



## 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</b> _____ <b>2</b> _____<br><input type="checkbox"/> <b>Gerstle Park Redwood Grove</b> | <input type="checkbox"/> Victor Jones Park: <b>Upper Area</b> _____ <b>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 two (2) pages of the rental application and agree to abide by the General Policy as stated.

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

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

## 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.

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.

## 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.

## Picnic Area Rental Fees

1. Fees are a three-hour minimum.
2. 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.
3. 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.
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.

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><u>Small Group Picnic Areas</u></b> Gerstle 1 & 2, Sun Valley, Victor Jones, Terra Linda, Santa Margarita	\$20/hour (Resident) \$25/hour (Non-Resident)	\$30/hour (Resident) \$35/hour (Non-Resident)	\$40/hour (Resident) \$45/hour (Non-Resident)
<b><u>Redwood Grove</u></b> Gerstle Park	\$30/hour (Resident) \$35/hour (Non-Resident)	\$40/hour (Resident) \$45/hour (Non-Resident)	\$50/hour (Resident) \$55/hour (Non-Resident)
<b><u>Pickleweed Picnic Area</u></b>	\$15/hour (Resident) \$18/hour (Non-Resident)	\$20/hour (Resident) \$45/hour (Non-Resident)	\$50/hour (Resident) \$55/hour (Non-Resident)