



Commercial Park Use of Grounds Permit Application

Applicant and Sponsoring Organization Information

Name			
Date of Application			
Business/Organization Name			
Address			
Day Phone			
E-Mail Address			

Location

Preferred Park Location			
Specific Area of Park			
Start Date		End Date	
Estimated Attendance			

Days of Week

M	T	W	TH	F	SA	SU
Start Time						am / pm
End Time						am / pm

Describe the Commercial Use (please list all activities you plan to engage in):

Please Answer the Following Questions Regarding Your Use:

	Yes	No
Will the activity be open to the public?		
Will your activity have alcohol?		
Will you be selling alcohol?		
Will you be serving food?		
Will you be selling food?		
Will you be selling merchandise?		
Will you have vendors?		

If yes, please list the name of each vendor and what they plan to provide/sell:

Will you be using any materials and/or equipment?

If yes, please list each piece/type of materials and/or equipment you plan to use:

COMMERCIAL PARK USE FEES:

Monthly (begins on the 1st of each month) \$100

Annually (12 consecutive months) \$1,000

Deposit 1-100 people = \$200 / 101+ people = \$400

Deposit is refundable upon request when permit has expired and if facility is left in good condition

COMMERCIAL USE RULES & REGULATIONS

- The City of Lincoln Recreation Department reserves the right to approve or deny applications based on capacity and scheduling priorities. We also may not approve it if it competes with an existing City program.
- Permits allow use of a designated area of specified park to provide a program/class.
- Days/times permitted: maximum of 3 days per week / 2 hours per day.
- Provider has approval to collect fees associated with the service(s) provided.
- Prior to permit approval, requestor must provide a current and valid copy of City of Lincoln Business License and proof of insurance.
- Permit must be available upon request during each class/program time. Inability to provide current and valid permit will result in a \$500 fine and loss of commercial park permit & privileges.
- Refunds will not be provided for inclement weather days, partial months and/or other cancelled class days. Refunds will be provided for complete months only with 14 days notice.
- Park equipment shall be used in accordance with their intended purpose. Any damage caused as a result of misuse will be charged to the applicant. **Note:** playground equipment, picnic tables, Gazebo/Bandstand and/or light poles, etc...are not permitted to be utilized.

GENERAL PARK RULES & REGULATIONS

- All City parks close one hour after sunset. Exceptions include: lighted sports facilities, city sponsored & co-sponsored activities.
- No person shall bring into, possess or consume any alcoholic beverage in any park.
- Glass containers are not allowed in City parks.
- Motor vehicles may only be operated on roadways and in parking areas. Vehicles are not allowed on lawns or park interiors. Your park reservation does not exempt you from this policy.
- Golfing is NOT allowed at any City park.
- All dogs shall remain on a leash. Pick up after dogs.
- No person shall destroy damage or deface any park property. In the event of damages to City property, the sponsoring party shall be held liable and will be billed for repair and/or replacement of damaged property. Any/all deposits will NOT be returned.
- All users are expected to leave the park clean and orderly. Cleaning and damage deposits are refunded according to the condition of the area after use. Tables should be wiped clean, any spills cleaned up and all trash picked up and bagged.
- It is prohibited to make loud, unnecessary noise which unreasonably disturbs the peace or causes annoyance to any park neighbor or other facility user.
- If the City requires the presence of police officers, security guards, fire and/or medical service during the event, the sponsoring group will be held accountable for making the arrangements and paying for the services.
- Animals are NOT allowed in any City park with the exceptions of dogs on a leash.
- For any reservations having special equipment such as bounce houses, carnival games, rock walls or other apparatuses (no water games/apparatuses/equipment allowed), proof of liability insurance on original certificate of insurance must be submitted and a Jump House Permit must be retained.
- Power/electricity is NOT provided by the City. Any reservations having special equipment such as inflatable bounce houses/apparatuses, etc. must provide their own power/electricity.
- Other areas of the park may be reserved during your reservation time for City functions, private parties, sports programs or fitness programs/classes.
- Cancellation policy: 14 business days prior to your event.
- Any false information regarding details of your event may lead to immediate termination of your event, the possible loss of fees and denial of your request for future use.

SIGNATURE

Failure to comply with all the City of Lincoln’s park rental rules & regulations may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the park rental rules & regulations outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the City of Lincoln all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I understand that the City of Lincoln (City) staff reserves the right to photograph and/or videotape facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my photograph and/or video footage for any lawful purpose, including for example such purposes as publicity, advertising and website entries. I understand that I will not be paid or receive anything related to the City’s use of my photograph and/or video. I understand that all photographs and videos will remain the property of the City and I acknowledge the City’s right to alter or edit any photographs and/or videos at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my photograph and/or video footage.
- I agree to indemnify and hold harmless the City of Lincoln, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of Lincoln City parks, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Lincoln from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.
- I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name

Signature **Date**

For park reservation problems or maintenance issues that require immediate attention, please contact the following:

Monday – Friday, 8am-5pm: 916-434-3220
After 5pm, Holidays & Weekends: 916-645-4040

Office Use Only:

COL Business License:		Valid Dates:	
Certificate of Insurance:		Valid Dates:	

Use Fees:		Deposit Fee:		= Total Due	
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Total Paid:		Date Paid:		Staff Initials:	
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Staff Approval

Recreation Signature:		Title:		Date:	
Parks Signature:		Title:		Date:	