# FACILITY RENTAL POLICIES & PROCEDURES

## Table of Contents

- **Facilities Available for Rental** ........................................................................................................ 3-4
- **General Conditions Governing Use of Facilities** ........................................................................... 5
- **Abandoned Equipment:** .................................................................................................................. 9
- **Admission Charges:** ........................................................................................................................ 6
- **Alcoholic Beverage Sales Policy:** .................................................................................................. 8-9
- **Amplified Music at Indoor Facility:** ................................................................................................ 9
- **Amplified Music at Outdoor Facilities:** ........................................................................................ 10
- **Availability of Facilities:** ................................................................................................................ 5
- **Capacity of Facilities:** ..................................................................................................................... 6
- **Ceremonial Occasions:** ................................................................................................................... 6
- **Clean-Up:** ....................................................................................................................................... 8
- **Concessions:** ..................................................................................................................................... 6
- **Damage:** ........................................................................................................................................... 7
- **Dances:** ........................................................................................................................................... 8
- **Decorations or Stage Props:** ........................................................................................................... 8
- **Displaying Commercial Written Materials:** .................................................................................. 6
- **Displaying Non-Commercial Written Materials:** ......................................................................... 6
- **Equipment Use:** ............................................................................................................................. 8
- **Facility Policies for Alcoholic Beverages** ..................................................................................... 9
- **General Policy:** ............................................................................................................................... 5
- **Hours of Operation:** ....................................................................................................................... 5
- **Inflatable Bouncer Policy (Outdoor Facilities):** .......................................................................... 10
- **Permits and Licenses:** .................................................................................................................... 9
- **Prohibited Behavior:** .................................................................................................................... 8
- **Right of Full Access:** ..................................................................................................................... 5
- **Rules and Regulations:** .................................................................................................................. 10
- **Rules of Enforcement:** ................................................................................................................... 5
- **Security Guards:** ............................................................................................................................. 5
- **Signage:** .......................................................................................................................................... 6
- **Smoking:** .......................................................................................................................................... 8
- **Storage:** .......................................................................................................................................... 7
- **Supervision:** ..................................................................................................................................... 5
- **Temporary Banner(s):** ................................................................................................................... 6-7

## Fee and Permit Procedures ........................................................................................................... 11-12

- **Fees** ................................................................................................................................................ 13
- **Classification of Users:** .................................................................................................................. 13
- **Classification A (Non-Profit/Government Rate):** ........................................................................ 13
- **Classification B (Private/Commercial/Resident):** ....................................................................... 13
- **Classification C (Private/Commercial/Non-Resident):** .............................................................. 13
- **Co-sponsored Status:** .................................................................................................................... 13

## Explanation of Basic Fees ............................................................................................................. 14

- **Additional Charges:** ....................................................................................................................... 14
- **Indoor Facility Minimum Charge:** ............................................................................................... 14
- **Outdoor Facility Minimum Charge:** ............................................................................................ 14

## Softball Tournament Guidelines .................................................................................................... 15

- **Tournament Application Process:** ............................................................................................... 15
FOOD SERVICE POLICY ........................................................................................................16

FACILITIES SUITED FOR FOOD AND BEVERAGE SERVICE: ........................................16
FOOD PREPARATION FOR SALE: ....................................................................................16

MAJOR SPECIAL EVENT PROCEDURES .........................................................................17

ALCOHOLIC BEVERAGE SALES: ....................................................................................17
APPROVAL PROCESS: ....................................................................................................17
BUSINESS LICENSE: .....................................................................................................18
CITY OF ATASCADERO REQUIREMENTS: .................................................................18
CLEAN-UP/TRASH DISPOSAL: ....................................................................................18
DECORATIONS: ..............................................................................................................20
DEFINITION OF MAJOR SPECIAL EVENT: ...............................................................17
EMERGENCY SERVICES: ...............................................................................................21
EQUIPMENT STORAGE: .................................................................................................20
EVENT SECURITY: ............................................................................................................21
FEES AND CHARGES: ..................................................................................................21
FIRE DEPARTMENT PERMIT INSPECTION FEES: ....................................................21
FOOD SALES: ................................................................................................................17
INFLATABLE BOUNCER POLICY (OUTDOOR FACILITIES): ................................18
LIABILITY INSURANCE: ................................................................................................18
ON-SITE STAFF SUPERVISION: ...................................................................................21
PARKING: .......................................................................................................................21
PLOT PLAN/FACILITY DIAGRAM: ...............................................................................18
PORTABLE SANITATION UNITS: ................................................................................19
SALES TAX: ....................................................................................................................18
SIGNAGE: ......................................................................................................................19
STATE AND COUNTY REQUIREMENTS AND PERMITS: ........................................17
STREET CLOSURE: ........................................................................................................21
TEMPORARY BANNER(S): .............................................................................................19
FACILITIES AVAILABLE FOR RENTAL

ANZA ESTATES:

Equestrian Arena:
Available for private rental only. No facilities.

ATASCADERO LAKE PARK:

Alvord Field (Babe Ruth):
High school-sized baseball field with field lights, bleachers, and restrooms. Seasonal availability.

Barbeque Area #1:
Barbeque pit with seating for approximately 150 people. Electricity and lights available.

Barbeque Area #2:
Barbeque pit with seating for approximately 150 people. Electricity and lights available.

Barbeque Area #3:
Barbeque pit with seating for approximately 50 people. Electricity available. No lights.

Bandstand:
Covered stage suitable for outdoor concerts. Electricity and lights available.

Gazebo:
An area suitable for outdoor wedding ceremonies. Chairs available for rent. No electricity or lights available.

Pavilion:
10,000 Sq. Ft. facility, suitable for receptions, dances, meetings, and special events. Kitchen facility and several various sized meeting rooms available. (See page 12 for room capacities)

Ranger House/Meeting Room:
A house setting with a conference room. Kitchen and bathroom available. Maximum capacity 20 people. 500 Sq Ft.

Veteran’s Memorial:
Grass area surrounding the Memorial site. Two light poles in grass area with electricity. Group picnic area to be developed.

CITY HALL:

Public Meeting Room (Conference Room #4):
Available for rental from 8:00am-5:00pm, Monday – Friday ONLY. Seats 57 people with meeting room tables. Access to public restrooms. Audio/visual available.

City Hall Council Chambers:
Available for rental from 8:00am-5:00pm, Monday – Friday ONLY. Seats 299 people assembly style. Access to public restrooms. Audio/visual available.

COLONY PARK:

Softball Fields #1 and #2:
Two youth-sized softball fields. No field lighting. Bleachers and restrooms are available. Seasonal availability.

Barbeque Area:
3 small barbeque pits with shade and seating for approximately 20 people per pit. Adjacent to outdoor basketball courts. Restrooms may NOT be available depending on rental time/day.
COLONY PARK COMMUNITY CENTER:

**Conference Room:**
Meeting room with a maximum capacity of 25 people. Equipped with 12 lap top computers and white board.

**Arts & Crafts Room:**
Classroom designed for art classes with stools, tables and sinks with a maximum capacity of 39 people.

**Dance & Exercise Room:**
Dance room with a maximum capacity of 50 people. Equipped with mirrors, dance bars and spring floor.

**Gymnasium:**
Full size gymnasium with a maximum capacity of 450 sport, 600 banquet. Equipped with 6 basketball hoops, scoreboard, bleachers, volleyball nets, referee stands, illuminated score table, optional floor cover and other sport or banquet options.

PALOMA CREEK PARK:

**Softball Fields #1 and #2:**
Two adult-sized softball fields with field lighting, bleachers, and restrooms.

**Sports Open Fields:**
Two large multi-purpose open space fields suitable for sports activities or special events.

**Baseball Field (Little League):**
Fenced, youth-sized baseball field with bleachers. Seasonal availability.

**Equestrian Arena:**
Multi-purpose equestrian arena available for daily use and special events. Arena lighting and announcer’s booth may be rented upon availability and Railhead Riders approval.

**Barbeque at Equestrian Arena:**
Barebeque area with 3 tables to accommodate 25 people.

PAVILION:

**Greatroom:**
Lakeview room with a maximum capacity of 300 banquet, 250 reception, 400 assembly/theatre.

**Rotary Room:**
Lakeview room with a maximum capacity of 200 banquet, 150 reception, and 250 assembly/theatre.

**Gronstrand Room:**
Lakeview room accommodates a maximum of 75 banquet, 100 assembly/theatre.

**Community Room:**
Meeting room accommodates a maximum of 40 people classroom style or 70 assembly/theatre.

**Catering Services:**
Catering services provided by Pacific Harvest Catering throughout the year. To contact Pacific Harvest Catering, please call (805) 464-0944.

STADIUM PARK:

Large, undeveloped area suitable for special events. No barbeque, electricity or restroom facilities available. Available seasonally based upon fire season.

SUNKEN GARDENS PARK:

Large, multi-purpose grass area adjacent to City Administration Building, suitable for special events. No barbeque facility or restrooms available.
GENERAL CONDITIONS GOVERNING USE OF FACILITIES

The following conditions shall govern the use of facilities, which are administered by the Department of Community Services.

AVAILABILITY OF FACILITIES:

When use of facilities does not conflict with the City’s operations, programs, activities, or maintenance schedule, they shall be available for use by individuals or groups.

Reservations will be granted at the discretion of the Director, or designee, on a first-come, first-served basis for no more than one year in advance.

Applications for use of public facilities will be approved based on availability, without discrimination or regard to the applicant’s viewpoint or subject matter, including religious or political viewpoints or subject matter. In the case of conflicting usage, facility authorization is at the discretion of the Director, or designee.

GENERAL POLICY:

It is the objective of the Department that facilities are primarily used by groups and individuals for community recreation activities regardless of race, color, creed, national origin, religion, sex, economic status, or area of residence of said group and/or individual.

RULES OF ENFORCEMENT:

The Director, or designee, shall enforce, or cause to have enforced, the provisions herein; and shall have the authority to deny use of any facility to an individual or group who refuses to comply with the rules and regulations.

RIGHT OF FULL ACCESS:

The Department has the right of full access to activities at all times to ascertain compliance with rules, regulations, city and state laws.

HOURS OF OPERATION:

Dawn to Dusk: Outdoor facilities without lighting
6:00 a.m. to 10:00 p.m.: Outdoor facilities with lighting
6:00 a.m. to 12:00 midnight: Indoor facilities (excluding City Hall meeting room or Council Chambers)

The above are the standard hours of operation, unless extended by authorization of the Director, or designee.

SUPERVISION:

A City of Atascadero employee shall be in attendance at any facility whenever it is deemed necessary by the Director, or designee. Said department employee will determine if all rules, regulations, and laws governing use of the facilities are being complied with. However, primary responsibilities for conformance with said rules, regulations, and laws rest with the permittee.

SECURITY GUARDS:

Security guards are required at all City facilities where alcoholic beverages are served and at other events where the Director, or designee, deems appropriate. Other events may include, but are not limited to, concerts and events with more than 100 guests in attendance, or those with more than 75% of the attendees under the age of 18. One security guard per hundred people shall be present for the full length of the event, unless amended by the Director, or designee. Security guard(s) are required to remain on site until all guests and renters have left the premises. The expense for said security guard(s) shall be assumed by the permittee.
CEREMONIAL OCCASIONS:

There shall be NO use of City facilities that will unconstitutionally discourage any religious sect, church, or sectarian denomination. Performances, activities, services and presentations conducted or given at facilities shall not unconstitutionally promote, support, or discourage particular religious or philosophical beliefs.

CAPACITY OF FACILITIES:

Permittee shall not admit a greater number of persons than the maximum capacity posted or documented on the facility confirmation. Premises and events are subject to inspection by the Fire Marshall.

CONCESSIONS:

The City of Atascadero reserves all concession rights. Programs, records, tapes, books, and related items may be sold in conjunction with an event if they relate to a performance or meeting if prior written approval has been received. Arrangements must be made in advance, and may be subject to a payment of a percentage of the gross receipts, which will be determined by the Director, or designee. Business licenses are required for concessions on City property.

For profit vendor concessions that take place at the Pavilion are subject to a 10% sales fee.

ADMISSION CHARGES:

Unless specifically stated and approved in the permit, it is understood that activities or events will not be benefit affairs, that no admission will be charged, that no tickets will be sold, and that no collection or donation will be made.

Charitable Fundraisers at the Veteran’s Memorial are exempt from this policy.

DISPLAYING COMMERCIAL WRITTEN MATERIALS (SIGNS, POSTERS, ETC):

No written commercial or advertising materials or signs shall be placed in, on, or distributed about parks/facilities, except by special agreement approved by the Director, or designee.

The Veteran’s Memorial facility is exempt from this if it is in conjunction with a charitable sponsorship of an event, during the time of the event only.

DISPLAYING NON-COMMERCIAL WRITTEN MATERIALS (PAMPHLETS, POSTERS, ETC.):

Non-commercial written material shall not be affixed to any park structure. Such material is allowed only in conjunction with a permitted event. It shall not be displayed or offered in a manner to cause damage to the park structures, flora, or facilities; nor shall the material create a litter, safety, or access problem. The distributor of material shall be responsible for cleaning up any litter caused by the display or distribution of this material.

SIGNAGE:

Posting of signage related to advertising any event on City-owned property must be authorized by the Director, or designee.

If advertising signage is approved, signs can only be placed at the facility where the event is to be held. No signage is allowed to be posted on streets, utility poles, traffic signs, or other traffic control devices. Signs can only be posted a maximum of 20 days prior to the event, and are required to be removed immediately after the event. Signs shall be reviewed and approved by the Department of Public Works staff for professional quality. Sign maximum size is 20 square feet. Directional and safety signage is allowed at the event site only. Refer to the City’s Sign Ordinance for further details.

TEMPORARY BANNER(S):

1. Banner Permit Procedures:
   a. A banner permit is required for all organizations or individuals reserving the Sunken Gardens and Atascadero Lake Park temporary banner holders. These general procedures shall also apply to the flag holders on El Camino Real, along the front of the Sunken Gardens. The flags shall only be allowed for display for one day only, during an event. No temporary banners shall be permitted at
these facilities that are not displayed in the banner holders. Unauthorized banners will be taken down.

b. All banner permit requests for the Sunken Gardens and Atascadero Lake Park Temporary Banner Holders shall be authorized by the Director, or designee, and subject to availability. Application forms are available at the Atascadero City Hall.

c. A written application is required by applicant, and must be submitted before a reservation will be considered.

d. Banner permits for the Sunken Gardens and Atascadero Lake Park Temporary Banner Holders shall be made in the order of receipt of application by the Department and subject to the availability of the facility. Specific date reservations can be submitted a maximum of one (1) calendar year in advance from date of application. Temporary event banners for City sponsored activities have priority. In the Sunken Gardens, Farmer’s Market banners will be placed over all permitted banners on Wednesdays only, and will be removed the same day.

e. Only banners announcing events or activities taking place in the Sunken Gardens/Colony District may be displayed in the Sunken Gardens. Only banners for events or activities taking place at the Atascadero Lake Park/Zoo may be displayed in the Lake Park banner holders.

f. A permit will not be issued under the following conditions:
   i. Insufficient Notice - When department personnel cannot be scheduled, facilities prepared, or other conditions relating to such use cannot be completed in the time between the date of the request and the proposed event.
   ii. When Temporary Banners are Posted Prior to Approval – When a temporary event banner has been posted on the Sunken Gardens or Atascadero Lake Park Banner Holders prior to receiving approval.

2. Temporary Event Banner Requirements:
   a. All temporary event banners mounted on the Sunken Gardens and Atascadero Lake Park Temporary banner holders must comply with the conditions and requirements specified:
      i. Banners intended for the announcement of community special events and activities conducted by organizations only. For-profit/commercial banners will not be allowed. Banners of a political nature (for candidates, political events and messages) are prohibited.
      ii. Banners may be posted 21 days prior to the event and no sooner.
      iii. The permit holder is responsible for posting and removing the temporary event banner.
      iv. Banners must be removed within one day after the event. If the banner is left up more than one day after the event, City personnel will remove the banner and a $25 fee will be charged. The banner will not be released to the owner until the fee is paid.

b. Banners must be: Width – 8 ft., height – 3 ft. and be of professional quality.

c. All temporary event banners must be posted on the established banner holders only, unless expressly approved by the Director of Public Works.

3. Cancellation of Permit by the City:
   a. A permit may be cancelled based upon any of the following conditions:
      i. If the permit is found to contain false or misleading information.
      ii. If any individual, group, member or guest willfully, or through gross negligence, mistreats the facility/equipment, or violates any of the rules, policies, regulations, terms and conditions established for use of the facility.
      iii. If the banner is torn, ripped or unsightly. If the content of the banner is offensive to the public.
      iv. If permittee defaults on, or has not completed all conditions and requirements for use of the temporary banner holders.
      v. If the temporary event banner holder is needed for public necessity or emergency use.

STORAGE:

No receipt, handling, care, or custody of property of any kind shipped, or otherwise delivered to any facility, either prior to, during, or subsequent to the use of facilities by any permittee is allowed, unless authorized by the Director, or designee. The City or its officers, agents, or employees shall not be liable for any loss, damage, or injury of such property.

DAMAGE:

Permittee will be responsible for all damage to facility, and shall be responsible for reimbursement to the City for any loss or damage to City property caused by such use.
CLEAN-UP:
Permittee is responsible for leaving the facility in a clean and orderly condition. A portion or all of the security deposit may be withheld if the facility is not left clean and without damage to furnishings. At specific facilities, a cleaning fee may be charged at the director’s discretion.

EQUIPMENT USE:
Special requests for equipment should be noted on the permit application. At specific facilities, an equipment rental fee may be charged.

DANCES:
Dances will be allowed at the discretion of the Director. Persons under 21 will not be permitted at dances serving alcoholic beverages.

Dances for minors require chaperones over 21 years of age to be present during the entire event at a ratio of 1 chaperone to 25 minors, unless amended by the Director, or designee. Security guards may also be required at the discretion of the Director, or designee.

DECORATIONS OR STAGE PROPS:
Existing facility decorations may not be removed without the prior approval of the Director, or designee.

When decorating, **DO NOT** fasten any decorations to light fixtures. Scotch tape, masking tape, hold-it, thumb tacks, staples, etc., are not allowed. Decorations belonging to the permittee must be disposed of immediately after the event. Any decorations left may be discarded by the Department, and the removal effort could affect the amount of the security deposit refunded.

Exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguishers shall not be concealed or obstructed by any decorative material or props. Use of candles or fuel lamps is prohibited at all indoor facilities except the Pavilion, if Fire Department requirements are met.

Any special effects, including curtains, hangings, or props shall be made of non-flammable material and approved by the Fire Marshall.

PROHIBITED BEHAVIOR:
Illegal and immoral activities, the use of obscene language, gestures or behavior shall not be permitted at any time.

SMOKING:
City Ordinance No. 235 prohibits smoking in all City-owned indoor facilities. Smoking is prohibited within 20 feet of any public entrance.

City Ordinance No. 543 prohibits smoking and tobacco products in the Charles Paddock Zoo and in the City’s outdoor recreation areas and parks. Smoking is permitted in paved parking lots only.

ALCOHOLIC BEVERAGE SALES POLICY:
Individuals or organizations may request permission to sell alcoholic beverages in conjunction with the use of City facilities (except the City Administration Building). Permittee shall follow the procedures hereinafter set forth. It shall be the full responsibility of the individual or organization to contact the Department of Alcoholic Beverages to determine the exact requirements pertinent to the type of use.

1. Groups or individuals wishing to sell alcoholic beverages must submit an application for permit to use City facilities a minimum of **twenty (20) business days** prior to the event. Applications may be obtained at the Atascadero City Hall.

2. The Director, or designee, approves or disapproves all requests for the sale of alcoholic beverages at City facilities.
3. If approved, a letter from the Department of Public Works will be prepared authorizing the event, and presented to the permittee for submittal to the Department of Alcoholic Beverages, located at 3220 Higuera, San Luis Obispo.

4. A copy of the Department of Alcoholic Beverages sales permit must be presented to the Department of Public Works a minimum of ten (10) business days prior to confirmation for use of the facility.

5. A copy of liability insurance in the amount of $1,000,000 dollars, listing the City as additional insured, for the date(s) of the event, is required prior to confirmation for the use of the facility.

6. Security guards will be required for any event selling or serving alcoholic beverages in any City facility.

7. Ratio of security guards to participants will be 1 guard per 100 guests.

FACILITY POLICIES FOR ALCOHOLIC BEVERAGES:

Sale of alcoholic beverages are not allowed in City parks and facilities unless specifically designated. Authorization to sell alcoholic beverages at all City facilities may be requested in coordination with a facility request application for a special event. If alcoholic beverages are for sale, a permit from the State of California, Alcohol Beverage Control, will be required. Proof of liability insurance in the amount of one million dollars ($1,000,000) is also required for the sale of alcoholic beverages, naming the City as an additional insured. No one under the age of 21 is allowed to consume alcoholic beverages. Authorization for such a permit will be at the discretion of the Director, or designee.

Pavilion & Colony Park Community Center Alcohol Policy:
- Hard Liquor is not permitted at functions including wedding, birthday parties, and other private events. (Beer, wine and champagne are permitted)
- A certified bartender is required to serve alcohol at all Pavilion and Colony Park Community Center functions. The Pavilion Coordinator may waive this requirement if the event is a “low risk”, non-profit function and a sober supervisor is present to serve the alcohol and monitor consumption.
- Security guards are a requirement at all events in which alcohol is served. One security guard is required per 100 guests.
- Special event insurance must be purchased at all events in which alcohol is served. The insurance includes a general liability and liquor liability premiums. Insurance may be purchased through the City of Atascadero as an additional insured for one million dollars ($1,000,000).
- No alcohol of any kind may be served for minors or at parties that are in honor of someone under the age of 18 (ie: 15th or 16th birthday parties).

Major Special Events Alcohol Sales:
- If alcohol is sold at a major special event, the applicant is responsible for providing to the City of Atascadero, and to post at the event, a copy of the State alcoholic Beverages Sales Permit. To secure this permit, the applicant must receive a letter from the City stating permission to sell alcoholic beverages on City property. The letter must be presented to the State Department of Alcoholic Beverage Control located at 3220 South Higuera, Suite 233, San Luis Obispo.

ABANDONED EQUIPMENT:

Any equipment, effects, or decorations of the permittee remaining on the premises after the expiration of the permit will be deemed abandoned and disposed of by the Department.

PERMITS AND LICENSES:

The permittee has the responsibility to obtain any additional permits and/or licenses required by City ordinances or State laws, and shall furnish evidence of having obtained same to the Department of Public Works.

AMPLIFIED MUSIC AT INDOOR FACILITY:

Amplified music is allowed in certain indoor City facilities, upon the approval of the Director, or designee, and are also subject to approval by the Atascadero Police Department. Amplified music is allowed in indoor facilities from 8:00 a.m. to 12:00 a.m., unless extended by the Director, or designee.
AMPLIFIED MUSIC AT OUTDOOR FACILITIES:

Amplified music is not allowed at outside facilities, unless authorized specifically by the Director, or designee, or unless the request meets one of the following criteria:

1. The amplified music is conducted during an approved Major Special Event. All provisions of the Major Special Event policies must be met.
2. The amplified music is conducted at the Atascadero Lake Park Bandstand on Fridays, Saturdays, Sundays from noon until 9:00 p.m.
3. The amplified music is associated with the annual City-sponsored Concerts in the Park Series.
4. The permit holder is required to immediately comply with requests by City staff to reduce the music volume. Failure to comply, will result in denial of future requests for amplified music by the permit holder.
5. Amplified music is not allowed in outdoor areas at Colony Park due to the nearby residences.

INFLATABLE BOUNCER POLICY (OUTDOOR FACILITIES):

Inflatable bouncers are only authorized in the following City of Atascadero parks:

- Atascadero Lake Park – Next to large reservation areas only, unless associated with a major special event.
- Sunken Gardens Park

The following rules apply:

1. Use of an inflatable bouncer is ONLY allowed with reservation of a park site.
2. If site has electrical outlets, they must be used to power the inflatable bouncer and the additional utilities fee will apply. If site does not have an electrical outlet, a “quiet” style generator must be provided.
3. Only ONE inflatable bouncer is allowed in a park, per day, unless special authorization is given by the Director of Public Works or designee.
4. Stakes are strictly prohibited in City parks. All inflatable bouncers are to be weighted down.
5. The City of Atascadero must have a valid copy of the vendor’s liability insurance policy on file.
6. Inflatable bouncers with water features are strictly prohibited in all parks.

RULES AND REGULATIONS:

In order that activities at City facilities can best be enjoyed by everyone, basic rules of good conduct must be observed. These include, but are not limited to, the following:

1. All City ordinances must be observed.
2. Gambling, the use of obscene language, dangerous conduct, unusually loud amplified music, or any other activity that creates a disturbance will not be permitted.
3. The sale of alcoholic beverages without the proper permits is prohibited.
4. No equipment or furnishings shall be removed from a facility without the Director, or designee, approval.
5. Animals are not allowed in City buildings, except for service animals for the disabled, unless the Director, or designee, approval has been given.
6. Organized flea markets and rummage sales are permitted in the Sunken Gardens, no more than twice a year. Flea Markets need to be organized by a non-profit organization, with clearly marked spaces, subject to the approval of the Director, or designee.

Failure to comply with the rules and regulations may result in termination of a facility use permit.
A Facility Use Permit is required for all groups or individuals reserving City facilities.

All use permit requests for usage of City facilities shall be authorized by the Director of Public Works or designee, and subject to the availability of the facility. Application forms are available at the Atascadero City Hall or online at www.atascadero.org.

A written application is required by applicant, and payment submitted before a reservation date can be considered.

Facility confirmations are to be present at the function for which the application was applied. In the case of a group or organization, it is recommended that one spokesperson be designated, and all arrangements made through this representative.

Reservations shall be made in the order of receipt of application by the Department and subject to the availability of the facility. All required fees must be paid prior to the facility being utilized.

Specific date reservations can be submitted a maximum of one (1) calendar year in advance from date of application. Pavilion reservations can be submitted a maximum of eighteen (18) calendar months in advance from the date of application.

Continuing multiple-date reservations can be submitted for a maximum time period of one (1) calendar year in advance from date of application.

Recognized non-profit organizations (see Classification of Users Section) continuing multiple-date reservations are to be submitted for a maximum time period of one (1) calendar year in advance.

A non-refundable reservation deposit is required on certain City facilities and is due at the time of permit application submittal. This deposit will be applied towards the facility usage fee if the application is approved. If an application is not accepted, the reservation deposit will be refunded to applicant in full. If event is cancelled by applicant, the reservation deposit will not be refunded.

A security deposit may be required at certain facilities and must be paid in full twenty (20) business days prior to the facility being confirmed. This fee shall be refunded only if the facility is left clean and without damage to the building or its furnishings. The City reserves the right to retain all or part of the security deposit if facility is left unclean or damaged, or the police department is dispatched to the event. If event runs over the agreed-upon time, fees will be deducted from the security deposit.

All facility use rental fees are due a minimum of twenty (20) business days prior to the event date. If all rental fees are not paid within this time period, the facility application may be canceled and the reservation deposit (if applicable) will be retained in whole by the City.

All other permits, insurance certificates, licenses, etc., required in relation to a facility use permit are to be submitted a minimum of twenty (20) business days prior to the event date.

Rental time period must include decorating and cleanup time. Rental time is adjusted to the next full half hour. The facility must be vacated promptly at the time specified on the permit.

When applicable, persons utilizing City facilities are to receive necessary City keys from the Department of Public Works immediately prior to the scheduled facility use. All keys must be returned to the Department by the first business day after the rental. A key deposit of $50.00 may be charged.

At special events, City staff may be assigned to assist at a rate of their fully allocated hourly rate. This fee must be paid prior to the event date.

Permits granted on a continuing basis are valid for a maximum period of twelve (12) months.

Fees for indoor facilities will be based on a one-hour minimum rental time frame. Fees for the Pavilion will be based on a four-hour minimum on Friday and Sunday. (See page 15 for facility minimum charge.)
15. A permit will not be issued under the following conditions:

**Insufficient Notice:** When Department personnel cannot be scheduled, facilities prepared, or other conditions relating to such use cannot be completed in the time between the date of the request and the date of the proposed event.

**For Hazardous Activities:** When permittee has mistreated a facility or violated facility use policies during a previous occupancy.

**When Event Publicized Prior to Approval:** When an event has been publicized prior to receiving approval for facility use and the facility is not available.

16. **CANCELLATION OF PERMIT:**

**BY PERMITTEE:**

To cancel a reservation or change the date of a facility usage permit, the permittee must give a **minimum of twenty (20) business days** written notice for all indoor/outdoor facility reservations. A reservation deposit (if applicable) may be transferred, but is not refundable if permittee cancels. A reservation change or modification fee, based on the City’s current fee schedule, will be applied.

To change the time of an event, a **minimum of 7 days notice** is required and a reservation change or modification fee, based on the City’s current fee schedule, will be applied.

In the case of inclement weather, for outdoor facility reservations, the applicant may request a refund of usage fees, subject to an administrative fee, or reschedule the reservation date.

**BY THE CITY:**

A permit may be canceled for any of the following conditions:

A. If the permit is found to contain false or misleading information.

B. If the use or proposed use will be detrimental to the health, safety or general welfare of the City, or to the efficient operation of the facility for the public welfare.

C. If any individual, group, member or guest willfully, or through gross negligence, mistreats the equipment/facility, or violates any of the rules, policies, regulations, terms and conditions established for use of the facility.

D. Failure to make rental fee payments within the minimum time provided.

E. If permittee defaults on, or has not completed, all conditions and requirements for use of a facility.

F. If the facility is needed for public necessity or emergency use.

G. If required permits and/or licenses are not obtained.
FEES

CLASSIFICATION OF USERS:

Facility users are classified by group type. The classification of users is for the purpose of determining fees and charges for facility rental.

When a facility use application is approved, an hourly or set fee shall be charged in accordance with the user’s classification.

CLASSIFICATION A (Non-Profit/Government Rate):

This class encompasses incorporated non-profit/governmental organizations recognized for fee discounts by the City. Groups in this class, whose activities are not for profit, provide a community service for the residents of the City of Atascadero. Organizations must have a minimum of 51 percent Atascadero residents as members. (This requirement may be waived if the organization is providing a public service to Atascadero residents). This class is intended for the normal activities of non-profit service clubs and similar organizations. Reservations and security deposits will be charged, if applicable. All non-profit 501 (c) (3) organizations will be charged the same fee for leasing or usage of public facilities, irrespective of the applicant’s viewpoint or subject matter, including religious or political viewpoints or subject matter.

CLASSIFICATION B (Private/Commercial/Resident):

This class includes private parties for individuals or families who reside within the boundaries of Atascadero City limits. This class includes commercial and private groups whose activities are for financial gain, or groups conducting religious, political or union meetings. Reservations and security deposits will be charged, if applicable.

CLASSIFICATION C (Private/Commercial/Non-Resident):

This class includes private parties for individuals or families who reside outside the boundaries of the Atascadero City limits. This class includes commercial and private groups, whose activities are for financial gain, or groups conducting religious, political or union meetings. This class may also include non-profit groups with less than 51% Atascadero residents. Reservations and security deposits will be charged, if applicable.

Field rental fees will be at full rate for ALL user groups, regardless of classification.

CO-SPONSORED STATUS:

Due to the cost of operations and maintenance, fee waivers are generally discouraged. However, on a case-by-case basis, events by other government agencies or non-profit organizations may qualify for co-sponsored status with the City. In order to qualify, the event must meet one of the following three criteria and approved by Executive Management:

1) Governmental cooperation.
2) The event might otherwise be conducted by the City of Atascadero and directly benefits City of Atascadero facilities, programs or services.
3) The event is conducted by an organization with a formal agreement with the City to conduct such events or activities.

The Veteran’s Memorial reservation fee will be waived for use of the Veteran’s Memorial by Veteran’s organizations, individual Veteran’s or families of Veterans for services and events. No security deposit will be required.
EXPLANATION OF BASIC FEES

Fees have been established considering that only the basic facility is to be furnished. This includes:

1. Normal utilities
2. Normal maintenance
3. Standard table and chair set-up
4. General supervision

ADDITIONAL CHARGES:

Charges may be assessed over the standard City fee schedule for additional set-up, supervision or technical support provided by the Department.

INDOOR FACILITY MINIMUM CHARGE:

Fees for indoor facility reservations are based on an hourly rate. There is a minimum of two (2) hours rental fee for the Pavilion Gronstrand and Rotary Rooms. All other meeting rooms may be reserved for a one (1) hour minimum rental fee. There is a Four (4) hour minimum on Friday and Sunday at the Pavilion. Non-profit groups must reserve the Pavilion for a minimum of twelve (12) hours on Saturdays. Private group rentals on Saturdays are a flat fee for the entire day. Rooms may be booked at an hourly rate (with a 4 hour minimum) on Saturdays if the reservation is made within 30 days of the event.

OUTDOOR FACILITY MINIMUM CHARGE:

Usage fees are charged for reserving various City outdoor facilities. Fee rates do not include equipment unless specifically stated.

No facility usage fee is charged to City-sponsored softball teams for reserving City softball fields for softball practice.
The City of Atascadero encourages organized sports tournaments for youth and adults, utilizing City recreational facilities. The following guidelines include application procedures, general information and fees.

TOURNAMENT APPLICATION PROCESS:

1. Submittal of tournament application form, approval of proposed tournament dates, location, fields used, and payment of application fees.

2. Sponsor to meet with Community Services staff no later than one (1) week prior to tournament to review event schedule, services requested, and options desired. Fees for the services and options are listed in the current City of Atascadero Fee Schedule.

3. Managers are responsible for their dumpster fees.
FOOD SERVICE POLICY

FACILITIES SUITED FOR FOOD AND BEVERAGE SERVICE:

Pavilion on the Lake:

Catering services are available exclusively through Pacific Harvest Catering. Pacific Harvest Catering includes 1 dinner plate per guest, utensils, water goblets, coffee mugs and servers. No outside catering companies are permitted.

Renters may have the option to rent the kitchen (if available) and prepare their own food without the services of an outside commercial caterer. Accessories such as plates and utensils are not included as part of the kitchen rental.

Picnic Areas:

Barbeque pits, electricity outlets and water are available.

FOOD PREPARATION FOR SALE:

Individuals or organizations may request permission to sell or collect donations for providing food services at the above locations.

Permittee shall follow the procedures hereinafter set forth. It shall be the full responsibility of the individual or organization to contact the County Health Department to determine the exact requirements pertinent to the type of use.

1. Individuals or organizations wishing to sell or collect donations for food services must submit an application for a permit to use a City facility a minimum of twenty (20) business days prior to the event. Applications may be obtained at the Atascadero City Hall, or online at www.atascadero.org. The sale of food or beverages on City property must not conflict with existing concessions or contracts already in place for City facilities.

2. The Director, or designee, shall approve or disapprove all requests for the sale or collection of donations for food services at City facilities.

3. If approved, the applicant will be required to contact the County Health Department to receive a permit for food sales for a temporary event. Their office is located at 2156 Sierra Way, in San Luis Obispo (781-5544).

4. A copy of the County Health Department permit must be provided to the Department of Public Works a minimum of ten (10) business days prior to confirmation for use of the facility.
MAJOR SPECIAL EVENT PROCEDURES

Individuals, organizations, or businesses may request the use of Atascadero Lake Park, Sunken Gardens Park, Stadium Park or the Veteran’s Memorial for major special events.

Applicants may request permission to hold a major special event by submitting an “Outdoor Facility Use Agreement Application.” Applications describing the event details are to be submitted to Colony Park Community Center.

DEFINITION OF MAJOR SPECIAL EVENT:

The Director of Public Works, or designee, based on one or more of the following criteria may determine “Major Special Event” status:

1. Estimated attendance of over 250 people.
2. The event organizers will receive fees or donations.
3. Amplified music or entertainers will be present.
4. Paid entertainment will be present.
5. Food or alcoholic beverages are to be sold.
6. Special event involves special security or public safety controls.
7. Precludes any other uses at the Park or Facility.

APPROVAL PROCESS:

If “Major Special Event Status” is determined, it is at the discretion of the Director of Public Works, or designee, to approve or deny the event application. Recommendations and comments will be sought from Police and Fire prior to approval by the Director, or designee.

If a group picnic area, the bandstand or the gazebo have already been reserved at the Atascadero Lake Park, the application may not be approved.

STATE AND COUNTY REQUIREMENTS AND PERMITS:

If approved, the applicant will be notified and a confirmed permit will be mailed. All approved major special events will be required to comply with all established local, County, and State laws and regulations including, but not limited to, food sales, alcohol beverage sales, and sales tax.

FOOD SALES:

Upon City approval, the applicant is responsible for acquiring all necessary food sales permits. A copy of the permit must be provided to the City of Atascadero and posted at the event. Food sales permits may be obtained from the San Luis Obispo County Health Department, located at 2156 Sierra Way, San Luis Obispo, telephone number 781-5544.

ALCOHOLIC BEVERAGE SALES:

General Policy: Sale of alcoholic beverages is not allowed in City parks and facilities unless specifically designated. Authorization to sell alcoholic beverages at all City facilities may be requested in coordination with a facility request application for a special event. If alcoholic beverages are for sale, a permit from the State of California, Alcohol Beverage Control, will be required. Proof of liability insurance in the amount of one million dollars ($1,000,000) is also required for the sale of alcoholic beverages, naming the City as an additional insured. No one under the age of 21 is allowed to consume alcoholic beverages. Authorization for such a permit will be at the discretion of the Director, or designee.

Major Special Event: If alcohol is sold at a major special event, the applicant is responsible for providing to the City of Atascadero, and to post at the event, a copy of the State alcoholic Beverages Sales Permit. To secure this permit, the applicant must receive a letter from the City stating permission to sell alcoholic beverages on City
property. The letter must be presented to the State Department of Alcoholic Beverage Control located at 3220 South Higuera, Suite 233, San Luis Obispo.

**SALES TAX:**

Intended for applicants who sell any personal property that will require the application of sales or use tax. You may obtain information regarding the application of tax to your business by contacting the State Board of Equalization, (800) 432-2829 or (805) 677-2700, located at 4820 McGrath, Suite 260, Ventura, CA. It is the responsibility of the applicant to notify any and all vendors who may participate in the proposed special event about the sales tax requirements.

**CITY OF ATASCADERO REQUIREMENTS:**

In addition, by abiding to all pertinent State and County laws and regulations, the event holder must also abide by all applicable City ordinances, policies and procedures. Additional requirements may be applied at the discretion of the Director, or designee, and/or the Police or Fire Chief, or their designee.

**INFLATABLE BOUNCER POLICY (OUTDOOR FACILITIES):**

Inflatable bouncers are only authorized in the following City of Atascadero parks:

- Atascadero Lake Park – Next to large reservation areas only, unless associated with a major special event.
- Sunken Gardens Park

The following rules apply:

1. Use of an inflatable bouncer is **ONLY** allowed with reservation of a park site.
2. If site has electrical outlets, they must be used to power the inflatable bouncer and the additional utilities fee will apply. If site does not have an electrical outlet, a “quiet” style generator must be provided.
3. Only **ONE** inflatable bouncer is allowed in a park, per day, unless special authorization is given by the Director of Public Works, or designee.
4. **Stakes are strictly prohibited** in City parks. All inflatable bouncers are to be **weighted** down.
5. The City of Atascadero must have a valid copy of the vendor’s liability insurance policy on file.
6. Inflatable bouncers with water features are strictly prohibited in all parks.

**BUSINESS LICENSE:**

The applicant is responsible to obtain a City of Atascadero Business License if any food, personal property, or services will be sold. The applicant must provide a copy of their business license to the Community Services Department. Business licenses may be obtained at the Atascadero City Hall, Community Development Department.

**LIABILITY INSURANCE:**

The applicant is responsible for obtaining a comprehensive liability insurance policy in the amount of $1,000,000, listing the City of Atascadero as additionally insured. A certificate of insurance must be provided to the City of Atascadero at least ten (10) business days prior to the event.

**PLOT PLAN/FACILITY DIAGRAM:**

It is the responsibility of the applicant to submit a plot plan of the proposed major special event depicting the approximate location of all activities, booths, vehicles, tables, and other related equipment, at least (20) business days prior to the event date. City staff will meet with the applicant to review the plan and make any necessary revisions.

**CLEAN-UP/TRASH DISPOSAL:**

It is the general policy of the City of Atascadero that the facility is returned in the same or better condition than received. It will be the responsibility of the event coordinator to remove all refuse generated by the major special
event. Failure of the event holder to leave the park in a clean and un-littered condition may result in additional charges to applicant.

At the discretion of the Director, or designee, a minimum of one commercial grade, three yard capacity, and refuse container may be required to be provided by the event coordinator. The container(s) is to be delivered no more than two (2) days before the event and picked up no later than two (2) days following the event. Refuse containers may be obtained at Atascadero Waste Alternatives, (466-3636), located at 7625 San Luis Avenue, Atascadero. Confirmation of refuse container rental must be provided to the City at least (20) business days prior to the event date. Trash pickup and emptying of facility trash cans during and after the event will be the responsibility of the event holder. Recycling containers must also be provided at all approved major special events held at City facilities. The event holder is responsible for all fees associated with renting said equipment.

PORTABLE SANITATION UNITS:

At the discretion of the Director, or designee, portable sanitation units may be required at major special events conducted at City facilities. The number of portable sanitation units will be determined by the number of expected persons, length of event and the type of activity. A minimum of two portable sanitation units is to be provided at any event of 250 people or less. Two additional units will be required for every additional 250 persons expected. Portable sanitation units can be rented from several local companies, and confirmation of rental must be provided to the City no later than (20) business days prior to the event. The units are to be delivered no more than (2) days before the event, and must be picked up no later than (2) days after the event. The event holder is responsible for all fees associated with renting said equipment.

SIGNAGE:

All signs posted for major special events held at City facilities must conform to the City’s sign ordinance and be approved in advance by the Director, or designee. Below is a brief outline of the guidelines regarding special event signage.

1. Signs will not be allowed that are off-site from the actual event. For example, signs in the Sunken Gardens cannot advertise an event at Atascadero Lake Park.
2. Signs providing directions to an event are not allowed. Directional signs are allowed only on the actual event site.
3. No signs can be posted on trees, utility poles, traffic signs, or any other traffic control devices.
4. Portable signs such as sandwich boards are not allowed.

TEMPORARY BANNER(S):

Banner Permit Procedures:

1. A Banner Permit is required for all organizations or individuals reserving the Sunken Gardens and Atascadero Lake Park temporary banner holders. These general procedures shall also apply to the flag holders on El Camino Real, along the front of the Sunken Gardens. The flags shall only be allowed for display for one day only, during an event. No temporary banners shall be permitted at these facilities that are not displayed in the banner holders. Unauthorized banners will be taken down.
2. All banner permit requests for the Sunken Gardens and Atascadero Lake Park temporary banner holders shall be authorized by the Director of Public Works, or designee, and subject to availability. Application forms are available at the Colony Parks Community Center, Customer Service Counter, 5599 Traffic Way, Atascadero.
3. A written application is required by applicant, and must be submitted before a reservation will be considered.
4. Banner Permits for the Sunken Gardens and Atascadero Lake Park temporary banner holders shall be made in the order of receipt of application by the Department and subject to the availability of the facility. Specific date reservations can be submitted a maximum of one (1) calendar year in advance from date of application. Temporary event banners for City sponsored activities have priority.
5. Only banners announcing events or activities taking place in the Sunken Gardens/Colony District may be displayed in the Sunken Gardens. Only banners for events or activities
taking place at the Atascadero Lake Park /Zoo may be displayed in the Lake Park banner holders.

6. A permit will not be issued under the following conditions:
   Insufficient Notice: When Department personnel cannot be scheduled, facilities prepared, or other conditions relating to such use cannot be completed in the time between the date of the request and the proposed event.
   When Temporary Banners are Posted Prior to Approval: When a temporary event banner has been posted at the Sunken Gardens or at the Atascadero Lake Park banner holders prior to receiving approval.

Temporary Event Banner Requirements:

1. All temporary event banners mounted on the Sunken Gardens and Atascadero Lake Park temporary banner holders must comply with the conditions and requirements specified:
   A. Banners intended for the announcement of community special events and activities conducted by organizations only. For-profit/commercial banners will not be allowed.
   B. Banners of a political nature (for candidates, political events and messages) are prohibited.
   C. Banners may be posted 21 days prior to the event and no sooner.
   D. The permit holder is responsible for posting and removing the temporary event banner.
   E. Banners must be removed within of one day after the event. If the banner is left up more than one day after the event, City personnel will remove the banner and a $25 fee will be charged. The banner will not be released to the owner until the fee is paid.

2. Banners must be: Width- 8 ft., Height- 3 ft. and be of professional quality.

3. All temporary event banners must be posted on the established banner holders only, unless expressly approved by the Director of Public Works, or designee.

Cancellation of Permit by the City:

1. A permit may be cancelled due to any of the following conditions:
   A. If the permit is found to contain false or misleading information.
   B. If any individual, group, member or guest willfully, or through gross negligence, mistreats the facility/equipment, or violates any of the rules, policies, regulations, terms and conditions established for use of the facility.
   C. If the banner is torn, ripped or unsightly. If the content of the banner is offensive to the public.
   D. If permittee defaults on, or has not completed, all conditions and requirements for use of the temporary event banner holders.
   E. If the temporary event banner holder is needed for public necessity or emergency use.

DECORATIONS:

Attaching decorations to trees, signs, pole, buildings, tables, or other park equipment with nails, tacks, staples, or eyebolts is strictly prohibited. All decorations must be removed immediately after the event.

EVENT SECURITY:

Any Major Special Event that includes alcoholic beverages and/or amplified music will be required to have a minimum of (2) state certified security guards on site during the entire event for every 500 people expected. Additional security guards may be required at the discretion of the Director, or designee. Please note that amplified music is not allowed at Atascadero Lake Park, unless the Director, or designee, has granted permission.

EQUIPMENT STORAGE:

No equipment is to be stored at the facility, either prior to, or after the event. All delivery, set-up, tear-down, and removal of equipment must occur on the day of the event. The City of Atascadero will not be responsible for any equipment left at the facility.
PARKING:

At the discretion of the Director, or designee, special arrangements for parking such as off-site parking lots and shuttle service may be required. For all major special events at the Atascadero Lake Park, parking spaces may be reserved exclusively for Charles Paddock Zoo visitors or Pavilion on the Lake. Parking lot attendants may be required. At no time can parking space be reserved exclusively for patrons of the Major Special Event. All City park facility parking spaces are to remain available for general public park use. Vehicles are not allowed onto grass areas unless the applicant receives permission from the Director, or designee.

STREET CLOSURE:

Any requests for road closure are to be listed on a Street Closure Request Form, available at Atascadero City Hall and submitted along with the special event application form and payment. Additional fees are required for street closures. Street closure requests must include suggested alternate routes, an emergency access plan, and proposed traffic controls.

City staff will review street closure requests and determine appropriate process for approval (Code sections below). Applicant will be notified about any special traffic control requirements.

4-2.1501 Authority to Temporarily Close Streets.

Pursuant to Vehicle Code Section 21101, subsection (e), the City Manager, or designate thereof, with the written concurrence of the Public Works Director, Fire Chief and Police Chief, may temporarily close a portion of any street, except a state highway, for celebrations, parades, local special events and other purposes when, in the opinion of the City Manager, or a designate thereof, the closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing. (Ord. 92 § 1, 1984).

7-12.412 Road Closure or Interference with Street Use.

All encroachments shall be planned and executed in such a manner that they will not unreasonably interfere with the safe and convenient travel of the public or unreasonably interfere with, or cause inconvenience to, the occupants of adjoining property. At no time shall a street be temporarily closed or the use thereof be denied to the public, except by permission of the City Council or in the event the Council is unable to act in the time required by law, by the Engineer or his designee. (Ord. 438 § 4 (part), 2004: Ord. 332 § 2 (part), 1997)

FEES AND CHARGES:

All facility rental fees are due and payable upon submission of the rental application, unless otherwise authorized by the Director, or designee. Applications for use of City facilities will not be accepted without the submission of the Major Special Event Security Deposit Authorization Form.

The Security Deposit Authorization Form is required to be filled out for all major special events. This Authorization Form is due upon reservation of the facility. If the facility is not returned clean and in its’ original condition, the cost for any damages, additional staff time or extraordinary Police or Fire emergency services will be charged to the credit card listed on the form.

ON-SITE STAFF SUPERVISION:

At certain events, City staff may be assigned to assist at a rate of their fully allocated hourly rate. If applicable, this fee must be paid prior to the event.

EMERGENCY SERVICES:

Any extraordinary police or fire services required as a result of the event (riot, etc.) may be charged (in full) to the event organizer.
FIRE DEPARTMENT PERMIT INSPECTION FEES:

If a permit is required by the City of Atascadero Fire Department for inspection of the major special event site, specific fees may apply. Examples of permit inspection fees include, but are not limited to; inspection of tents over 200 square feet, inspection of circuses, and use of open flame in an assembly area.

Any City equipment requested for the event will be charged to the applicant at the rate established in the City’s facility rental policies and procedures.