



## Parks and Recreation Department Facility Use Policies and Fee Schedule

### **Facility Rental Reservations:**

The City has designated specific sites that are available for reservation. Reservations may be made up to one year in advance. For weekend rentals, no reservations will be accepted after 5 p.m. on the preceding Thursday before the reservation date. Acceptance of weekday reservations must have a minimum of 48 hours advance notice.

### FACILITY FEE SCHEDULE

#### **PICNIC AREA / STRUCTURE RENTALS (insurance may be required)**

FACILITY	Resident Fees		Non-Resident Fees	
	Full day	5 hrs	Full Day	5 hrs
Northgate Park				
Full Picnic Shelter	\$80	\$50	\$150	\$100
Half Picnic Shelter	\$60	\$40	\$ 90	\$ 65
Lincoln Park Picnic Shelter	\$60	\$40	\$ 90	\$ 65
Full Woodward Picnic Area	\$70	\$50	\$100	\$ 75
Half Woodward Picnic Area	\$40	\$30	\$ 60	\$ 45
Library Park Gazebo	\$60	\$40	\$ 90	\$ 65
Deposit	\$50	\$50	\$ 50	\$ 50

#### **LINCOLN POOL RENTAL (2-hour minimum) (Insurance required)**

GROUP SIZE	Resident Fees		Non-Resident Fees	
	2-hour	Add'l Hr.	2-hour	Add'l Hr.
Groups up to 50 people	\$120	\$60	\$145	\$60
Groups of 51-100 people	\$150	\$60	\$180	\$60
Deposit	\$ 50		\$ 50	

#### **DEPARTMENT MEETING ROOM RENTAL (insurance required)**

	First 2 hours	Each Addl. Hr.	Full Day
Manteca Based Non-Profit	\$ 5	\$ 5	\$ 25
Non-Manteca Non-Profit	\$15	\$10	\$ 75
Private Rental	\$25	\$12	\$100

#### **BALLFIELD RENTALS (Non-tournament) (Insurance required)**

FACILITY	Resident Fees		Non-Resident Fees	
	Per hour w/out lights	Per hour w/lights	Per hour w/out lights	Per hour w/lights
Northgate Complex (per field) *1	\$10	\$20	\$20	\$40
Lincoln/ Morenzone Park Ballfields	\$10	\$20	\$20	\$40
Soccer Fields	\$10	\$20	\$20	\$40

\*1 Northgate Complex also requires a facility supervisor fee of \$15/ hour.

### **General Park and Open Space Use Permits:**

The City parks and open space shall be made available for the exclusive use of persons and groups subject to the issuance of a permit according to section 12.12 of the Parks and Recreation Facility Use Code. A permit is required for groups or organized activities involving 50 or more people. In addition, any activity involving the erection or placement of stages, booths, platforms, structures or other art works, or other similar structures (i.e., jump houses) on park property require a park use permit and insurance. Commercial or mobile recreation equipment, commercial or non-profit vendors and other items including portable restrooms will require prior approval, additional permits, associated fees as well as appropriate insurance.

A \$10 non-refundable processing fee is required at the time a Park permit application is submitted. Applications for a Park permits must be filed not less that 21 days and no more than one year prior to the proposed use of the park. Submittal of a Park Use Permit Application will be approved based on criteria outlined in the Parks and Recreation Facility Use Code.

## **FACILITY USE POLICIES:**

### **Payment**

Rental reservation fees, key deposits, park use permits and facility deposits must be paid at the time of submittal of reservation or park permit application. Payment may be made in the form of check, cash, or credit card.

### **Cancellation**

If the event is canceled 90 or more days before the date of the event, the renter will be assessed a service charge of 25% of the total facility rental fee. If the event is canceled 30 to 89 days prior to the date of the event, the renter will be assessed a service charge of 50% of the total facility rental fee. For cancellations within 29 days or less, there will be no refund. Days are counted as calendar days.

### **Key Deposit**

A \$30.00 refundable key deposit may be required at certain facilities. Keys must be picked up by 5 p.m. the last business day prior to the reserved date, and returned before 5 p.m. the first business day following the reserved date.

### **Open/Close Facility Fee**

If a renter fails to pick up the key or loses it prior to scheduled use, a fee will be assessed to call back staff to unlock and lock the facility. With the exception of staffed facilities, it is the renter's responsibility to pay a key deposit, pick up the appropriate key and return it after use. If it is necessary to change the locks due to renter's loss of the key or damage to the lock, additional charges for labor and materials will be assessed.

### **Deposit**

A cleaning / damage / security deposit is due at the time of the reservation. Refund of the deposit will be mailed to the address indicated on the facility reservation approximately two weeks after the date of the reservation if the facility is left in satisfactory condition and the hours of use does not exceed that in the rental contract.

### **Damage Repair Fee**

The renter is responsible for actual costs, including staff time, for repair, replacement, or damage to City property, facilities or equipment caused by attendees at event. If the City deems an event / rental is uncontrollable and / or unsafe, requiring intervention, applicant will forfeit entire deposit and may be liable for cost related to City cost to respond.

### **Insurance**

Insurance is required at users' expense for all events with the exception of picnic rentals that are less than 50 people. Insurance is due 30 days prior to the event, or at the time of reservation if less than 30 days. Failure to provide required insurance certificates will result in cancellation of reservation and forfeiture of rental fees. See "Use of City Facilities" policy for information about insurance requirements.

### **Alcoholic Beverages**

Consumption of alcoholic beverages and possession of open containers is prohibited in all City Parks and facilities, with the exception of the picnic shelter areas at Northgate Park and Lincoln Park, and in the Senior Center.

### **Park and Facility Hours**

Facilities are available for reservation and park use permits between the hours of 6 a.m. and 11 p.m. per City Municipal Code. Specific parks may have more restrictive hours.