



## PARK FACILITY RENTAL APPLICATION

618 "B" STREET, SAN RAFAEL, CA 94901  
(415) 485-3333 (415) 485-3186 fax  
[recreation@cityofsanrafael.org](mailto:recreation@cityofsanrafael.org)

This application/contract is issued in accordance with the policies established by the City Council of the City of San Rafael. Failure to comply with policies may cause reason to revoke an agreement.

**PLEASE REVIEW ALL RULES AND REGULATIONS ATTACHED PRIOR TO COMPLETING APPLICATION**

\_\_\_\_\_  
Name of Applicant                      Street                      City                      Zip Code                      Phone

\_\_\_\_\_  
Name of Organization                      Street                      City                      Zip Code                      Phone

\_\_\_\_\_  
Email Address                      Type of Activity                      Estimated Attendance

Date(s) of Use: \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

Days(s) of Week (**Circle**)    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

	<b>YES</b>	<b>NO</b>	
Are you a non-profit organization?	_____	_____	Non-Profit# _____
Is the event a fundraiser?	_____	_____	
Is the event open to the public?	_____	_____	
Will admission be charged?	_____	_____	

**PLEASE SELECT ONE:**

- |   |  |
|---|--|
| <input type="checkbox"/> Pickleweed Park Picnic Area<br><input type="checkbox"/> Santa Margarita Park ( <b>Lower area only</b> )<br><input type="checkbox"/> <b>Gerstle Park Lower Picnic Areas 1 _____ 2 _____</b><br><input type="checkbox"/> <b>Gerstle Park Redwood Grove</b> | <input type="checkbox"/> Victor Jones Park: <b>Upper Area _____ Lower Area _____</b><br><input type="checkbox"/> Sun Valley Park ( <b>Lower area only</b> )<br><input type="checkbox"/> Terra Linda Park<br><input type="checkbox"/> Albert Park Tennis Courts |
|---|--|

### HOLD HARMLESS AGREEMENT

As an applicant for use of City of San Rafael areas or facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by use or occupancy of an area or facility of the City of San Rafael. I hereby agree to indemnify and hold harmless the City of San Rafael and its officers and employees and any community organization co-sponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child, arising out of or in any way connected with participation in the program named above.

I have read all three (3) pages of the rental application and agree to abide by the CPVOD-19 Addendum and General Policy as stated.

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

## COVID-19 Addendum to rental agreement

Renter acknowledges that the facility or 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.

Renter further acknowledges that the City may be required to institute certain regulations based upon guidance from Federal, State, or Local Public Health Departments relating to the COVID-19 pandemic. Should such guidelines be implemented, the renter agrees to comply with all applicable governmental policies imposed by the City. These practices may include but are not limited to requiring the use of face masks, limiting the number of participants allowed in the facility, prohibiting the consumption of food or beverages, or requiring additional staff/security to enforce regulations. If the renter is unwilling to abide by the additional restrictions as related to COVID-19, the renter will have the option to cancel their reservation and the City will refund any fees received from renter.

In the event that a rental is cancelled for any of the above reasons, a refund of fees paid will constitute the limit of City’s liability to renter in connection with the unavailability or change in requirements for use 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.

The renter agrees to waive and release the City, and its officials, employees, volunteers or agents, from any and all claims, causes of action, allegations, or assertions that may arise relating to any person contracting COVID-19, or alleging that a person contracted COVID-19, as a result of the rental.

The renter further agrees to defend, indemnify, and hold City harmless from any and all claims, causes of action, allegations, or assertions made against City, or its officials, employees, volunteers or agents arising from or relating to actual or alleged contracting of COVID-19 infection as a result of the rental, except where caused by the sole negligence or willful misconduct of the City.

### GENERAL POLICY

All City Parks operate under the jurisdiction of the City of San Rafael and are intended primarily for recreational, cultural & educational programs. Any group with over 15 people using these facilities is required to have an approved permit.

### Park Facility Rental Fees

Facility Name	Non-Profit Organizations (Tax I.D. # Required) Proof of IRS 501C3 Status	Private Use & Non-Profit Fundraising Events	Commercial/ Non-Resident Fee
<b>Albert Park Tennis Courts</b>	\$15 per hour / per court	\$20 per hour / per court	\$25 per hour / per court
<b>Albert Park Tennis Courts (Lights)</b>	\$20 per hour	\$20 per hour	\$20 per hour
<b>Bernard Hoffman</b>	\$21 per hour	\$32 per hour	\$63 per hour
<b>Pickleweed Park Soccer Fields</b>	\$16 per hour	\$21 per hour	\$32 per hour
<b>Large Group Picnic Areas</b> Redwood Grove at Gerstle Park Group Barbeque	\$79 per day	\$132 per day	\$210 per day
<b>Parks (reserved picnic &amp; barbeque areas)</b>	\$53 per day	\$58 per day	\$84 per day
<b>Filming</b>	\$53 per hour (min. 2 hours)	\$53 per hour (min. 2 hours)	\$132 per hour (min. 4 hours)
<b>Still Photography</b>	\$53 per hour (min. 2 hours)	\$53 per hour (min. 2 hours)	\$79 per hour (min. 4 hours)

1. Fees are a two-hour minimum.
2. Non-profit organizations must use park for a non-fundraising event to be eligible for Group I. If it is a fundraiser, the classification is Group II.

3. To be considered a San Rafael resident, individuals must reside within the city limits. For organizations or groups, San Rafael residency is established to having a San Rafael mailing address, as well as proof of 50% of their members live within the San Rafael city limits.
4. Any government tax-supported agency located in Marin which does not fall under Group I, qualifies as Group II.
5. All events for business or commercial use, for profit or gain, qualify as Group III.

### **Application Procedures**

1. Reservations will be accepted 6 months in advance. All fees and insurance forms are due 10 days prior to the event.
2. Hours of use stated on the application permit must include set-up time as well as clean-up time.
3. Rental contracts are non-transferable.
4. Reservations for use of the parks by youth groups must be accompanied by an adult sponsor and activity must be supervised by an adult in attendance during the entire event.
5. The applicant whose signature appears on the registration form should arrive at the starting time designated and should plan to be present until the end of the event. If the applicant cannot be present, he should designate an individual and place that name on the application.
6. All parks must be left in the same condition as before the event started.

### **Special Consideration**

1. Alcohol is not allowed at any park.
2. Inflatable jumpy houses are not allowed at any park.
3. Neither birdseed nor rice are allowed to be thrown at weddings.
4. Reservations may be revoked at any time whenever the use of the building or facilities may interfere with department program activities or where there has been a violation of approved regulations.
5. Rental fee will be refunded if event is cancelled, due to inclement weather or emergencies that render park unusable.