



SAN RAFAEL

THE CITY WITH A MISSION

COVID-19 OUTDOOR RECREATION CLASS RENTAL RESERVATION PROCEDURES AND REGULATIONS

In response to the COVID-19 crisis, the City of San Rafael is designating certain park spaces as available for rental in order for our business and recreation community to conduct outdoor classes. This is a limited program only available for the duration of the County's Shelter in Place restrictions.

The below guidelines outline the park space rental process as well as the rules and regulations that renters must abide by when using City of San Rafael park space.

APPLICATION PROCESS

1. You are welcome to visit and tour the parks from sunrise to sunset, provided you abide by all social distancing protocols set forth in the [County's Shelter in Place order](#).
2. In order to rent space at a City park, a person 21 years or older must submit a complete Library and Recreation rental application. Please email recreation@cityofsanrafael.org to request an application.
3. Applications are accepted on a first-come, first-served basis.
4. Rental requests will be reviewed and processed in the order in which they were received. Renters will be notified by phone or e-mail as to the status of their application.
5. Rental Contracts are not finalized until a department staff member has contacted you and provided you with an approved rental contract.

GENERAL INFORMATION

1. The applicant whose name and signature appears on the rental contract should be present for the full length of the event. If the applicant cannot be present, he/she must designate an individual who will be present and submit their name and phone number on the application. Application permits are non-transferable, and applicants must be 21 years of age.
2. Hours stated on rental application must include set-up, main event and clean-up, which are the responsibilities of the renter.
3. Reservations will be confirmed and considered complete only after all required forms are signed and submitted, and applicable fees have been received. No dates are tentatively held for any group who has not submitted a facility rental form and fees.
4. Incomplete or inaccurate information by the renter on the contract may result in cancellation of the contract and loss of fees paid.

5. The applicant's name and signature that appears on the rental contract must match the name on the proof of insurance and payment.
6. Only the renter(s) whose name is on the rental application can submit changes. Changes are subject to approval and must be made in writing (email preferred) or directly with the community center office. **All rental changes are tentative until confirmed by Department staff and any/all additional fees have been paid.**
7. Renter acknowledges that the park may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, power outages, public health emergencies, criminal acts or acts of war or terrorism. In the event that the facility should become unavailable due to any such circumstances, the City will refund any fees received from renter and such refund will constitute the limit of City's liability to renter in connection with the unavailability of the City facility. The City shall not be liable to renter for any actual or renter's consequential damages, including but not limited to other costs incurred in connection with renter's event, lost profits, and lost opportunity.
8. Reservations may be revoked at any time whenever the use of facilities may interfere with Department program activities or where there has been a violation of approved regulations.
9. Reservations may be revoked or terminated if it is determined that the event is different or larger than represented on the rental application.

PARK INFORMATION

The City of San Rafael has designated the following park spaces as available for rental:

Park	Space Type
Albert Park	Lawn Area
Falkirk Cultural Center	Wedding Lawn
Albert J Boro Community Center	Deck behind Community Center
Terra Linda Park	Basketball Court
Terra Linda Park	Grassy Area

Parks are open from sunrise to sunset, however some park spaces may have other day and time restrictions for rentals. Please contact Library and Recreation staff to determine availability.

Pickleweed soccer fields and the Albert Park Baseball/Softball fields are also available for rental, however they are managed by a separate set of policies. Please contact Library and Recreation staff for more information on renting those facilities.

REQUIREMENTS AND CONDITIONS OF USE

1. Park space rentals are only available to City of San Rafael non-profits and businesses in order to conduct outdoor recreational activities.
2. Renters must abide by all restrictions set out in the [County's most recent Shelter in Place order](#) as well as any [industry-specific guidelines](#) issued by the County's Public Health Officer.
3. Park space rentals will only be available for the duration of the Shelter in Place order. Once the order is lifted, the City will work with renters to transition away from outdoor classes.
4. Renters must provide the City with a copy of the [Site-Specific Protection Plan](#), as required by the Public Health Officer.

5. All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000.
 - a. The certificate of insurance must include endorsements naming “City of San Rafael” as additional insured.
 - b. Rental insurance certificates must be received by the Library and Recreation Department at least 30 days prior to the event.
 - c. Organizations/Individuals that have insurance through a parent organization may issue one proof of insurance which names “City of San Rafael” as an additional insured for a full year for all the organization’s uses.

The name on the Certificate of Insurance must match the applicant’s name on the rental contract. Insurance is available for purchase through Diversified Risk/HUB International Insurance. Contact the Library and Recreation Department office for procedure and rates.

6. All groups using a City park space shall be responsible for proper use and care of the site. Parks must be left in the condition in which they were found. Any items brought in during the rental must be removed by the end of the rental time. Any trash must be placed in the provided receptacles.
7. All rentals must be done and cleared out of the space by the end of the time stated on their rental contract, which shall be no later than sunset.
8. Renters are responsible for providing all equipment and materials necessary for the operation of their program. All equipment must be cleared out of the park space by the end of the rental period and shall not be stored onsite. **The City of San Rafael is not responsible for lost or stolen items.**
9. Park and community center restrooms have been closed by the City as a result of the COVID-19 public health crisis. Restrooms will not be available for park space rentals until such time as the City deems it safe to reopen them. Renters should plan their programs accordingly.
10. Alcohol and amplified sound are not permitted.
11. Smoking is not permitted in any City building or park. Renter is responsible for adhering to and enforcing the non-smoking ordinance.
12. Library and Recreation Department staff reserve the right to photograph events for promotional purposes.
13. The City of San Rafael reserves the right to review and approve materials used to publicize events to be held in a city facility. City staff may not/will not give out information on private rentals. The community centers are not to be listed as a contact for your event.

RENTAL FEES

City of San Rafael Non-Profit	City of San Rafael Commercial
\$25/hour	\$35/hour

All rental fees are due at time of booking. Payments may be in the form of check, cash, or credit card. All checks should be made payable to “City of San Rafael”. Rentals that exceed stated hours will be charged double the stated hourly rate.

CANCELLATION AND REFUNDS

Cancellations by the renter to the agreed upon schedule must be made at least thirty (30) days in advance. Cancellations made with less than thirty (30) days advanced notice will not be eligible for a refund of the rental fees. Rental fee will be refunded if event is cancelled, due to inclement weather or emergencies that render park unusable.

- Refunds will be processed within 30 days after your event.
- Fees will not be refunded for reserved time not used. Reserved time should be chosen carefully; once fees are paid, there will be no refund for decreased reserved or actual use time.
- If the City cancels an activity, all fees will be returned.
- Only the applicant named on the contract can make cancellations.