

**City of Glendora | Recreation & Human Services Department**

116 East Foothill Blvd., Glendora, CA 91741

(626)914-8228 • CityOfGlendora.org

**APPLICATION FOR USE OF PARK PICNIC AREAS**

Check Desired Facility:

**FINKBINER PARK**

160 N Wabash Ave

Site A \_\_\_\_\_

Site B \_\_\_\_\_

Site C (Formerly D) \_\_\_\_\_

Volleyball Courts \_\_\_\_\_

***Shade Structure***

S1 \_\_\_\_\_

S2 \_\_\_\_\_

S1&S2 \_\_\_\_\_

**GLADSTONE PARK**

600 E Gladstone St

Site A \_\_\_\_\_

Site B \_\_\_\_\_

Site C \_\_\_\_\_

Site D \_\_\_\_\_

Site E \_\_\_\_\_

Volleyball Courts \_\_\_\_\_

**WILLOW SPRINGS PARK**

515 N Willow Springs

Site A \_\_\_\_\_

**SOUTH HILLS PARK**

701 E Mauna Loa

Site A \_\_\_\_\_

Site B \_\_\_\_\_

**OLE HAMMER PARK**

362 N Live Oak Ave

Site A \_\_\_\_\_

Site B \_\_\_\_\_

Site C \_\_\_\_\_

**EVENT DETAILS**

NAME OF APPLICANT: \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_ ESTIMATED ATTENDENCE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ START TIME: \_\_\_\_\_ am/pm END TIME: \_\_\_\_\_ am/pm

**CONTACT INFO**

CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Are you charging admission? Yes\_\_\_\_ No\_\_\_\_ If yes, please specify amount: \_\_\_\_\_

What will proceeds be used for? \_\_\_\_\_

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**WAIVER & GENERAL RELEASE – ACCESS TO & USE OF CITY FACILITIES**

In consideration of receiving a limited and permissive right to enter CITY OF GLENDORA properties, it is agreed that the undersigned hereby release the CITY OF GLENDORA, its agents, officers, directors, attorneys, and employees (collectively referred to hereinafter as “City”) to the greatest extent provided for under law for the following matters that arise in any way out of the activities specified herein:

- Any and all claims for personal injury or death to the undersigned, whether or not caused in whole or in part by the negligence or other acts or omissions of City, except for City’s active negligence, and regardless of whether such injury is caused in whole or in part by the undersigned, whether alone or together with or in association with others.
- Any and all claims for any real or personal property damage, whether or not the property is owned by or in the custody or possession of the undersigned, and whether or not caused by City or others, except for City’s active negligence, and regardless of whether the damage is caused in whole or in part by the undersigned.
- Any and all claims for any damage, injury, loss, expense or liability incurred or arising from any act or omission of the City, any individual, company or agency in relation to transportation services to or from City facilities.
- Any and all claims for any damage, injury, loss, accident, delay, irregularity, indebtedness, expense or liability incurred or arising from weather, illness, or federal, state, county or City rule, regulation or restriction.

It is further agreed that the undersigned will, to the greatest extent authorized under law, indemnify, defend, hold harmless and release the City from any and all claims, demands, actions, and damages, including but not limited to attorneys’ fees and reasonable costs, brought against the City for any injury arising out of or caused by the undersigned’s negligence or any acts, omissions or conduct of the undersigned in relation to and arising out of the activities specified in this Waiver and General Release.

It is further agreed that the undersigned understands, consents, and agrees to the terms and conditions set forth above, and that his/her consent and agreement to this Waiver and General Release is a condition precedent to the City’s grant of a limited and permissive right of entry and usage.

THE UNDERSIGNED HAVE READ THE FOREGOING AGREEMENT, RENTAL PACKET AND FULLY UNDERSTAND:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**FOR DEPARTMENT USE ONLY**

**APPROVED**

**DENIED**

\_\_\_\_\_  
**SIGNATURE OF APPROVING OFFICIAL**

## PARK PICNIC AREA RULES AND REGULATIONS

### 1. REGULATIONS

- a. Gambling, use of profane language, loud boisterous talking or improper conduct will not be permitted.
- b. The City of Glendora is not responsible for any lost or stolen articles.
- c. **NO SMOKING.** Smoking of tobacco, or any other substance, is prohibited in all City park. Staff will call the Police Department should there be continuation of smoking after a verbal warning. Lack of compliance will result in applicant losing their right to reserve picnic areas in the future, and the event will at that time be shut down. Smoking is permitted outside in designated areas **ONLY**, according to GMC 9.20.080.
- d. No equipment or furnishings shall be moved/removed from the premises without permission by the Director of Recreation & Human Services Department.
- e. The City of Glendora reserves the right of full access to all activities at any time in order to ensure that all rules, regulations, and City/State laws are being observed.
- f. The picnic/shade structure **MUST** be left in a clean and orderly condition.
- g. Applicant must sign a hold harmless agreement and assume all liability for damage to, or theft of, City property.
- h. All City ordinances must be observed.
- i. No electricity will be provided at any picnic site, nor are generators allowed.
- j. **In case of fire or emergency, call 911**
- k. **SPECIAL NOTE:** If the permit is not displayed in the box at the picnic site, or if you have additional questions regarding the day of your event, please contact the Recreation Superintendent Annie Warner at (626) 975-6385.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

### 2. RESERVATION

- a. Applications shall be issued only to responsible adults, 18 years and older, who shall be in attendance at the function for which application is being made.
- b. All reservations will be taken on a first-come, first-serve basis.
- c. Registration may be made at: Recreation & Human Services Office, 116 E. Foothill Blvd., CA 91741
- d. Fees may be paid by cash, Visa/Master Card, money order, or check, (made payable to the City of Glendora). The person renting the facility must pay all fees. Programs and fees are subject to change without notice. There will be a \$35 charge on all returned checks; cash or money order will only be accepted thereafter.
- e. Dates may be reserved up to (12) twelve months in advance.
- f. Payment must be made in full at time of reservation.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

### 3. REFUNDS/CANCELLATION

A refund will be provided when a cancellation is made within five (5) days of scheduled event. Refunds for all picnic reservation will be charged a \$10 dollar service fee. Requests for refunds must be done between normal business hours, Monday through Friday from 8:00am to 5:00pm. In an event of rain, the applicant must notify Recreation & Human Services on the next business day or money is forfeited.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

### 4. DECORATIONS

- a. No nails, tacks, candles, or other materials considered harmful or defacing to the facility will be permitted. No birdseed, confetti, rice, etc., may be used in or adjacent to the city facilities or parking facility.
- b. The City will not be held responsible for any decorations/items left behind. If decorations/items are left behind the City has the right to throw them away.
- c. **Absolutely no duct tape.**

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**5. ACTS PROHIBITED ON CITY PROPERTY**

- a. No person shall do or perform or cause to be done or performed any of the hereinafter-mentioned acts on any of the hereinafter-described city property:
  - 1. Drive, stop, park, or leave standing any motor vehicle, whether attended or unattended, upon any city property, except in driveways and parking facilities that are marked for , or clearly open to, public use; such prohibition shall not apply to any motor vehicle owned or operated by the city when being used in an authorized manner; nor shall such prohibition apply to any other motor vehicle when being used to deliver materials or supplies within the boundaries of the city property; provided that a permit is first obtained from the director of Recreation & Human Services Department.
  - 2. Solicit in any manner or for any commercial purpose therein, or sell or offer for sale any goods, wares, or merchandise therein, or distribute, or pass out any commercial handbill, advertising matter or commercial literature therein, or conduct any business, profession or service, unless such act is done pursuant to a permit authorized by the city.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

**7. DESIGNATED RESPONSIBLE PERSON**

The applicant is the only person that can make decisions regarding the picnic area, and must be present and available before, during, and after the event.

**Initials:** Applicant \_\_\_\_\_ City Official \_\_\_\_\_

I have fully read and understand all the facility rules and regulations for the facilities. I also understand that any rules broken by me or any other persons at the event that I am hosting, may result in event cancellation and forfeiture of all fees paid.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of City Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_