

MURRIETA COMMUNITY SERVICES FACILITY AND PARK USE POLICY

I. Park Shelters

A. 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 within fifteen (15) feet of any shelter or one-hundred (100) feet of any playground

B. Reservation Policies and 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 or 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.
3. Any person or group desiring to have a party jump or catered event must obtain a permit from the Community Services District three (3) days in advance of the event.
4. Electricity is not available at any City parks.
5. No amplified sound, which may include, but is not limited to, DJ's, speakers, bullhorns, and PA systems.
6. Outside BBQ's are permitted; however, hot coals must be removed and disposed of by the user -- no dumping of hot coals is allowed. Please ensure that the area is left clean for the next user.
7. All parks close at sunset.
8. A "resident user" is one who resides within the city limits of the City of Murrieta. Areas not within the city limits include other cities, La Cresta, or any other unincorporated areas. All businesses located within the City are considered resident user groups.
9. All fees, if any, are due at least three (3) days before the requested date and before final confirmation will be given.
10. If insurance is required, the person or group must provide the Community Services District with a copy of the person or group's insurance naming the City of Murrieta as an additional insured. The minimum amount of liability insurance required is one million dollars (\$1,000,000.00). Insurance endorsements must be received at least three (3) 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 one-hundred dollar (\$100.00) refundable deposit, as well as a copy of the insurance from the rental company of said activity, if applicable, naming the City of Murrieta as an additional insured.
12. The next business day following the reservation, the money received for the deposit(s) will be refunded provided that no damage has been suffered to the reserved facility or that no extra cleanup is required by staff. If damage is done, or if extra cleanup is required, that cost shall be deducted from the deposit with any remainder being returned to the user.
13. Any group granted the use of any park or recreation building or facility shall use such park, building, or facility only for such purpose as specified by the group on the Reservation Form and shall limit that use to the park, building, or facility requested.
14. For-profit activities are not allowed on park sites or facilities.
15. Any flier, invitation, or brochure to be posted at park sites must be submitted and approved by the Community Services District before being posted.
16. Permission to use any City park, building, or facility does not constitute an endorsement of any person or organization’s beliefs, policies, or procedures by the City of Murrieta or its employees.

Reservation Fees and Insurance Requirements

	GROUP SIZE	FEES	DEPOSIT	INSURANCE	NON-RESIDENT FEES
RESIDENT	1 - 50	None	None	Not Required	Not Required
	51 - 100	None	\$100	Not Required	Not Required
	101 - 200	None	\$200	Required	Not Required
NON-RESIDENT	1 - 50	\$5/hr or \$30/day	None	Not Required	\$3/person/day
	51 - 100	\$5/hr or \$30/day	\$100	Not Required	\$3/person/day
	101 - 200	\$10/hr or \$40/day	\$200	Required	\$3/person/day

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

II. Community Center

A. General Rules and Regulations

- The following are NOT permitted:
 - Decorations using nails, tape, staples, or glue on the walls or on the stage
 - Pets or animals inside the building
 - Driving vehicles onto the turf or sidewalks to unload event items
 - Climbing on the stage or stairs inside the building or climbing the trees or fencing outside the building
 - Petting zoos or pony rides on the premises
 - Throwing of rice, birdseed, confetti or anything else similar in nature
 - Parking on Juniper Street or Plum Avenue; in consideration of the neighboring homes, please park in designated stalls only
- For children’s events, the Community Services District requires an adult-to-child ratio of 1:6
- The sound system and stage lighting are to be operated by Murrieta Community Services District staff ONLY. You may bring your own audio/visual equipment if you prefer
- Please submit any changes to the Reservation Request in writing no later than ten (10) business days before the event

- All applicants must bring their own kitchen supplies if the kitchen is requested
- For-profit activities are not allowed at this facility

B. Reservation Policies and Procedures

1. The Murrieta Community Services District must receive requests for facility use at least thirty (30) days in advance of the event and no earlier than one (1) year prior to the event.
2. No non-City sponsored person or 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.
3. Buildings and facilities will be available for use from the hours of 6:00 am to 11:00 p.m. In consideration of the neighboring homes, the event is to be over by 11:00 p.m., with breakdown completed by midnight. Schedule time is critical. Any party exceeding the scheduled closing time will be charged the hourly fee applicable at the time of rental for any portion of an hour in excess of the scheduled closing time, to be taken out of Deposit.
4. All fees are to be paid not less than ten (10) business days prior to the event. Any fees paid late will be assessed a one hundred dollar (\$100.00) late fee.
5. It shall be the responsibility of each reservation applicant to leave the facility clean and orderly. When using Community Services District tables and chairs, the applicant shall be responsible for their set-up and return to proper storage space. Stoves, grills, ovens, and refrigerators will be cleaned properly after each use by the applicant. Applicants must satisfy the Community Services District that they will be personally responsible for the care and cleaning of the facilities and that they will underwrite any damages due to their use of the facilities. Costs for any damages to Community Services District facilities will be taken out of the Deposit.
6. Alcoholic beverages are not allowed in the facility or parking lots. Failure to follow this policy will result in immediate closure of the facility and the police being summoned.
7. An hourly rate shall be charged for the use of all buildings. If a cancellation is made less than ten (10) business days prior to the scheduled reservation, the deposit fee is non-refundable. A twenty-five dollar (\$25.00) service charge will be charged on all returned checks.
8. Except where the Deposit is forfeited pursuant to this policy, the City of Murrieta will issue a refund check for the deposit, provided that the facility was cleaned and undamaged after the event and that no unlawful activity took place during the event. Refund checks will be issued only to the group, organization or individual who submitted the original payment. Should additional cleaning need to be done by Community Services District staff, it will be billed at \$65.00 per man-hour and deducted from the Deposit. Please allow two (2) to four (4) weeks for the check to be processed.
9. Any event violating this policy at any time during the use of the buildings or facility will be closed down immediately by Community Services District staff or the Murrieta Police Department and will be granted time only to clean the facility. All other guest or participants of said event, other than those cleaning, will be instructed to leave the premises.
10. Any group granted the use of any park or recreation buildings or facilities shall use them only for such purposes as specified by said group on the Reservation Form and shall limit the use to the building and/or facility requested.
11. Kitchens at the facilities are not intended for cooking, but rather are to provide a convenient space for the preparation of pre-prepared, ready-to-serve foods. The Community Services District is not responsible for supplying paper goods, cups, food, tea, coffee, condiments and/or containers.

12. Audio visual and computer equipment is only to be operated by Community Services District employees. Request for use of the equipment must be made at the time of the application for facility use and no later than ten (10) days in advance. If any audio visual equipment is requested and found not to be in proper working condition, staff will make every effort to contact the rental party as soon as possible. Audio visual equipment is not included in the facility rental fee, but provided as a convenience, if available, and is not guaranteed. A refund will not be issued due to equipment failure occurring during a reservation.
13. No non-City owned electronic equipment may be connected to any audio visual equipment other than a standard laptop computer with a standard monitor/projector connection and performed by a Community Services District employee.
14. Permission to use any facility does not constitute an endorsement of any organization's beliefs, policies, or procedures by the City of Murrieta or its employees.

III. Senior Center

The Senior Center is not available for reservation by any non-City sponsored activity.