



Emerald Glen Park Group Picnic Area Use Policy and Fee Schedule

The City of Dublin has several Picnic Areas available for use by the community. The use of most picnic areas does not require a reservation and is on a first come, first served basis. The large Group Picnic Area at Emerald Glen Park must be reserved in advance. The Picnic Area Use Policy establishes rules, regulations, procedures and fees governing use of the Emerald Glen Group Picnic Area.

Classification of Users

Group 1. **Public Agencies:** Agencies serving the City of Dublin including Alameda County, Dublin-San Ramon Services District, Dublin Unified School District, etc.)

Group 2. **Dublin Chamber of Commerce, Dublin-based Charitable and Social Welfare Organizations, Homeowner Associations and Sports Leagues:** Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Dublin community. The organization's membership must be at least 51% Dublin residents. An organizational file must be completed on an annual basis to receive the priority and fees of this classification. Regional and National non-profit groups that do not meet the 51% resident membership requirement may submit a letter addressed to the Parks and Community Services Department that demonstrates the direct community benefit of the facility use. Such letters will require the approval of the City Manager or his/her designee.

Group 3. **Individuals or Other Groups:** Individuals or groups who do not meet the criteria listed above and/or social activities such as picnics, family reunions, awards ceremonies, birthday parties, etc.

- a) Resident (Individuals must reside or own property within Dublin City Limits; Groups must have membership made up of at least 51% Dublin residents)
- b) Non-Resident

Group 4. **Commercial Uses:** Companies, groups, or individuals whose events have an admission fee or include the sales of goods or services.

- a) Resident (Company or group facility must be located in the Dublin City Limits and have current City of Dublin Business License. If there is no company or group facility, the person responsible for the event must reside or own property within the Dublin City Limits)
- b) Non-Resident

Priority of User Groups

Groups 1, 2, 3A (Resident) - Reservations accepted one-year in advance of the requested rental date.

Group 3B (Non-Resident) and Group 4 - Reservations accepted three-months in advance of the requested rental date.

Hours of Rental Use

1. The City's Picnic Areas are available for rental from 8:00 A.M. until dusk.
2. The Picnic Area must be cleaned and vacated by dusk.

How to Make a Reservation

Please note that the City requires the applicant, not another party, to complete all transactions and provide the insurance if required for the rental.

1. To make a reservation, a Picnic Area Use Application and full payment of rental fees must be submitted for approval. Approval takes three to five business-days and applicants will be notified in writing as to the application status.
2. Applications must be submitted in person at the Shannon Community Center, 11600 Shannon Avenue. Applications are accepted from 8:30 A.M. to 4:30 P.M, Monday through Friday, City designated holidays excepted.

3. In order to receive a resident rate, the applicant (i.e. the person responsible for the activity, payment of fees and provision of insurance) must live or own property within the Dublin City Limits. Identification confirming residence address will be required (valid California driver's license or current utility bill).
4. Groups who are applying as a Group 2 classification must have a "Charitable and Social Welfare Organization Verification Form" on file, or submit a completed form and the group's Bylaws, membership roster, and I.R.S. Tax Exemption Letter. Other groups claiming Dublin residency must provide a current membership roster (51% of membership must own property or reside in Dublin).
5. Applications submitted less than five (5) business days prior to the requested rental date will not be accepted.

Rental Fees

Group 1: Public Agencies, and

Group 2: Dublin Chamber of Commerce, Dublin Charitable, Social Welfare and Sport League Organizations

Area A (seats 56)	\$23.00 per day
Area B (seats 48)	\$20.00 per day
Area C (seats 96)	\$40.00 per day
All Areas (seats 200)	\$83.00 per day

Use for Purposes of Fundraising:

A fundraiser is a rental at which admission is granted for payment of a designated amount, a donation of an amount left to the discretion of the guest, or a rental at which funds are collected through auctions, raffle/door prize activity, or other means designated to generate monies to offset costs or to benefit a community or charitable agency of cause.

Area A (seats 56)	\$53.00 per day
Area B (seats 48)	\$45.00 per day
Area C (seats 96)	\$90.00 per day
All Areas (seats 200)	\$188.00 per day

Group 3A Individuals/Other Groups - Resident

Area A (seats 56)	\$70.00 per day
Area B (seats 48)	\$60.00 per day
Area C (seats 96)	\$120.00 per day
All Areas (seats 200)	\$250.00 per day

Group 3B Individuals/Other Groups – Non-Resident

Area A (seats 56)	\$84.00 per day
Area B (seats 48)	\$72.00 per day
Area C (seats 96)	\$144.00 per day
All Areas (seats 200)	\$300.00 per day

Group 4A Commercial Uses - Resident

Area A (seats 56)	\$93.00 per day
Area B (seats 48)	\$80.00 per day
Area C (seats 96)	\$160.00 per day
All Areas (seats 200)	\$333.00 per day

Group 4B Commercial Uses – Non-Resident

Area A (seats 56)	\$112.00 per day
Area B (seats 48)	\$96.00 per day
Area C (seats 96)	\$192.00 per day
All Areas (seats 200)	\$400.00 per day

Payment Schedule

1. Payment of rental fees must be made at the time the application is submitted.
2. Payments may be made by check, VISA, MasterCard, money order or cash. Please make checks or money orders payable to the City of Dublin.

Cancellations, Changes and Refunds

1. Cancellation requests must be made in writing by the applicant. Refunds will be mailed to the applicant within 30 days of receipt of the written cancellation request. Refunds will be handled as follows:
 - a) If the request is received two months or more prior to the rental date the rental fees will be refunded, less a \$25.00 processing fee.
 - b) If the request is received between two months and 30-days prior to the rental date the applicant will forfeit one-half of the rental fees unless another user rebooks the date. If it is rebooked the rental fees will be refunded less a \$25.00 processing fee.
 - c) If the request is received less than 30-days prior to function the applicant will forfeit one-half of the rental fees.
2. Rental fees will not be refunded for events which are cancelled due to rain. Instead a credit will be placed on the customer's account if notification of rain cancellation was communicated to the Parks and Community Services Department on the day of the reserved use by 10:00 A.M. Notification can be made by calling 925-556-4500 and leaving a message. Events cancelled due to rain may be rescheduled for a future use to occur within one-year of the cancelled date of use. Failure to cancel a reserved use by the stated time or failure to reschedule a cancelled use within one-year will result in forfeiture of the rental fees paid.
3. Permits may not be transferred, assigned or sublet.
4. ***Occasionally it may be necessary to reschedule, relocate or cancel a request previously approved. If the Picnic Area becomes unavailable due to extenuating circumstances, the City reserves the right to cancel the Facility Use Permit. In this situation, the group or individual will be given as much advance notice as possible.***

General Rental Information

1. Rental permits will only be issued to adults. A responsible adult from the group must supervise the picnic area for proper use during rental hours. Groups composed of minors must be supervised by two (2) adults for each twenty (20) minors at all times while they are using the picnic area.
2. Park facilities other than the reserved picnic areas are open to the general public.
3. To use the soccer fields, cricket field or ball diamonds, you must obtain a Sports Field Use Permit from the Parks and Community Services Department at the Shannon Community Center, 11600 Shannon Avenue. The sports fields are closed from December 15 through March 1.
4. The bocce ball courts adjacent to the picnic area are not included in the rental, and are available on a first-come, first-served basis.
5. The consumption, serving and/or selling of alcoholic beverages is not permitted in the park. Glass containers, including bottles, are not permitted.
6. Barbecues are provided in picnic areas. No portable barbecues are allowed in the park. Coals and ashes are NOT to be dumped in trash receptacles.
7. Campfires/bonfires are not permitted in the park.
8. The use of generators is prohibited. Electrical outlets are available in the picnic area.
9. Dunk tanks, animal rides and petting zoos are not permitted in the park.
10. Bringing additional equipment (such as tables, chairs, tents, stages, etc.) to augment the amenities of the Group Picnic Area must be approved by the Parks and Community Services Director.
11. Rental parties are prohibited from driving vehicles in the park to access the picnic area. Requests for exception to this policy must be submitted in writing to the Parks and Community Services Director, and will only be considered for applicants renting the entire picnic area. If vehicular access is granted the rental applicant will need to provide liability insurance naming the City as additionally insured. An Attendant fee of \$15 per hour would be added to the rental fees.
12. Dogs are to be restrained by a substantial leash not to exceed six feet in length. Persons with dogs must dispose of waste immediately.
13. **SMOKING IS PROHIBITED** within 100 feet of any children's playground area, sports fields, sport courts and picnic areas.

14. It is prohibited to paste, tack, glue or post any sign, placard, advertisement or inscription, or to erect any sign in the park.
15. Selling, vending, or peddling items is prohibited.
16. Use of amplification equipment is not allowed without written approval from the Parks and Community Services Director.
17. Parking is permitted in painted parking stalls only. Vehicles parked illegally will be cited.
18. Storage is not available for events.
19. Use of the picnic area shall be in accordance with all current applicable ordinances, regulations and laws.
20. Requests for exception to the Picnic Area Use Policy must be submitted in writing to the City Manager, or their designee, no later than 45-days prior to the date of use requested.

Inflatable Jump Houses and Other Equipment

As noted in the General Rental Information, setting up additional equipment in the Group Picnic Area must be approved by the Parks and Community Services Director. For inflatable jump houses, the vendor providing the equipment must have a Vendor application and liability insurance on file with the City of Dublin. If the jump house is owned by the rental applicant, then the applicant must provide the certificate of liability insurance. If the rental applicant has a company providing equipment such as tents, canopies or stages, then the vendor must have an application and liability insurance on file with the City. For specific insurance requirements, please refer to the next section.

Insurance Requirements

For rentals that are granted vehicular access to the picnic area, and/or have inflatable jump houses, the applicant shall provide the City of Dublin with a valid Certificate of Liability Insurance written through carriers acceptable to the City of Dublin. Such certificate shall provide Bodily Injury and Property Damage Liability protection in the amount of \$1,000,000 per occurrence. The applicant must be specified as the insured. The Certificate shall name the City of Dublin as an **“additional insured”** in conformance with the hold harmless agreement as outlined on the Application and must specify that the applicant’s insurance shall be **primary to any insurance carried by the City**. The certificate shall be properly executed with the original signature of the authorizing insurance agent. **An Additional Insured Endorsement must accompany the Certificate (no exceptions)**. The Certificate is due at least ten (10) days before the rental date.

If you have received approval to have an inflatable jump house, or set up other additional equipment, the vendor providing the equipment will need to have a vendor application on file with the City and be subject to the above insurance requirements. **Applicants and vendors should contact their insurance provider to check if their policy may be extended to cover the rental. In the event that coverage is not available, the City has event insurance available for purchase.**

The City of Dublin reserves the right to deny the use of City Picnic Areas to any person or group if such use is deemed to be contrary to the best interest of the City, the facility, and/or Dublin residents.

Applicants should thoroughly review the Emerald Glen Group Picnic Area Use Policy to become familiar with all rental fees, policies and procedures.

Be sure to bring your approved Group Picnic Area Use Permit with you on the day of your event to confirm that you reserved the designated picnic area.



Emerald Glen Group Picnic Area Rental Permit Application

City of Dublin - Parks and Community Services Department
11600 Shannon Avenue, Dublin, CA 94568
(925) 556-4500

Rental # _____

APPLICANT INFORMATION

Last Name: _____ First Name: _____
Organization (if applicable): _____
Address: _____ City: _____ Zip Code: _____
Best Contact Number(s) During the Day: _____
E-Mail: _____
Have you rented one of our facilities before? Yes No

CLASSIFICATION OF APPLICANT

- Group 1 – Public Agencies
 - Group 2 – Dublin Chamber of Commerce, Dublin Charitable and Social Welfare Organizations*
 - Group 3a – Resident Individuals or Other Groups** Group 3b – Non-Resident Individuals or Other Groups
 - Group 4a –Resident Commercial Uses** Group 4b – Non-Resident Commercial Uses
- *Must submit the organization’s roster (must be 75% Dublin resident for youth leagues and 51% Dublin resident for adult leagues and non-profit organizations), bylaws and current IRS tax exemption letter (must be 501c3 or 501c4) at the time of application.
**Proof of residency required at the time of application (valid California Driver’s License/ID or current utility bill).

RENTAL FUNCTION INFORMATION

Name of Function: _____
Anticipated Attendance: _____ Children in Attendance: _____
Date Requested: _____ Day of Week: SAT SUN MON TUE WED THU FRI
Type of Function: Family Picnic Corporate Picnic Fundraiser Youth birthday Adult Birthday
 Other: _____
Area Requested: A (Seats 56, 1 BBQ, 1 Sink) B (Seats 48, 1 BBQ, 1 Sink) C (Seats 96, 2 BBQs, 2 Sinks)
 All Areas (A, B, & C) (Seats 200, 4 BBQs, 4 Sinks)
Planned Hours of Use (Although the rental is from 8:00 a.m. until dusk, this is helpful for the Maintenance Staff):
Setup: _____ am/pm to _____ am/pm Function: _____ am/pm to _____ am/pm Cleanup: _____ am/pm to _____ am/pm
Will you bring other equipment into the park to augment the amenities of the Picnic area? No Yes, please describe: _____

Will an admission fee be charged? Yes* No *If yes, what is purpose of fee? _____
Will there be entertainment at the picnic? Yes* No *If yes, please describe _____
Will the function be open to the public? Yes No
Will tickets be sold in advance? Yes No Will tickets be sold at the event? Yes No

The undersigned, hereby agrees to be responsible for any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. Applicant further agrees to be responsible for any accident or injury occurring to anyone during and by this use, and agree that the City of Dublin, its officers and employees, shall not be responsible for any such injury or loss, except as arises from the sole willful act, omission or sole negligence of the City of Dublin, its officers or employees. The undersigned has received a copy of the Sports Field Use Policy and agrees to comply with the rules and regulations listed therein.

Signature of Applicant _____ Organization (if applicable) _____ Date _____
ADOPTED February 16, 2010

RESERVATION STATUS - FOR OFFICE USE ONLY

- APPROVED DENIED
- _____ Recreation Supervisor _____ Date
- APPLICATION
 - SECURITY DEPOSIT/CARD
 - CALENDAR
 - BOOKED ON COMPUTER
 - APPROVAL LETTER
 - INSURANCE CERTIFICATE RECEIVED
 - CITY ISSUED INSURANCE CERTIFICATE
 - CLEAN-UP SLIP
 - STAFF SCHEDULED
 - COPY OF APPROVED APPLICATION TO GYMNASIUM CLIPBOARD
 - CONFIRMATION LETTER

PAYMENT INFORMATION - FOR OFFICE USE ONLY

- SECURITY DEPOSIT
DATE: _____ CASH: _____ CHECK #: _____ RECEIPT NUMBER: _____ STAFF INITIAL: _____

- FINAL PAYMENT
RENTAL FEE: _____ x \$ _____ = \$ _____
NUMBER OF HOURS HOURLY RENTAL FEE FINAL PAYMENT AMOUNT

- DATE: _____ CASH: _____ CHECK #: _____ RECEIPT NUMBER: _____ STAFF INITIAL: _____

- CITY ISSUED INSURANCE CERTIFICATE
DATE: _____ CASH: _____ CHECK #: _____ RECEIPT NUMBER: _____ STAFF INITIAL: _____

REFUND STATUS - FOR OFFICE USE ONLY

- CLEANUP STATUS: SATISFACTORY UNSATISFACTORY
-
- ADDITIONAL CHARGES:
- ADDITIONAL HOURS OF USE (_____ HOURS @ \$_____ PER HOUR) \$_____ TOTAL
 - ADDITIONAL CLEANUP REQUIRED \$_____ TOTAL
 - DAMAGE TO FACILITY OR EQUIPMENT \$_____ TOTAL
- DEPOSIT: REFUNDABLE AMOUNT REFUNDED: \$_____ DATE CLAIM FORM TO FINANCE: _____
- PARTIALLY REFUNDABLE AMOUNT REFUNDED: \$_____ DATE CLAIM FORM TO FINANCE: _____
- FORFEITED BALANCE DUE IF ANY: \$_____ DATE LETTER SENT TO APPLICANT: _____

