



CITY OF YORBA LINDA PICNIC SHELTER AND AMPHITHEATER RESERVATION POLICY AND GUIDELINES

SUBJECT: PICNIC SHELTER AND AMPHITHEATER RESERVATION POLICY AND GUIDELINES

PURPOSE: The purpose of this policy is to guide the use of the amphitheater and picnic areas within the City and to promote orderly and effective use and enjoyment of City parks. City of Yorba Linda parks and picnic areas have been designed for the enjoyment and use of the Yorba Linda residents. The intended use of picnic shelters is to conduct birthday parties, family gatherings, picnics, and other similar events for groups of 50 people or less. Picnic shelter reservations are not intended to be used for fundraisers, special events, commercial uses (where a fee is charged or money is collected), activities that are "open to the public," or events/gathering of more than 50 people.

The amphitheater is primarily intended to accommodate City sponsored events, but can also be rented by individuals or small groups for events that are not open to the public. Appropriate usage includes events such as weddings, Honor Court Ceremonies, Award Ceremonies, and functions that have a guest list or roster of participants. Amphitheater reservations are not intended to be used for fundraisers or to conduct business.

RESERVATION PROCESS

1. Reservations are accepted and processed online at www.YLRecOnline.com or at Yorba Linda City Hall (4845 Casa Loma Avenue) during normal business hours using the **Picnic Shelter Reservation Application**. Rental fees must be paid at the time of completing the reservation process. Reservations will not be accepted by phone or fax. Business hours include Monday-Thursday, 7:30am-5:30pm and Fridays 8:00am-5:00pm. Please note City Hall is closed alternate Fridays.
2. The shelters are reserved on a first-come, first-served basis, with priority given to residents. Residents may reserve picnic shelters three (3) months prior to the requested date. Non-residents may make reservations one (1) month prior to the requested date. The City will not issue permitted picnic shelter or amphitheater reservations on the following holidays: New Years Eve, New Years Day, Martin Luther King Day, Presidents Day, Easter, Independence Day, Memorial Day, Labor Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, or Christmas Day.
3. Residents are classified as Yorba Linda residents, Yorba Linda non-profit organizations, Yorba Linda schools, and Yorba Linda businesses. Residents must provide proof of residency (valid driver's license, proof of non-profit status, current utility or phone bill showing resident's rental receipt or lease agreement). Please note unincorporated areas, post office box addressed and owning business/rental property in Yorba Linda does not qualify participants for Yorba Linda residency. Yorba Linda residency will also need to be verified before a P.O. Box is listed as contact address.
4. Reservations shall be submitted at least three (3) business days prior to the intended use. Reservations with special permit requirements (insurance, noise permit, etc.) must be submitted at least five (5) working days prior to use. Staff may approve requests on shorter notice in specialty circumstances.
5. Applicants, adults 18 years or older, must select the picnic shelter that is intended for use, verify that the information submitted is correct, and then sign the application guidelines, and reservation contract or agree to all the terms outlined on YLRecOnline.com during the reservation process. Upon approval, the applicant will be provided with a copy of the contract and copy of the regulations. The reservation is not confirmed until the applicant has received an approved copy of the contract issued by an authorized representative of the City. Approved contracts may not be transferrable, assigned, or sublet.
6. Parks and Recreation staff or their designee will approve or deny all permits. In accordance with the policy and in the best interest of the public, a permit may be denied for the following reasons, including but not limited to: (1) a permit is already issued for that site, (2) the park is scheduled for a City event or other purpose, (3) the picnic is not

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in the best interest of a particular park (i.e. size of group or equipment to be supplied). In this event, staff will suggest other parks within or outside the City that could better serve the purpose of the event, (4) the inability of the requestor to meet additional requirements set by the Parks and Recreation Department (such as insurance, business license, catering requirements, etc), and (5) applicant's previous conduct was such that it is not in the best interest of the City to permit the use of the picnic area.

GENERAL POLICIES AND RULES:

1. Picnic shelters available for reservation include:
 - Arroyo Park
 - Box Canyon Park
 - Brush Canyon Park East (East Shelter is located near the playground)
 - Brush Canyon Park West (West Shelter is located near the basketball and tennis courts)
 - Eastside Community Park
 - Hurless Barton Park
 - Jessamyn West Park
 - Vista del Verde Park
 - ***Hurless Barton Park, Eastside Park, and Jessamyn West Park shelters all have electricity***
2. Only one reservation is made per day for each picnic shelter. In addition, no group or individual shall be permitted to reserve more than one picnic shelter in the same day. Multiple park reservations on the same day are prohibited unless a special allowance is granted by the Director or his/her designee. Reservations shall not imply a monopoly.
3. The picnic shelter rental fee is a flat fee for the day and must be paid at the time of the application submittal. Fees for the picnic shelters are as follows:

	Mon-Thurs	Fri-Sun		Mon-Thurs	Fri-Sun
Resident Non-Profit	\$0	\$60	Non-Resident	\$120	\$120
Resident	\$0	\$60	Non-Resident Non-Profit	\$120	\$120
Resident Commercial	\$60	\$60	Non-Resident Commercial	\$120	\$120

4. The picnic shelter reservation at Hurless Barton Park does **not** include the reservation of the amphitheater. An application must also be filed to reserve the amphitheater. Residents may reserve the amphitheater three (3) months prior to the requested date or fifteen (15) months in advance if they are renting a room at the Yorba Linda Community Center. Non-residents may make reservations one (1) month prior to the requested date or twelve (12) months in advance if they are renting a room at the Yorba Linda Community Center. The rental fee is an hourly fee and must be paid at the time of the application submittal. Hourly fees for the amphitheater are as follows:

	Mon-Thurs	Fri-Sun		Mon-Thurs	Fri-Sun
Resident Non-Profit	\$0	\$15	Non-Resident	\$100	\$100
Resident	\$0	\$30	Resident Commercial	\$125	\$125
Non-Res Non-Profit	\$50	\$50	Non-Resident Commercial	\$150	\$150

5. Parks are available for reservation from 9:00 a.m. until dusk on a year-round basis. 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.
6. The picnic shelters can accommodate up to **50** people. Staff assigns a maximum occupancy for available seating, to prevent overcrowding, to preclude excessive impact on a park or neighborhood, and to promote orderly and safe use of parks. Special exceptions must be requested in writing to the Parks and Recreation Director.
 - a. Applications denoting more than 50 people in attendance will have to be submitted to City Hall.
 - b. Any reservation exceeding 50 people will require approval from the Director or his/her designee. Applicants may be required to complete the special event permit process and will be required to comply with the City of Yorba Linda's insurance requirements.

7. Picnic shelter reservations are for the picnic area only. Public park areas including playgrounds, hard court surfaces,

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grass areas, and similar general public amenities are for the general public and therefore cannot be reserved, roped off, or otherwise restricted from use by the general public.

8. Loudspeakers, public address systems, sound amplifications system, or loud musical instruments may not be used without prior approval and an issued noise permit. Applications for noise permits are available at the City Clerk's office.
9. Any intended use of outside vendors such as entertainment and caterers must be disclosed in the application and if permitted will be required to comply with the City's insurance requirements and may be required to obtain a Yorba Linda business license.

INSURANCE REQUIREMENTS

1. The City reserves the right to require any group or applicant to provide liability insurance for its event.
2. Commercial General Liability Insurance will be required with minimum limits of at least \$1,000,000 per occurrence and an aggregate two times per occurrence limit (\$2,000,000).
3. The Certificate of Insurance must state the following: the insurer's name, date of use, time of use, and the name of park reserved. The certificate must also list the City of Yorba Linda as additionally insured and read as follows:

City of Yorba Linda
4845 Casa Loma Avenue
Yorba Linda, CA 92886

4. An endorsement policy reading **exactly**: *"Additional Insured: The insurer agrees that the City of Yorba Linda and its City Council and/or all City Council appointed groups, committees, boards and any other City Council appointed body, and/or elective and appointive officers, servants, or employees of the City when acting as such are additional insured hereunder, for the acts of the insured, and such insurance shall be primary to any insurance of the City."*

CANCELLATIONS, CHANGES, AND REFUNDS

1. When a change or cancellation is determined, written notification of a cancelled request must be made in writing to the Parks and Recreation Department immediately. Changes in facility or date are considered a cancellation.
2. Reservation cancellation charges are processed in accordance with the following:
 - Cancellations made more than thirty days (30) days prior to the event are subject to a cancellation fee of \$5.
 - Cancellations made fifteen (15) to thirty (30) prior to the original reservation date forfeit 50% of the fees paid.
 - Cancellations made fourteen (14) days or less forfeit 70% of the rental fees paid.
3. City staff may waive cancellation fees due to inclement weather or other circumstances that are beyond the control of the permit holder.

TERMS & CONDITIONS OF USE:

1. The permit holder must bring his/her copy of the approved picnic reservation to show City personnel upon request. In all cases, permit holders shall be given preference for the use of the space designated on the approved contract.
2. Use of "moon-bouncers", inflatable play equipment, laser tag equipment, petting zoos, and similar items are prohibited on City Parks. Water activities that can cause damage to the facility and make it unsafe for use will not be allowed in the parks; this includes, but is not limited, to dunk tanks and water slides.
3. Campfires, personal barbeques, liquid fluids or charcoal fires are also not allowed. Only the barbeques provided in the parks may be used for barbequing purposes.
4. Motorized vehicles are allowed in the parking lots only. Vehicles are not allowed on any other park surface at any time; this includes trucks and cars used for the unloading and loading of equipment and supplies. Parking lots cannot be used for vendor trucks, catering cooking, equipment storage or any purpose other than parking vehicles.

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5. Groups shall leave the facility in a clean and orderly condition and not remove any City equipment. The City will not be held financially or legally responsible for any damage that occurs as a result of the rental and reserves the right to bill the applicant for repair and replacement costs incurred by such damage to parks and/or park amenities.
6. Decorations shall not be displayed or installed that damage or deface the facility. All balloons, masking tape, string, streamers, and similar decorations must be thoroughly removed during the clean-up process.
7. There shall be no soliciting, sale of merchandise, circulation of petitions, or gambling in any City of Yorba Linda park except under permit granted by the City of Yorba Linda.
8. Alcohol will not be permitted in the City of Yorba Linda parks per City Municipal Code 12.20.020 Section AA.
9. The permit group agrees to abide by the rules and regulations governing use of parks and facilities adopted by the City of Yorba Linda, and adhere to Chapter 12.20 – Parks of the City Municipal Code. If in violation, City may cancel permit and permit holder be required to make restitution to the City. The City reserves the right to cancel or reject current and future reservations due to misuse of facilities, flagrant violations of policies and regulation, or mistreatment of staff.