

# Brisbane Parks & Recreation Department Community Park Use Guidelines

## A. RESERVATION PROCEDURE

1. Reservations may be made by contacting the Brisbane Parks & Recreation Department, during normal business hours. Persons/groups wishing to reserve a designated Park area should have alternatives in case their first choice of date and/or time have already been reserved.
2. The application must be completed and filed in person or by mail by an adult representative of the group applying, and for youth groups, by an adult supervisor or representative. No permit will be issued to a minor.

The applicant or group representative agrees to be present during the entire time reserved by their group.

Permit applications must be fully completed and submitted with payment for permit to be issued. This process must be completed no less than three (3) working days prior to the desired date for groups of less than one hundred (100) persons. Payment may be made using credit card, check (payable to: **City of Brisbane**) or cash. Reservations are not valid until fees are paid in full.

Phone reservations will be held for five (5) working days and will not be secured until the application process is complete and the fee is paid within the timeframe prescribed above.

## B. OTHER CONSIDERATIONS

1. Any person, group or organization which has damaged or destroyed any City property or has failed to follow established policy in the past may be denied a permit.
2. **Users of the Park are responsible for any damages or extraordinary clean-up resulting from their use. Permit holders are prohibited from using nails, staples or other items that could damage the park or any of its facilities. Trees are a precious resource -- please respect them.**
3. **The permit holder shall be required to perform all site preparation and all clean-up of "party props" following the completion of the event.**
4. No person shall use or permit the use of any sound amplification device in any portion of the Park without specific permission of the City of Brisbane. All noise being emitted from said gathering must comply with the City of Brisbane Noise Ordinance.
5. Ball games, practices, tournaments or similar activities by any organized group shall be prohibited.
6. **Permit holders shall not engage in any activity or set-up any equipment or decorations which infringes on other park users ability to use the Park or any of its other facilities.**

7. Permit holders are prohibited from using barbeques or other flammable devices in or within fifteen (15) feet of the Gazebo.
8. On any given date, a maximum of two (2) jump house permits will be issued.
9. **Permit holders who have been approved for use of a jump house MUST provide a secondary container in which the generator will sit. This will eliminate any fuel spillage onto the lawn area.**
10. Barbeque pits are available for use at no additional cost on a first-come first-served basis. Please dispose of spent coals into the provided hot ash containers.

**C. CANCELLATION POLICY**

Applicants must notify the Brisbane Parks & Recreation Department office within five (5) working days prior to the scheduled use date for a full refund less cancellation fee of \$8. Failure to cancel an event within this timeframe will result in forfeiture of the reservation fee.

**D. REFUND POLICY**

In the event of rain, groups will receive a refund or full credit toward a rescheduled date. Rainy day refunds will be determined by the Brisbane Parks & Recreation Department and reviewed as to whether or not the applicant had utilized the reserved area.

Allow approximately four weeks for processing of refunds.

**E. VIOLATIONS OF POLICY**

Violations of conditions of this policy guidelines or Park regulations shall be punishable by a fine.