



**CITY OF AZUSA  
RECREATION AND FAMILY SERVICES DEPARTMENT  
APPLICATION FOR USE OF FACILITIES**

**PARK PICNIC SHELTERS, GAZEBO, BOUNCER OR PARK FACILITY APPLICATION**

Application is hereby made for the use of:

Facility requested:

Bouncer: Y / N :

Date of use:

Hours: (From)

a.m./p.m. (To)

a.m./p.m.

Name of Organization or Group:

Purpose for which facility is to be used:

Will funds be solicited?

Admission charge?

(If "Yes" to either of the above questions, indicate why funds are being raised.)

Number in group?

We, the undersigned, hereby agree to abide by and enforce all rules and regulations pertaining to use of recreational facilities established by the City of Azusa and the Azusa Parks and Recreation Commission. General Rules and Regulations are printed on the reverse side of this application. All parties involved in the use of any City of Azusa's recreation facilities agree to hold harmless said City of Azusa from any and all claims of liability resulting from use of such facilities:

Signed:

Date:

(Official or authorized representative of group)

Printed name:

Address & City:

Zip Code

Phone # ( )

Cell # ( )

**RECREATION AND FAMILY SERVICES DEPARTMENT:**

Fee:

Special conditions:

Bouncer or NR Fee:

Total Due:

Receipt #

Date:

Signed:

Applications may be obtained at the Azusa Recreation and Family Services Office at the Memorial Park Recreation Center, 320 N. Orange Place, Monday-Thursday, 7:00 a.m.-5:30 p.m.  
(626) 812-5280 Fax# (626) 812-0321

### GENERAL RULES AND REGULATIONS AND FEES

These rules and regulations apply to all individuals, groups and organizations using facilities. (Picnic Shelters, Gazebo or Bouncer Use)

**\*If you will be having a jumper please call our Administrative Office at (626) 812-5280 with the name of the moon bounce company you are using.**

1. Applicant must show proof of residency to pay the resident fee. (CA Id, Driver's license or utility bill) All fees must be paid at the Recreation Office at time application is submitted. All functions shall be expected to close no later than 10:00 p.m.
2. Only 2 tables for food are allowed. **NO** extra tables, chairs or ez-ups are permitted.
3. Parties must stay within the picnic shelter area.
4. Applications for usage involving possible damage to City property may be denied. During the event, the person or persons signing the application shall be liable for damages resulting from such use.
5. No smoking, intoxicants or narcotics shall be permitted on the premises; neither shall profane language, gambling, quarreling or fighting be permitted.
6. Parking must be in marked stalls. Observe and obey all posted signs.
7. The facility **MUST** be left in a clean condition, before leaving. All trash **MUST** be put in trash containers. If extra bags are used, these must be tied and left by trash cans. This includes the removal of decorations, tape or trash from piñatas.
8. All live coals must be extinguished before leaving.
9. Cancellations must be made at least (3) weeks within scheduled event in order to receive a full refund.
10. There are no refunds for the non-use of a moon bounce.
11. In the event of heavy rain, the applicant must notify the Recreation & Family Services Department the next business day or money is forfeited.
12. **POWER IS NOT PROVIDED.\*Please secure a generator.**
13. When you reserve a picnic shelter, you do not reserve the park. You may not monopolize park amenities.
14. **No** easy ups or extra tables and chairs are to be used. Only (2) extra tables may be used for food.
15. Due to limited occupancy, Rancho Park (RPK) parties are limited to a max of (20) participants.

**Picnic Shelters** at Memorial Park, the Northeast portion of Pioneer Park, Gladstone Park, Zacatecas Park, Slauson Park, Veteran's Freedom Park, Rancho Park, Alisal Park and Northside Park are available to rent. The fees are listed below.

**\*Bouncers:** If you are planning a group function at any City parks and plan on renting an inflatable jumper/moon bounce for your function, you must adhere to the following guidelines: Your request must detail the park requested, date, time, type of function, type of inflatable jumper being used, and company jumper is being rented from. **Power is not provided and must be secured by vendor in the form of a generator at your cost.** A physical hard copy of an insurance policy, naming the City of Azusa as additional insured, must accompany the application for the use of the park. The insurance rider must be for a minimum of one million dollars. Please see the list of companies meeting the requirement.

**Gazebo-**The gazebo at City Hall can be rented for wedding ceremonies at the cost of \$500.00/day. The rental includes set-up and tear down of tables and chairs. Applicant to be responsible for all other amenities, as well as providing a plot plan for equipment set up at the time fees are paid. No reception facilities are available on site, The Azusa Woman's Club and Senior Center offer receptions facilities and rental information for these venues.

PICNIC SHELTER – RENTAL FEES			
<b>PICNIC SHELTERS –MEMORIAL PARK</b>	<b>APPLICATION/RENTAL</b>	<b>MEMORIAL PARK</b>	<b>Office Use</b>
Double Shelters	Areas #1 & 6	\$39/Day	
Single Shelters	Areas #2, 3, 4 & 5	\$28/Day	
<b>PICNIC SHELTERS-PIONEER PARK</b>	<b>APPLICATION/RENTAL</b>	<b>PIONEER PARK</b>	
Double Shelter	NE Section #1	\$39/Day	
Single Shelter	NE Section #2 and #3	\$28/Day	
Double Shelter & Covered	NE Section #4	\$50/Day	
<b>PICNIC SHELTERS-NORTHSIDE PARK</b>	<b>APPLICATION/RENTAL</b>	<b>NORTHSIDE PARK</b>	
Single Shelters	Area #1, 2, 3, 4	\$28/day	
Single Shelter	Area # 5 (with serving table to the side)	\$39/day	
<b>PICNIC SHELTERS-GLADSTONE PARK</b>	<b>APPLICATION/RENTAL</b>	<b>GLADSTONE PARK</b>	
Single Shelters	Area #1, 2, 3	\$28/day	
<b>PICNIC SHELTERS-ZACATECAS PARK</b>	<b>APPLICATION/RENTAL</b>	<b>ZACATECAS PARK</b>	
Double Shelters	Area #1, 3, 5	\$39/day	
Single Shelters	Area #2, 4	\$28/day	
<b>PICNIC SHELTERS-SLAUSON PARK</b>	<b>APPLICATION/RENTAL</b>	<b>SLAUSON PARK</b>	
Single Shelters	Area # 1, 2, 3, 4	\$28/day	
<b>PICNIC SHELTERS-VETERAN'S FREEDOM</b>	<b>APPLICATION/RENTAL</b>	<b>VETERAN'S FREEDOM</b>	
Single Shelters	Area # 1, 2	\$28/day	
<b>PICNIC SHELTERS-RANCHO PARK</b>	<b>APPLICATION/RENTAL</b>	<b>RANCHO PARK</b>	
Single Shelter	Area # 1 (Limited Occupancy-Max party size 20)	\$28/day	
<b>PICNIC SHELTERS-ALISAL PARK</b>	<b>APPLICATION/RENTAL</b>	<b>ALISAL PARK</b>	
Single Shelter	Area # 1, 2	\$39/day	
<b>NON-RESIDENT FEE (FLAT)</b>	<b>Additional - \$55</b>		
BOUNCER USE			
<b>BOUNCE HOUSE APPLICATION USAGE</b>	\$22/Day		
<b>Non-Resident Fee (Flat)</b>	<b>Additional - \$44</b>		
GAZEBO			
<b>GAZEBO behind City Hall</b>	\$500/Day includes set-up and teardown of tables and chairs		
<b>Non-Resident Fee (Flat)</b>	<b>Additional \$55</b>		
<b>TOTAL DUE</b>			