



City of Santa Barbara  
 Parks and Recreation Department  
 P.O. Box 1990  
 Santa Barbara, CA 93102  
 Phone: (805) 564-5418 Fax: (805) 564-5480



**APPLICATION FOR FACILITY USE PERMIT – PICNIC AREAS**

**Park Requested:** \_\_\_\_\_ **Picnic Area:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_ **Day(s):** Mon Tues Wed Thurs Fri Sat Sun

**Hours: Set-up:** \_\_\_\_\_ to \_\_\_\_\_ **Event:** \_\_\_\_\_ to \_\_\_\_\_ **Breakdown:** \_\_\_\_\_ to \_\_\_\_\_

*Note: Times listed above considered firm, so review the time you need from setup to breakdown. Monitors/Rangers inspect & check site based on these times.*

**Estimated Attendance:** \_\_\_\_\_ **Event Description:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Use Category (check one):**  Private/Commercial  Non-Profit (# \_\_\_\_\_)  Govt. Agency

**Amplified sound or music used** (allowed only in certain parks & facilities)?  No  Yes, describe: \_\_\_\_\_

**Alcoholic beverages served** (allowed only in certain parks)?  No  Yes, describe: \_\_\_\_\_

**Will alcoholic beverages be sold or provided by caterer?**  No  Yes (ABC Permit is required)

**Requesting permission to bring an inflatable bouncer** (allowed only in certain parks)?  No  Yes

**Electricity required** (available only in certain parks)?  No  Yes, # of hours needed? \_\_\_\_\_

**Requesting use of on-site barbeque** (available only in certain parks)  No  Yes, describe: \_\_\_\_\_

**Need to use adjacent parking lot to set up event items** (tents/canopies, portable toilets, car show, food truck, etc.)?  No  Yes describe: \_\_\_\_\_

**STATEMENT OF HOLD HARMLESS AND UNDERSTANDING**

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the work to be performed pursuant to this agreement or occupancy, operation, maintenance, enjoyment and use of any City premises under this agreement to the extent permitted by law.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Comments: \_\_\_\_\_

Security guards requirement  Yes  No Date confirmed \_\_\_\_\_

**CITY OF SANTA BARBARA  
FACILITY / EQUIPMENT USE / RULES AND REGULATIONS**

1. Authorized individuals or groups shall agree to comply and accept all policies, rules and regulations pertaining to the use of City Property. Any violation of said policies, rules and regulations shall be cause for permit revocation and immediate departure from facilities. Authorized individuals or groups shall be solely responsible for the conduct of members or participants (including individuals entering the area whether considered a member, affiliate or not) in any activity authorized to be held and agree to limit admission to stated capacity of the facility, and for the use of all properties, equipment or other resources there in; and shall agree to be responsible for any damages or mistreatment of any part of the facilities or equipment as indicated on the permit and to pay the cost of any repairs or replacement therefore.
2. All City ordinances must be observed, including no smoking, sound and use of alcoholic beverages.
3. Authorized individuals or groups shall not sell any intoxicating liquors, wine or beer on the premises of any City facility without appropriate approval, as necessary from the Alcoholic Beverage Control Office, the Police Department or the Parks and Recreation Department. **Beer and wine may be served to guests. No hard liquor is allowed.**
4. City ordinance prohibits driving or parking of any motorized vehicle upon park property without advance approval from Parks and Recreation Director. Driving vehicles on park property will be cause for deducting a minimum of \$25 per vehicle from Security Deposit. Actual damages to the park will be charged over the \$25 minimum.
5. Authorized individuals or groups shall immediately report to the facility Director/Monitor any irregularities, serious problems or emergencies, related to the use of the facility.
6. City is not responsible for any lost or stolen articles.
7. City reserves the right to full access to all activities at any time in order to insure that all rules and regulations are being observed.
8. City keys shall not be duplicated
9. No equipment or furnishings (tables, chairs, and etc.) shall be removed from the premises of outdoor facilities and all equipment, keys, etc. must be returned after the rental.
10. **All activities must cease at time specified on the permit, including clean-up.** If allowed at the particular site being rented, amplified sound or music must cease by the end time of the permit or per the site's required end time.
11. Security deposit will be returned to the applicant within 30 days of the check deposit by City and will be determined by monitor report on following the use of facility.
12. Applicants are responsible for returning keys to the office location where they were picked up from the day after the rental or the first day after the weekend.
13. Facilities and Parks/Picnic Sites will be reserved on a first-come, first-served basis. **Only one application to be pending at any time.**
14. Full payment is required upon booking picnic areas. Checks should be made payable to City of Santa Barbara.
15. Fees and charges are subject to change. (Note: Generally fees are adjusted on an annual basis and charges would affect any users on or after the effective date – usually September 1.)
16. The Municipal Code restricts posting of handbills and posters on telephone boards, sign posts and public property. Permission of the owner must be obtained to post materials on private property. Facility use permits are subject to cancellation **without a refund** if the City's sign ordinance is violated.
17. Approved security guards and or monitors may be required for some events as determined by City staff.
18. Violation of any of the above stated rules and conditions of use may be cause for retention of all or part of the security maintenance deposit.