

Brisbane Parks & Recreation Department

Community Park Use Permit Policy

A. GENERAL POLICY

It is the general policy of the City of Brisbane that persons/groups shall be permitted and encouraged to use Brisbane's Community Park for passive recreational, educational, cultural and other worthwhile purposes which are available to all persons regardless of age, gender, race, religion or national origin. Persons or groups may reserve portions of the Park for their use based upon criteria contained within this policy. This policy does not preclude any persons from using the Park without a reservation in accordance with the adopted City of Brisbane policies and ordinances pertaining to such use.

Please see Guidelines document for additional use requirements.

B. RESERVATION DESIGNATED AREAS

The Park is divided into three distinct reservable user areas: (1) the picnic table areas, (2) open lawn areas and (3) the Gazebo. In order to insure general public usage is always available, the four tables in picnic area #4 are not reservable and are considered first-come, first-served. Reservation of lawn area(s) are required for jump houses, volleyball nets, etc.

C. PRIORITIES FOR USE OF PARK AREAS

Recreational activities that are organized for the general public sponsored and co-sponsored by the City of Brisbane have priority over other groups in the scheduling of facilities. The City of Brisbane reserves the right to cancel any permit if said use conflicts with a City sponsored or co-sponsored event.

D. TIMELINE FOR APPLICATION

Permit applications will be considered on a first-come, first-served basis for one time use. Applications for picnic table areas and lawn areas may be filed up to **four (4) months in advance** for community groups and organizations, **three (3) months in advance** for residents and **one (1) month in advance** for non-residents. Applications for gazebo may be filed **one (1) year in advance** for residents and **nine (9) months in advance** for non-residents.

The City of Brisbane reserves the right to schedule exclusive use of any part of the Park or the entire Park at any time for City or co-sponsored functions.

E. OTHER CONSIDERATIONS

1. Staff shall consider the safety, health and welfare of persons and the security, preservation and orderly use of City facilities as criteria when reviewing permit applications. All applicable City ordinances, including the City noise ordinance and any special rules or regulations established for the Park will be in effect. This includes, but is not limited to: entertainment, rummage sales and games.
2. Alcohol may be permitted upon approval of the application.
3. Charging admission, selling tickets or solicitation of money in any manner without prior approval is prohibited. This includes the sale and/or peddling of any foods, refreshments, novelties or goods.

F. GROUP APPLICATION PROCESS

The application approval process is designed to allow for consideration of group applications (less than 100 persons) by the Parks & Recreation Department staff. Staff reserves the right to have the Parks and Recreation Commission review any application. Group applications for 100 or more persons must be approved by the City Council. Applications will be reviewed to assure that the Park's passive, recreational, community facility is safely maintained and the public's best interest is protected.

G. TIME PERIODS FOR USE OF RESERVED AREAS

Permits are valid for a three (3) hour minimum for tables and lawn areas, and one (1) hour minimum for the Gazebo.