



City of Lafayette

Parks, Trails & Recreation Department
Lafayette Community Center, 500 St. Mary's Rd., Lafayette CA 94549
Phone (925) 284-2232; Fax (925) 284-1549
recreation@ci.lafayette.ca.us

Application to use Lafayette Parks Facilities:

Dear Applicant:

City of Lafayette Parks facilities exist for the enjoyment of all Lafayette citizens.

People visiting the parks need to respect others who may be using a facility for the same or a different purpose. As a park visitor, we rely on you to read and understand the rules and to leave the rented areas clean and undamaged.

An application and approved permit is required for use of the Lafayette Community Park facilities for any organized group consisting of 5 or more persons. If you wish to reserve a date(s), please fill out an application and email the form to recreation@ci.lafayette.ca.us, drop it in the mail to 500 St Mary's Road or come by the office M-F 8:30-5:00, we are closed for lunch.

This packet contains application forms, park regulations and insurance requirements. Once the Parks, Trails & Recreation Department staff has received a completed application form and proof of insurance, a permit will be issued in your name. This process could take up to a week. Please submit all necessary paperwork at least 30 days in advance.

Please call the Parks, Trails & Recreation Office at (925) 284-2232 if you have any questions.

Sincerely,

Jonathan Katayanagi, Director
Lafayette Parks, Trails & Recreation Department

**City of Lafayette
Parks, Trails & Recreation Department**

Application for Use of City Park Facilities – GROUP PICNIC AREA

**480 St. Mary's Rd.
Phone (925) 284-2232 Fax: (925) 284-1549**

Today's Date _____

Name of Applicant (individual): _____

Street Address: _____

Work Phone: _____ **Home Phone:** _____

Cell Phone: _____ **Email:** _____

Organization's Name (if applicable): _____

Address: _____

Phone: _____ **Website:** _____

Treasurers Name: _____ **Email:** _____

Check Appropriate TYPE OF USER/ FEE (Field NOT included)

Lafayette Family, 1-20 people	\$30	Non Resident Family, 1-20 people	\$50
Private, 21-50 people or less	\$75	Non Profit, 50 people or less	\$50
Private, 51-100 people	\$150	Non Profit, 51-100 people	\$100
Commercial, 50 or less	\$100	Commercial, 51-100	\$200

Date _____ **Select Day:** **Mon. Tues. Wed. Thurs. Fri. Sat. Sun.**

Time: Start _____ **End** _____ (Daylight Use Only)

VENDOR INFORMATION

Please list any outside vendors, i.e. , caterer, performer, etc., below:

Name: _____ Contact Information: _____

Note: No bounce houses or other inflatable play equipment, petting zoos or animals allowed.

AGREEMENT

In consideration of the City of Lafayette granting an applicant permission to use city facilities as indicated on this application, applicant agrees to:

1. Use the facilities as specified on the application;
2. Notify the City of Lafayette of the use of any outside vendors, i.e. caterers, performers, etc. and list them on the application;
3. Defend and indemnify the City of Lafayette, its officers, agents and employees from any claim loss, damage, cost or expense that might arise out of, or be caused by, the use of city facilities by the applicant or applicant’s organization;
4. Take responsibility for any damages to the facilities that occur during occupancy of specified facilities;
5. Compensate the City of Lafayette for all damages within five (5) days of notification by the City of cost of damages;
6. Accept cancellation of your facility permit if the City deems the facilities unusable for any reason. (City will make every effort to give as much advance notice as possible.);
7. Abide by all facility rules that govern the use of said facilities. I have read and understand the Parks Facility rules and if applicable, I have read and understand the Sports-Field Rules.

The City of Lafayette grants to renter, permission to use the facility(ies) as indicated on application form. Use of said facility(ies) shall begin and terminate on the date(s) and time(s) indicated on the previous page(s). Renter agrees to pay the City of Lafayette the total fee stated for the use of said facility(ies).

I hereby certify that I have read and understand the City of Lafayette’s policies and procedures for use of its park facilities and agree they are made a part of the facility permit by reference and that I, and the members of my organization, will abide by the same. I also certify that the information in this application is complete and accurate.

Signature _____

Name (Please Print)_____Date_____