



Foster City Parks and Recreation Department
Park or Playfield Rental Application Policies and Procedures

The City of Foster City Parks and Recreation Department offers its outdoor parks and playfields to the community for use in leisure pursuits. Thank you for considering one of our outdoor spaces for the site of your upcoming event. The following rental information packet clearly outlines all policies and procedures for park and playfield rental and is provided to assist you in the application process.

HOURS OF OPERATION:

Regular and Rental Hours:

All parks are open for general use Monday through Sunday from 9am to Dusk. Please remember clean-up must be completed within the hours contracted

APPLICATION PROCESS:

- o Review Park and Playfield Rental Information Packet.
- o Complete the Park and Playfield Use Application and submit the rental fee and deposit.
- o All additional fees (Insurance Fee, Support Service Fees) are due in full 30 days prior to the contracted rental. If fees are not received by this date, the rental agreement will be null and void and \$25 of the deposit will be withheld.
- o Please make all checks or money orders payable to the City of Foster City. Payments can also be made by MasterCard or VISA.
- o When scheduling event time, please remember that set-up and clean-up must be conducted and completed within the hours of the contracted rental agreement.
- o Reservations are not valid until Park and Playfield Use Application is signed by the Facility Services Coordinator or Recreation Supervisor.
- o Park and Playfield Use Applications must be received at least 5 days prior to the proposed event and can be submitted up to one year in advance.
- o Park Users may not charge a registration fee, admission fee, or entrance fee of any type. No solicitations or sales presentations may be made on City property. Permission to hold a fundraiser must be granted by the Director of Parks and Recreation.
- o The Foster City Parks and Recreation Department reserves the right to refuse rental or use to groups or individuals who have previously used the facility and left it in poor condition.
- o ONLY Foster City Residents and Foster City Businesses may reserve parks or playfields. Non-residents park permits will be reviewed for Leo Ryan and Boat Park only.
- o Rental requests for parties larger than 150 must refer to the Special Event Guidelines Packet and must submit request in writing to the Director of Parks and Recreation. Such requests are subject to final review by the City of Foster City Interdepartmental Evaluation Committee (IDEC) and will also be subjected to any and all fees related to the costs of providing City services to support special events at the approved site.
- o In the event that the reserved park or playfield is needed for City use or maintenance, or if the area is deemed unusable for weather damage purposes, the City of Foster City reserves the right to reschedule, relocate or deny a request previously approved. In this event, the group or individual will be given as much advanced notice as possible.

DEPOSIT:

- o The Park User is responsible for any and all damage, loss or extensive clean-up to the park or playfield. If the rented area is not left in the same condition it was rented, the Park User will be responsible for covering the cost to return the area to its original state. These charges will be taken from the deposit. If the charges exceed the deposit, the Park User will be required to pay additional fees to cover the balance.

- o A full refund minus a \$5 administration fee will be issued to Park Users who cancel their rental contract at least 30 days prior to their contracted event. Cancellations received less than 30 days prior to the event will result in a loss of the deposit.
- o Deposits will be mailed to Park User six to eight weeks following the event, assuming no damages or additional fees were incurred.

ALCOHOL:

- o It is against the law to have alcohol in Foster City Parks unless insurance is purchased through the Foster City Parks and Recreation Department.
- o If serving alcohol, a mandatory insurance fee must be paid at the time the application is submitted. Please see fee structure below.
- o If selling alcohol, in addition to the insurance fee, the Park User must obtain a permit from the Alcoholic Beverage Control Office. A copy of the permit must be received by the Facility Services Coordinator at least 5 days prior to the event. The original must be displayed during the event.
- o Alcoholic beverages may be neither sold nor consumed at an event officially designated as a "youth event" (i.e. events such as baptisms, christenings, youth or teen birthday parties and other youth related parties or at an event at which a majority of the attendees are individuals under twenty-one years of age). Additionally, alcoholic beverages may be neither sold nor served to or by individuals under (21) twenty-one years of age.

BOUNCE HOUSE:

- o Inflatable bounce houses are ONLY allowed at Boothbay, Marlin, Gull, and Leo-Ryan Parks. Bounce houses may not be used in any other park in Foster City. Use of a bounce house must be noted on the application form when you apply and must be accompanied by a \$30 administrative fee.
- o A \$1,000,000 certificate of liability insurance must be forwarded from the inflatable company to the Recreation Center before the event. The City will be listed as "additional insured", and the listing should read EXACTLY as follows:

City of Foster City
 Estero Municipal Improvement District
 650 Shell Blvd.
 Foster City, CA 94404

- o Only ONE bounce house may be used during an event.
- o Set-up of a bounce house may not begin before 10am (including generator usage) in any of the park locations. Bounce houses must be completely broken down by 5pm.
- o Generators must be provided by the inflatable company. Only Marlin Park has an electrical outlet (under the roof line of the restroom building) for jumpers. Generators are NOT allowed at Marlin Park.
- o Inflatables and generators may not be closer than 50 feet to the street, parking lot or any private residence.
- o No in-ground stakes may be used without prior approval from Parks personnel.
- o Note additional set-up guidelines for the park listed below:

Boothbay – Set-up may not be on the basketball court or on any paved pathway.

Marlin – Set-up may not be on the beach or on any paved pathway. No more than one inflatable bounce house at a time may be used at this park.

Gull – Set-up may not be on the beach or on any paved pathway. No more than one inflatable bounce house at a time may be used at this park.

Leo J. Ryan – Set-up must be clear of any flowers and shrubs. Set-up may not be on any paved pathway or stage.

RESPONSIBILITIES OF PARK USER:

- o Turn in all paperwork and fees in a timely manner.
- o Conform to all rules as outlined in the Park or Playfield Rental Application Policies and Procedures Packet.
- o Restore Park or Playfield to same condition in which it was found.
- o Control conduct of attendees.
- o Be on site and available for the entire duration of the event.
- o Accept the cost of repair and any other City costs, including costs in excess of the deposit that may occur as a result of the contracted event.

MISCELLANEOUS RULES AND REGULATIONS:

- o Power will not be provide at any of the Parks or Playfields (except for Marlin Park). If power is required, arrangements must be made by the Park Users to secure a generator from an outside rental agency.
- o When scheduling event time, please remember that set-up and clean-up must be conducted and completed with-in the hours of the contracted rental agreement.
- o NO storage is permitted either before or after the event. The Foster City Parks and Recreation Department accepts no responsibility for any items left behind.
- o Children must be supervised at all times and remain in the rented area.
- o Nails, tacks, pins, staples, scotch tape, masking tape, or any other items that put holes in picnic tables or pavilion posts are strictly forbidden. Painters tape (blue tape that can be purchased at a local hardware or paint store) can be used to hang decorations, providing that it is removed after the event.
- o Amplified sound is not allowed.

AVAILABLE FACILITIES:

- o **Boothbay Park:** Picnic area to accommodate up to 150 people – 15 picnic tables, 10 BBQ pits, 1 softball field reservable for a 2 hour block.
- o **Gull Park:** Maximum capacity in park = 50 people
- o **Marlin Park:** Maximum capacity in park = 50 people

- o **Erckenbrack Park:** Maximum capacity in park = 50 people
- o **Leo Ryan Park:** Maximum capacity in park = 50 people
- o Approval of permit will be based on the requested facility's ability to accommodate your group (i.e. capacity).
- o See attached Park Grid for amenities at each site.

PARK RENTAL FEES

PARK	RESIDENT RATE	NON-RESIDENT RATE	DEPOSIT	INSURANCE (additional charge if serving alcohol, or if required by the City)
Gull, Marlin, Erckenbrack	25-50 people \$60	NA	\$100 (refundable)	\$151
Boothbay	25-50 ppl \$100 51-100 ppl \$150 101-150 ppl \$200	NA	\$100 (refundable)	25-50 people \$151 51-150 people \$185
Leo Ryan (patio area)	25-50 people \$60	\$60	\$100 (refundable)	\$151

- If reserving a jump house, game truck, or similar service (Marlin, Gull or Boothbay only), there is an additional \$30 administration fee.

SPORTS FIELD FEES

	Foster City Youth Programs	Resident Rate Adult Programs	Non-resident Youth & Adult
Softball/Baseball	No charge to FC resident sports groups	\$30/hr 2 hr max	\$30 per individual non-resident
Soccer	No charge to FC resident sports groups	\$30/hr 2 hr max	\$30 per individual non-resident
Field Lights	N/A	\$30/hr	\$30/hr

- In addition to the hourly rental fees, a \$30 fee per non-resident will continue to be applied to youth and adult sports groups for non-resident participation in these groups.