

**City of San Gabriel  
Parks and Recreation Department**

**APPLICATION FOR USE OF PICNIC AREA**

**Date of Application:** \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Street) (City) (Zip)

**Evening Phone:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Requested Park:**     **Smith Park**  
                          232 West Broadway  
                          \_\_\_\_\_ Gabrielino Picnic Area  
                          Capacity: 125 people

**Vincent Lugo Park**  
Corner of Wells and Ramona  
\_\_\_\_\_ Palms Picnic Area  
Capacity: 125 people  
\_\_\_\_\_ Picnic Area "A"  
Capacity: 50 people  
\_\_\_\_\_ Picnic Area "B"  
Capacity: 50 people

**Purpose of Rental:** \_\_\_\_\_

**Date of Use:** \_\_\_\_\_

**Hours of Use (including set-up):** \_\_\_\_\_ **to** \_\_\_\_\_ **Anticipated Attendance:** \_\_\_\_\_

**I have read the Policies and Guidelines for Park and Picnic Area rental 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 use of the picnic area. The responsible person acknowledges receipt of a copy of the Policies and Guidelines.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Date Received:** \_\_\_\_\_ **Application Approved:** \_\_\_\_\_ **Application Denied:** \_\_\_\_\_

**FEES:**  
**Park Fee**        \$ \_\_\_\_\_

**Other**            \$ \_\_\_\_\_

\_\_\_\_\_  
**Director of Parks and Recreation**

**TOTAL**            \$ \_\_\_\_\_

\_\_\_\_\_  
**Date**

**City of San Gabriel  
Parks and Recreation Department**

## **Public Facilities Policies**

### **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 room and/or office.
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 dispensing and consumption of alcoholic beverages without a permit is prohibited. (Except Wine and Champagne)
  - The use or sale of dangerous restricted drugs is prohibited.
4. Smoking is not allowed inside city buildings or enclosed outdoor areas.
5. Unruly and disruptive behavior, such as shouting and profanity, is prohibited.
6. The possession of a weapon or other dangerous device will result in immediate removal of the possessor from the premises and possible arrest and prosecution.
7. Neither pets nor other animals are permitted on the premises except for Human Services Animals.

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

City of San Gabriel  
Parks and Recreation Department

**Policies and Guidelines for  
Park and Picnic Area Rental**

1. All applications for use of Recreation Facilities 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.
2. Picnic areas are available for rent on weekends, all day until sundown. The responsible party must check in to their assigned picnic area no later than 10:00 a.m. on the date of the event. A permit must be presented to authorized personnel on the date of use.
3. The City of San Gabriel does not provide special clean up or preparation for a group's function.
4. 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.
5. 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.**
6. It is prohibited to bring or set off any firearms, firecrackers, or other fireworks in any park area.
7. 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.
8. No alcoholic beverages are permitted in any park area.
9. Parking is permitted in designated areas only. **No vehicles are permitted inside the park at any time. All loading and unloading must be done in the permitted parking areas only, not inside the park.**
10. City-sponsored events have priority over private rentals. Permits may be revoked if there is a conflict with City use.

11. If a picnic area is made unavailable due to inclement weather or cancellation by the City, the user may select an alternate date within 90 days of original use or the user may request a refund of fees paid.
12. Permit for picnic area rental will become valid when payment of all fees is made to the City of San Gabriel. All fees must be paid at the time of reservation.
13. All fees are subject to change.
14. On the day of your event, if there are any problems concerning your picnic shelter reservation please notify the San Gabriel Parks and Recreation Department at 626 308-2877. If you are unable to reach a Parks and Recreation staff member, you can call the San Gabriel Police Department for assistance at the non-emergency phone number, 626 308-2828.

**Your cooperation in observing these rules and guidelines  
is expected and appreciated.**