



# CITY OF COTATI

## Park Use and Reservation Policy

*Adopted by the Cotati City Council March 8, 2008  
Corrected and revised as to format 3/25/2014*

The City of Cotati parks are open to the public year-round. Special events held at City parks are subject to an application and permitting process. This policy details the rules and processes regarding the use of parks. Permit applications may be obtained from Cotati City Hall, Recreation Department, 201 West Sierra Avenue, Cotati or on our website: [www.cotati.ca.us](http://www.cotati.ca.us). Please call (707) 665-4222 to request a faxed or emailed application or if you have any questions. **Full Payment** must be submitted with the application. Permit will not be finalized until proof of insurance is received. Applications and fees must be received at least 30 days (for staff-approved permits) or 45 days (for City Council-approved permits) before the requested event date. Applications may be submitted up to one year in advance.

### AVAILABILITY

Parks are available for special events when not in use for City or Recreation Department sponsored functions.

### RESERVATIONS

The City does not monitor or enforce the informal reservation or use of facilities by the general public. Obtaining a permit for a special event does not constitute a reservation. Parks are open to the public on a first - come, first - serve basis. The City does not monitor or enforce the informal reservation or use of facilities by the general public. Persons interested in having a gathering in one of the City parks are advised to arrive at the park early on the day of the event and remain there to secure use of the desired facilities. Leaving a tablecloth on a table does not reserve the table for use later in the day. You must remain at the facility to keep it reserved.

### FACILITIES

#### **LA PLAZA PARK**

OLD REDWOOD HWY & WEST SIERRA AVENUE

- Bandstand
- Picnic tables
- Playground equipment
- Restrooms

#### **CIVIC CENTER PARK**

216 EAST SCHOOL STREET

- Cator Field - Baseball
- Basketball courts
- Small playing field
- Group Barbeque
- Picnic tables

The property is also the site of City Hall, the Ray Miller Community Center and the Cotati Police Dept.

**DELANO PARK**

VALPARISO AVE & PAGE ST

No Facilities

**DRAPER PARK**

WILFRED AVENUE

- Picnic tables
- Small playing field

**FALLETTI PARK**

GRAVENSTEIN WAY & VILLAGE CT

- Playground equipment
- Barbecue
- Picnic tables

**KOTATE PARK**

LASALLE & LINCOLN AVENUE

- Playground equipment

**PUTNAM PARK**

MYRTLE AVENUE

- Baseball
- Soccer fields
- Playground equipment
- Restrooms

**SUNFLOWER PARK**

E COTATI AVENUE & SUNFLOWER DRIVE

- Tennis courts
- Restrooms

**VETERANS MEMORIAL PARK**

PARK AVENUE & OLD REDWOOD HWY

- Barbeque
- Horseshoe pit
- Picnic tables
- Sand volleyball court

The property is also the site of the Veterans Memorial building, which is operated by Sonoma County Regional Parks.

For building rental info – 565-2041

**FEE SCHEDULE**

All rental fees are due at time of application submittal. Fee will be accepted in cash, check payable to “City of Cotati” or credit card.

**Individual and Group Events**

Park Use Permit fees assessed to groups or individuals for the use of a portion of a park or park amenity for private parties, receptions and nonprofit organizations not charging an admission fee to the general public.

**La Plaza Park**

<b>ATTENDANCE</b>	<b>COTATI PERMIT FEE</b>	<b>NON - RESIDENT PERMIT FEE</b>
Up to 250	\$100	\$150
251 +	\$300	\$400

**Other Parks**

<b>ATTENDANCE</b>	<b>COTATI PERMIT FEE</b>	<b>NON - RESIDENT PERMIT FEE</b>
Up to 250	\$75	\$175
251 +	\$250	\$350

**Non-Profit Events with Admission Fees**

Events held by non-profit groups, where admission or other fees are charged to the public, shall be assessed a Park Use Permit fee and refundable deposit based on event attendance. A Letter of Determination from the Internal Revenue Service indicating a non-profit status is required.

**Other Parks**

<b>ATTENDANCE</b>	<b>COTATI PERMIT FEE</b>	<b>NON- RESIDENT PERMIT FEE</b>
Up to 250	\$300	\$500
251 +	\$600	\$750

**Non-Profit Youth Sports Organizations**

Non-Profit groups that provide youth sports activities (through high school age) shall be assessed a Park Use Permit fee per field, on a monthly basis. A Park Use Application for each field, court and/or park use shall be required. Each special event, such as "Opening Day," "Tournaments," etc. will require a separate Park Use Application.

<b>COTATI PERMIT FEE</b>	<b>NON- RESIDENT PERMIT FEE</b>
\$25	\$50

**Adult Athletics**

Adult sport activities (18 years and older) shall be assessed a per - day Park Use Permit fee based on the number in attendance, and a refundable deposit.

<b>ATTENDANCE</b>	<b>COTATI PERMIT FEE</b>	<b>NON- RESIDENT PERMIT FEE</b>
25 – 250	\$50	\$75
251+	\$150	\$200

**SECURITY DEPOSIT**

A refundable security deposit is required at time of application.

Clean-up charges may be deducted from this deposit.

Please allow up to **4 weeks** after your event for the return of your deposit.

<b>COTATI DEPOSIT FEE</b>	<b>NON-COTATI DEPOSIT FEE</b>
\$250	\$350

## **TERMS AND CONDITIONS**

A completed application with all required attachments must be submitted prior to a proposed event being considered for approval.

Costs associated with City staff time and City equipment necessary to provide traffic control, parking restrictions, special barricading, on-site monitoring of events or other special event needs shall be the responsibility of the applicant and shall include all costs incurred by the City, including actual time, materials and equipment.

Small-scale events may be reviewed and approved by the Recreation Manager, with or without interdepartmental review. Events of eight hours or more in duration or events of any duration which in the judgment of the City raise unusual issues will be subject to an interdepartmental review prior to a decision being made. Interdepartmental review may result in recommended conditions of approval for the proposed use.

### **Party Jumps/Pony Rides**

Groups renting party jumps and/ or pony rides must note this activity on their application. Companies providing the jump/ponies must have liability insurance on file with the City of Cotati naming the City as an additional insured, plus a current business license. No structure that requires staking into the grass or ground is permitted in the parks. Request must be made in advance for electrical service by indication on the application.

### **Park Hours**

City of Cotati Parks are open seven days a week, year-round from dawn to dusk. All unreserved areas remain open to the public at all times during park hours.

### **Restroom Facilities**

All events utilizing public restrooms shall be required to provide restroom monitors to ensure that no vandalism occurs during the course of the event and that restrooms are vacated and locked at the close of the event. Event sponsors shall be responsible for cleaning and supplying restrooms.

### **Noise**

It is unlawful in any park to play or beat on any drum or play any musical instrument employing amplified sound. Authority for amplified sound may be granted through the permit process.

### **Banners**

A banner may be displayed to advertise special events held in the Park with prior approval. Banners advertising a community-wide event and sponsored by a noncommercial community group shall not exceed six square feet, nor shall they be displayed for longer than 4 consecutive days. Appearance and content of the banner are subject to review and approval 30 days prior to event. Methods of supporting the banner and location are subject to review and approval by the Public Works Department.

### **Reservations for Field Use**

Park Use Applications for reservation of fields must be received no later than 30 days prior to the requested reservation date, and will be accepted up to one year in advance. Upon approval, a Park Use Permit will be issued identifying the reserved field, approved use and specific requirements for that use.

Park Use Permits for field use are required for: organized sports use, installation of temporary park amenity, use of electricity; or when participation is in excess of 50 individuals.

A permit is not required for informal play by groups of any age.

Park Use Permits for Community Park fields will be issued in the following priority:

- Cotati Youth groups
- Cotati Adult groups
- Non-Cotati youth groups
- Non-Cotati adult groups

### **Animal Restrictions**

It is unlawful to allow animals, including dogs, in La Plaza Park. Special events in which permission has been granted by the City are the exception. Events, including animals, will require permission from the City. Restraint/control of all animals is required. Violations of this provision may result in fines up to \$287 as well as impound fees if your dog is taken to the animal control shelter.

## **INSURANCE**

- Use of City facilities requires insurance documentation to be approved by the City’s Risk Manager. Applicant must furnish the City with a certificate of Endorsement naming the City of Cotati as an additional insured. Language required should read as follows: **The City of Cotati, its officers, officials, employees and volunteers**. **NOTE: PLEASE INFORM YOUR INSURANCE AGENT THAT A “Certificate of Insurance” on form Accord 25 by itself is NOT SUFFICIENT. A CERTIFICATE OF ENDORSEMENT NAMING “The City of Cotati, its officers, officials, employees and volunteers” AS ADDITIONAL INSURED IS REQUIRED.**
- Minimum coverage required is \$1,000,000 General Liability.
- Insurance must cover all contractors, such as caterer, decorator and security personnel.
- If alcohol is to be sold, the proof of insurance must contain liquor liability and must be satisfactory to the City’s Risk Manager. A daily license must be obtained from the Department of Alcoholic Beverage Control and a copy must be provided to the City.
- Special event insurance has been purchased by applicants from their homeowner/renter insurance agent or from the following (the City is not recommending or endorsing any of these companies):

[www.galescreek.com](http://www.galescreek.com)

[www.statewideins.com/special-events-insurance.html](http://www.statewideins.com/special-events-insurance.html)

[www.eventinsure.com](http://www.eventinsure.com)

The organizer(s) shall provide the Chief of Police and the Recreation Manager with a detailed map of the event layout. All paperwork shall be submitted to the Police Department at least 30 days prior to the event to allow for proper review time.

## **ALCOHOLIC BEVERAGES**

All groups selling or furnishing alcoholic beverages in any fashion must conform to all State Alcoholic Beverage rules and regulations and must obtain any and all permits required by the State Department of Alcoholic Beverage Control. The approved license must be posted at the dispensing location for the duration of the event.

Copies of all State Department of Alcoholic Beverage Control permits must be submitted to the City of Cotati prior to the event.

Groups of more than 50 serving alcohol must provide general liability insurance coverage in the amount of \$2,000,000 naming the City of Cotati as additional insured.

The Police Department will review and will need to approve all applications for events where alcohol is being served. They may require that servers receive training in responsible beverage service.

California State Law prohibits the sale or service of alcoholic beverages to persons under 21 years of age. If minors are in possession of alcohol, the event will be closed immediately. Persons serving alcohol to minors during events are solely responsible for any criminal or civil penalties imposed.

All paperwork shall be submitted to the Police Department at least 30 days prior to the event to allow for proper review time.

## **SECURITY**

Event security may be required at any event, whether or not alcohol is served.

The cost of security guards will be paid by the applicant.

Security arrangements must be reviewed and approved in advance of your event by the Chief of Police or his/her designee.

Private security must be obtained from any security agency licensed by the State of California, Department of Consumer Affairs. Exceptions to this rule may be allowed in the event the applicant/organizer is a Non-Profit Organization.

Security guards must be at the event the entire time guests are present. Security may be required overnight at the event site for multi-day events as deemed necessary by the Chief of Police or his/her designee.

## **CANCELLATION FEE**

If cancellation is necessary, the City must be notified immediately. If a reservation is cancelled more than 30 days prior to event, the entire deposit will be refunded. If reservation is cancelled less than 30 days prior to the event, a **\$25.00** non-refundable cancellation fee will be withheld from the deposit.

REQUEST FOR USE OF  
PARK FACILITIES

201 West Sierra Avenue, Cotati CA 94931 (707)792-4600 Fax: (707)795-7067



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

Name Refund Issued To: \_\_\_\_\_

Applicant serving as representative: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip Code

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ Arrival/Completion Time: \_\_\_\_\_

Estimated Attendees: \_\_\_\_\_ Tax ID # (if Non-Profit): \_\_\_\_\_

INTENDED USE OF PARK: \_\_\_\_\_

**PARK REQUESTED:**

\_\_\_\_\_ La Plaza Park \_\_\_\_\_ Kotate Park  
\_\_\_\_\_ Draper Park \_\_\_\_\_ Falletti Park  
\_\_\_\_\_ Putnam Park \_\_\_\_\_ Veterans Park

Alcoholic Beverages served: Yes \_\_\_\_\_ Sold \_\_\_\_\_ Food served: Yes \_\_\_\_\_ Sold \_\_\_\_\_  
Street Closure Requested: Yes \_\_\_\_\_ No \_\_\_\_\_ Park Closure Requested: Yes \_\_\_\_\_ No \_\_\_\_\_  
Animals: \_\_\_\_\_ Electricity Needed: Yes \_\_\_\_\_ No \_\_\_\_\_  
Inflatable Jump House: Yes \_\_\_\_\_ No \_\_\_\_\_ Pony Rides: Yes \_\_\_\_\_ No \_\_\_\_\_

(See Policy for insurance requirements)

*Use of the above facilities may be pre-empted if City business so requires.*

As an applicant for use of City of Cotati facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or any expense that may arise during or be caused in any way by use or occupancy of any area or facility of the City of Cotati. I further agree that in consideration of being permitted to use said facility, I will hold the City of Cotati, its officials and employees free and harmless from any loss, liabilities, damages, and/or injuries to persons and property occurring during applicant's use or public liability insurance as stated in "facility use and reservation policy" with the City of Cotati named as additional insured to be submitted no later than one month prior to the rental date. I have read the rules and regulations of rental carefully and agree to them as written. **I understand that applications not submitted thirty (30) days prior to event may not be able to be processed.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Additional Conditions and/or Comments: \_\_\_\_\_

Date Insurance Certificate Rec'd: \_\_\_\_\_

Park Use Fee: \_\_\_\_\_ Deposit Received: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_  
001 0100 42214 001 0100 20063

Security Contract Received: \_\_\_\_\_  
City Manager's Office Police Department

Group Classification: Cotati Resident  Non - Resident  ABC License Received



