



CITY OF SAN CLEMENTE
BEACHES, PARKS & RECREATION DEPARTMENT
www.san-clemente.org | recreation@san-clemente.org

PARK RENTAL POLICY
RELIGIOUS SERVICES & CULTURAL CEREMONIES (COVID-19)

During the COVID-19 pandemic, mass gatherings have been restricted. Guidance has been issued by State and Local officials for the safe use of public spaces. The City of San Clemente seeks to provide services to the public based on guidance set forth.

At this time, park rentals are available solely for religious and cultural ceremonies, as dictated by the California Department of Public Health (CDPH) guidance. If you wish to host a religious or cultural ceremony in a City park, you must obtain a permit. To assist you in this regard, please familiarize yourself with the following policies prior to planning your ceremony.

I. APPLICATION PROCESS

- A. Applications will be approved on a first-come, first-served basis
- B. Applications must be submitted at least two-weeks prior to the requested rental date.
- C. Each applicant shall be at least 21 years of age and act as, or designate one person to act as, the coordinator of all rental matters.
- D. All fees are due 30 days in advance of the rental date. Payment can be made by credit card, money order, or check payable to the "City of San Clemente." In-person payments are not available. Fees are subject to change, unless paid in full prior to the effective date of a fee change.
- E. Reasons for application denial: (1) the park is not available; (2) the applicant has an unsatisfactory use record; (3) the rental does not meet applicable laws/rules; or (4) the rental could be detrimental to the best interest of the City.

II. FEE SCHEDULE

- A. **Initial Payment** – An initial payment of \$50 is required to hold a requested date. This will be applied toward your total rental fee. The initial payment is non-refundable and non-transferable if renter chooses to cancel or change their rental date. If your application is denied, your payment will be refunded.
- B. **Refundable Deposit** – A refundable deposit of \$50 is due 30 days prior to the rental date. Deposits will be fully refunded except for costs for damages to City property or non-compliance of general policies stated herein or within the San Clemente Municipal Code.
- C. **Rental Fees** – All rental fees are due 30 days prior to rental date. If a date is booked within 30 days of the rental date, the entire rental fee amount must be paid immediately. A late charge of 10% of all outstanding rental fees (not

including deposits) will be charged against fees not received within 21 days of the rental date.

The fees listed below are for commercial activities. The following is a list of available discounts:

- 50% discount for San Clemente residents, and San Clemente non-profit organizations
- 25% discount for non-residents, and non-resident non-profit organizations

Attendance	Fee
1-49 persons	\$50/hour
50-99 persons	\$75/hour

III. CANCELLATIONS AND CHANGES TO APPROVED PERMITS

- A. Cancellations or changes must be submitted in writing. Submissions can be made by e-mail to recreation@san-clemente.org.
- B. Cancellations will automatically forfeit renter's initial payment. Cancellations within 30 days of rental date will automatically forfeit the entire rental fee. If renter has not paid the balance within the 30 day period and cancels the event, renter is still responsible for payment of entire rental fee.
- C. A change fee of \$25 will be added for any change in time, date, or space requested after the rental permit has been approved. There is no change fee for adding time to your rental permit.
- D. The City reserves the right to cancel an approved rental in the unlikely event that the park cannot be used or there is a conflicting activity.
- E. The City reserves the right to terminate a rental activity, without refund, if it is considered necessary by the Director of Beaches, Parks and Recreation, his designee, or a Sheriff's Deputy for the safety and welfare of the public and City.

IV. GENERAL POLICIES

All renters are required to abide by the following general policies. Failure to abide by these conditions may result in the forfeiture of renter's Refundable Deposit.

- A. Currently, parks are open daily from dawn to dusk. Designated rental areas may be rented between the hours of 10 a.m. and 7 p.m., or the published sundown time, whichever is first.
- B. Renters shall abide by all applicable laws, including the prohibition of smoking, alcohol, and loud music or noise within the park.
- C. All renters are responsible for controlling noise. Amplified sound for private rentals is limited to a portable music player with non-detachable speakers with a 25 foot amplification limit. No special permit is required for this level of sound. Amplified sound of any other type may be permitted by obtaining a City of San Clemente Sound Permit. Sound Permits are reviewed separately and issued with conditions when appropriate.

- D. Park renter is responsible for leaving the park area clean after their usage. All trash will need to be put in the appropriate trash receptacle.
- E. Renters only have reserved rights to park area specifically described on the approved permit. Park restrooms, play structures, and other amenities shall remain available to the general public.
- F. Per San Clemente Municipal Code, “Styrofoam” products are prohibited. Food service items comprised of expandable polystyrene, commonly referred to by the trade name “Styrofoam” are prohibited. The renter of any City facility shall assume the responsibility for preventing the utilization and/or distribution of expandable polystyrene food service products by any attendee or vendor (caterer) during the term of the rental agreement.
- G. The City is not responsible for personal injuries, damaged or stolen property, or inclement weather conditions.
- H. Electricity is not provided. Use of a generator requires prior approval.
- I. Renters must abide by all applicable current state and local guidelines related to the prevention of spread of COVID-19.

QUESTIONS OR NEED ASSISTANCE?

Please call the Recreation Division office at (949) 361-8264. We wish you the best of success with your planned activity.

**COMPLETE THE PARK RENTAL APPLICATION AND ATTESTATION
AGREEMENT - RELIGIOUS SERVICES & CULTURAL CEREMONIES
(COVID-19)**