

**ADMINISTRATIVE POLICIES AND PROCEDURES  
PARKS AND RECREATION DIVISION**

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**SUBJECT: Picnic Area Use Policies**

**POLICY #:**

**APPROVAL: Patrick Sanchez  
Director**

**DATE: April 10, 2004**

**PURPOSE**

*This document sets forth the procedure to coordinate the reservation and rental use of picnic areas within City Parks.*

**POLICY**

**1.0 PURPOSE.** It is necessary to formulate this policy for the following reasons:

- (a) The public demand for the utilization of picnic facilities exceeds the ability to permit unlimited use by all participants.
- (b) Individual users and user organizations need a procedure to reserve facilities to plan for special events.
- (c) Organized events held in picnic areas often require extended maintenance and supervisory functions.
- (d) Parks which have reserveable picnic space must also have picnic space available for drop-in use by the public, free of charge.
- (e) Capacity must be placed on users and user groups utilizing park areas to maintain the ability to support the use (parking, restrooms, etc.) and remain sensitive to those residing near park areas.

**2.0 PICNIC AREA FACILITIES AND CAPACITIES.**

<b><u>PARK</u></b>	<b><u>FACILITY</u></b>	<b><u>CAPACITY</u></b>
Camino Real Park	Gazebo	50
Cedar Grove Park	Picnic Pavilion	50
Centennial Park	Picnic Area	100
Frontier Park	Picnic Area	50
Laurel Glen Park	Picnic Area	20
Magnolia Tree Park	Picnic Area	50
Peppertree Park	Picnic Area	50

<u>PARK</u>	<u>FACILITY</u>	<u>CAPACITY</u>
Pine Tree Park	Picnic Area	50
Pioneer Road Park	Picnic Pavilion	50
Tustin Sports Park	Picnic Pavilion	100

**3.0 APPLICATION PROCESS.** All prospective facility users must complete a Park Use Application. Applications are available at the City of Parks and Recreation Services Department.

- 3.1 Applications must be received by the Parks and Recreation Services Department at least 48 hours prior to scheduled event.
- 3.2 Applications for usage will be accepted for dates up to six months in advance. Exceptions may be made for special events, as determined by the Superintendent.
- 3.3 A refundable security deposit of \$150 is required for groups of 50 or more people.
- 3.4 Possession of a signed and approved City of Tustin Parks and Recreation Services Department Park Use Application will serve as a permit to use a specific facility.
- 3.5 Permit holders are entitled the exclusive use of a specific area as indicated by the date and time on the approved Park Use Application.
- 3.6 Priority in the scheduling of facilities will be determined by the adopted "Facility Use Schedule."
- 3.7 In the event of a double-booking, use will be granted to the individual or group whose application was approved at the earliest date. A refund will be issued to the user who has been denied use.
- 3.8 Refunds will be given for cancellations made at least fifteen days prior to the event, however a \$25.00 fee will be charged. In the case of rain, a refund or choice of another available date will be given. Requests for a rainout refund must be made within one week following the reservation.

**4.0 INSURANCE REQUIREMENTS.** Groups of 50 or more attendees are required to provide a certificate of insurance, naming the City of Tustin additionally insured for liability in the amount of \$1,000,000 or purchase same from the City of Tustin.

**5.0 GENERAL PARK RULES.**

- 5.1 Parks open at 7:00 a.m. and close at 10:00 p.m.
- 5.2 Groups of 35 or more individuals are required to have a rental permit to utilize park property for any type of organized gathering, per City of Tustin code #7113.
- 5.3 Sale, possession, or use of alcohol is prohibited in all City parks.
- 5.4 Usage of dunk tanks, train rides and children's petting zoos are not allowed. The use of

inflatable fun jumps are permitted only when the user has a reservation application on file with the Parks and Recreation Services Department. Permitted uses would be required to provide a certificate of insurance from the fun jump company for \$1 million per occurrence with City named as additionally insured. Not all parks can accommodate this special use. In a park where no reservation is allowed, a \$45.00 fee will be charged for permitting a fun jump in addition to the insurance certificate. No advertising in city parks allowed per Tustin City Code #7113.

- 5.5 Amplified music and/or other sound mechanisms are prohibited as regulated under the Tustin City Code Noise Control Ordinance #4612.
- 5.6 Fires are prohibited, except in designated barbecue areas.
- 5.7 All vehicles, with the exception of City and emergency vehicles are prohibited from operation in the park in areas other than the parking lot.
- 5.8 Animals other than dogs, cats and birds are not permitted on park property without the written permission of the Parks and Recreation Services Department.
- 5.9 Glass containers are not allowed on park grounds.
- 5.10 Dogs must remain on leash, no longer than 6 feet in length and under the control of an owner while on park grounds.
- 5.11 Per Tustin City Code #4225, dog owners are responsible for the cleanup of any excreta nuisance deposited on park property.

## **6.0 PARK MAINTENANCE**

- 6.1 Without notice, park areas may be closed for maintenance, health or emergency purposes for indefinite periods of time.
- 6.2 Park users are required to clean up any trash or debris brought about by their use.

[Revised: May 12, 2004]