



City Park Use Frequently asked questions

CAN I RESERVE A CITY PARK?

The City does not offer reservations for park use. Use of parks by members of the public is on a 'first come, first served' basis.

DO I NEED A PERMIT TO USE A CITY PARK?

Most park uses related to casual enjoyment of the park by members of the public do not require a permit. Some uses do require a permit. Check these lists to see if a permit is required:

Staff Level Permits

You will need a permit if your event includes any of the following:

- ◆ Participation in excess of 20 individuals
- ◆ Jump house(s)
- ◆ Organized sports use
- ◆ Use of electricity
- ◆ Beating on drums
- ◆ Amplified music

Applications for staff-level permits are accepted up to one year in advance, and must be submitted at least 30 days prior to the event.

City Council Approval

Your permit must be approved by the City Council if your event includes any of the following:

- ◆ Closure of any part of the park
- ◆ Animals, including pony rides and/or dogs
- ◆ Use of alcoholic beverages
- ◆ Sale of alcoholic beverages
- ◆ Sale of food or any other items
- ◆ Closure of parking spaces
- ◆ Street closure

Applications for permits requiring City Council approval are accepted up to one year in advance and must be submitted at least 45 days prior to the event.

HOW CAN I GET A PERMIT TO USE A CITY PARK?

To obtain a permit for park use submit a completed application packet to the City Manager's office at Cotati City Hall (201 W Sierra Ave., Cotati, CA 94931). Please note the following:

- ◆ Application packets must be submitted at least 30 days (for staff-level permits) or 45 days (if City Council approval is required) prior to the requested date. Applications may be submitted up to one year in advance.
- ◆ A complete application packet contains the following items (See the application packet for details):
 1. Completed and signed *Request for Use of City Park* application form
 2. Payment of park use fee. Checks should be made payable to the City of Cotati.
 3. Payment of deposit. Park use fee and deposit may be paid with a single check. Checks should be made payable to the City of Cotati.
 4. Special-event Insurance endorsement.
- ◆ To check park availability please call (707) 665-3622 or (707) 665-3624.
- ◆ Application packets for use of City parks may be obtained from Cotati City Hall, City Manager's Office, 201 West Sierra Avenue, Cotati, CA 94931 or on our website: www.cotati.ca.us. Please call (707) 665-3622 or (707) 665-3624 to request an emailed or faxed application packet or if you have any questions.