



**CITY OF SAN CLEMENTE**  
**BEACHES, PARKS & RECREATION DEPARTMENT**  
www.san-clemente.org | [recreation@san-clemente.org](mailto:recreation@san-clemente.org)

**RELIGIOUS SERVICE EVENT 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 and allowed under the City's local emergency. If your church organization desires to hold regular worship services in a City park or open space, you must obtain a permit. To assist you in this regard, please familiarize yourself with the following policies prior to planning your ceremony.

**MINIMUM REQUIREMENTS TO APPLY**

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1. Current San Clemente religious group/church with valid mailing address.
2. Proof of current non-profit 501(c)(3) status as "Church and Religious Organization".
3. Evidence of Insurance, described herein.

**FOOD & BEVERAGE SERVICE**

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Food sales and alcohol consumption are strictly prohibited under these temporary guidelines. The City acknowledges that some religious services include the consumption of food/beverage as a component to religious rituals. The City does not issue permits for the distribution of food, but requires that all applicants abide by regulations set forth by the Orange County Health Care Agency (OCHCA). Copies of all approved permits and licenses will be required to be submitted to the City prior to the event.

For food and beverage permit information, contact the Orange County Health Department at (714) 667-3600 or [ehSpecialEvents@ochca.com](mailto:ehSpecialEvents@ochca.com).

**ENVIRONMENTAL REQUIREMENTS**

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All church/religious activities must take adequate measures to comply with the following recycling and surface water quality protection requirements. Failure to abide by these requirements will result in the immediate revocation of the permit and the denial of future applications.

- **Expandable Polystyrene Foam (aka Styrofoam):** The utilization and/or distribution of expandable polystyrene, commonly referred to by the tradename *Styrofoam*, food service products at any City-permitted event is strictly prohibited.
- **Surface Water Quality:** The applicant is responsible for cleaning the permitted area. Clean-up activities must be in compliance with all pertinent City codes, including the Storm Water Runoff Control Ordinance, Municipal Code Section 13.040. Trash, debris, food residue and other wastes must be removed at the conclusion of the event. Any water used for cleaning purposes must be collected and disposed of appropriately. At no time

shall waste or wastewater enter the City's storm drain system, which includes gutters and catch basins.

## **INSURANCE REQUIREMENTS**

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All organizations must provide proof of insurance with the following minimum requirements in naming the City of San Clemente as additionally insured. Send insurance certificate and endorsement for review directly to City of San Clemente Recreation Division, along with the name and phone number of a contact person. Note, City Risk Manager reserves the right to increase the required General Liability coverage pending review of the final application.

**Requirement:** Comprehensive General Liability, personal injury and property damage liability, with minimum combined liability limits of One Million Dollars (\$1,000,000) per occurrence, and a maximum deductible of One Thousand Dollars (\$1,000) per occurrence. Each such policy of insurance shall:

- 1) Be issued by companies that hold a current policy holder's alphabetic and financial size category rating of not less than A-VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the City's Risk Manager for all coverages.
- 2) Name and list as additional insured City, City's officers, employees, and agents. An endorsement shall accompany the insurance certificate naming such additional insured.
- 3) Specify it acts as primary insurance and that no insurance held or owned by City shall be called upon to cover a loss under said policy.
- 4) Contain a clause substantially in the following words: "it is hereby understood and agreed that this policy may not be canceled or materially changed except upon 30 days prior written notice to City of such cancellation or material change as evidenced by a return receipt for a registered letter".
- 5) Cover the operations of applicant pursuant to the terms of this Agreement.
- 6) Be written on an occurrence and not a claims-made basis.

## **EVENT SITE PLAN & EQUIPMENT LAYOUT**

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Applicants must provide a detailed site plan upon submission of application. The following elements should be considered for inclusion in the layout.

- An outline of the event site including names of streets or areas surrounding the event.
- Any street closures and/or parking tow zones.
- Location of fencing, barriers, or barricades.
- Location of all stages, platforms, tents, booths, event activities, etc.\*
- Location of trash receptacles and recycling bins
- Location of portable toilets/restroom facilities (if not provided by site)
- Generator locations and/or source of electricity (if using amplified sound)
- Placement of vehicles or trailers used for the event
- Anticipated parking locations (staff and attendees)
- Placement of promotional signs or banners

\*Note: Scaffolding, bleachers, and other structures that might collapse and cause an injury will require a building permit from the City Building Division. Flammable materials (e.g. tent) or cooking equipment will require the approval of the Orange County Fire Department.

## **CHANGES TO APPLICATION**

Should there be substantive changes to the event after submittal of the original application, please submit a written request for the change to the permit coordinator.

## **FEE SCHEDULE**

The following discounts are available for park and ball field rentals only: 25% discount for residents of San Clemente or non-resident non-profit organizations; 40% discount for resident, non-profit organizations. There are no discounts for beach space, light fees, or commercial activities.

<b>GENERAL FEES</b>		
Application Fee	\$110, one-time	Assessed to review the application, availability of sites, consideration of policies for site management, conditions that might apply, determination of fees, and document intake. This fee is non-refundable and non-transferrable regardless of approvals.
Amplified Sound	\$60 flat rate, daily	All sound amplification must adhere to the policies pursuant to SCMC§ 8.48.010, and may not occur before 7:00am and after 7:00pm in certain areas of the community.
Rental Deposit	\$50, one-time	Refundable deposit upon completion of permitted dates.
Janitorial Fee	\$90, flat rate	Applicable only if damages are beyond regular wear and tear, and/or additional cleaning services are required to rented space.
<b>SITE FEES (Discounts may apply to Park &amp; Ball Field rates)</b>		
<i>Parks</i>		
1-49 people	\$50/hour	
50-99 people	\$75/hour	
<i>Ball Field</i>		
Neighborhood	\$40/hour	(1) Liberty (2) Tierra Grande
Community	\$50/hour	(1) San Gorgonio (2) Forster Ranch; (3) Bonito Canyon
Sport	\$60/hour	(1) Jim Johnson Memorial (2) Vista Hermosa Sports
<i>Beach (Note, use available for non-profit organizations only)</i>		
Beach (Cat III)	\$30 first day, flat + \$10 daily thereafter, flat	Exclusive rights for events utilizing 250 feet or less of water and/or event activities, without lifeguard assistance for NON-PROFIT organizations.

## **APPLICATION FOR RELIGIOUS SERVICE EVENT**