



# Picnic Areas & Athletic Fields Rental Application

City of Davis – Parks and Community Services  
23 Russell Boulevard, Davis, CA 95616  
(530) 757-5626 (option 2)  
TDD (530) 757-5666 Fax (530) 758-0204  
[www.cityofdavis.org](http://www.cityofdavis.org)  
[registration@cityofdavis.org](mailto:registration@cityofdavis.org)

Primary Contact Name \_\_\_\_\_ Phone (h) \_\_\_\_\_  
Organization \_\_\_\_\_ Phone (w/c) \_\_\_\_\_  
Address \_\_\_\_\_ City/Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Additional Contact Name \_\_\_\_\_ Add'l Contact Phone \_\_\_\_\_

Deposit Refund: Credit Card Check, payable to \_\_\_\_\_

Fields-Liability Insurance (required): Obtain on Own Purchase via City

Picnic Areas-Liability Insurance (required - bounce house, water access, and/or alcohol): Obtain on Own Purchase via City

Please Check Applicable Boxes: Resident Non-Resident Fundraiser  
 Community Group (complete a Community Group Self Determination form) Non-Profit/Number: \_\_\_\_\_

Location(s) Requested: \_\_\_\_\_

Description of Planned Activities: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

For multiple dates and times, please use an additional sheet.

|                                 |                              |                             |   |
|---------------------------------|------------------------------|-----------------------------|---|
| Alcoholic Beverages Served?     | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Contact Davis PD for information on license requirements (747-5400). Requires liquor liability insurance. |
| Alcoholic Beverages Sold?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Requires Alcoholic Beverage License. Requires liquor liability insurance.                                 |
| Band, DJ, or Amplified Sound?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Contact Davis PD for information on permit requirements.  |
| Bounce House or slip-n-slides?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Outside use only. Permit fee required.  |
| Key to access electricity?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Available only at Central Park (Pavilion & Stage) and Market Park (Amphitheater).                         |
| Permit to Drive on Park needed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Available for additional fee. Required for bounce house use.  |

|        |                |                         |
|--------|----------------|-------------------------|
| Picnic | Athletic Field | Soccer Goals Key issued |
|--------|----------------|-------------------------|

Rentals/Events requiring special equipment or organized events (beyond the regular use of a picnic area or athletic field) of 30 or more people in a Greenbelt, 50 or more people in a Neighborhood Park or 100 or more people in a Community Park require a *Special Events Permit*. Community parks: Arroyo, Central, Community, Mace Ranch, and Walnut. The City of Davis determines if lights are needed for fields and/or the number of fields preps needed at Playfields Park.

Applicant/Renter/Lessee hereby voluntarily releases and forever discharges the City of Davis, its agents, officials, employees and volunteers from any and all liability, claims, demands, losses and expenses, actions or rights of action which arise out of, or are in any way related to, or connected with, my participation in this activity, or my use and/or rental of city equipment and/or facilities described herein including specifically, but not limited to, any and all injury, death, illness or disease, and damage to myself or to my property, or to property which is under my control. I further agree, promise and covenant to hold harmless, defend and indemnify the City of Davis, its agents, officials, employees and volunteers from all defense costs, including attorney's fees, or from any other costs incurred in connection with claims for bodily injury or property damage caused in whole or in part by any negligent act or omission of the applicant/renter/lessee, anyone directly or indirectly representing and/or employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the city.

I agree that the City of Davis may add conditions to a reservation and/or rental. I further agree to the rules on both sides of this application as well as the House Rules, Rental Packet and any supplemental rental handouts.

I further agree, covenant and promise not to sue, assert or otherwise maintain or assert any claim against the City of Davis, its agents, officials, employees and volunteers for any injury, death, illness or disease or damage to myself or to my property, or to property, including city property which is under my control, arising from or connected with my use and/or rental of city equipment facilities or from any claim asserted against me by any other person.

*My signature below verifies I have read, I understand, and I will comply with all associated fees, the information on this application, information contained on the reverse side and any supplemental rules and regulations such as the Facility Rental Information Packet or House Rules. I also understand that if I change my rental, fees may change or additional fees may be charged and I am responsible for those fees.*

Signature of Group Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## General Information

Rental of a field or picnic area is valid only for the date, time, and location specified by the attached permit. Signs at picnic areas state "Area Subject to Prior Reservation." Reservations/rentals are not posted at the park sites. The attached permit entitles you to the area; you must have it with you the date of your rental. Should a conflict arise with another group, present your use permit to the other group. If a conflict cannot be resolved with your permit, call the Police Department at (530) 747-5400.

1. All field rentals and picnic rentals with a bounce house require **General Liability** and an **additional endorsement** naming the **City of Davis, its agents, directors, and employees** as additional insured on the policy. All events/rentals that include the consumption of alcohol must include **Liquor Liability** coverage. Insurance must be presented 14 days prior to rental. The City is not responsible for damage or claims for personal injury or death, or claims for damage or loss of property incurred in any city park. The minimum limits **per occurrence: \$2,000,000.**
2. Any group, exceeding 250 people, reserving picnic area or field must provide two (2) portable chemical toilets for every 250 people expected. The applicant must arrange for and pay the rental costs of these toilets.
3. The following policies related to profit in the parks were approved by City Council on March 17, 1999:
  - Profit making activities in the parks, except fund-raisers sponsored and organized by non-profit group, are prohibited.
  - Flea markets and commercial vehicles selling food or other merchandise are prohibited.
  - Circuses or other events that utilize large mechanical equipment are prohibited.
4. Any group charging a fee must obtain a permit or business license from the Finance Department, (530) 757-5651.
5. Amplified sound outdoors requires a noise permit from the Police Department, (530) 747-5400. All permits (ABC Licenses, Noise permit, etc.) are to be submitted a minimum of 30 days prior to date of event to the Police Department.
6. Unexpended time is not refundable. If it rains during your event, please contact Parks and Community Services no more than 3 days after your rental during regular business hours to request a rainout refund.
7. **Cancellations:** If rental is cancelled by the renter, the cancellation must be made 14 days prior to the rental date or rental fees will be forfeited. If rental is made less than 14 days prior to the rental date and cancelled, there will be no refund of rental fees; however, deposits and miscellaneous equipment/service fees will be refunded. **PICNICS ONLY:** A rental date or location can be changed once with less than 14 days notice; however 50% of the original rental fee will be forfeited and the other 50% applied towards the new rental.
8. Posters or any other publicity must be approved by the City in advance. Unapproved publicity may be cause for cancellation and forfeiture of fees.
9. All city street parking rules and parking lot rules must be followed all times.
10. Special equipment being used by group must be noted and approved prior to use. Dunk Tanks, sprinklers or swimming pools are not allowed in Parks. Barbecues are allowed only in designated areas or on paved surfaces. Any damage resulting from equipment will be deducted from deposit or billed to the renter.
11. Individuals or organizations granted use of a park will be held responsible for any loss or damage caused by such use. Damage to City property or turf may result in additional fees and charges, or if applicable, forfeiture of deposit. Additional fees billed for damages must be paid within 30 days from the date of the invoice. The City reserves the right to send any overdue, unpaid fees to a collection service. Any damage to rented area will be noted by City staff the following day.
12. City equipment may not be removed or altered under any circumstance. Nothing can be staked into the ground or attached to trees.
13. Do not bring glass bottles or jars into the parks.
14. If a key is issued, all locks must be secured and key returned to the Parks and Community Services office the next business day.
15. All grounds and park equipment must be cleaned and free of debris upon departure.
16. You should receive your Cleaning/Damage deposit refund within four weeks. Deposit refund checks will be made to individual and/or organization indicated on application. If you are renting on behalf of an organization and would like the refund check made out to an individual, please indicate to whom the check should be made out to and where it should be mailed.
17. Non-Davis addresses will be charged non resident fees.
18. You are certifying, on behalf of the organization applying to rent the facility described on the reverse side, that the organization will not discriminate on the basis of race, national origin, religion, sex, age, handicap, or sexual orientation with respect to attendance at the function to be held in City facilities in accordance with Resolution No. 5259 and Ordinance No. 1359.
19. Certain park areas may be subject to Ordinance 2084, prohibiting possession/consumption of alcoholic beverages in specific public places and around schools. Those desiring to possess/consume alcoholic beverages may require a permit that can be obtained from the Davis Police Department, (530) 747-5400.
20. The City may cancel the event(s) described herein if in the City's sole discretion, circumstances beyond its control including but not limited to acts of the government, earthquakes, epidemics, fires, floods, unusual weather conditions or other casualty, public safety power shut offs or riots that necessitate such a cancellation. The City shall provide notice of cancellation under this provision as soon as is practicable and will provide a refund of any costs, if applicable. The City will cancel your rental if any of the following occurs:
  - The application is found to contain false or misleading information.
  - The proposed use would be detrimental to the health, safety, general welfare, or efficient operation of the City facility.
  - Should any individual, group, member, or guest willfully or through gross negligence, mistreat the staff, equipment, facility, or violate state or local ordinance.
  - Failure to make rental payment or obtain permits or insurance by required due dates.
  - If applicant defaults on or has not completed all conditions and requirements for use of the facility.
  - Insufficient notice: Staff not able to be scheduled, park area not able to be prepared, or other conditions cannot be completed in the time between the date of request and the date of proposed event.

**This material can be made available upon request in an alternative format as required by the American with Disabilities Act of 1990. Direct your request to Parks and Community Services (530) 757-5626, (530) 757-5666 (TDD) or [registration@cityofdavis.org](mailto:registration@cityofdavis.org).**