



City of Calexico
Recreation Department
707 Dool Avenue, Calexico CA 92231
Tel (760) 768-2176 Fax (760) 768-2194
calexicorecreation.org

Park (4 hrs): \$50.00
Lighting (4 hrs): \$50.00
Cleaning Deposit: \$25.00
Key Deposit \$75.00 for:
Crummett Park
Community Center Park
Daniel Gutierrez Basin

REQUEST TO USE CITY PARKS

Reservations for park usage must be submitted at least seven (7) days in advance.

* Name: _____ * Today's Date: _____
* Phone number: _____ * Email: _____
* Organization Name: _____ * Park: _____
* Park Area: _____ * Type of Event: _____
* Event Date: _____ * Reservation Time (including set up/teardown): _____
* Estimated number of people in attendance:
(including host, staff, participants, spectators, volunteers, guests): _____
* Open to the public: Y / N * Selling of any items: Y / N

TERMS AND CONDITIONS

- 1. I (we) shall be jointly severally responsible for any damage sustained to property and equipment during the use of park rental.
2. All City park rentals require a \$50.00 non-refundable fee (4-hour use). Request to use lights requires an additional \$50.00 non-refundable fee (4-hour use).
3. I (we) will be responsible for cleaning up after use of park.
4. I understand that no vehicles are to be parked in park/grass area.
5. Consumption of alcoholic beverages in parks is prohibited.
6. Beverages in glass containers are prohibited in city parks.
7. Parties at Community Center Park must park vehicles outside parking lot areas and use restrooms on north side of building.
8. Only one jump house allowed per event, water slides are prohibited at all City Parks, no exceptions.
9. A restroom key deposit of \$75.00 (check or money order only) must be submitted prior to issuing key. A \$25.00 cleaning deposit is required. It will be reimbursed upon verification of leaving the park clean.
10. Saturday and Sunday rentals must pick up key on Thursday, before 3:00 p.m. All keys must be returned to our office the next working day after your event, key deposit will then be returned.
11. This form is only a reservation form and does not endorse any park event or activities.
12. Some events and activities may require liability insurance, special permits, and/or special permission from the City. It is the renter's responsibility to acquire and pay for all necessary documents and permits if required.
13. For bigger events at parks such as carnivals or big festivities/activities, a Temporary Use Permit is needed.
14. The City of Calexico reserves the right to deny, cancel, or suspend use, and/or change rules of City Parks/Basins if it seems reasonable to reduce potential risk and/or damages to renters, community, and/or City Property.

By signing below, I certify that the information provided in this document is true. Additionally, I acknowledge that I have thoroughly read, understood, and agree to abide by the terms and conditions outlined in the Request to Use City Parks form.

Print name

Address

Signature

FOR OFFICE USE ONLY: * Received by: _____ * On: _____ * Mngr Review: Y / N

* Approved by: _____ Denied by: _____ Refer to: _____

* Payment:
City Receipt# _____ Credit/Debit Receipt# _____ Check # _____ Waiver _____

* Added to "Events/TUPs" Outlook Calendar on: _____ By: _____

* Notify (date):
 Police Department _____ Parks Department _____ Other _____

* Comments/ Special Requests: _____
