a Check. Payments made by credit card will be returned to the credit card within 5-7 days.

## ALCOHOL

In accordance with City Code 12.72.080 possession or consumption of alcoholic beverages is prohibited in all City parks except if permitted for a Special Event.

## AMPLIFIED SOUND

The use of Amplified Sound is limited to announcements and/or the use of a boom box/iPod dock. Amplified Entertainment is prohibited in all City parks except if permitted for a Special Event.

## FOOD

If you are preparing or serving food to a known group of people additional permits are not required. However, if you plan to sell or serve food to the general public in the City of Sacramento, a County of Sacramento Environmental Health Permit is required. For more information on food service requirements please contact the County at (916) 875-8440.

## BARBECUES

You are welcome to bring a self-contained barbecue. Your barbecue must be a minimum of 6 inches off the ground and cannot be within 25 feet of a playground. Please remember that you are responsible for the safe removal and disposal of the coals and/or grease outside of the park.

**For more information on  
Park Use please call the  
Park Reservations Office**

**(916) 808-6060**

**or [sacrecreation@cityofsacramento.org](mailto:sacrecreation@cityofsacramento.org)**

## DECORATIONS

Signs, banners, and party decorations may be used in your Group Area(s). The use of glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of picnic shelters are prohibited. Tacks, screws, nails, or other fasteners are not allowed on trees. Paint and chalk marks are not allowed on sidewalks or other surfaces.

## JUMP TENTS

A permit is required to have a jump tent in the park. Each park has a limited number of jump tents reservation slots. Jump tents are restricted to a four walled jump house without any attachments. Slides, obstacle courses, Sumo wrestlers, water features, and bungee jumps are not allowed under a park permit. The permittee is responsible for providing a generator for inflation of the amenity; the City of Sacramento does not provide electricity. The Jump Tent shall not be placed in a City park earlier than 8 am and must be removed no later than sunset on the day for which the permit is issued. The permittee must provide adequate supervision so that the use is in compliance with manufactures recommendations and reflects safe levels of operation.

## RESTROOM FACILITIES

You are required to provide restroom accommodations in City parks which do not have toilet facilities. Depending on the location of your picnic you, may need to rent portable restrooms. The City of Sacramento recommends one portable toilet per every 250 guest, or portion thereof.

## TRASH DISPOSAL

All sites must be restored to original condition at the end of use. Clean up and/or repair charges beyond normal wear and tear will be billed to the permit holder based on cost of repair. If trash receptacles are full, please bag waste and place bags next to trash barrels.

## SMOKING

Smoking is prohibited in all City Parks.

## VEHICULAR ACCESS

Motorized vehicles on park property, lawns, turf, restricted roadway, bicycle/pedestrian pathway or athletic fields is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.

## PARK SAFETY

The mission of Park Safety Services is to provide park guests and park neighbors with a safe and trouble-free environment. A Park Safety staff member will be in or near the park during your activity. Park Safety staff has the authorization to stop or modify any activity if deemed necessary. If you have safety concerns, or on-site problems please contact Park Safety Services through the City Operator at 311. For emergencies call 911.



## ROSE GARDENS

The gardens are designed for small, intimate activities. To protect the gardens, activities must be a gathering with fewer than 200 in attendance. It is very important that you observe the following rules regarding vehicles and access:

- No vehicles allowed in the parks or the gardens;
- Loading, limousine and passenger drop-off area for the Rose Garden is provided in an access road next to the garden
- Please observe the No Parking or parking limitation signs in the surrounding neighborhood
- Do not park on sidewalks, intersection corners or in front of residential driveways
- Please do not honk your horn until your party is outside the residential areas.

Reservations are booked for three (3) hour time blocks as follows: 8 - 11am; 11 - 2pm; 2 - 5pm, and 5 - 8pm (during daylight savings time only).



Visit us on line @

[www.cityofsacramento.org/parksandrec](http://www.cityofsacramento.org/parksandrec)

311 Español | 中文 | Tagalog | Tiếng Việt | Hmoob | Русский



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District 2	Sean Loloee
District 3	Karina Talamantes
District 4	Katie Valenzuela
District 5	Caity Maple
District 6	Eric Guerra
District 7	Rick Jennings, II
District 8	Mai Vang

City Manager, Howard Chan

### Department Of Youth, Parks, & Community Enrichment

Jackie Beecham, Director

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Council District 1	Odet Ford
Council District 2	Gordon Lew
Council District 3	Robbie Robbins
Council District 4	Louis (Kai) Hermann
Council District 5	Lindsey King
Council District 6, Chair	Victoria Vasquez
Council District 7	Joe Flores
Council District 8, Vice Chair	Jeanine Gaines
At-large	Cyera Boone
At-large	Nicole Kangas
At-large	Samuel Makarczyk

City of  
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Youth, Parks, & Community Enrichment