



City of Rio Vista
 One Main Street—Rio Vista, CA 94571
 (707) 374-6451 fax (707) 374-5063
 www.rio-vista-ca.com



Use of Parks & Ball Field Application & Permit

Applicant Information

Location: _____ Today's Date: _____

Date of Reservation: _____ Hours of Reservation: _____

Description of Event: _____ # in Attendance: _____

Rental Applicant: _____ Organization: _____
First Name Last Name

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Phone—work/cell: _____

Additional Contact Person: _____ Phone: _____

Please check applicable boxes: Individual Organization Non-Profit #: _____

Band, DJ, or Amplified Sound? Yes No May require Noise Permit.

Alcoholic Beverages Served? Yes No May require Alcohol-Use Permit.

Need to purchase liability insurance? Yes No

Office Use Only

Fees: Park/Field Rental \$ _____ per hour X _____ hours AMOUNT DUE: _____

Fees: Ball Field Lights \$ _____ per hour X _____ hours AMOUNT DUE: _____

Deposit: Park \$150 Ball Field \$200 Snack Shack \$100 Key Deposit \$50 AMOUNT DUE: _____

Park Application Fee \$10 AMOUNT DUE: _____

TOTAL AMOUNT DUE: _____

Amount paid: _____ Method of Payment: _____ Date: _____ Receipt #: _____

Initials: _____ Copy to Facilities (1) _____ Finance (1) _____ Renter (1) _____

Refund/Deposit Payable to: _____
 Amt. Refunded: _____ Date of refund: _____ Receipt #: _____ Refunded by: _____

Disclaimer and Signature

I have read, I understand, and I will comply with all information on this application and information contained on the reverse side.

Signature: _____ Date: _____

General Rules and Information for **Organized Athletic Teams** Using Egbert Field

No organized athletic team, league, or group may occupy or use Egbert Park without a Use Permit. An organized athletic team, league, or groups shall mean any athletic team, league, or group including, but not limited to, teams or leagues organized for the purpose of playing baseball, softball, soccer or groups of twenty or more athletes, players or spectators. "Organized athletic teams, leagues or groups" shall not include persons or groups who participate in an impromptu game that are unaffiliated with any team or league, such as a game conducted in connection with a bona fide group picnic or barbecue when such game is clearly incidental to such picnic or barbecue.

Your reservation is valid only for the date, time and location specified by the attached permit. Reservations are not posted at the sites. The attached permit entitles you to the area; you must have it with you on the date of your reservation. Should a conflict arise, present your use permit to the other group. If a conflict cannot be resolved with your permit, please call our office at 374-6451. If conflict arises after hours or on a weekend, please call the Police Department at 374-2300.

1. Applications will only be accepted at City Hall, One Main Street. A \$200 refundable deposit is required to reserve the ball field and a \$100 deposit for Snack Shack use. Reservations can be made two months in advance but no later than two weeks prior to your event.
2. All fees, a copy of Liability Insurance and a schedule of all practices and games must be turned in **before** a permit will be issued.
3. If a reservation is cancelled by renter, the cancellation must be two weeks prior to reservation date or rental fees will be forfeited.
4. All fees are subject to change July 1st of each year. You will be required to pay any additional amount.
5. **Unexpended time is not refundable. If rain cancels your outdoor event, please contact the Facilities Coordinator on the first regular business day following reservation date during normal business hours to discuss a rainout refund.**
6. If a key is issued, all locks must be secured and keys returned to the Facilities Coordinator the next day after your permit expires.
7. Any group charging a fee must obtain a business license from the Community Development Department, 374-2205. Amplified sound outdoors requires a noise permit from the Police Department, 374-6366. Selling of food items must be approved by the Solano County Department of Environmental Management. Serving of alcohol must be approved by County Alcohol and Beverage Control. All permits (ABC License, Noise Permits, etc.) are to be submitted a minimum of 20 days prior to the date of the event.
8. Rental time period must include all set-up and clean-up time. The Field must be vacated at the time specified on the permit.
9. Any damage to the field area is to be reported to the Recreation and Community Services the following day.
10. No vehicles are permitted in the field area. Glass bottles or jars are prohibited in all parks.
11. Groups must provide the City with proof of \$1,000,000 liability insurance, naming the City of Rio Vista additionally insured. The City is not responsible for damage or claims of personal injury or death, or claims for damage or loss of property incurred in any City facility/park.
12. Individuals or organizations granted use of a park will be held responsible for any loss or damage caused by such use.
13. Posters or any other publicity must be approved by the City in advance. Do not give out the City's phone number on any publicity. Unapproved publicity may be cause for cancellation.
14. A park rental will not be granted under the following conditions:
 - a. Insufficient notice: When staff cannot be scheduled, when a park/facility cannot be prepared, or other conditions cannot be completed in time between the date of request and the date of the proposed event.
 - b. Hazardous Activities: When activities of a hazardous nature endanger persons or property.
 - c. Prior Circumstances: When applicant has mistreated a park/facility or violated park/facility use policies during a prior event.
15. Cancellation of your reservation by the City will occur if: The application is found to contain false or misleading information; the proposed use would be detrimental to the health, safety, general welfare, efficient operation of the City Park/Facility, Any individual, group, member or guest willfully or through gross negligence, mistreat the staff, equipment, park, facility, or violate state or local ordinance; renter fails to pay all rental fees and deposit by due date; If renter defaults on or has not completed all conditions and requirements for use of the park/facility is needed for emergency use; Circumstances arising from natural disasters, power outage, or other unusual situations beyond the City's control; Failure to obtain required permits within the allowable time; Failure to obtain required permits.

Rules and Information for **General** Park Use

Your reservation is valid only for the date, time and location specified by the attached permit. Reservations are not posted at the sites. The attached permit entitles you to the area; you must have it with you on the date of your reservation. Should a conflict arise, present your use permit to the other group. If a conflict cannot be resolved with your permit, please call our office at 374-6451. After business hours or on holidays and weekends please call the Police Dispatch at 374-2300.

1. Applications and deposits for City Parks will only be accepted at City Hall, One Main Street. A deposit of \$150 for park use and \$200 for the Ball Park use is required to reserve the parks. If the grounds are left clean and in order, deposits will be refunded after being inspected by the Facilities Coordinator or other available City Worker. Reservations may be made two months in advance and no later than two weeks prior to your event.
2. Park reservations for uses other than picnics must submit an event summary detailing the planned activities (amplified sound, electrical needs, etc) at the time of application or when requested by City Staff.
3. If reservation is cancelled by renter, the cancellation must be at least two weeks prior to the reservation date or rental fees will be forfeited. Deposits and misc. equipment fees will be refunded, less administration fee.
4. All fees are subject to change July 1st of each year. You will be required to pay any additional amount.
5. All fees and deposits must be paid one week from the date you schedule the reservation or one week prior to the reservation date, whichever comes first. If payment is not received by the due date, your reservation will be cancelled.
6. **Unexpended time is not refundable. If rain cancels your outdoor event, please contact the Facilities Coordinator on the first regular business day following the reservation date during normal business hours to discuss a rainout refund.**
7. If a key is issued, all locks must be secured and keys returned to the Facilities Dept. the next day.
8. Any group charging a fee must obtain a business license from the Community Development Dept. Amplified sound outdoors requires a noise permit from the Police Dept. (374-6366). Selling of food items must be approved by the Solano County Dept. of Environmental Management. Serving of alcohol must be approved by County Alcohol Beverage Control. All permits (ABC License, Noise Permit, etc) are to be submitted a minimum of 20 days prior to the date of the event.
9. Rental time period must include all set-up time, decorating time and clean-up time. The facility must be vacated at the time specified on the application.
10. Most picnic areas do not have electricity available. Special electrical needs must be cleared through Public Works at least 14 days prior to the event.
11. Special equipment being used by the renting group must be noted and approved.
12. City equipment may not be removed or altered under any circumstance. All grounds, including tables, must be cleaned and free of debris.
13. Any damage to the rented area is to be reported to the Facilities Department the following business day.
14. No vehicles are allowed in park areas. Glass bottles or jars are prohibited in all parks.
15. Barbeques are allowed only in designated areas or on paved surfaces.
16. Any group reserving park areas must provide two (2) portable chemical toilets for every 250 people expected. The applicant must arrange for and pay rental costs of these toilets.
17. Groups must provide the City with proof of \$1,000,000 liability insurance, naming the City of Rio Vista additionally insured. The City is not responsible for damage or claims of personal injury or death, or claims for damage or loss of property incurred in any City Facility or park.
18. Individuals or organizations granted use of a park will be held responsible for any loss or damage caused by such use.
19. Nothing may be stored or left in the facilities prior to or following an event.
20. Decorations must be removed when the group leaves the rented area.
21. Posters or any other publicity must be approved by the City in advance. Do not give out the City's phone number on any publicity. Unapproved publicity may be cause for cancellation.
22. A park rental will not be granted under the following conditions:
 - Insufficient Notice: When staff cannot be scheduled, when a park cannot be prepared or other conditions cannot be completed in time between the date of request and the date of the proposed event
 - Hazardous Activities: When activities of a hazardous nature endanger persons or property
 - Prior Circumstances: When applicant has mistreated a park/facility or violated park/facility use policies during a prior event.
23. Cancellation of your reservation by the City will occur if: the application is found to contain false or misleading information; the proposed use would be detrimental to the health, safety, general welfare, efficient operation of the City park/facility; any individual, group member or guest willfully or through gross negligence, mistreat the staff, equipment, park, facility or local ordinance; renter fails to pay all rental fees and deposit by the due date; if renter defaults on or has not completed all conditions and requirements for use of the park; if the park is needed for emergency use; circumstance arising from natural disasters, power outage or other unusual situations beyond the City's control; failure to obtain required permits.

City of Rio Vista

Sports Field/Park Use Fees

For Organized Sports Teams

Field/Park: _____

Team/Organization Name: _____

Time: _____ Date of Request: _____

				Fee	Total
Field Use: Practice	\$ _____	x _____	hours = _____	\$ _____	\$ _____
Games	\$ _____	x _____	hours = _____	\$ _____	\$ _____
Lights:	\$ _____	x _____	hours = _____	\$ _____	\$ _____
Total Due				\$ _____	\$ _____

Dates of use: _____

Payment information: Date _____ Cash _____ Check _____ Check # _____
 Amount \$ _____ Receipt # _____ By _____

Items Completed:	Turned In	Date			
Application	_____	_____			
Fees Paid	_____	_____			
Insurance	_____	_____			
Printed Schedule	_____	_____	Permit Approved	Y	N

Field/Park Use Permit

Name _____ Team Name _____

Permit Valid from _____ to _____ M Tu W Th F Sa Su

Time of use _____

Authorized by: _____ Date _____

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