GENERAL STATEMENT OF POLICY AND REGULATIONS
For City of San Leandro Recreation and Human Services Park Rental

Permits may be revoked by the City for failure by the permit holder to comply with city regulations and any fees paid will be forfeited. Failure to comply may also result in the loss of opportunities to obtain permits in the future.

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1. Alcohol is not permitted in any of our parks: **Muni Code 4-1-710 states that no person shall consume or be in possession of any open container of any alcoholic beverage in any city park or open space area and a violation punishable by an infraction and fine.** This will be enforced by the San Leandro Police Department.
2. Picnic areas are available for reservation April 1 – October 31 except Mondays, and Tuesdays following a City Holiday that falls on a Monday. The City reserves the right to reserve picnic areas for special events.
3. Applications are accepted beginning the second Monday in January of each year.
4. A City park picnic area may be rented by groups or individuals for their exclusive use upon payment of the fee. The total fee must be paid at the time the permit is issued. Fees **do not** include Liability Insurance, which is required for parties of more than 41 guests.
5. Park facilities that have not been reserved are open to the general public.
6. Use of the City of San Leandro's picnic facility shall be in accordance with all current, applicable public laws and regulations.
7. City of San Leandro employees of the Recreation and Human Services, Public Works, and Police Departments are authorized and required to enforce all regulations covering use of City recreation facilities.
8. The individual or group using a facility must see that all park regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
9. All permits affected by inclement weather will have the opportunity to select an alternate date within the samyear. If a second date cannot be secured, a refund, minus $25.00 administrative fee, will be processed.
10. Music / sound may only be played through self-contained battery operated equipment. Equipment requiring an external power source or detachable speakers is not allowed.
11. The use of nails and tacks are prohibited. Please remove all documents, staples and tape after your event.
12. The City is not responsible for accidents, injury or loss of individual/property at the facilities.
13. Use of recreation facilities will not be granted to a group or individual where such use would result in individual/private profit.
14. Liability Insurance or a certificate of insurance must be provided <u>no later than 15 working days prior</u> to the date of the event. **Failure to meet the insurance requirement will result in the cancellation of the reservation without a refund.**
15. Vehicles are not to be driven into the picnic areas. Permit holders will need to bring hand trucks, wagons or other means to transport their supplies. Marina Park visitors may <u>not</u> park in the golf course parking lots.
16. **Amplified music will only be allowed at designated areas of Marina Park and with a special event permit from the San Leandro Police Department.** Any group, even those with a special event permit that play at sound levels that causes discomfort or annoyance to reasonable persons and, or can be heard outside of their reserved picnic areas and cause the police to be called may have their picnic permit revoked and fees will be forfeited and may also affect future opportunities to obtain permits.
17. **Inflatables are allowed at designated, reservable picnic areas only.** The SLRHS Department will provide an Inflatable company list. Only companies from our approved list are allowed to place inflatables in San Leandro Parks.
18. No dunk tanks or animal rides are allowed in city parks.
19. Groups with alcohol that cause problems such as noise, litter, or aggressive behavior will have their picnic permit revoked, fees will be forfeited and may also result in the loss of opportunities to obtain permits in the future.
20. Picnic areas shall be cleaned by permit holder prior to departure.