



APPLICATION FOR USE OF PICNIC AREA

(Applications must be submitted 2 weeks prior to requested picnic date.)

Date of Application: _____

Responsible Party: _____

Name of Organization: _____

Address: _____ (Street) _____ (City) _____ (Zip Code)

Home Phone Number: _____ **Cell Number:** _____

Email Address: _____

Purpose of Rental: _____

Day of Facility Use: _____ **Date of Facility Use:** _____

Times of Use: _____ **to** _____ **Anticipated Attendance:** _____

Request use of:

Marshall Park
311 West Marshall Street

Smith Park
232 West Broadway

Vincent Lugo Park
Corner of Wells and Ramon

___ **Marshall Picnic Area**
Capacity: 50 people
Table Count: 6

___ **Gabrielino Picnic Area**
Capacity: 125 people
Table Count: 120

___ **La Laguna Picnic Area**
Capacity: 100 people
Table Count: 10

___ **Norwood Picnic Area**
Capacity: 50 people
Table Count: 6

___ **Oak Picnic Area**
Capacity: 50 people
Table County: 6

___ **Sage Picnic Area**
Capacity: 50 people
Table County: 6

I have read the Policies and Guidelines for Picnic Area rentals and will be present and responsible for their enforcement. I certify that all the above statements are true and correct. I understand that any misstatement or omission of a material fact may be sufficient cause for cancellation of the picnic area.

Signature: _____ **Date:** _____

*****FOR OFFICE USE ONLY*****

Application Approved: _____

Application Denied: _____

Director of Community Services

Date



CITY OF SAN GABRIEL PICNIC SHELTER USE AGREEMENT

GENERAL CONDUCT

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all city facilities:

1. Specific permission is required to use or occupy any picnic area.
2. All persons or organizations using a facility must abide by all Municipal, State and Federal laws.
3. The following are regulated by State and Municipal Codes and will be strictly enforced:
 - Gambling is prohibited.
 - The use or sale of dangerous restricted drugs is prohibited.
4. It is unlawful for any person to possess a burning tobacco product, including but not limited to cigars and cigarettes, to chew tobacco, to dispose of lighted or unlighted cigars or cigarettes or cigarette butts, or any other tobacco product waste, in or upon any city park, trail or walking path, picnic area, sports field, playground, swimming pool or recreation center. This prohibition includes all parking lots for, and sidewalks adjacent to, such facilities. SGMC 125.27
5. Unruly and disruptive behavior, such as shouting and profanity, is prohibited.
6. Illegal possession of a weapon or other dangerous device will result in immediate removal of the possessor from the premises with possible arrest and prosecution.
7. Only leashed dogs are permitted on park sites.

Violation of any rule or regulation may result in the immediate revocation of facility use privileges for an individual or group.

San Gabriel Community Services Department
250 S. Mission Drive, San Gabriel, CA 91776
Contact: Adrienne Franquez at 626-308-2875 or afranquez@sgch.org
Hours: Monday – Friday, 8:00 am – 5:00 pm & extended hours Tuesday until 6:30 pm



POLICIES AND GUIDELINES FOR PICNIC AREA RENTALS

1. Picnic reservations are not confirmed until applicant receives a copy of their contract from the Community Services Department.
2. All applications for use of picnic areas must be made by the responsible party involved. The person who signs the application shall be responsible and agrees to accept financial liability for any loss or damage to the park or park equipment resulting from use by the organization/ party which they represent. The extent of the financial liability is the replacement or repair cost incurred by the City of San Gabriel. The applicant will also assume responsibility for the loss of any personal items by the organization/ party and/or members thereof while using City facilities. The City and its employees are not responsible for items left behind, lost or stolen.
3. Picnic areas are available for rent on weekends, all day until sundown. Please be sure to have your contract with you through the entirety of the reservation.
4. The City of San Gabriel will take care of the disposal of trash from trash receptacles and general maintenance of the space. However, it is the responsibility of the Renter to remove decorations, trash and debris caused by the use of the area.
5. It shall be the responsibility of the organization/ party using the park area to ensure that it is left in good condition, as it was upon arrival. The park area must be left in order; the picnic tables, ground around tables, restrooms, and equipment shall be clean and free of debris. Failure to observe this policy shall be considered sufficient cause to prohibit future rentals of the organization/ party.
6. No equipment shall be removed from the premises. No additional equipment may be brought into City parks. Commercial equipment, animal rides, bounce houses, or automated rides are strictly prohibited.
7. It is prohibited to bring or set off any firearms, firecrackers, or other fireworks in any park area.
8. Use of canopies are prohibited at Marshall Park.
9. Amplification of sound and/ or live music is not permitted in any park area. Radios are permitted when sound does not exceed levels that may disrupt other park users.
10. Alcoholic beverages are not permitted in any park areas.
11. Refunds will not be granted. All requests to reschedule the reservation date on initial application must be done at least 5 business days prior to the scheduled event date.
12. On the day of your event, if there are any major problem concerns your picnic shelter reservation you can call the San Gabriel Police Department for assistance at the non-emergency phone number, 626-308-2828.



PICNIC AREA FEES

	Fee
Smith Park	
232 West Broadway	
Gabrielino Picnic Area	\$100.00
Marshall Park	
311 West Marshall Street	
Marshall Picnic Area	\$ 50.00
Norwood Picnic Area	\$ 50.00
Vincent Lugo Park	
Corner of Wells and Ramona	
La Laguna Picnic Area	\$ 75.00
Sage Picnic Area	\$ 50.00
Oak Picnic Area	\$ 50.00

**Payments may be made with check, money order,
credit card and cash.**