

## General Policy of Operation for use of Picnic Area Facilities

Use of Picnic Area Facilities shall be granted under the following conditions:

- A. ALCOHOLIC DRINKS (BEER INCLUDED) SHALL NOT BE ALLOWED ON THE PREMISES (City Ordinance #1127), THIS ORDINANCE WILL BE STRICTLY ENFORCED, AND POLICE WILL BE CALLED IF NECESSARY.
- B. Permanent assignments of space shall not be made to any group or organization.
- C. Signs, place cards, etc. shall not be placed on City property unless approved by the Recreation, Human Services, Parks and Facilities Director.
- D. All persons and groups must observe the limitations of their reservation and must not disturb or trespass on the rights of others using the facilities.
- E. Reservations shall be subject to change or cancellation AT ANY TIME when the facility is needed for City functions.
- F. Department staff will close the facility (restrooms, park building, etc.) at the end of regular park hours, unless special arrangements are made in advance and approved by the Recreation, Human Services, Parks and Facilities Director.
- G. No play apparatus may be brought on to the park (i.e.: moon bounce, astro jump, etc...).
- H. No motor driven vehicles or equipment shall be allowed in areas other than those designated for parking.
- I. No overnight camping, parking, etc., without special permission from the Recreation, Human Services, Parks and Facilities Director. (Requests shall be made in letterform with the Picnic Reservation Form attached.)
- J. NO OPEN FIRES SHALL BE PERMITTED; USE OF STOVES OF ANY TYPE ON TOP OF PICNIC TABLES OR BENCHES IS NOT PERMITTED.
- K. No animals are allowed on City facilities, unless special approval is given by the Recreation, Human Services, Parks and Facilities Director (City Ordinance #806).
- L. The person signing this reservation form and/or officers of the group using the facility shall be held responsible for the conduct of, and any damage done by their members.
- M. The maintenance deposit is separate from the "Use Fee". All decorations, streamers, balloons, tape, string, etc. must be removed after use.
- N. The maintenance deposit will be retained and deposited if the facility is not properly cleaned and decorations removed or damage occurs.
- O. No amplified music, public address systems, etc. are permitted without prior approval of the Recreation, Human Services, Parks and Facilities Director and obtaining a public address permit. Amplification must be kept at a level that will not disturb neighboring residents.
- P. No use of coasters, roller-skates and toy vehicles on City property (10.40.060 Gardena Municipal Code).

NOTE: If you wish to use any other parts of the park facility, such as ball diamonds, tennis courts, building, etc... a separate reservation from for that usage must be submitted for approval.

City of Gardena  
Recreation, Human Services, Parks and Facilities Department  
1670 West 162<sup>nd</sup> Street, Gardena 90247  
Kelly Fujio, Director

Facility \_\_\_\_\_

Reservation Date \_\_\_\_\_

Date put on Calendar \_\_\_\_\_

Park Employee Initials\_\_\_\_\_

Picnic Shelter Reservation Request

Date Requested \_\_\_\_\_ Time – Beginning \_\_\_\_\_ am/pm ~ Ending \_\_\_\_\_ am/pm

Day of Week (circle one):    Sunday – Monday – Tuesday – Wednesday – Thursday – Friday – Saturday

Type of Activity \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Name of Group or Organization \_\_\_\_\_

Name of person in Charge \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone # \_\_\_\_\_ Night Phone # \_\_\_\_\_

The person signing this reservation form and/or officers of the group using the facility shall be held responsible for the conduct of, and any damage done by their members and/or guests. I have read the reverse side of this reservation form and agree to abide by the policies set forth.

*Additionally, please read and initial for each point:*

1. No astro jumps (bouncer type toys) \_\_\_\_\_
2. No bicycles or skateboards \_\_\_\_\_
3. No alcoholic beverages \_\_\_\_\_
4. No animals on City facilities \_\_\_\_\_
5. No amplified sound without a special permit \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Restrooms will be open during posted park hours only*

Vincent Bell Park - 310-217-9557                      North \_\_\_\_\_                      South \_\_\_\_\_  
14708 South Halldale Avenue

George Freeman Park - 310-217-9558                      Shelter \_\_\_\_\_  
2100 West 154th Place

Mas Fukai Park - 310-217-9561                      Shelter \_\_\_\_\_  
15800 South Brighton Avenue

Arthur Lee Johnson Park - 310-217-9563                      Shelter \_\_\_\_\_  
1200 West 170th Street

Paul Rowley Park - 310-217-9562                      North \_\_\_\_\_                      South \_\_\_\_\_                      West \_\_\_\_\_  
13220 South Van Ness Avenue

Edward Thornburg Park - 310-217-9560                      Shelter \_\_\_\_\_  
2320 West 149th Street

Facility Available:	YES	NO
Park Staff Signature_____	Facility Rental Fee \$_____	
Coordinator Signature_____	Receipt #_____	
Rec. Svc. Manager_____	Date Paid _____	
Rec., HS, Parks & Facilities Director_____	Register Sequence #_____	
Remarks_____		
_____		

To be filled out in triplicate and returned to the park office for staff approval,  
then forwarding to the Recreation Division office for final approval.