



Watch on Zoom:

<https://tinyurl.com/PRC-10-21-2021>

Telephone: Telephone: (669) 900-9128
Meeting ID: 946 0348 5912#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of September 16, 2021

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
 - Tiscornia Marsh Renovation Project
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE COMMISSION

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. 2021 Annual Childcare Report
5. Review Proposed Park Use Policy

COMMISSION REPORTS AND COMMENTS

6. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

STAFF COMMENTS

7. Schedule of Upcoming Meetings and Events of Interest

NEXT MEETING: November 18, 2021

ADJOURNMENT

Notice

Any records relating to an agenda item, received by a majority or more of the Commission less than 72 hours before the meeting, shall be available for inspection online. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request.



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Telephone: (669) 900-9128
Meeting ID: 946 0348 5912#

CALL TO ORDER

Chair Machado called the meeting to order at 6:03 p.m.

ROLL CALL

Present: Commissioner Cabrales
Commissioner Emerson
Commissioner Gutierrez
Commissioner Laumann
Chair Machado
Commissioner Sandoval (arrived at 6:06)

Absent: Commissioner Reisinger

Also Present: Susan Andrade-Wax, Library & Recreation Director
Catherine Quffa, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
April Miller, Assistant Public Works Director/ City Engineer

AGENDA AMENDMENTS

None

MINUTES

1. Approve regular meeting minutes of July 15, 2021

Commissioner Laumann moved, and Commissioner Gutierrez seconded, to approve the meetings minutes of July 15, 2021.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Laumann, Machado,
Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Reisinger
ABSTAINED: Commissioners: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Ms. Andrade-Wax announced that Catherine Quffa has been selected as the next Library and Recreation Director for the City of San Rafael.

3. Public Comment from the audience regarding items not listed on the agenda None.

MATTERS BEFORE THE COMMISSION

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Park Projects Status Report for April 2021 – August 2021

Ms. Andrade-Wax introduced April Miller, Assistant Public Works Director/ City Engineer who presented the park projects status report.

Staff responded to questions from Commissioners.

5. Parks Maintenance Status Report for April 2021 – August 2021

Ms. Miller presented the parks maintenance status report.

Staff responded to questions from the Commission.

COMMISSION REPORTS AND COMMENTS

6. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

None.

STAFF COMMENTS

7. Schedule of Upcoming Meetings and Events of Interest

Ms. Andrade-Wax discussed the walk about at Sun Valley Park to familiarize the Commission on the area. Staff received quite a bit of feedback from the neighborhood regarding the off-leash dog program and other issues. Ms. Andrade-Wax will be meeting with Councilmember Hill and a representative of the Sun Valley Neighborhood Association to talk about the possibility of bringing the off-leash dog program to the commission for their consideration later. Most Dog parks at a park facility are usually only available in the morning hours. Those that are open later are large facilities with lights, and most are over three acres and over 33 acres. The size of the Sun Valley Park with the hillside it is just over 2 acres. The area down from the gazebo is less than an acre.

Ms. Andrade-Wax let the Commission know that the City Council is going to meet virtually until January. It is the plan that the Park and Recreation Commission continue to meet virtually through January.

Ms. Quffa gave an update on Child and Recreation. Childcare started after school programs in August. The Goldenaires are back in the San Rafael Community Center and have a few programs going and they are building up slowly. The Terra Linda seniors have returned, and the seniors at the Albert J Boro Community Center have started back up their congregate meal program. The bridge programs at the Terra Linda Community Center and Albert J Boro Community Centers have also started back up. The pools are winding down and will close the end of September.

Ms. Andrade-Wax shared that staff has a couple of recommendations regarding the Library and Community Center Conceptual Design, however there is more information needed to get everything refined before it goes to City Council in early November.

Ms. Andrade-Wax also shared that there is a testing site at the San Rafael Community Center on Tuesdays out in the parking lot. They take appointments and take up to 250 people a day.

ADJOURNMENT

Chair Machado adjourned the meeting at 6:41 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director



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**PARK AND RECREATION COMMISSION
AGENDA REPORT**

**October 21, 2021
Item #4**

TITLE: 2021 ANNUAL CHILDCARE PROGRAM REPORT

SUMMARY

The City of San Rafael provides state licensed childcare which includes two (2) preschools and six (6) school-aged programs. The programs are offered at two City facilities and five other school district sites.

RECOMMENDATION

That the Park and Recreation Commission receive and comment.

BACKGROUND

The City of San Rafael Child Care Division has been providing preschool and school-aged childcare since 1963. The first preschool program served twenty-four (24) students at San Rafael Community Center. As it expanded, it moved to Laurel Dell and then the Davidson Annex before finding a home at the Short School campus in the Gerstle Park Neighborhood.

From 1974 – 2001, the Short School location provided both preschool and school-aged programs and was licensed to serve 150 children daily. The program was so popular at Short School, that both the San Rafael City Schools and Miller Creek School District(s) requested it for their elementary school campuses. In the beginning, the City's childcare program utilized surplus classroom space at the various elementary schools. In the early 1990's, the City began purchasing modular classrooms to accommodate the growing program.

In 1998, the Pickleweed Children's Center expanded the preschool program to include a half-day program for children from three to five years old. The program is currently funded through the Department of Education, Marin First 5 and Community Development Block Grant. The free preschool program is licensed to serve 68 children daily and all families must qualify to participate.

In 1999, the San Rafael City Schools district notified the City that the Short School campus would re-open as an elementary school in 2001. As a result, the City-built the Parkside Children's Center in Albert Park to accommodate the preschool and school-aged programs.

In the 58 years that the City has provided licensed childcare, the program has served approximately 40,000 children.

Currently, the City of San Rafael's Childcare programs include the following:

- Six (6) School-Aged programs - Coleman Elementary, Glenwood Elementary, Lucas Valley Elementary, Mary Silveira Elementary, Vallecito Elementary and Parkside Children's Center in Albert Park.
- Two (2) Preschool programs - Pickleweed Preschool at the Albert J. Boro Community Center in the Canal Neighborhood and Parkside Preschool located in Albert Park.
- Serves approximately 355 children in the School-Aged programs
- Provides preschool programming to 58 children at the Pickleweed Preschool and 30 children at Parkside Preschool.
- Staffing consists of 25 Permanent Part-time & Full-time staff and 13 Temp/Seasonal staff

- FY 2021/2022 Operational Budget - \$3,487,408 (Projected Expenses) and \$3,401,219 (Projected Revenue)

Fiscal Year 2020/2021 – Pandemic Related Impacts

In Fiscal Year 2020/2021, enrollment in the City’s Childcare program was impacted immensely due to State and County Health and Safety guidelines that were implemented during the COVID-19 pandemic. Each center’s capacity was reduced to 14 children per classroom. Those larger sites that were able to use additional classrooms were able to serve an additional 14, serving 28 children per site. As the City transitioned from the school year to summer, the program was able to accommodate more children in its Kid’s Camp program.

In the past, the Childcare program has generated a fund balance that it has used to invest in capital purchases and infrastructure improvements. In Fiscal Year 2020/2021, the Childcare program had a fund balance of more than \$1 million. Unfortunately, due to the reduction in enrollment and program revenues, the fund balance was used to offset the cost of staffing and program expenditures. As a result, the fund balance has been reduced to approximately \$198,625.

Fiscal Year 2020/2021 Operational Budget

Center	Revenue Budgeted	Revenue Actual
Parkside Preschool	750,000	542,706
Coleman Center	450,000	234,000
Glenwood Center	330,000	198,222
Lucas Valley Center	435,000	393,131
Mary Silveira	435,000	231,000
Parkside	425,000	277,000
Vallecito	575,000	426,861
Administration	20,000	10,631
Total	3,420,000	2,235,000
Center	Expenditures Budgeted	Expenditures Actual
Parkside Preschool	718,599	595,939
Coleman Center	374,647	322,206
Glenwood Center	270,434	241,337
Lucas Valley Center	313,977	313,048
Mary Silveira	323,068	246,810
Parkside	302,477	267,704
Vallecito	471,199	371,931
Administration	778,479	676,599
Total	3,552,897	3,054,400
Net		(\$819,400)

Fiscal Year 2021/2022 Projections

As the beginning of the 2021/2022 school year, capacity restrictions were lifted, and the program is currently accommodating more children at all sites. All school aged program sites are at 80% of licensed capacity. Preschool programming at Parkside Preschool is at 60% of licensed capacity and Pickleweed Preschool is at 90% of licensed capacity.

The two areas that impact the City's ability to accommodate more children in the program, is the ability to fill vacant staffing positions and access to additional classroom space on the elementary school campuses.

Conclusion

The City of San Rafael Child Care Program has supported thousands of San Rafael families over the years and is considered vital to the sustainability and economic vitality of the community. Designed to fully recover its program costs, revenues derived from the program are susceptible to economic factors in the community, such as recession and most recently Global pandemic. Staffing costs which include wages and benefits (healthcare, pension, etc.) increase each year. Fortunately, new program fees were approved in July and will help to cover the increase in those and other related program costs.

As mentioned previously, one of our main goals for this year is to fill our vacant Instructor positions especially in the preschool program. Early education is vital to the community and starting off those early years in a high-quality preschool program is critical in paving the way for a child's future success in school. For our school aged program, the City will be exploring other options of offering the program that could be more sustainable.

As in years past, the Childcare program has a dedicated group of staff that have been with the program ranging from ten to thirty years. They are committed to providing the best childcare program in the County and will continue to do so in the years to come.

FISCAL IMPACT:

There is no predicted fiscal impact associated with adopting this new park use policy.

ALTERNATIVE ACTION:

Any other action as determined by the Commission.

Submitted by:

Kelly Albrecht

Kelly Albrecht
Senior Recreation Supervisor



**October 21, 2021
Item #5**

TITLE: REVIEW PROPOSED PARK USE POLICY

SUMMARY:

The City of San Rafael owns and manages parks, including three (3) community parks, twelve (12) neighborhood parks, six (6) pocket parks, and seven (7) special use parks. Of these 28 parks, the City currently offers picnic site rentals in six (6) of the community and neighborhood parks: Gerstle, Pickleweed, Santa Margarita, Sun Valley, Terra Linda, and Victor Jones Parks. The City does not currently have a formal policy that outlines the types of uses allowed as well as the rules and regulations around rentals in parks. Staff are recommending that the City implement a Park Use Policy that will address current picnic rentals and will also set out conditions and processes for rentals of additional park spaces.

RECOMMENDATION:

That the Commission review the proposed Park Use Policy and provide feedback.

BACKGROUND:

The City of San Rafael owns and manages parks, including three (3) community parks, twelve (12) neighborhood parks, six (6) pocket parks, and seven (7) special use parks. The below table outlines the different City-owned and operated park facilities.

Table 1: City of San Rafael Parks

Community Parks (10+ acres)	Neighborhood Parks (1-10 acres)
Albert	Freitas
Pickleweed	Gerstle
Terra Linda	Hoffman Field
	Jerry Russom Memorial
	Loch Lomond
	Los Ranchitos
	Munson
	Oleander
	Peacock Gap
	Santa Margarita
	Sun Valley
	Victor Jones
Pocket Parks (less than an acre)	
Arbor	
Beach	
Bret Harte	
Hillview	
Oliver Hartzell	
Riviera	
Special Use Parks	
Boyd	
Canal Community Garden	
City Plaza	
Falkirk	
Mahon Creek Pathway	
Jean Starkweather	
Terra Linda Community Garden	

Of these 28 parks, the City currently offers picnic site rentals in six (6) of the community and neighborhood parks: Gerstle, Pickleweed, Santa Margarita, Sun Valley, Terra Linda, and Victor Jones Parks. Currently, the City has a picnic rental application with limited information provided on the application process and park use policy (Attachment 1). Staff are proposing to establish a more robust Park Use Policy (Attachment 2), similar to those recently created for City facilities and athletic fields.

DISCUSSION:

The goal of Park Use Policy is to determine an approach to private rentals of the City’s parks that strikes the appropriate balance between community utilization and related impacts on the neighborhoods surrounding the parks. It is also to provide clear guidance to renters on the process and regulations associated with the rental of City parks.

The proposed Park Use Policy is designed to align with the recently updated Athletic Field, Facility Rental Reservation, and Ongoing Facility Rental Policies. It has also been designed to align with recent updates to the San Rafael Municipal Code related to Parks

and Open Space and Special Events. The following information summarizes some of the key elements and changes that are included in the proposed policy.

Park Rental Inventory and Use Restrictions

The proposed Park Use Policy provides a brief description of each park that has rentable space, including the amenities at each park and the areas that are available for rental. In addition to the picnic sites that were previously reservable, staff are recommending adding the picnic area at Freitas Park, the grassy area at Albert Park, and the basketball court and grassy area at Terra Linda Park as available for rental. The recent Master Fee Update established a fee for the rental of turf and blacktop areas and staff are recommending that the City pilot rental of those areas at our larger community parks, before making it available at the neighborhood parks.

The Table 2 outlines the reservable space currently proposed for the City’s parks.

Table 2: Proposed Rental Areas at City Parks

Park Name	Park Amenities	Rental Area
Albert Park	Playground, grassy area, tennis courts, pickleball courts, community center	Grassy area, tennis courts
Freitas Park	Playground, picnic tables/barbecue, grassy area, water feature	Picnic area
Gerstle Park	Playground, picnic tables/barbecue, basketball court, grassy area, walking trail	Redwood Grove picnic area and 2 additional picnic areas
Pickleweed Park	Playground, picnic tables/barbecue, grassy area, community center, soccer fields	Group picnic area (see City Athletic Field policy for information on renting the soccer fields)
Santa Margarita Park	Playground, picnic tables/barbecue, basketball court, grassy area	Picnic area
Sun Valley Park	Playground, picnic tables/barbecue, basketball court, grassy area	Picnic area
Terra Linda Park	Playground, picnic tables/barbecue, basketball court, grassy area, community center, pool	2 picnic areas, grassy area, basketball court
Victor Jones Park	Playground, picnic tables/barbecue, basketball court, grassy area, t-ball diamond	2 picnic areas (see City Athletic Field policy for information on renting the t-ball field)

Application Process, Fees, and Insurance

The Park Use Policy articulates a clear process for park rentals that aligns with the facility rental process. Like community center classrooms, the proposed policy allows for reservations to be made six (6) months in advance, with all fees due at the time of booking. Currently, picnic reservations are taken up to six months in advance with payment due ten (10) days before the event, which can present a challenge to staff in trying to collect payment. The current approach also does not allow for a timely process that would allow other renters to take advantage of cancellations. The proposed cancellation and refund policy also aligns park rentals with facility rentals.

Currently, the City does not require insurance for picnic rentals. The proposed policy keeps this approach to small picnic rentals but establishes an insurance requirement for event and commercial rentals, as well as rentals of park space beyond the picnic areas.

Park Rental Regulations

The proposed Park Rental Regulations clearly articulate the expectation of renters in terms of care of the park site as well as what activities are allowed. The regulations outlined in the proposed policy align with current practices and the San Rafael Municipal Code. The new policy captures those regulations in one place for ease of understanding for both the community and staff.

Special Events

The City receives regular requests to hold special events in City parks. While the Library & Recreation Department has jurisdiction over the parks, the San Rafael Police Department manages the Special Event permit process. Any community member or organization wishing to hold a special event must coordinate with both departments. The proposed Park Use Policy outlines this process for those interested in holding a special event. It also specifies that a special event will only be allowed in a City park if it is determined to provide significant community benefit. Significant community benefit is defined a meeting at least one of the following characteristics:

1. Open to the public.
2. Has an expected attendance of at least 100.
3. Has a traditional or heritage value to the community.
4. Adds to the arts, culture, and character of the community.
5. Provides significant economic vitality to the area.

Additionally, the proposed policy only allows special events in the City's larger parks: Albert, Gerstle, Pickleweed, and Terra Linda parks.

Commercial Recreation Activities

The City occasionally receives requests from commercial recreation providers, such as boot camps, yoga instructors, etc., to rent space in City parks to conduct their classes. Historically, the City has not permitted this type of commercial use in parks. However, staff have been interested in exploring these requests as a means to both provide more recreational opportunities to the community and to generate additional revenue for the City.

During the COVID-19 pandemic, the City launched a pilot program to allow San Rafael-based recreation providers to rent outdoor park space to hold their programs while indoor activity was prohibited. Through this pilot program, the commercial providers were able to program additional spaces and to offer more recreational opportunities for San Rafael residents. At the same time, in certain neighborhood parks there was concern that the commercial rentals limited free public access to the space.

In looking at how to establish a longer-term commercial recreation rental option, staff have tried to balance the learnings from the pilot program. Additionally, staff have reached out to the City of Santa Cruz, who established a commercial rental program ten

(10) years ago. The City of Santa Cruz's Commercial Services guide is included as Attachment 3.

As a result of these efforts, staff have developed the proposed Commercial Recreation Activities section of the Park Use Policy. This establishes two pathways for offering recreation classes in City parks: 1. As a contract instructor with the City, and 2. By renting space within a park. The proposed policy clearly articulates that all applications will be evaluated and approved or denied giving priority to free community use and access. Additionally, the City would establish set seasons in which commercial providers can apply for a park rental, with applications due 3-5 months prior, thereby allowing community members the opportunity to reserve space prior.

Staff recommend that the proposed Park Use Policy would replace the current application and would be made available to the community on the City website.

FISCAL IMPACT:

There is no predicted fiscal impact associated with adopting this new park use policy.

ALTERNATIVE ACTION:

Any other action as determined by the Commission.

Submitted by:



Catherine Quffa
Assistant Library and Recreation Director

Attachments:

1. Current Picnic Rental Application and General Policy
2. Draft Park Use Policies
3. City of Santa Cruz Guide to Offering Commercial Service Activities in Parks and Beaches



SAN RAFAEL LIBRARY AND RECREATION

PARK FACILITY RENTAL APPLICATION

618 "B" STREET, SAN RAFAEL, CA 94901
(415) 485-3333 (415) 485-3186 fax
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

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

PLEASE SELECT ONE:

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



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PARK USE POLICY

Please carefully read through this entire document – renters are responsible for following the rules and policies outlined below.

1. Statement of Purpose

The purpose of this policy is to determine an approach to private rentals of the City's parks that strikes the appropriate balance between community utilization and related impacts on the neighborhoods surrounding the parks. It is also to provide clear guidance to renters on the process and regulations associated with the rental of City parks.

2. Park Inventory and Use Restrictions

A Permit is required for exclusive use of specific areas within a City park. The below table provides an inventory of the City-owned parks that are available for private rentals, along with the areas within each park where private rentals are permitted.

Park Name	Park Amenities	Rental Area ¹
Albert Park	Playground, grassy area, tennis courts, pickleball courts, community center	Grassy area, tennis courts
Freitas Park	Playground, picnic tables/barbecue, restroom, grassy area, water feature	Picnic area
Gerstle Park	Playground, picnic tables/barbecue, restroom, basketball court, grassy area, walking trail	Redwood Grove picnic area and 2 additional picnic areas
Pickleweed Park	Playground, picnic tables/barbecue, restroom, grassy area, community center, soccer fields	Group picnic area (see City Athletic Field policy for information on renting the soccer fields)
Santa Margarita Park	Playground, picnic tables/barbecue, restroom, basketball court, grassy area	Picnic area
Sun Valley Park	Playground, picnic tables/barbecue, restroom, basketball court, grassy area	Picnic area
Terra Linda Park	Playground, picnic tables/barbecue, restroom, basketball court, grassy area, community center, pool	2 picnic areas, grassy area, basketball court
Victor Jones Park	Playground, picnic tables/barbecue, basketball court, grassy area, t-ball diamond	2 picnic areas (see City Athletic Field policy for information on renting the t-ball field)

A person wanting either (1) exclusive use of any park or portion thereof, or (2) use of a park or portion thereof for gatherings of 25 or more persons, must apply for and obtain a permit for such use, activity, or event.

¹ These park and picnic areas are available for private rentals only. Special Event rentals are addressed separately, in section 7 of this policy.

3. Application Process

Applications are available online at <https://www.cityofsanrafael.org/parks/> and at all Community Centers. To reserve a park, a person 18 years or older must submit a complete Park Rental Application provided by the Library and Recreation Department. You may submit your application in person, by mail, or by email. If you submit your application by mail or email, a Department staff member will contact you to collect the appropriate deposit to secure your reservation.

Applications are accepted six months in advance of the reservation date. If more than one person applies at the same time for the same park on the same date, priority will be given to residents of San Rafael. If two residents or two non-residents apply for the same rental date, a lottery will be drawn to determine priority.

Set up and clean up times of activities must be included within rental period. Incomplete or inaccurate information by the renter on the contract may result in cancellation of the contract and loss of fees paid.

The applicant's name and signature that appears on the rental contract must match the name on the payment and proof of insurance (if required).

Please do not make plans until a department staff member has confirmed your rental and provided an approved rental contract.

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 at one of the City's community centers. **All rental changes are tentative until confirmed by the Department staff and any/all additional fees have been paid.**

Reservations may be revoked at any time whenever the use of park facilities may interfere with Department program activities or where there has been a violation of approved regulations. Reservations may be revoked or terminated if it is determined that the event is different or larger than represented on the rental application.

The City reserves the right to make any physical changes to the facility.

4. Fees

Fees:

- A. Refer to the Park and Picnic Rental Rate sheets for fees. The City Council-approved fee schedule for rental of the parks is subject to annual review.
- B. Picnic area rentals are subject to a three (3) hour minimum.
- C. Payment is due in full at the time of the reservation.
- D. Payments may be in the form of check, cash, or credit card. All checks should be made payable to "City of San Rafael".
- E. Rentals that exceed stated hours will be charged double the stated hourly rate for the additional hours.

Cancellations and Refunds: Confirmed reservations that are canceled will be subject to penalties deducted from prepaid rental fees. Cancellation fees are determined by the amount of notice given prior to the scheduled 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.
- Only the applicant named on the contract can make cancellations.

Cancellation Refund Schedule

Cancellation Date	Rental Fee Returned
3-6 months	50%
3 months or less	0%

Cancellations made less than 6 months but more than 3 months prior to reserved date will forfeit 50% of the rental fees. The City will retain all of the rental fees for cancellations made less than 3 months prior to reserved date.

The City may cancel a Permit due to weather, facility conditions, or unforeseen circumstances, including but not limited to flooding, fire, natural disaster, power outages, public health emergencies, criminal acts or acts of war or terrorism, that affect facility conditions or general public welfare. In the event of a City cancellation due to these circumstances, a full refund will be issued to the 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.

5. Insurance

Insurance is not required for private picnic rentals. However, event and commercial rentals as well as park rentals that include space beyond the picnic area are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000. The insurance must follow the below guidelines:

- 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.
- D. The name of the insured on the Certificate of Insurance must match the name on the rental contract.

6. Park Rental Regulations

Alcohol: No alcoholic beverages may be present or consumed in City parks.

Amplified Sound: Amplification of sound must comply with the San Rafael Municipal Code, Title 8.13, Noise Ordinance standards, and must be approved in writing by the Library and Recreation Director.

Behavior: Renters, activity participants, and guests/attendees are responsible for adhering to the San Rafael Municipal Code, Title 19.20, Parks and Facilities at all times during facility use. Renters are responsible for calling 911 or the San Rafael Police if behavior or safety issues arise out of the use of facilities. Renters are asked to report such accidents/incidents within 24 hours to the Library and Recreation Department.

Care of Parks/Hours: 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. If applicable, all coals must be fully extinguished, and grill must be left in

the condition in which it was found. Clean up and/or repair charges beyond normal wear and tear will be billed to the Applicant based on cost of repair.

City parks are open from sunrise to sunset and all rentals must be completed and cleaned up within that timeframe.

Fire Danger: The San Rafael Fire Department may suspend the use of Open flame grills/BBQs at any time based on weather and fuel conditions.

Inflatable Bounce Houses (Jumpees): Inflatable bounce houses are not allowed in any City park.

Food: Food Trucks, onsite catering, and the sale or serving of food to the general public are prohibited in City Parks with the exception of Special Events (see section 7).

Safety: City of San Rafael staff is authorized to stop or modify any activity if deemed necessary for the health and wellbeing of users, guests, neighbors, and the general public.

Photography: Library and Recreation Department staff reserve the right to photograph events for promotional purposes.

Publicity: The City of San Rafael reserves the right to review and approve materials used to publicize events to be held on city property. City staff may not/will not provide details nor answer questions from the public related to specific private rentals. The community centers are not to be listed as a contact for your event.

Vehicles and Parking: Motorized vehicles on park property, lawns, turf, restricted areas, bicycle/pedestrian pathways, or fields are prohibited.

Parking is permitted in designated parking lots, or stalls, only.

7. Special Events

Events that require exclusive use of park space beyond what is designated in section 2 of this policy will be considered on a case-by-case basis and will only be permitted if the event is determined to provide significant community benefit.

An event is considered to provide significant community benefit if it meets at least one of the following characteristics:

1. Open to the public.
2. Has an expected attendance of at least 100.
3. Has a traditional or heritage value to the community.
4. Adds to the arts, culture, and character of the community.
5. Provides significant economic vitality to the area.

Special event rentals will only be considered in the following locations:

- Albert Park
- Gerstle Park
- Pickleweed Park
- Terra Linda Park

Any groups wishing to rent a park for a Special Event must first contact the San Rafael Police Department to request a Special Event permit, which will be subject to the regulations and requirements listed in Chapter 5.70 of the San Rafael Municipal Code. In addition, they should also check to see if the park is available for the respective date and times. From there,

prospective Renters will work with the Police Department to secure the required permits for their special event and also with the Library and Recreation Department to reserve/rent the park.

8. Commercial Recreation Activities

If an organization or individual is wanting exclusive use of a portion of a City park for the purpose of conducting commercial recreation classes, they may either apply to the City for a rental permit to conduct those activities or become a contract instructor with the City. The below table lays out the two options for offering commercial recreation activities in City parks.

<i>Through the Library and Recreation Contract Class Program</i>	<i>By Submitting a Park Facility Rental Application</i>
<p>Contract Class Instructors are required to provide the following:</p> <ul style="list-style-type: none"> - Current certificate of insurance of (minimum \$1,000,000) liability insurance naming the City as additionally insured; see section 5 for additional insurance requirements. - Proof of Workers' Compensation Insurance for all employees associated with the activity. - A current City of San Rafael business license, if applicable. <p>For more additional requirements and more information on becoming a City contract class instructor, visit our website: https://www.cityofsanrafael.org/become-recreation-contract-instructor/</p> <p>Benefits of the program include:</p> <ul style="list-style-type: none"> - Use of the facility at no additional charge beyond the percent revenue split between the City and the instructor - Registration is handled through the City's online registration system and participants can request help from our friendly and professional staff - Classes will be promoted in the City's Activities Guide, which is distributed to approximately 23,000 households three times per year, as well as on the City website. - Detailed information about requirements, application process and program policies are available on the Library and Recreation website (link provided above). 	<p>Commercial recreation activities not offered through the Library and Recreation Department are only permitted in certain park locations and staff will prioritize free community use and access to park amenities when determining approval for such a permit.</p> <p>Commercial recreation rentals must abide by all of the conditions of the Park Use Policy. Additional requirements include:</p> <ul style="list-style-type: none"> - Applicable rental fees/deposit - Current certificate of insurance of (minimum \$1,000,000) liability insurance naming the City as additionally insured; see section 5 for additional insurance requirements. - Proof of Workers' Compensation Insurance for all employees associated with the activity. - A current City of San Rafael business license. <p>Applications for commercial recreation rentals are accepted and allocated seasonally per the below schedule:</p> <ul style="list-style-type: none"> - June-August rental applications due: March 1 - September-February rental applications due: June 1 - March-May applications due: November 1



A Guide to Offering Commercial Service Activities in Parks and Beaches

The City of Santa Cruz Municipal Code (chapter 13.10) prohibits the sale of any goods or services in city parks or on city beaches except as permitted by the City, through the Parks and Recreation Director. The Parks and Recreation Director is authorized to issue or deny a permit, or to apply any terms and conditions on a permit, based on the activity's impact on the public welfare and the use of the parks and beaches by other persons.

There are two pathways to offer commercial activities in Parks and Beaches

Through the Parks and Recreation Special Classes Program	By Submitting a Facility Use Special Permit Application
<ul style="list-style-type: none"> ▫ Contact the P&R Classes team to obtain an application by visiting our website: www.santacruzparksandrec.com/instructors ▫ Class Proposals are typically due at least 4 months prior to the season offering. Proposal due dates are listed on the website ▫ Registration is handled by our friendly and professional staff ▫ We provide the facility at no charge ▫ Your class or clinic will be listed in our Activity Guide which reaches over 42,000 households throughout the County ▫ Detailed information about pricing, required paperwork, enrollment procedure, and payment is available on the Parks and Recreation website or by email; recreationevents@cityofsantacruz.com 	<ul style="list-style-type: none"> ▫ Permitted commercial activities not offered through the Parks and Recreation Department are issued on an individual basis after consideration of the Parks and Recreation class schedule and with consideration to public welfare and use of parks and beaches ▫ Permit Conditions Include: <ul style="list-style-type: none"> ➤ Application and Facility booking fee (facility booking fee is refunded if the permit is denied) ➤ 10% of gross sales from registration or class fee ➤ Current certificate of insurance of (\$1,000,000) liability insurance naming the City as additionally insured ➤ Proof of worker's compensation policy for any employees of the permittee ➤ A current City of Santa Cruz business license ➤ A price list and final roster of all programs offered ➤ A participant waiver that meets the approval of the City of Santa Cruz Risk Manager ▫ Permits for Open Space Trails will only be issued between the months of June and October and will not exceed one (1) weekend per month ▫ Contact the Parks and Recreation Department for a permit application and current fee listing at (831) 420-5270



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: October 21, 2021
To: Park and Recreation Commission
From: Susan Andrade-Wax, Library & Recreation Director
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
October 18	7:00 p.m.	City Council	Zoom
October 21	6:00 p.m.	Park and Recreation Commission	Zoom
October 23	3:00 p.m.	Día de Los Muertos - Car Procession	Downtown San Rafael, 4 th Street between H Street and Lincoln
November 1	7:00 p.m.	City Council	Zoom
November 6	3:00 – 9:00 p.m.	Día de Los Muertos	Albert J. Boro Community Center, 50 Canal Street, San Rafael
November 11	CLOSED	HOLIDAY	ALL CITY OFFICES
November 15	7:00 p.m.	City Council	Zoom
November 18	6:00 p.m.	Park and Recreation Commission	Zoom
November 25	CLOSED	HOLIDAY	ALL CITY OFFICES
November 26	CLOSED	HOLIDAY	ALL CITY OFFICES