



FACILITY USE POLICY & FEES

I. GENERAL INFORMATION

The City of Oakley desires to develop and maintain safe, high quality, inviting parks and amenities, and other facilities to provide excellent recreation opportunities, and community gathering places for group functions and activities.

The Facility Use Policy outlines specific regulations associated with the permitted rental of a public facility within a park and/or facility. Obtaining a permit shall grant the user basic usage and access rights for the approved purpose and time only. In accordance with the Oakley Municipal Code (OMC) (Section 6.5.114.h), any fees or deposits established by the City Council shall be paid by the applicant before the effective date of the permit. Failure to make a payment prior to deadlines established herein will result in permit cancellations.

The City reserves the right to cancel, revoke or suspend any and all reservations, permits and applications, if deemed appropriate. If infractions occur, the Oakley Police Department will be notified and enforcement action will be taken. Violations may result in forfeiture of fees and/or deposit.

As each use may differ, permits issued pursuant to this policy contain additional requirements unique to a particular use.

The City is not responsible for personal injuries, or for any lost or stolen property.

This policy may be modified from time to time, and facility users will be required to comply with the most current requirements.

Facilities available for rent include:

1. Oakley Recreation Center (1250 O'Hara Ave)- (Exhibit A)
2. Sport/Recreation field/ Courts and Group Picnic Areas (Exhibit B)
3. Civic Center Plaza (Exhibit C)

II. ELIGIBILITY

Certain facilities are not available for partisan political meetings, sectarian religious meetings, or for the direct financial benefit of private individuals or commercial enterprises. In accordance with OMC 6.5.118, the City reserves the right to exclude or remove activities it deems inappropriate for public use.

III. PRIORITY

City of Oakley events/activities and City of Oakley administered events/activities will take precedence over any and all other requests for parks, fields, and facilities. A City event/activity is defined as planned, organized, and controlled or sponsored by the City. A City sponsored event/activity is defined by the City's involvement being limited to the lending of its name, and contributing some type of financial or in-kind support.

Groups that have reserved a facility in advance are subject to cancellations, in rare circumstances, to accommodate this priority. All fees will be returned to the user if the City requires a cancellation or relocation of the reserved event.

With the exception of established annual community events and sports field use, permits are issued on a first come, first served basis. Priority (in the event two requests are received at the same time) shall be given to: 1. Community Partners (with a signed MOU only), 2. Oakley residents and Oakley based non-profit organizations, 3. Non-profit organizations not based in Oakley, and non-residents, 4. For profit organizations.

IV. CLASSIFICATIONS

Group 1: Oakley Resident and Oakley-Based Non-Profits

Use by Oakley residents must be for personal use only (birthday parties, baby showers, family reunion). Proof of residency is required at the time of reservation request.

Tax-exempt Non-Profit group(s) shall present verified and current 501(c) 3, 501(c) 6 or 501(c) 7 nonprofit tax status at the time of reservation request. The applicant organization must be the primary organizer, manager and financial administrator.

Group 2: Non-Resident and Non-Oakley

Use shall allow non-Oakley residents for requested activities that are for personal use only (birthday parties, baby showers, family reunion).

Tax exempt Non-Profit group(s) shall present verified and current 501(c) 3, 501(c) 6 and 501(c) 7 nonprofit tax status at the time of reservation request. The applicant organization must be the primary organizer, manager and financial administrator.

Group 3: Community Partner

Community Partner(s) shall consist of, but is not limited to, community organizations and public agencies (Federal State and County agencies) that are in direct or indirect partnership with the City of Oakley per a Memorandum of Understanding approved by the City Manager in accordance with City policies and procedures. Community Partner(s) must provide services that directly benefit the Oakley community.

Group 4: Private Business, Group or Organizations

Private business, commercial, organization or groups for events such as sales, product demonstrations, business, recruiting meetings, classes, staff or training meetings etc. No

organization, group or individual may sponsor or apply on their behalf any other organization, group or individual for the purpose of changing the group classification.

V. GENERAL USE POLICIES

These policies are for the use of City-owned or controlled community facilities. All users shall comply with City, State and Federal laws, including but not limited to provisions of the Oakley Municipal Code.

Reservation Requirements

The renter must be a minimum of 18 years of age, and submit a complete Facility Use Permit Application to the City Recreation Division or complete online reservation process, a refundable damage deposit, and all applicable user fees and insurance as described in Insurance Requirements.

Renters are required to provide the name and phone number (cell if available) and email of the primary contact person and a secondary contact. The primary contact person must be present on site during the approved rental period, will be the emergency contact, and is responsible for ensuring compliance with the policies outlined. A copy of the permit must be on site and available upon request by any City staff during the approved rental period.

Cancellations

The City of Oakley reserves the right to cancel, revoke or suspend immediately any and all reservations, permits and applications if deemed that inappropriate, flagrantly disrespectful or harmful activities are taking place in the park or facility. No notice is required and, in some cases, the Oakley Police Department will be notified and enforcement action will be taken. Violations may result in forfeiture of fees and/or deposits.

Cancellation fees vary based on the facility or park rented see exhibits for further details. All cancellations are subject to the current refund processing fee (established in the Master Fee Schedule).

Deposit Forfeiture

- I. Renter agrees to take full responsibility for the behavior of guests during the rental period. Children must be supervised at all times by adults. Any charge for damages to the park, facility or its furnishings will be deducted from the deposit. Any rental exceeding their rental period on the approved agreement and permit will be charged one and one half times the hourly published rental rate, in 15 minute increments deducted from the deposit.

Failure to leave the facility in satisfactory condition will result in deposit forfeiture and potential further recovery of City costs to restore the facility to a good condition, if the deposit amount is not adequate to do so.

Set Up and Clean Up

Requested times on the rental request must include set-up and clean-up times. You will be billed for set-up and clean-up time.

Renters are required to remove all decorative items brought for the event. Trash must be placed in the receptacles provided. Trash that does not fit in the trash receptacles provided must be disposed of off-site by the renter.

Tobacco and Alcohol

Smoking, tobacco and all tobacco products, including vaping is prohibited in and around City facilities per Oakley Municipal Code 6.5.126. Per State Law GC 7597 (a) “No public employee or member of the public shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle as defined by Section 465 of the Vehicle Code, owned by the state”.

Alcoholic beverages may not be served or consumed on City property without an Alcohol Permit issued by the City which may include additional requirements.

Animals

Animals are not allowed in indoor facilities including adjacent patios, except service animals and police dogs. At outdoor facilities dogs must be kept on a leash and the caretaker is responsible for clean-up.

Signs and Decorations

Temporary identification signs may be placed within the facility borders while the facility is being used, not before or after (not in the public right of way). User must remove all signage at the conclusion of the activity. Signs may not be attached to any City owned facility if such placement will cause damage. No pins, nails, or duct tape. Only painters tape may be used.

Renters are not permitted to use decorations which would damage or discolor the facility or grounds.

All decorations must be non-combustible or non-flammable material, or shall be treated or maintained in a flame retardant condition.

Subletting

The renter shall not have the right to re-assign a rental agreement or any rights hereunder or sublet any City of Oakley facility or sports fields.

VI. LIABILITY RESPONSIBILITY-WAIVER AND RELEASE

In consideration of the acceptance of the application to rent the City of Oakley Recreation Center, Oakley Recreation Buildings, City Council Chambers, and Public Parks, the user waives, releases and discharges any claims for damages, for death, for personal injury or

property damage which any person associated with the permitted use may have against the City of Oakley as a result of the User's activities. This release is intended to discharge the City, its agents, and employees from and against any and all liability arising out of or connected in any way with User's activities, even though the liability may arise out of carelessness or negligence on the part of the City or persons named above. User must further agree to indemnify and hold harmless and defend the City and its officers, agents, servants and employees from any and all claims resulting from injuries, damages and losses sustained arising out of or in any way associated with the rental or use of any City, property, park or other facility.

VII. CONDUCT

Individuals/Groups using City property shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restricted because of race religion, sex, creed or national origin. Specifically to sport field use, City staff including the Oakley Police Department shall encourage a high standard of good sportsmanship and fair play, polite and positive attitudes, and positive role models in accordance with the Oakley Municipal Code Section 6.5.142.

If a renter refuses to comply with City Facility Reservation Policies or follow the request of a City staff member, the Oakley Police Department will be contacted for assistance. If Police are called your rental may be terminated immediately without refund.



EXHIBIT A OAKLEY RECREATION CENTER

I. **FACILITY USE**

1. Hours available to rent are 9:00 am to 9:00 pm Sunday through Thursday, and 9:00 am - midnight Friday and Saturday. The facility closes at midnight, and clean up must be completed by this time. Tours are available by appointment only, during normal business hours, and are dependent on the facility use schedule.
2. The Recreation Center parking lot shall be accessible to the renter and his/her party during the hours listed on the agreement. Overnight parking is not permitted. Parking is limited to the parking lot, no parking on grass or walkways. Caterer access is for unloading and loading only. No loitering in the parking lot after rental hours.
3. Reservation requests received over the weekend, or holiday will be considered received on 8:00 am the next business day.
4. Refunds will not be given for unused reserved time.
5. The City reserves the right to rent the facility before and after your rental, as well as, other areas of the site during your rental period.
6. Changes to rental hours after initial approval are subject to approval and availability.
7. For safety, no exit may be blocked with tables, banners decorations or other large event pieces.
8. The facility occupancy maximums are strictly enforced. Violations will result in the immediate termination of the event and forfeiture of all fees and deposits.
9. Reservations may be requested twelve months in advance by Group 3 users, ten months in advance by Group 1 users and eight months in advance for all other user groups. Reservations must be made a minimum of thirty days in advance. Memorial or Celebration of Life events may be scheduled less than 30 days in advance if the space and staffing are available. All fees are due at the time of booking.
10. Renters are required to submit the completed application, deposits, and acknowledgement form at the time of reservation. Incomplete applications will not be accepted, no dates will be held until all required paperwork and deposits have been submitted.
11. Any rental exceeding their rental period on the approved agreement and permit will be charged one and one half times the hourly published rental rate, in 15 minute increments.
12. The following items are prohibited: open flames of any kind, helium balloons, piñatas, rice, birdseed, confetti, bubbles, glitter, fog machines, and all tobacco, vaping and marijuana related items. This includes birthday candles and all BBQ's.
13. Noise levels may not exceed levels set by the City's noise ordinance.
14. Decorations are limited to table tops and walls. No glue, staples, nails, thumbtacks, or adhesives of any kind are permitted to hang up decorations. The use of blue painter's tape is permitted for signs.

15. Renters must provide their own plates, cups, utensils, napkins, tablecloths, decorating supplies, cookware, dish towels, pot holders and serving utensils.
16. Any items left in or around the property will be held for two business days after the event, at which time said items will be disposed of at the discretion of City staff.
17. Decorations must be removed by renters. All areas including restrooms, patios, lobby and parking lot must be left in the original condition. Failure to do so will result in a portion or all of the rental deposit being withheld.
18. The City reserves the right to bill renter for any additional cleaning or repairs caused by the renters' usage. Said fees must be paid no later than 30 days following the rental. Renter will be charged staff time at \$95 per hour for any cleaning/repairs beyond 2 hours.
19. Renters may not use City tables and chairs outside. Only the existing patio furniture may be used outdoors.
20. Renters must request the use of the kitchen and audio visual equipment at the time of booking.
21. The address or phone number of the facility may not be used as the official address of any organization using the Oakley Recreation Buildings nor may any group publicize its activities in such a way as to imply City sponsorship of the organization or event.
22. Based on the nature and scope of the rental, private security services may be required at the expense of the renter. Facility supervisor will make a final determination after reviewing the application.

II. ALCOHOLIC BEVERAGE POLICY

In accordance with OMC 6.5.128b alcohol (beer, wine and champagne ONLY) is allowable only with a permit approved by the City Manager and Chief of Police. Any Park or Facility Application that requests to include alcohol will not be approved unless the Alcohol Permit has been approved by the City Manager and Chief of Police. Approval may require additional security, insurance and deposit.

If your guest of honor is under 21 years old, alcoholic beverages will not be permitted. No alcohol is permitted in the parking lot, or sports field.

Rentals involving the sale of alcoholic beverages or the exchange of any type of monetary consideration for alcohol requires proof of an off- premise license from the Department of Alcoholic Beverage Control, or proof of use of a third party with a similar license. Approved ABC permit must be provided to the City ten business days in advance of your rental.

III. INSURANCE REQUIREMENTS

Renters must provide the City of Oakley with proof of insurance thirty days in advance, consisting of a Certificate of Liability and an additional insured endorsement of comprehensive general liability insurance. The coverage must include the following:

- a. Name the City of Oakley its officers, agents, employees and volunteers as additionally insured against liability to persons, damages to property and for the death of a person arising or resulting from any act or omission on the part of your organization, its agents or employees.

- b. Comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage.
- c. Each endorsement shall be subject to the approval of the City of Oakley. The endorsement must specifically list the following:
“The City of Oakley, its officers, agents, employees and volunteers are additional insured.”

You are encouraged to show this language to your insurance agent to ensure this language is included, as required.

Any rentals selling alcohol, require a liquor liability endorsement to the user’s general liability insurance.

IV. EXCEPTIONS

City business will take precedence over any and all other meetings. In rare circumstances your rental may be cancelled to accommodate city business, you will be given as much notice as possible in this circumstance.

V. EVENT VENDORS AND RENTAL SERVICES

The City of Oakley does not directly contract with any vendors for rentals. The renter is responsible for making sure that all vendors follow facility rules and regulations. Failure of vendors or rental services to follow policies could result in partial or full forfeiture of damage deposit. There is no onsite storage available before or after rentals, renters are responsible for ensuring that all rentals are delivered or picked up during scheduled rental period.

To accommodate overnight storage renters may rent the space the evening before their rental. Renters will be charged the hourly rental rate from the requested time until 9:00pm and then the following morning beginning at 9:00am until the scheduled rental begins.

VI. DEPOSIT, PAYMENT, CANCELLATION AND REFUNDS

All deposits are fully refundable after the event if the following criteria are met:

- There is no damage to the facility.
- There is no additional City staff time required to clean or repair the facility as a result of the event.
- The hours of usage do not exceed those paid for and agreed upon in the rental agreement.
- Only rooms designated on the rental agreement were used.
- Police and City Staff intervention were not required as a result of the event.
- The renter is responsible for reviewing the cleaning checklist with the building attendant at the start and end of the rental. Final refund determination will be made by the facility supervisor.

Payment, insurance, and other additional requirements (ABC License, security contract, layout request, health permit, etc). are due no less than thirty days before your rental. If these requirements are not met the City reserves the right to consider the event cancelled and subject to cancellation charges. The facility will be released and available for rent.

All cancellations must be made in writing. Cancellations occurring 90 days or more in advance of the rental date will receive a full refund, 61 to 89 days before the rental will receive a 50% refund of the deposit, 31-60 days will receive a 25% refund, 15-30 days will forfeit 100% deposit and 25% of total fees, 14 days or less will forfeit 100% of deposit and must pay 100% of fees. Changing a date is considered a cancellation and all applicable fees will apply.

All refunds including damage deposit may take up to three weeks to process and will only be refunded to the person renting the facility.



EXHIBIT B SPORTS FIELDS/COURTS & GROUP PICNIC REGULATIONS

I. GENERAL INFORMATION

1. In accordance with OMC section 6.5.148 all parks are open from dawn to dusk seven days a week. Individual areas may be subject to limited availability due to weather, maintenance requirements or other conditions.
2. City of Oakley group picnic areas are available without charge on a first come, first served basis unless it has been rented. Individuals or groups can apply for a permit to reserve certain facilities noted below for exclusive use. A permit is required for any and all league/organized sports affiliated usage (practice, games, camps and tournaments). None of the fields or picnic areas are lighted.
3. Jumpers, bounce houses, play features, tents, and any other equipment are not permitted in parks. Electrical access is not available at any sports field or group picnic area.
4. Some rentals may require a Temporary Use Permit, applicants will be notified if a Temporary Use Permit is required.
5. The City does not provide bases, or goals with the rental of fields or additional field maintenance (watering infield, and infield dragging, raking and tamping batter's box and pitching mound, batter's box and base line placement). The City does prepare and renovate ball fields at the beginning of each season and provides weekly routine maintenance of scarifying (loosening) the infield, dirt, making safety checks and repairs as needed for safe conditions.
6. Users may not charge admission, fees, request donations, or sell merchandise in the park without written permission from the City.
7. Decorations are limited to table tops and walls. No glue, staples, nails, thumbtacks, or adhesives of any kind are permitted to hang up decorations. The use of blue painter's tape is permitted for signs.
8. The City reserves the right to require Police supervision or private security for any event. Cost of Police supervision will be charged to the Renter/User.
9. No vehicles (including carts) will be allowed on the field without prior written approval of the Parks and Landscape Division.
10. Renters are expected to leave the facility in good condition (clean and free of damage). All litter and garbage must be disposed of properly. Trash that does not fit in the receptacles at the facility must be hauled out by the renter. Renters will be responsible for the cost of repairs, replacement or clean up.
11. City of Oakley programs, events and activities have priority usage of the field at the Oakley Recreation Center. Availability of the field for reservation is based on rentals and activities utilizing other parts of the facility.

12. Leagues/organized sports utilizing any park or sports field without a permit will be asked to leave and will be subject to field suspension and fines equal to the costs incurred by the City.

II. AREA DESIGNATIONS
Sports Fields and Sports Courts

	Baseball	Basketball	Tennis	Soccer	Flag Football	Adult Flag Football	Adult Soccer
Laurel Ball Fields	90' bases 50'-65' bases	1	-	1	1	1	1
Summer Lake Park	2	2	1	1	1	1	1
Creekside Park	1	2	-	1	1	1	1
Freedom Basin Park	-	-	-	Varies by age group	Varies by age group	1	1
Shady Oak Park	1	half	-	1	1	-	-
Cypress Grove Park	1	-	-	1	1	-	-
Magnolia Park	1	-	-	1	1	-	-
Holly Creek Park	1	-	-	1	-	-	-
Crockett Park	-	1	1	-	-	-	-
Nunn Wilson Family Park	1	half	-	-	-	-	-

The following are neighborhood parks and are not approved for any league use (practice, scrimmage or game play): Daffodil Park, Riata Park, Marsh Creek Glenn Park, Novarina Park, Crockett Park, Nutmeg Park, Briarwood Park, Lakeside Park, Catamaran Park, Claremont Bay Park, Dewey Park, Heartwood Park, Harvest Park, Heather Park, Lakewood Park, Live Oak Ranch Park, Main Street Park, Oak Grove Park, Sycamore Park and Leeward Park.

Group Picnic Areas

	Number of Tables	Number of BBQs
Creekside Park	11	2
Summer Lake Park	5	3
Nunn Wilson Family Park	9	2
Crockett Park	6	1

III. SALE OF FOOD OR GOODS

Users may sell foods or goods, but only with prior written approval from the City of Oakley. Applicants interested in selling food or goods must indicate so on the Parks and Facility Permit Application and in accordance with Oakley Municipal Code Section 5.5.314f, and Contra Costa County Environmental Health Division/ Health Services Division regulations. Non-compliance will result in cancellation of rentals and forfeiture of deposits.

Alcoholic Beverage Policy

Alcoholic beverages are not permitted in City Parks.

IV. SPORTS LEAGUE USE

1. League Officials, Managers, and coaches shall thoroughly inspect sports fields before each use to ensure safe conditions. Any unsafe conditions shall be reported to the Parks Division, and the sports field should not be used until further notice.
2. Failure to refrain from organized play or practice on a closed field or failure to comply with the rules and regulations may jeopardize the group or organization’s future use of City of Oakley facilities. A renter playing or allowing play on a field which has been closed will be charged a fine to mitigate any damage done to any play surface or landscape, the fine will be equal to the cost incurred to repair the damage caused.
3. League coordinators, presidents, directors etc. are directly responsible for informing team managers, coaches, players and spectators of policies of field use. Failure to adhere to these policies will result in fines, cancellations, suspensions and reduction in future field allocations.
4. No hitting into fencing or backstops with baseballs/softballs.
5. In issuing sports field permits, priority shall be given as follows:
 - City sponsored/hosted activities and events
 - Local School District run programs and events
 - Oakley-based non-profit youth sports (60% minimum Oakley residents)*
 - Oakley-based non-profit adult sports (60% minimum Oakley residents)*
 - Non-Oakley based non-profit youth sports
 - Non-Oakley based non-profit adult sports
 - Non-Oakley based for-profit youth sports
 - Non-Oakley based for-profit adult sports
 - Profit based business

* Oakley residency requires the participant lives within the city limits of the City of Oakley. Teams may be required to certify Oakley residency by submitting rosters.

Other factors will influence priority including but not limited to; history of late/non-payment, the opportunity for a Regional, State or National Tournament.

6. Leagues may not transfer, re-assign or sublet fields.
7. Storage of equipment including portable toilets, wash facilities and storage boxes at City parks and facilities is permitted only with prior written approval from the Parks and Landscape Division Manager on a case-by-case basis and for a limited time only.
8. All leagues must provide the City of Oakley with proof of insurance consisting of a Certificate of Liability and an additional insured endorsement of comprehensive general liability insurance. The coverage must include the following:
 - a. Name the City of Oakley its officers, agents, employees and volunteers as additionally insured against liability to persons, damages to property and for the death of a person arising or resulting from any act or omission on the part of your organization, its agents or employees.
 - b. Comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage.
 - c. You must provide the City of Oakley with the endorsement 5 business days prior to the start of your event. Each endorsement shall be subject to the approval of the City of Oakley.

The endorsement must specifically list the following:

“The City of Oakley, its officers, agents, employees and volunteers are additional insured.”

You are encouraged to show this language to your insurance agent to ensure this language is included, as required.

9. All Sports League/Organization cancellations for field usage must be made 30 or more days in advance to qualify for a full refund. Cancellations made 29 days or less in advance will forfeit all hourly fees. (City imposed closures due to maintenance or inclement weather will be credited to the Sports League).
10. Sport Leagues/Organizations will incur a late fee of 10% for invoices paid up to 5 days after the due date. The 10% late fee will be due with the monthly bill. Invoices paid more than 5 days late will result in a cancellation of reservations for the month, and those dates will be released immediately for rental.

V. INDIVIDUAL AND LEAGUE PERMIT SCHEDULING/ALLOCATION PROCEDURE

1. Individual, groups or organizations may request rental of the sports fields in advance by adhering to the following schedule.
2. Each sports league must designate one individual to handle all rental reservations. Bookings and availability will be provided to the designated representative only. Inquiries from all other coaches will be forwarded to the league designated individual.

Trimester Application submittal Schedule

Request packets are sent out two months in advance of each trimester.

First Trimester (January, February, March and April)

Second Trimester (May, June, July and August)

Third Trimester (September, October, November, December)



EXHIBIT C CIVIC CENTER PARK STAGE & AMPITHEATER REGULATIONS

I. **GENERAL INFORMATION**

Use of Civic Center Plaza is limited to community-oriented special events and festivals hosted by Non-profit organizations, with an approved Temporary Use Permit per Oakley Municipal Code section 9.1.1606. A Temporary Use Permit must be submitted to the Community Development Department a minimum of 30 days in advance, with the Civic Center Plaza Permit Application. Based on the nature of the event a Special Event/ Road Closure Permit may be required.

The Stage and Amphitheater is available for rental 7 days a week, from 8am to 9:00pm Sunday through Thursday, from 8:00am to 10:00pm Friday and Saturday, excluding City observed holidays.

All rental uses taking place on the stage and amphitheater must be open to the public and to all citizens, regardless of age, sex, race, religion, national origin, or disability. Groups using the space must comply with the Americans with Disabilities Act (ADA) and it is the responsibility of the group to provide any and all reasonable accommodations for persons with disabilities in accordance with ADA.

The Civic Center Stage, Amphitheater, Veterans Memorial, park and parking lot are not available for the following purposes:

- Religious services held as part of a faiths regular religious regimen.
- Individual political candidates or controversial/partisan political activities.
- Meetings of political action committees, unions, trade groups, or other organizations whose purpose of the meeting is to determine a political position or an issue or endorsement for a political candidate or candidates.
- Any activity involving the use of hazardous materials and/or weapons.
- Demonstrations, rallies, protests. The First Amendment “free speech” area at Civic Center Plaza is the west portico sidewalk area of City Hall.

II. **AREA DESIGNATIONS**

Use of Civic Center Plaza is limited to Civic Center Park and immediate surrounding parking lot only, it does not include the use of City Hall. The following are available upon request and availability, and will incur additional fees: electricity, stage lighting, snack shack and restroom.

III. **SALE OF FOOD OR GOODS**

With prior City approval users may sell goods or food products in accordance with Contra Costa County Environmental Health Division/ Health Services Division regulations. Non-compliance will result in cancellation of rentals and forfeiture of deposits.

Alcoholic Beverage Policy

Any renter requesting to serve alcohol will not be approved until the Permit has been approved by the City Manager and Chief of Police. Rentals involving the sale of alcoholic beverages or the exchange of any type of monetary consideration for alcohol requires proof of an off- premise license from the Department of Alcoholic Beverage Control.

Rentals serving or selling alcoholic beverages are subject to an additional deposit and additional insurance requirements.

IV. INSURANCE

Applicants must provide the City of Oakley with proof of insurance for the event per Oakley Municipal Code 4.16.136 and shall include a rider naming the City of Oakley, its officers, employees and agents as additionally insured with a minimum \$1,000,000 combined single limit per occurrence.

V. FEES

Item	Fee
Temporary Use Permit	\$100 application fee + \$500 deposit*
Special Event/ Road Closure Permit (if required)	\$50 application fee* Additional fees may apply based on the nature of your event
Park Rental Fee	\$250 per day

*These fees are subject to change as the master fee schedule is updated annually.

VI. ADDITIONAL CONSIDERATIONS

Applicants should contact the following organizations to determine if additional permits apply:

- Alcohol Beverage Control
- Contra Costa County Fire Protection District
- Contra Costa County Environmental Health Department

Based on the nature of your event, additional portable restrooms, and event security may be deemed necessary depending on the nature of the event and expected attendance.

There is no onsite storage available.

All noise must comply with Oakley Municipal Code.

No flyers, signs, banners, or posters may be attached or hung to the stage.

Glitter, and rice are prohibited. Birdseed and bubbles are permitted, but must remain on the grass lawn area.

Bubble machines and liquids are subject to approval by City to ensure they will not damage the lawn.