

**ADMINISTRATIVE POLICIES AND PROCEDURES
PARKS AND RECREATION DEPARTMENT**

SUBJECT: Picnic Area Use Policies

POLICY #: 99.01

**APPROVAL: _____
Director**

**DATE: September 14, 1999
January 10, 2001(revised)
April 10, 2004 (revised)
February 9, 2010 (revised)
July 28, 2010 (revised)
February 15, 2012 (revised)
May 5, 2015 (revised)
November 1, 2021 (revised)
June, 22, 2022 (revised)**

PURPOSE

This document sets forth the procedure to coordinate the reservation and rental use of picnic areas within City Parks.

POLICY

1.0 PURPOSE It is necessary to formulate this policy for the following reasons:

- (a) The public demand for the utilization of picnic facilities exceeds the ability to permit unlimited use by all participants.
- (b) Individual users and user organizations need a procedure to reserve facilities to plan for special events.
- (c) Organized events held in picnic areas often require extended maintenance and supervisory functions.
- (d) Parks which have reserveable picnic space must also have picnic space available for drop-in use by the public, free of charge.
- (e) Capacity must be placed on users and user groups utilizing park areas to maintain the ability to support the use (parking, restrooms, etc.) and remain sensitive to those residing near park areas.

2.0 PICNIC AREA FACILITIES AND CAPACITIES

<u>PARK</u>	<u>FACILITY</u>	<u>CAPACITY</u>
Camino Real Park	Picnic Area	50
Cedar Grove Park	Picnic Area	100
Centennial Park	Picnic Area	100

<u>PARK</u>	<u>FACILITY</u>	<u>CAPACITY</u>
Citrus Ranch Park	Picnic Area	50
Frontier Park	Picnic Area	50
Magnolia Tree Park	Picnic Area	50
Peppertree Park	Picnic Area	50
Pine Tree Park	Picnic Area	50
Pioneer Road Park	Picnic Area	50
Tustin Sports Park	Picnic Area	100
Veterans Sports Park	Picnic Area	100
Victory Park	Picnic Area	50

3.0 APPLICATION PROCESS Prospective facility users may complete a Park Use Application at the City of Tustin Parks and Recreation Department in person or over the phone.

3.1 Applications must be received by the Parks and Recreation Department at least 48 hours prior to scheduled event.

3.2 Applications for usage will be accepted for dates up to six months in advance. Exceptions may be made for special events as determined by the Recreation Superintendent or their designee.

3.3 A refundable security deposit of \$150 is required for groups of 51 or more people.

3.4 Possession of a signed and approved City of Tustin Parks and Recreation Department Permit is required during use of a specific facility as proof of the reservation.

3.5 Permit holders are entitled to exclusive use of a specific area as indicated by the date and time on the approved permit.

3.6 Priority in the scheduling of facilities will be determined by the adopted "Facility Use Schedule."

3.7 In the event of a double-booking, use will be granted to the individual or group whose application was approved at the earliest date. A refund will be issued to the user who has been denied use.

3.8 Refunds will be given for cancellations made at least fifteen business days prior to the event, however, a \$25 fee will be charged. In the case of rain, a refund or choice of another available date will be given. Requests for a rainout refund must be made within one week following the reservation.

4.0 INSURANCE REQUIREMENTS Groups of 51 or more attendees are required to provide a certificate of insurance, naming the City of Tustin additionally insured for liability in the amount of \$1,000,000.

5.0 GENERAL PARK RULES

- 5.1 Park picnic areas are available from 8:00 a.m. to 10:00 p.m. each day with the exception of Centennial Park, Frontier Park, and Pioneer Road Park, which are only available until sunset each day.
- 5.2 Groups of 35 or more individuals are required to have a permit to utilize park property for any type of organized gathering per City of Tustin Code #7113.
- 5.3 Sale, possession, or use of alcohol is prohibited in all City parks.
- 5.4 Usage of dunk tanks, train rides, and children's petting zoos are not allowed. The use of inflatable bounce houses is permitted only when the user has a rental permit on file with the Parks and Recreation Department. Bounce house vendors are required to provide a certificate of insurance for \$1 million per occurrence with the City of Tustin named as additionally insured. Not all parks can accommodate this special use. No advertising in city parks is allowed per Tustin City Code #7113.
- 5.5 Amplified music and/or other sound mechanisms are prohibited as regulated under the Tustin City Code Noise Control Ordinance #4612.
- 5.6 Fires are only permitted in designated City barbecues. No outside propane or charcoal barbecues are permitted.
- 5.7 All vehicles, with the exception of City and emergency vehicles, are prohibited from operation in the park in areas other than the parking lot.
- 5.8 Glass containers are not allowed on park grounds.
- 5.9 Animals other than dogs, cats, and birds are not permitted on park property without the written permission of the Parks and Recreation Department.
- 5.10 Dogs must remain on leash, no longer than 6 feet in length and under the control of an owner while on park grounds.
- 5.11 Per Tustin City Code #4225, dog owners are responsible for the cleanup of any excreta nuisance deposited on park property.
- 5.12 No outside food vendors are allowed at parks. This includes, but is not limited to, catering vehicles, food carts, and catering companies preparing food on site.

6.0 PARK MAINTENANCE

- 6.1 Without notice, park areas may be closed for maintenance, health, or emergency purposes for indefinite periods of time.
- 6.2 Park users are required to clean up any trash or debris brought about by their use.