



City of Lakewood
Recreation & Community Services



APPLICATION AND AGREEMENT FOR USE OF PICNIC SHELTER

Request for use of picnic facility at _____ Park.

Requested Date: _____ Requested Time: from _____ to _____

SPECIFIC PURPOSE OF USE

- Birthday Party Family Picnic Wedding
- Baby/Wedding Shower Family Reunion
- Other _____

TYPE OF GROUP USING PICNIC SHELTER

- Family School Church Business
- Other _____

Group/Family Name: _____

Address: _____

EXPECTED ATTENDANCE

Adults _____ Minors _____

How many live in Lakewood? _____

Time you expect guests to arrive: _____

Time you expect guests to leave: _____

EQUIPMENT

Please list any type of equipment that you might bring to use:

- Tables Canopies Piñatas Chairs
- Other _____

I hereby certify that I shall be personally responsible, on behalf of my group/organization, for information provided on this application, any damage or unnecessary abuse of park buildings, grounds, or equipment, or expanding out of approved occupancy of said premises by my group/organization. I understand that permission for use of the picnic area is granted to me for the purposes stated on this permit. I further understand that I must check in with staff upon my arrival and my departure and that I must be present during the entire use of the picnic area. **I/WE AGREE TO ABIDE BY AND ENFORCE THE RULES AND REGULATIONS OF THE CITY OF LAKEWOOD, AND CERTIFY THAT I/WE HAVE READ THE RULES AND REGULATIONS ON THE BACK OF THIS APPLICATION.**

**If use will be by a church, business, school, club, or any other type of organization, please print physical address for the group below.*

Permittee Name _____ Title _____

Address* _____ City, Zip Code _____

Daytime Phone _____ Alternate Phone _____

Signature _____ Date _____

Permit confirmation will be mailed to permittee at address provided above.

FOR CITY USE ONLY

Application for use taken by: _____

Proof of Residency Verification - Type: _____

Copies: White – Park
Yellow – APPROVED Permittee Copy
Pink – Permittee Copy

Application for use of picnic shelter approved:

By _____
Approved Subject To Conditions Listed on the Back

Date: _____

Shelter No.: _____

GENERAL RULES FOR PICNIC FACILITIES/AREAS

1. If a reservation is desired, it shall be made in person with the recreation staff at the park. Shelter permit requests will be accepted at 4:00 p.m. for reservations two months from the current date. If multiple residents are present and requesting the same shelter and date, a lottery will be held. A Community Services Coordinator must approve all shelter reservation requests.
2. Shelter applications will not be accepted more than two months in advance and no less than 72 hours in advance.
3. Reservations shall be granted only to Lakewood residents/Lakewood groups on **weekends and holidays only**. Groups include churches, schools and businesses. Groups must make their request by letter on the group's professional letterhead.
4. Permit applicants must be 21 years of age or older. Identification and proof of residency is required. A California Driver's License or Identification, and a current utility bill or lease/rental agreement will be accepted to prove residency.
5. Shelters can be reserved for one time slot.
6. Each shelter has a ***maximum capacity***. The total number of expected guests must not and cannot exceed the maximum capacity. The maximum capacity of the picnic shelters vary by park. **NO** shelter permit will be issued to a group whose total number of guests exceeds the maximum capacity of the shelter.
7. Use of facilities shall be limited to each resident/group on a once-a-month basis.
8. Shelter permittee **must** be present during reservation hours and check in with park staff prior to set up in the shelter.
9. If a reservation group does not appear within 30 minutes after the time specified on the reservation, the permit may be considered void.
10. All shelter permittees and their guests must abide by the park rules and those rules set forth by the shelter reservation.
11. **No intoxicants, narcotics or alcoholic beverages, nor persons under the influence of the same, shall be permitted on the premises.** (LMC 4500)
12. It is unlawful to use or possess any portable barbecue, grill, smoker, cooking equipment, apparatus, fire pit or hibachi. (LMC SECTION 4220.H)
13. **Profane language, gambling, quarreling, loud music, or similar actions will not be tolerated.** (LMC 4220.J)
14. Dogs are prohibited at city parks except at Rynerson Park and the Nature Trail. (LMC 4222). Dogs must be restrained on a leash not to exceed six feet in length at Rynerson Park and the Nature Trail. Pets, animals and reptiles are also prohibited. (LMC 92-9)
15. No vehicles are allowed to drive onto the park. (LMC 4220.1)
16. **No inflatable bouncers, carnival rides, pony rides, generators or camping tents allowed on the park.** (LMC 4220.J)
17. Electricity is not available in the shelters.
18. Please leave the picnic area in a clean condition at the conclusion of your reservation.
19. Please be courteous of other park patrons and our neighbors while using the park facilities.
20. **To keep the park enjoyable for everyone, please do not rope off areas with pennants, tape, etc.** (LMC 4220.J)
21. If you are planning on using a piñata, please contact the park staff.
22. It is unlawful to remain in any park or recreation area when ordered to leave. (LMC 4220.2)
23. Failure to observe any of these rules or regulations shall result in cancellation of existing permits and may result in denial of future requests for use of facilities.

Signature of Permittee: _____

Date: _____