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Park Permit Policy



BACKGROUND

- City's parks currently operate on a first-come first-serve basis
 - Exception: Athletic Fields & Courts
- No process for public to host small group gatherings (birthday parties, memorials)
 - Conflict among public
 - Liability for City: BBQ, Bounce Houses, Temporary Structures (more than 100 sq ft)
- March 14, 2024, Council introduced an ordinance repealing and replacing Capitola Municipal Code 12.40
 - Creating a process to reserve park spaces



BACKGROUND: Chapter 12.40



Park Regulation

- General Principles
 - Intended Uses, No Commercial Activities
- Sound Standard
- Open Play Hours at Bandstand
- Prohibited Activities
 - BBQ only in Jade St & Monterey Park
 - Can post notice in specific parks
- Park Regulations
- Park Hours
- Penalty for violation

Reservation Permit

- Permit Required
 - Exclusive Use, Powered Equipment (bounce house), Temporary Structures, BBQ
- Parks Policy identifies specific areas available for permit
- Application process & Criteria for denial
- Conditions of Approval
- Permit Holders Responsibilities
- Revocation of permit
- Appeal process

DISCUSSION

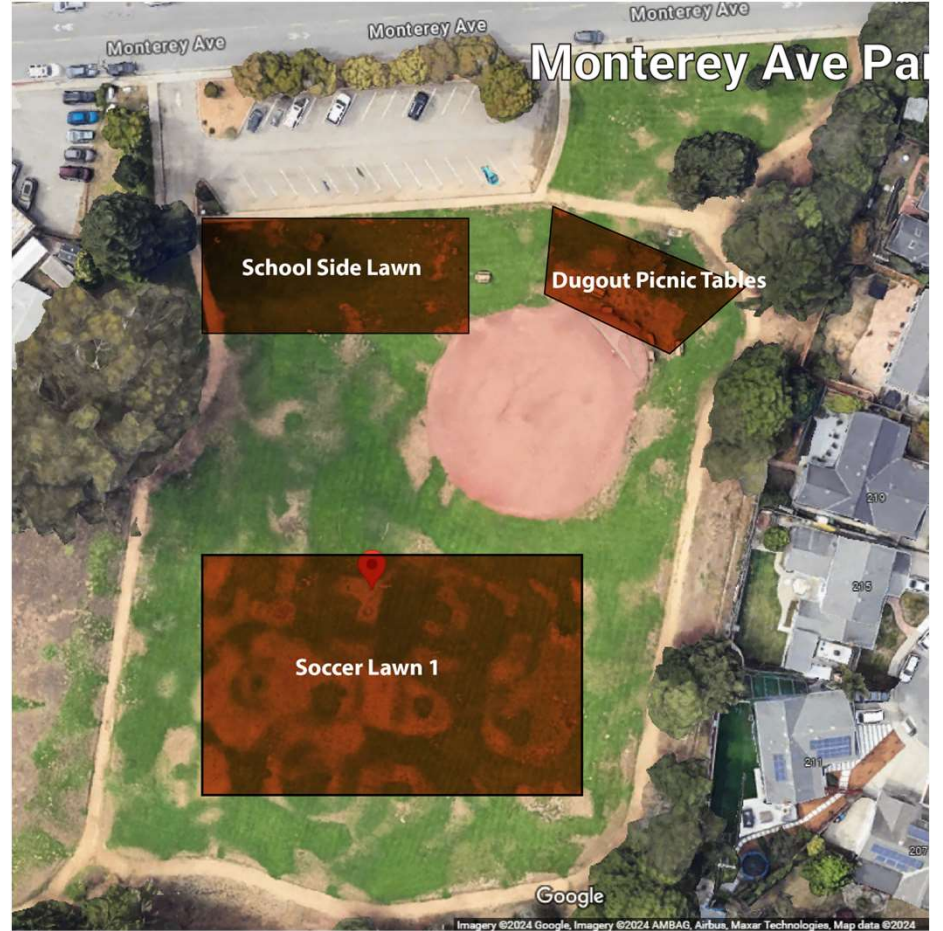
- City Council modified adopted code to provide for a Parks Policy that would identify specific reservable areas
- Benefit of Policy is it allows City to make changes in response to changing landscape or unforeseeable issues more easily
- An individual with a reservation request will receive “Capitola Reservable Park Area Packet”
 - Includes fees, maps, terms of use, insurance, etc.

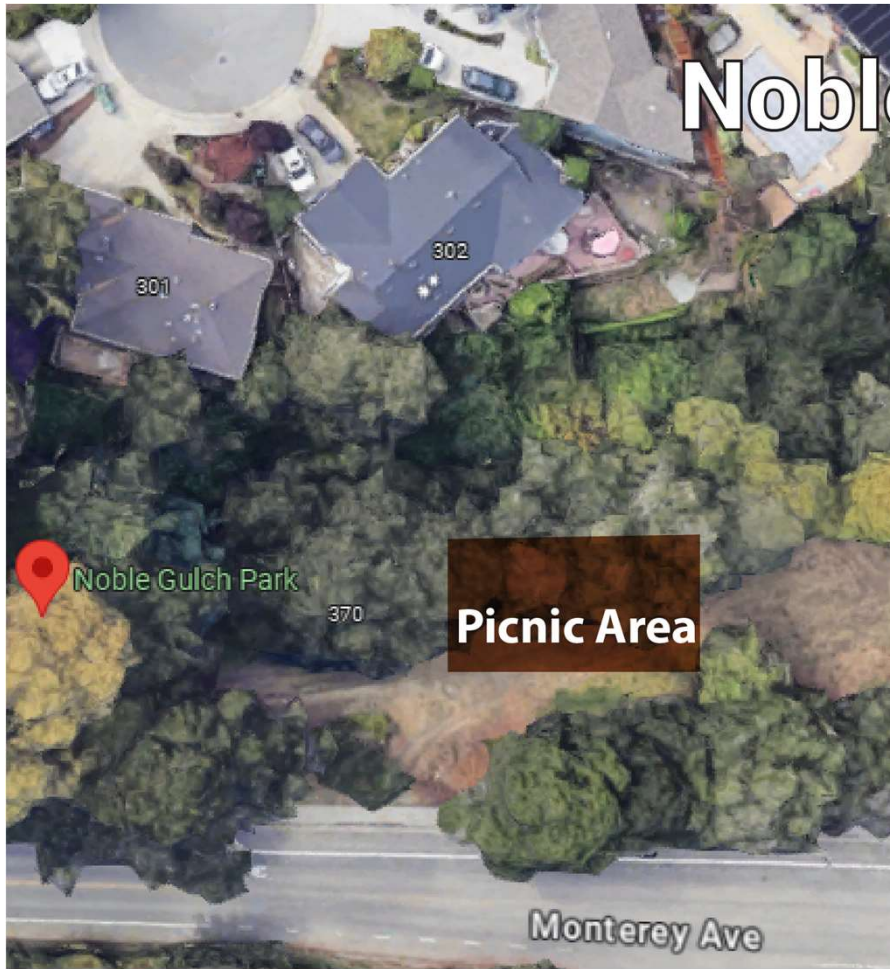


Park “Reservation” Policy



- Parks available for reservation & capacities for each site
 - Images for each park
- Process for temporary adjustment
 - Up to 1 year without modifying the Policy
- Permit requirements for Bounce Houses, Barbecues and Temporary Structures
 - Bounce houses allowed in all reservable spaces except McGregor
 - BBQs allowed in Jade and Monterey Park
- Park reservation permit application requirements
 - Terms & Conditions, Equipment Insurance, Assumption of Liability, Financial Hardship









Proposed Fees

Permit	Fee
Park Space Reservation	\$10 per hour for all spaces
BBQ	\$10 for permit
Bounce House/Powered Equipment	\$60 for permit
Temporary Structures (more than 100 sq ft)	\$60 for permit



Reservation User Process

Insurance is required for field rentals, please contact us to make sure your certificate is current.

A3 Lawn

\$10/Hour

The City of Capitola Recreation Department handles rentals for the following facility

A3 Lawn

Facility A3 Lawn
Location Jade St. Park
Phone 831-475-5935
Email capitolarecreation@ci.capitola.ca.us
Address 4400 Jade St. Capitola Capitola, CA 95010

Make a Reservation

1. SELECT DATE

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AVAILABLE TIMES:

07:00 AM to 09:00 PM
Reservable Park Rate

2. SELECT TIME: \$10/HOUR

From: 07:00 AM To: 08:00 AM

RECURRING

Repeat this reservation?

Add To Cart

- Elementary School District.
- Commercial or Private Groups.

Insurance is required for field rentals, please contact us to make sure your certificate is current.

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2. SELECT TIME: \$10/HOUR

From: 07:00 AM To: 08:00 AM

RECURRING

Repeat this reservation?

Add To Cart

Basketball Courts

Soccer Field

Softball Field Rental

#	Item	Total
1.	Rental of Jade St. Park A3 Lawn 05/29/2024 10a-3p (Reservable Park R...	\$50.00 ✕

TOTAL

Prompts

Prompt	Response
General Prompts	
1. Do you plan on having a Bounce House? If you select YES additional \$60 permit fee will be applied at checkout	Yes <input checked="" type="radio"/> No <input type="radio"/>
Prompts for Kaysie Anderson	
2. If you are a non-profit please provide your 5013C.	<input type="text"/>
3. Do you plan on having a BBQ? If you select YES additional \$10 permit fee will be applied at checkout	Yes <input checked="" type="radio"/> No <input type="radio"/>
4. Do you plan on having an overhead structure (pop-up tent, etc)? If you select YES additional \$60 permit fee will be applied at checkout	Yes <input checked="" type="radio"/> No <input type="radio"/>

CHECKOUT FOR KAYSIE ANDERSON

- [Browse Catalog](#)
- [Prompts](#)**
- [Waivers](#)
- [Payment](#)
- [Review & Confirm](#)
- [Receipt](#)

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Waivers

Permittee, or Representative, to be Present

Applies to:
Rental of Jade St. Park A3 Lawn 05/29/2024 10a-3p (Reservable Park Rate)

Permittee, or Representative, to be Present.
Permittee, or the group or entity individual named in the Permit, will be present during the entire period of use of the facility.

I agree on behalf of Kaysie Anderson









Assumption of Liability-Park Reservation

Applies to:
Rental of Jade St. Park A3 Lawn 05/29/2024 10a-3p (Reservable Park Rate)

Assumption of Liability
Permittee, whether individual, group, or entity, is solely responsible for any and all liabilities to persons or property resulting from use of the City Park area, including damage to any City property or structures. Permittee will indemnify, defend, and hold harmless the City of Capitola, its elected and appointed Council, Commissions, Officers, Agents, and Employees from any claims, suits, losses, or damages for injury to persons or property arising from or connected to this use of the City Park area.

I agree on behalf of Kaysie Anderson




CHECKOUT FOR KAYSIE ANDERSON	
	Browse Catalog
	Prompts
	Waivers
	Payment
	Review & Confirm
	Receipt

[Confirm Waiver Agreement >](#)

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Payment

Item	Price
1. Rental of Jade St. Park A3 Lawn 05/29/2024 10a-3p (Reservable Park Rate)	\$50.00 Paid Later
Structure Permit	\$60.00 Paid Later
Bounce House/Electrical Equipment	\$60.00 Paid Later
BBQ Permit	\$10.00 Paid Later
Total Charges	\$180.00
Pay Later	\$180.00
Net Charges	\$0.00

CHECKOUT FOR KAYSIE ANDERSON

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Insurance User Process

- Recreation has already established process for facility rentals
- A participant can reach out to their Homeowners/Renters/Personal liability coverage and have for an Event extension.
 - Estimate \$50
- A participant can use HUB International and Recreation will assist with their application
 - Range depending on event: \$45 to \$200
- A participant uses a Bounce House Vendors that the City has Additional Insured certificate on file.
 - No additional insurance cost (participant pays vendor for service)



Park Reservation Insurance Information

In effort to maintain the quality of our City Parks and ensure the safety of City Park users the City of Capitola has established the following criteria for allowing Bounce House/Inflatables and other equipment in City Parks.

To satisfy your permit requirements, you must obtain a certificate of insurance naming the City of Capitola as “additional insured” in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate, along with additional insured endorsement, and must be on file with Capitola Recreation 24 hours prior to the date issued on your permit.

To obtain insurance coverage for your Event/Bounce House/Equipment the following are your available options:

1. Obtain a one-time certificate of insurance to cover your event through your homeowners/renters/personal liability insurance.
2. For Bounce Houses, contract with one of the authorized vendors in the chart below and provide a copy of your receipt. If you choose a different vendor, you will need to obtain insurance by either option 1 or 3.

Authorized Bounce House Vendors		
Company	Phone Number	Insurance Expiration
Jump Tastic	831-123-4567	05/21/2025
Bounce Maina	408-987-6541	

3. HUB International Insurance Services Inc is the administrator of Special Event Liability Group Insurance Trust, a California domiciled Risk Purchasing group.
https://portal.mhimga.com/module/index.php?moduleType=special_events&apiKey=fd52zuvir4qkuboxikz48i95bu7zbx2&passcode=DZFRS
Follow this link to complete an application with HUB for the City of Capitola. Please use passcode DZFRS

FISCAL IMPACT

- The City's current fee schedule does not set park space rental fee.
- Staff will return with an amendment to the adopted fee schedule to reflect proposed park use fees.



RECOMMENDED ACTION

Adopt a resolution adopting a City Park Reservation Use Policy and direct staff to return to the City Council with amendments to the fee schedule to reflect proposed park use fees.



Questions



12.40.130 Prohibited activity in Parks and Recreation Facilities

G. Lighting or maintaining fires, except as otherwise permitted by this Code or posted notices in specific Parks, however UL or ASMI listed manufactured gas (LPG or NP) outdoor flame devices (such as gas BBQs or gas fire-pits) that comply with the Fire Code are permitted at Jade Street and Monterey Parks.
