

# Park Shelters

## GENERAL RULES AND REGULATIONS

PLEASE NO:

- Littering
- Parking in red zones or bike lanes
- Glass containers
- Climbing of trees, slopes, back stops or soccer/football goals
- Unleashed pets/animals
- Driving vehicles onto turf or sidewalks to unload picnic items
- Alcohol
- Loud/Amplified music
- Smoking is not permitted within 15 feet of any shelter or 100 feet of any playground

### **A. Reservation Policy/Procedures**

1. Reservations are not accepted on any holidays or holiday weekends, including Mother's Day and Father's Day; all shelters are first come, first serve on holidays and holiday weekends.
2. No non-city sponsored person/group may reserve any one facility more than two (2) times during a six (6) month period and no more than four (4) times during any calendar year. One shelter reservation per person per day. All others are subject to special event fees.
3. Electricity is not available at any City Parks.
4. No amplified sound, which may include, but is not limited to, DJ's, speakers, bullhorns, and PA systems.
5. No alcohol, or smoking allowed.
6. Outside BBQ's are permitted; please take hot coals with you unless specified container is available. No dumping of hot coals allowed in normal trash receptacles. Please ensure that the area is left clean for the next user.
7. All parks close at 10 p.m..
8. A resident user is one who resides within the City limits of Lake Elsinore; areas NOT within the city limits include other Cities and any other unincorporated areas. All businesses located within the City are considered resident user groups.
9. All fees, if any, are due at least seven (7) days before the requested date and before final confirmation will be given.
10. If insurance is required, the organization must provide the Community Services Department office with a copy of their insurance naming the City of Lake Elsinore as additional insured. The minimum amount of liability is \$1 million. Insurance riders must be received at least seven (7) working days before the requested date and before final confirmation will be given.
11. Requests for other activities such as caterers or party jumps require an additional \$100 refundable deposit as well as a copy of the insurance from the "rental" company of said activity naming the City of Lake Elsinore as additional insured.
12. The next business day following the reservation, the money received for the deposit(s) will be refunded so long as no damage has been suffered to the reserved facility or extra cleanup is required by staff. If damage is done, or if extra cleanup is required, that cost shall be subtracted from the deposit with any remainder being returned.
13. Any group granted the use of any Park or Recreation Building and/or Facility shall use them only for such purpose as specified by the group on the Reservation Form, and shall limit the use to the building and/or facility requested.
14. Any flier, invitation, or brochure to be posted at park sites must be submitted and approved by the Community Services Community Services District before being distributed.
15. Permission to use any facility does not constitute an endorsement of an organization's beliefs, policies, or procedures by the City of Lake Elsinore or its employees.

\*Groups of 200 or more will need to obtain a Special Event Permit.