

ADMINISTRATIVE POLICY XX-XX: Park Reservation Permit Use Policy

Number: TBD
Issued: May 2024
Jurisdiction: City Council by
Resolution

PURPOSE

The purpose of this policy is to outline the available areas for park rental use within the City of Capitola and outline the rental terms and conditions of use.

RESERVABLE PARK AREAS

- Jade Street Park
 - A3 Lawn – Capacity of 30
 - Patio Lawn – Capacity of 30
 - Soccer Lawn 1 – Capacity of 74
 - Soccer Lawn 2 – Capacity of 74
- Monterey Avenue Park
 - Dugout Picnic Tables – Capacity of 40
 - School Side Lawn – Capacity of 40
 - Soccer Lawn 1 – Capacity of 74
- Noble Gulch Park
 - Creekside Picnic Tables – Capacity of 40
- McGregor Park
 - Seating Area – Capacity of 20
- Esplanade Park/Soquel Creek Park/Peery Park/Cortez Park – **Not reservable.**
- Rispin Mansion Park – Currently under construction. **Not reservable.**

Exhibit A, attached hereto and incorporated herein by reference, indicates the spaces within each of the above-referenced Parks available for reservation and exclusive use pursuant to this Policy and Section 12.40 of the Capitola Municipal Code. The City Manager or designee may temporarily revise this available site list in response to construction, environmental concern for the park spaces, or other unforeseen circumstances, for up to 1 year without adjustment to the policy. Any such temporary revision shall be posted on the City website.

Park reservation use permit fees will be established by City Council resolution.

Bounce Houses

Members of the public who wish to use a bounce house in any city park must obtain a Bounce House permit and insurance in a form acceptable by the City. Bounce Houses may not be erected in McGregor Park. If the bounce house will be used during a reservation in one of the reservable spaces, the Bounce House Permit is in addition to the park reservation use permit.

Barbeques

Members of the public wishing to operate a barbeque listed as acceptable in Section 12.40.1330(G) in Jade Street or Monterey Avenue Park must obtain a BBQ permit and insurance in a form acceptable by the City.

Temporary Structures

Members of the public wishing to erect a structure larger than 100 square feet or taller than 10 feet in a Park shall obtain a Structure permit and insurance in a form acceptable by the City.

The park reservation use permit application shall include the following: Reservation Terms, Equipment Insurance process, Permit Specifications, General Conditions, Fees and Refunds, Assumption of Liability Waiver, and Indemnity, and a process for waiving certain fees as a result of financial hardship.

This policy is approved and authorized by:

Jamie Goldstein, City Manager

Exhibit A

Areas shaded in red available for reservation



Areas in City of Capitola parks available for rent (cont.)



Areas in City of Capitola parks available for rent (cont.)

