

RESERVATIONS					
Event AYSO Spring practice permit extended Type: Athletic, Outdoor General Attend/Qty: 30	Resource Wangenheim Multipurpose Field Full	Center Wangenheim Middle School Joint Use 9230 Gold Coast Dr San Diego, CA, US 92126 (858) 538-8153	Notes --		
Days Requested	Event Begins	Duration	Date	Event Ends	Time
Monday	Feb 24, 2025 5:30 PM	3 hours	Feb 24, 2025		8:30 PM
Tuesday	Feb 25, 2025 5:30 PM	3 hours	Feb 25, 2025		8:30 PM
Wednesday	Feb 26, 2025 5:30 PM	3 hours	Feb 26, 2025		8:30 PM
Tuesday	Mar 4, 2025 5:30 PM	3 hours	Mar 4, 2025		8:30 PM
Wednesday	Mar 5, 2025 5:30 PM	3 hours	Mar 5, 2025		8:30 PM
Monday	Mar 10, 2025 5:30 PM	3 hours	Mar 10, 2025		8:30 PM
Tuesday	Mar 11, 2025 5:30 PM	3 hours	Mar 11, 2025		8:30 PM
Wednesday	Mar 12, 2025 5:30 PM	3 hours	Mar 12, 2025		8:30 PM
Monday	Mar 17, 2025 5:30 PM	3 hours	Mar 17, 2025		8:30 PM
Tuesday	Mar 18, 2025 5:30 PM	3 hours	Mar 18, 2025		8:30 PM
Wednesday	Mar 19, 2025 5:30 PM	3 hours	Mar 19, 2025		8:30 PM
Monday	Mar 24, 2025 5:30 PM	3 hours	Mar 24, 2025		8:30 PM
Tuesday	Mar 25, 2025 5:30 PM	3 hours	Mar 25, 2025		8:30 PM
Wednesday	Mar 26, 2025 5:30 PM	3 hours	Mar 26, 2025		8:30 PM
Monday	Mar 31, 2025 5:30 PM	3 hours	Mar 31, 2025		8:30 PM
Wednesday	Apr 2, 2025 5:30 PM	3 hours	Apr 2, 2025		8:30 PM
Monday	Apr 7, 2025 5:30 PM	3 hours	Apr 7, 2025		8:30 PM
Tuesday	Apr 8, 2025 5:30 PM	3 hours	Apr 8, 2025		8:30 PM
Wednesday	Apr 9, 2025 5:30 PM	3 hours	Apr 9, 2025		8:30 PM
Monday	Apr 14, 2025 5:30 PM	3 hours	Apr 14, 2025		8:30 PM
Tuesday	Apr 15, 2025 5:30 PM	3 hours	Apr 15, 2025		8:30 PM
Wednesday	Apr 16, 2025 5:30 PM	3 hours	Apr 16, 2025		8:30 PM
Monday	Apr 21, 2025 5:30 PM	3 hours	Apr 21, 2025		8:30 PM
Tuesday	Apr 22, 2025 5:30 PM	3 hours	Apr 22, 2025		8:30 PM
Wednesday	Apr 23, 2025 5:30 PM	3 hours	Apr 23, 2025		8:30 PM
Monday	Apr 28, 2025 5:30 PM	3 hours	Apr 28, 2025		8:30 PM
Tuesday	Apr 29, 2025 5:30 PM	3 hours	Apr 29, 2025		8:30 PM
Wednesday	Apr 30, 2025 5:30 PM	3 hours	Apr 30, 2025		8:30 PM
Monday	May 5, 2025 5:30 PM	3 hours	May 5, 2025		8:30 PM
Tuesday	May 6, 2025 5:30 PM	3 hours	May 6, 2025		8:30 PM
Wednesday	May 7, 2025 5:30 PM	3 hours	May 7, 2025		8:30 PM
Monday	May 12, 2025 5:30 PM	3 hours	May 12, 2025		8:30 PM
Tuesday	May 13, 2025 5:30 PM	3 hours	May 13, 2025		8:30 PM
Wednesday	May 14, 2025 5:30 PM	3 hours	May 14, 2025		8:30 PM
Monday	May 19, 2025 5:30 PM	3 hours	May 19, 2025		8:30 PM
Tuesday	May 20, 2025 5:30 PM	3 hours	May 20, 2025		8:30 PM
Wednesday	May 21, 2025 5:30 PM	3 hours	May 21, 2025		8:30 PM
Tuesday	May 27, 2025 5:30 PM	3 hours	May 27, 2025		8:30 PM
Wednesday	May 28, 2025 5:30 PM	3 hours	May 28, 2025		8:30 PM
Monday	Jun 2, 2025 5:30 PM	3 hours	Jun 2, 2025		8:30 PM
Tuesday	Jun 3, 2025 5:30 PM	3 hours	Jun 3, 2025		8:30 PM
Wednesday	Jun 4, 2025 5:30 PM	3 hours	Jun 4, 2025		8:30 PM
Summary	Notes				
Total Number of Dates: 42	Please be sure to follow posted rules and regulations.				
Total Time: 126 hours					

RESERVATIONS							
Event		Resource	Center		Notes		
AYSO Spring practice permit extended Type: Athletic, Outdoor General Attend/Qty: 30		Wangenheim Multipurpose Field Full	Wangenheim Middle School Joint Use 9230 Gold Coast Dr San Diego, CA, US 92126 (858) 538-8153		--		
Days Requested		Event Begins	Duration	Event Ends			
Day	Date			Date	Time		
Thursday	Feb 27, 2025	4:00 PM	3 hours	Feb 27, 2025	7:00 PM		
Friday	Feb 28, 2025	4:00 PM	3 hours	Feb 28, 2025	7:00 PM		
Thursday	Mar 6, 2025	4:00 PM	3 hours	Mar 6, 2025	7:00 PM		
Friday	Mar 7, 2025	4:00 PM	3 hours	Mar 7, 2025	7:00 PM		
Thursday	Mar 13, 2025	4:00 PM	3 hours	Mar 13, 2025	7:00 PM		
Friday	Mar 14, 2025	4:00 PM	3 hours	Mar 14, 2025	7:00 PM		
Thursday	Mar 20, 2025	4:00 PM	3 hours	Mar 20, 2025	7:00 PM		
Friday	Mar 21, 2025	4:00 PM	3 hours	Mar 21, 2025	7:00 PM		
Thursday	Mar 27, 2025	4:00 PM	3 hours	Mar 27, 2025	7:00 PM		
Friday	Mar 28, 2025	4:00 PM	3 hours	Mar 28, 2025	7:00 PM		
Thursday	Apr 3, 2025	4:00 PM	3 hours	Apr 3, 2025	7:00 PM		
Friday	Apr 4, 2025	4:00 PM	3 hours	Apr 4, 2025	7:00 PM		
Thursday	Apr 10, 2025	4:00 PM	3 hours	Apr 10, 2025	7:00 PM		
Friday	Apr 11, 2025	4:00 PM	3 hours	Apr 11, 2025	7:00 PM		
Thursday	Apr 17, 2025	4:00 PM	3 hours	Apr 17, 2025	7:00 PM		
Friday	Apr 18, 2025	4:00 PM	3 hours	Apr 18, 2025	7:00 PM		
Thursday	Apr 24, 2025	4:00 PM	3 hours	Apr 24, 2025	7:00 PM		
Friday	Apr 25, 2025	4:00 PM	3 hours	Apr 25, 2025	7:00 PM		
Thursday	May 1, 2025	4:00 PM	3 hours	May 1, 2025	7:00 PM		
Friday	May 2, 2025	4:00 PM	3 hours	May 2, 2025	7:00 PM		
Thursday	May 8, 2025	4:00 PM	3 hours	May 8, 2025	7:00 PM		
Friday	May 9, 2025	4:00 PM	3 hours	May 9, 2025	7:00 PM		
Thursday	May 15, 2025	4:00 PM	3 hours	May 15, 2025	7:00 PM		
Friday	May 16, 2025	4:00 PM	3 hours	May 16, 2025	7:00 PM		
Thursday	May 22, 2025	4:00 PM	3 hours	May 22, 2025	7:00 PM		
Friday	May 23, 2025	4:00 PM	3 hours	May 23, 2025	7:00 PM		
Thursday	May 29, 2025	4:00 PM	3 hours	May 29, 2025	7:00 PM		
Friday	May 30, 2025	4:00 PM	3 hours	May 30, 2025	7:00 PM		
Summary				Notes			
Total Number of Dates: 28				--			
Total Time: 84 hours							

RESERVATIONS						
Event AYSO Spring practice permit extended Type: Athletic, Outdoor General Attend/Qty: 30		Resource Hourglass Multipurpose C		Center Hourglass Community Field Park 10440 Black Mt Rd San Diego, CA, US 92126 (858) 538-8153		Notes --
Days Requested		Event Begins	Duration	Date	Event Ends	Time
Day Tuesday	Apr 1, 2025	4:00 PM	3 hours	Apr 1, 2025		7:00 PM
Summary				Notes		
Total Number of Dates: 1				--		
Total Time: 3 hours						

CHARGES							
Description	Event / Resource	Unit Fee	Units	Tax	Charge		
Field Ah Yth - Field Lighting Fee	AYSO Spring practice permit extended #167131 Wangenheim Multipurpose Field Full	\$9.32	46.00	--	\$428.72		

Payments and Refunds							
Receipt #	Date	Charge Description	Resource / Event	Payment			
1262474.001	Mar 4, 2025	Field Ah Yth - Field Lighting Fee	Wangenheim Multipurpose Field Full AYSO Spring practice permit extended #167131			\$428.72	

**DISCLAIMERS**

**CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT**

**RULES AND REGULATIONS FOR USE OF CITY PARK AND RECREATION DEPARTMENT SITES**

All rules and regulations regarding the use of City Parks are enforceable by the San Diego Police Department and the City of San Diego Park and Recreation Department staff. The recreation areas of the Department are primarily for the recreation use of youth and adult activities sponsored by the Department and/or the Community/Recreation Council. When sponsored activities do not completely occupy rental areas, other groups may use the facilities. All users will comply with the following conditions:

1. This permit shall not be transferred or assigned. The Permittee shall not engage in any activity on park property other than the activity for which this Permit is expressly issued and shall comply with applicable municipal, state, and federal laws and regulations.

2. The City, in its sole discretion, reserves the right at any time, and from time to time, to close any park area(s) or park facility(ies) and to cancel or reschedule any previously permitted(scheduled) use(s) of any park area(s) or park facility(ies). Permittee acknowledges the City's foregoing rights and irrevocably waives any claim Permittee may have now or ever have based upon or related to any cost, loss, damage, or liability that results from the City's closure of any park area(s) or park facility(ies) or the cancellation or rescheduling of any previously permitted(scheduled) (prepaid or not) use(s) of any park area(s) or park facility(ies).

3. Any special requests, additional amenities and/or services (i.e. portable restrooms, dumpsters, fences, athletic equipment, generators, etc.) must be addressed in the Permit and are the sole responsibility of the Permittee. The additional amenities must be provided by the Permittee at no expense to the City. All additional amenities must be approved in writing by the City staff in advance of the event, including information as to the number of amenities, location, and pickup and delivery times.

4. There must always be at least a portion of the park available to the general public during all park uses and rentals. The designated area(s) for this permit are indicated on the General Development Plan or Site Plan. Unless the area has been designated as an area that can be reserved, no areas can be roped off or secured in any way. Reserved parking spaces are not permitted.

5. For commercial and public events, the Permittee shall not discriminate against anyone on the basis of race, color, creed, sex, age, national origin or ancestry, religion, pregnancy, physical or mental disability, veteran status, marital status, medical condition (including HIV, AIDS, and AIDS-related complex), gender (transsexual and transgender), or sexual orientation.

6. The Park and Recreation Department cannot be held responsible for any lost or stolen property.

7. Rental rates will apply as designated for each area as outlined in the current Park and Recreation Department Fee Schedule that is approved by the City Council.

8. The Permittee received a copy of the following items and must have them available on the day of event: the permit and the Rules and Regulations related to this event; the General Development Plan with the storm drain inlets indicated for the permitted area; all applicable Park and Recreation Department Best Management Practices (BMP's); Storm Water; the Facility Site Plan; and the Good Housekeeping Guidelines to the renter/permittee.

9. Each rental group is responsible for leaving the facility and equipment in a safe, proper working order and clean condition. Any violations of rules, regulations or policies and/or damage attributable to the Permittee, sponsors or any other party associated with this event, will result in the forfeiture of all or part of the security deposit and in the case of extensive damages, an invoice from the City will be issued to the Permittee with applicable charges not covered by the deposits. Any pre-existing damage or poor conditions must be reported in writing to the City staff prior to the start of the event or the Permittee may be held responsible. Staff must be notified of

the conclusion of the rental activity.

10. Litter pick-up and disposal is the responsibility of the Permittee. Trash must be bagged, sealed and placed in the park's trash receptacles and/or dumpster. If trash does not fit in the receptacles and/or dumpster, the Permittee is responsible for removing the trash off of park property. Any additional cleaning performed by City forces will be invoiced.
11. The use of disposable expanded polystyrene (a.k.a. Styrofoam™) food ware is highly discouraged due to its tendency to easily break apart and create litter. Alternatives such as plastic, paper, or reusable plateware should be used instead.
12. Request for cancellation refunds will be handled according to the regulations in the current Park and Recreation Fee Schedule. Requests for refunds due to rain will be handled on a case-by-case basis. Field and Picnic Shelter rental permits will be approved provided that a written request (Request for Refund Form AC-1066) is submitted within 48 hours after the scheduled event. All refunds will be issued only to the Permittee.
13. The use of any equipment including but not limited to staging, platforms, tables, chairs, risers, jumpers, etc., if permitted, shall not damage any City property, turf, shrubbery or irrigation or inhibit public access (SDMC 63.0102(c)(4)). If any item requires staking in the ground for safety reasons, the stakes must be no longer than six (6) inches, no more than 1.5 inches in diameter, and must be color-coded highly visible. All stakes must be secured in a manner that precludes a tripping hazard. For any item which damages any facility, the Permittee will be liable for the costs to repair the damage. Intended staking must be noted on the permit with the types and sizes of stakes to be used. Permittee may not dig on park property or tie or adhere anything to trees, shrubbery, etc., or City property (SDMC 63.0102(c)(4)). All signs and approval by the park supervisor in writing prior to the event. Items cannot inhibit public access (SDMC 63.0102(c)(25)). Inflatable jumps are prohibited in Balboa Park, Presidio Park and Shoreline parks.
14. Electronic amplification for music and/or voice projection must be approved in writing on the final permit by City staff and must comply with City noise regulations (SDMC §69.5.0501). The required maximum allowance is 65 decibels at 50 feet between the hours of 7:00 a.m. - 7:00 p.m. Events violating the maximum allowance may be turned down or shut off by GDDPO or Park Rangers.
15. City staff must approve the use of City tables and chairs which are available for indoor use only. All setting up and taking down of tables and chairs will be done by the permittee using the facility (except in Balboa Park).
16. The City of San Diego does not provide any equipment, electrical power or water hookups for outdoor events. The use of generators must be pre-approved as a part of the permit process before the event. Safety precautions for use of a generator must be followed. Generator cables must be properly covered and must not impede pedestrian traffic at any time. City parts must be placed under the generators to eliminate potential damage.
17. Petting zoos, pony rides or any animal-related activities are not allowed without prior City staff approval. The proper fastening and/or enclosures and the proper care for the animals is required. All County Health Department regulations must be followed. Balboa Park, Mission Bay Park, and Shoreline Parks prohibit the use of pony rides, petting zoos, and livestock demonstrations.
18. Youth activities must be chaperoned by adults. The adult signing the application must be present throughout the entire rental period. When the signing adult cannot be present throughout the entire rental period, the Permittee must provide a list of responsible adults in advance of the rental to the City staff. It is the Permittee's responsibility to ensure that an adequate number of adults will be present depending on the activity, rental size, and ages of the youth participants.
19. All fires must be contained within barbecues. Portable barbecues are permitted and coals must be emptied into the concrete hot coal containers or permanent barbecues.
20. All motor vehicles are restricted to parking lots and public roadways unless prior written authorization is given by the park supervisor.
21. Vehicle parking is prohibited in most parking lots in Mission Bay and the beach areas between 2:00 a.m. to 4:00 a.m. in accordance with SDMC. Some parking lots may have more restrictive hours and/or gates. Each parking lot is signed where parking is prohibited or restricted.
22. The Park and Recreation Department cannot guarantee the planting or blooming of flowers, shrubs, etc. Maintenance schedules cannot be modified (i.e., sprinklers, lawn renovations, fertilization, aeration, mow, day, etc.) to accommodate events in public parks.
23. In general, dogs are allowed on beaches after 6 p.m. from April 1 to October 31st or after 4:00 p.m. from November 1 to March 31.

Legally licensed dogs are allowed on the beach and on sidewalks and park areas near the beach during the night and early morning hours until 9 a.m., but they must be leashed.

24. Games such as horseshoes, baseball, lawn darts and other potentially hazardous games may be played only in court/facilities that are specifically designated for these purposes and requires prior written approval of the City staff.
25. The use of gypsum is allowed only for infield marking in baseball or softball. Biodegradable field marking paint must be used for all other field marking. These products must be manufactured in the United States and approved by City staff in writing prior to use and a copy of the Material Safety Data Sheet of the product used must be provided to City staff.
26. Permittee must adhere to all County health department Food Handlers regulations. Wait waiters are used they must have a County Health Department permit. When food is served to the public, a Temporary Food Facility Permit or County Health Food Handlers Permit is required and must be submitted to City staff before a permit will be issued. More information regarding the regulations required to serve food can be obtained from the County Health Department at (619) 338-9222.
27. Alcohol is prohibited in certain parks; please refer to SDMC §66.54. If alcohol will be sold in park facilities, and/or caterers are used, waiters are required to obtain a license from the California State Department of Alcoholic Beverage Control (619) 525-4004. Applicants requesting alcohol may be required to furnish additional written approval. Alcohol is not allowed on any athletic fields.
28. The following prohibitions are in place at all City parks and/or facilities:

- Smoking (SDMC §43.1003)
  - Open fires (SDMC §63.0102(c)(11))
  - Glass beverage containers (SDMC §63.0102(c)(7))
  - Picking flowers and/or damaging shrubs, plants, and trees (SDMC §62.0604)
  - Animals (other than service animals) inside buildings or at any park facility (unless designated as an off-leash site) (SDMC §63.0102(c)(2))
  - Soliciting funds (SDMC §63.0102(c)(14))
  - Sale of merchandise (SDMC §63.0102(c)(13))
- Balloons (all types) at all outdoor areas
- Advertising on City park property, flyers, pamphlets, or handouts are not to be left on cars or passed out in parks (SDMC §63.0102(c)(7))

Remote controlled soaring and/or gliding crafts (SDMC §63.0201)

29. The Permittee is required to obtain a minimum of \$1,000,000 general liability insurance with a \$2,000,000 aggregate insurance naming the City of San Diego as additionally insured in the following situations: groups conducting activities, instructions, and competitions; groups using supplemental staff; rentals open to the public; rentals using equipment such as jumpers, carnival, or animal rides; and other situations where deemed necessary.

30. The Permittee shall comply with all applicable provisions of this permit, municipal, state, and federal laws and regulations. It is the responsibility of the Permittee to seek with City staff any special requests not addressed in the Rules and Regulations as presented. Failure to comply may result in the termination of this permit.

Indemnification: Permittee shall protect, defend, indemnify, and hold City, its elected officials, officers, representatives, agents, and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to Permittee's officers, employees, agents, contractors, invitees and guests, which arise out of or are in any manner directly or indirectly connected with this Permit or Permittee's Operations, and all expenses of investigating and defending against same, including without limitation reasonable attorney fees and costs; provided, however, that Permittee's duty to indemnify and hold harmless shall not include any claims or liability arising from negligence, sole negligence, or sole willful misconduct of City, its elected officials, officers, representatives, agents and employees. City may, at its election, conduct the defense or participate in the defense of any claim related to any way to this indemnification. If City chooses at its own election to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification, Permittee shall pay all reasonable costs related thereto, including without limitation reasonable attorney fees and costs.

By signing I acknowledge that I read and understand and will abide by all the above listed rules and regulations as they apply to my specific rental or use of City park land or facility.

Signature: Print Name: Date: \_\_\_\_\_  
Organization: \_\_\_\_\_  
(April 2024)  
EFFECTIVE DECEMBER 20, 2022 - Permit Refund Policy

Written refund applications must be submitted, using the Application for Miscellaneous Refund Form (COM-6), in person at the facility where the permit is issued. Refunds will be processed in accordance with the cancellation/refund procedures as stated in the Parks & Recreation Fee Schedule. A 3.56% processing fee will be deducted from all refunds.

1) League Reservations for Fields and Indoor/Outdoor Courts: Refund is based on the date that the written cancellation/refund application is submitted.

- 96.5% refund - 14 or more calendar days prior to the first scheduled use
- No refund for requests received less than 14 calendar days prior to the first scheduled use
- Field and Court Reservation Fees are non-refundable

2) Grounds Use Fees: Refund is based on the date that the written cancellation/refund application is submitted.

- 96.5% refund (less \$50) - 60 calendar or more days prior to the event
- No refund for requests submitted less than 60 calendar days prior to the event

3) Outdoor Court (except leagues) and Kumiyagay Campground: Refund is based on the date that the written cancellation/refund application is submitted.

- 96.5% refund - 14 calendar days or more prior to use
- No refund for requests submitted less than 14 calendar days prior to use

4) Building, Field, Picnic Shelter, Recreation Center Fund Fees and All Other Permit Rentals (not identified above): Refund is based on the date that the written cancellation/refund application is submitted.

- 96.5% refund - 30 calendar days or more prior to use
- 75% refund - less than 30 calendar days prior to use
- 50% refund - less than 10 calendar days prior to use
- No refund for requests less than 48 hours prior to use

5) Pool Rentals: Refund is based on the date that the written cancellation/refund application is submitted.

- 96.5% refund - 14 or more calendar days prior to use
- 75% refund - 48 hours or more prior the first day of a monthly rental
- Late cancellations will be charged 25% of the fee paid

Requests for refunds due to rain will be approved (less processing fees) provided that a written request (Application for Miscellaneous Refund Form COM-6) is submitted within 48 hours after the scheduled event. Building rental permits cannot be cancelled due to rain (excluding picnic shelters).

To Submit a Request for Refund:

1. Contact staff at the facility where the permit is issued to obtain the Application for Miscellaneous Refund Form (COM-6).
2. Complete the Application for Miscellaneous Refund Form (COM-6) and submit it with the original permit and receipt to the Recreation Center Director, Pool Manager or other site supervisor. The customer must include a detailed description of the reason for the cancellation.
3. Electronic check payment (ECP) transactions are payable by check to the person/agency that issued the original payment. The customer must provide a legible correct mailing address. The refund check will be issued approximately 6 to 8 weeks after the refund form is submitted.
- Customer will be subject to a fee of \$25.00 for any items that are returned from bank (i.e. non-sufficient funds, stop payment, incorrect account number, etc.)
4. Credit card transactions will be refunded to original credit card in approximately 4 to 6 weeks after the refund form is submitted.

I have read the above Permit Refund Policy, and if I must cancel the agreement, I will abide with the above procedures.

Applicant Signature Date: \_\_\_\_\_

City of San Diego Parks and Recreation Department  
STORM WATER POLLUTION PREVENTION PROGRAM  
BEST MANAGEMENT PRACTICES

#### PARK USE PERMIT ADDENDUM

- The permittee shall comply with San Diego Municipal Code Section 43.0301, Storm Water Management and Discharge Control, in performing or delivering services at City-owned, leased or managed property, or in performance of services and activities on behalf of the City of San Diego, regardless of the location.
1. A mandatory cleaning/security deposit (minimum \$100.00) will be required for all permits of 75 individuals or more. Any violation of rules or regulations related to the permit or storm water Best Management Practices (BMPs) attributable to permittee, sponsor or any other party associated with this event will result in forfeiture of all or part of your refundable cleaning/security deposit.
2. The permittee shall be responsible for all cleanup associated with the event.
3. The permittee must have available at the event a copy of the following items:
- the permit and the rules and regulations related to the scheduled event;
  - a general development plan with the storm drain inlets indicated for the permitted area;
  - all applicable Parks and Recreation Department BMPs; and
  - the addendum and good housekeeping guidelines to the park permit.

#### GOOD HOUSEKEEPING GUIDELINES

- The following guidelines are provided to assist you in preventing pollutants from entering the storm drains due to your permitted activity.
1. Familiarize yourself with park grounds. Prior to your event, locate park amenities, parking lot, restrooms, picnic tables, drinking fountains, barbecues, hot coal receptacles and, most importantly, storm drain inlets. For the location of park/facility amenities, and storm drain inlets, please refer to the general development plan (GDP).
  2. Use each permitted area and the amenities associated with the area for its intended use only.
  3. If at a facility where staff are present, notify staff immediately of any problems associated with the area (ex., excessive trash, no trash cans, standing water, etc.).
  4. Respect all park rules and regulations. If unclear, please ask staff for assistance.
  5. All motor vehicles are restricted to roadways. Vehicles are not permitted on sidewalks or lawn areas at any time. Drop-off of equipment must be done from parking lots or street curbing and walked onto park grounds.
  6. The delivery/drop-off, placement, and pick-up of equipment of portable toilets and/or dumpsters must be approved prior to permit issuance.
  7. Do not dispose of, discard or place any items, debris or objects in or around storm drain inlets as per the general development plan (GDP).
  8. Please leave the facility and equipment in a reasonable and clean condition. Litter pickup and removal is the responsibility of the permittee. Trash is not to be left in the park. As a reminder, please bring additional trash liners to aid in the removal. Noncompliance may result in the forfeiture of your cleaning deposit.
  9. Ice must not be placed in the storm drains, ice, in small quantities, may be left on lawns or removed from the park by the permittee.
  10. Do not dispose of hot coals/ashes in any trash receptacles, lawn areas or tree wells. Please use the hot coal receptacles located in the park. If hot coal receptacles are not available, the permittee is required to remove coals/ashes from park property.
  11. Only rainwater is allowed in the storm drain!

A copy of all Best Management Practices relating to the Storm Water Pollution Prevention Program associated with your event will be made available upon request.

TO BE COMPLETED BY PARKS AND RECREATION STAFF ONLY - CHECK [ ] ALL BMPs GIVEN TO PERMITTEE

- [ ] PET WASTE
- [ ] HUMAN WASTE
- [ ] PLANT MATERIALS/HAY BALES
- [ ] GRASS
- [ ] FOOD PRODUCTS/SNACK BARS
- [ ] BLOOD AND BODY FLUID
- [ ] DEAD ANIMALS
- [ ] HORTICULTURAL PESTICIDES
- [ ] FERTILIZERS
- [ ] TREATED WATER-IRRIGATION
- [ ] TREATED WATER-POOL
- [ ] TREATED WATER
- [ ] POWER-WASHING
- [ ] PAINT/WHITEWASH
- [ ] SOLVENTS
- [ ] VEHICLE FLUIDS/OIL
- [ ] GAS/DIESEL
- [ ] DISINFECTANTS
- [ ] CRAFT SUPPLIES
- [ ] OTHER CHEMICALS (EX., SOAP)
- [ ] CONCRETE
- [ ] DIRTY SOIL/SAND/MULCH/D.G.OYRPM
- [ ] GLASS/ALUMINUM/METALS/PAPER/PLASTICS (LITTER)
- [ ] TRASH/LEGAL DUMP
- [ ] NEEDLES
- [ ] COAL/ASH
- [ ] STORM DRAIN INSPECTION
- [ ] JOINT USE PROGRAMS/PARK USE PERMITS/CONTRACTS
- [ ] PROCEDURES FOR ENFORCEMENT
- [ ] PLANNING & DESIGN
- [ ] EXTERNAL EDUCATION
- [ ] TRAINING

I, \_\_\_\_\_, understand all Good Housekeeping Guidelines associated with San Diego Municipal Code Section 43.0301, Storm Water Management and Discharge Control, and agree to follow all standards specified related to the permit process. I certify that I am duly qualified and the authorized representative of the person or group to whom this document is issued.

Signed \_\_\_\_\_ Date Signed \_\_\_\_\_  
Title of Event \_\_\_\_\_  
Location \_\_\_\_\_ Date of Event \_\_\_\_\_

#### CUSTOM QUESTIONS

Question

Answer

What type of group classification does your group fall under?  
Are you charging admission to your event?  
Are you planning to have alcohol present at your event?  
Will you have any equipment needs?  
Are you planning to use a caterer or sell food at your event?  
Are you planning to have music or amplified sound?  
Will you need outdoor or athletic field lighting for your event?  
Please explain in detail.  
Are 75% of your participants seniors (age 62) or persons with disabilities?  
Please specify any special setup requests you may have:

Non Profit Adult (documentation required)  
No  
No  
No  
No  
No  
Yes  
Lights for Night Practice  
No  
No Ballons, No Glass, No Driving on Park Grounds. Please Clean Up After Your Event.

WAIVERS

Waiver, release of liability and authorization  
Waiver for Robert Hughes  
Due Date: Feb 24, 2025

City of San Diego Parks and Recreation Department  
WÁYVER, RELEASE OF LIABILITY, AND AUTHORIZATION FOR MEDICAL TREATMENT  
In consideration of being allowed to participate in City of San Diego and Recreation Council Programs, I, acknowledge and agree that:  
1. Neither the City of San Diego nor the Recreation Council maintains health insurance for injuries to the participant that may arise out of involvement in classes/activities/events.  
2. By virtue of participation, PARTICIPANTS RISK BODILY INJURY, INCLUDING, BUT NOT LIMITED TO PARALYSIS, DISMEMBERMENT, AND DEATH AND OTHER LOSS INCLUDING DAMAGE TO PROPERTY.  
3. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISK FOR MY CHILD, AND/OR MYSELF.  
4. I RELEASE AND HOLD HARMLESS AND PROMISE NOT TO SUE THE CITY OF SAN DIEGO, its officers, agent or employees with respect to any and all such injury including, but not limited to, paralysis, dismemberment, death or loss except that injury or loss which results from gross negligence or willful or wanton misconduct of one of those individuals organizations.  
5. I agree to inform my child that he/she must follow (and/or I agree to follow) all safety rules, as well as any instructions given during the classes/activities/events listed below, including during lessons, practices, meets, special events, field trips, games or tournaments.  
6. I hereby authorize and give my consent for medical care to be given in an emergency situation to the above-named child (or to myself) while participating in this activity, including during lessons, practices, meets, special events, field trips, games or tournaments.  
7. THIS AGREEMENT IS BINDING ON MY HEIRS, PERSONAL REPRESENTATIVES, NEXT OF KIN, SPOUSE AND ANY OTHER PERSONS.  
8. I hereby give permission for the above-named child (or myself) to be photographed, videotaped or recorded for publicity purposes and that I waive all claims for compensation.  
9. I certify to the best of my knowledge my child's (or my) current physical condition is satisfactory for participation in the classes/activities/events listed below and that he/she (or I am) free of any health problem that would affect he/she (or my ability) to participate. Please note: Individuals with health conditions such as, but not limited to, chronic allergies (i.e. asthma), seizures and epilepsy may not participate until a medical clearance is obtained. In addition, if a participant has any health condition(s) prior to participation.  
10. I understand and agree that it is my sole responsibility to ensure that the address and emergency contact information accurate at all times.  
11. I CONSENT TO TREATMENT OF A MINOR. In the event of sudden illness, accident or injury which may occur while said minor is engaged in classes/activities/events by City of San Diego and its representatives, agents or assignees, when neither the parents, guardian or designated family physician can be contacted, I hereby give my consent for emergency treatment as shall be necessary under the discretion by any physician licensed under the laws of the State of California.

LA CIUDAD DE SAN DIEGO DEPARTAMENTO DE PARQUES Y RECREO RENUNCIA DE RESPONSABILIDAD Y AUTORIZACIÓN AL TRATAMIENTO MÉDICO  
En consideración de poder participar en programas de la Ciudad de San Diego, reconozco y estoy de acuerdo que:  
1. La Ciudad de San Diego no mantiene seguro médico que cubra daños al participante que puedan ocurrir durante la participación en las clases/actividades/eventos.  
2. Por virtud de participación, LOS PARTICIPANTES ASUMEN TODO RIESGO POR SU NIÑO(A), PARÁLISIS, DESMIEMBRAMIENTO, MUERTE Y OTRAS PÉRDIDAS INCLUIDO DAÑOS A PROPIEDAD.  
3. ESTANDO EN PLENO CONOCIMIENTO, LIBREMENTE ASUMO TODO RIESGO PARA MI NIÑO(A) (YO MI MISMO).  
4. ASUMIENDO, INDEMNIZO, Y PROMETO NO HACER RESPONSABLE NI DEMANDAR A LA CIUDAD DE SAN DIEGO, sus oficiales, agentes o empleados con respecto a cualquier daño incurrido, pero no limitado a, parálisis, desmembramiento, muerte o pérdidas excepto cuando estos resulten por negligencia o mala conducta hecha intencionalmente o por mala voluntad de alguno de los individuos o de la organización.  
5. Estoy de acuerdo en informar a mi niño(a) que debe obedecer (o estoy de acuerdo en obedecer) todas las reglas de seguridad, también cualquier instrucción dada durante la clase/actividades/eventos incluso durante lecciones, prácticas, eventos especiales, excursiones, juegos o torneos, etc.  
6. Autorizo y doy mi consentimiento para que asistencia médica sea proporcionada en una situación de emergencia para el niño(a) (o para mí mismo) durante alguna actividad, clase, entrenamiento, eventos especiales, excursiones, juegos o torneos, etc.  
7. ESTE ACUERDO Y RENUNCIA OBLIGA A MIS HEREDEROS, REPRESENTANTES, PARIENTES DIRECTOS, ESPOSA(Y) Y PERSONAS ASIGNADAS.  
8. Por este medio otorgo permiso para que el niño(a) nombrado a continuación sea fotografiado, grabado en video o reg istrado para propósitos de publicidad y renuncio a cualquier derecho a compensación.  
9. Certifico a mi mejor saber, que la condición física actual de mi niño(a) (o mía) es satisfactoria para participación en las clases/actividades/eventos, y que ella(s) (o yo) se(s) encuentran(s) libre de cualquier problema de salud que afectara su (o mi) capacidad de participación. Individuos con condiciones de salud, no limitados a, alergias crónicas (por ejemplo: asma), convulsiones o ataques de epilepsia, no pueden participar hasta que son dada una autorización médica. Además, deben notificar al entrenador/instructor de cualquier limitación o condición de salud antes de participar.  
10. Entiendo y convengo que es mi responsabilidad asegurar que la dirección y la información sobre el contacto de emergencia indicada está al corriente.  
11. CONSENTIMIENTO AL TRATAMIENTO PARA UN MENOR DE EDAD. En caso de enfermedad, accidente o herida que puede ocurrir a un menor de edad, mientras participan en clases/actividades/eventos de la Ciudad de San Diego y de su representante, agente o concesionario, cuando padres, tutores familiares o el médico familiar no puedan ser localizados o contactados, por este medio yo otorgo mi consentimiento para que bajo estas circunstancias, personal médico autorizado y con licencia otorgada por el Estado de California preste el tratamiento de emergencia necesario.

Waiver Signed by Robert Hughes on Feb 24, 2025

Signature: \_\_\_\_\_

Permit Waiver  
Waiver for Robert Hughes  
Due Date: Feb 24, 2025

I understand and agree by applying for this permit that I am responsible for the conduct of the attendees, and that any violation of the rules and condition of issuance of the permit by any attendee may result in the immediate cancellation of this permit, once issued, by any public officer or police officer of the City of San Diego. I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of San Diego. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.

Waiver Signed by Robert Hughes on Feb 24, 2025

Signature: \_\_\_\_\_

P&R Rules and Regulations  
Waiver for Robert Hughes  
Due Date: Feb 24, 2025

CITY OF SAN DIEGO PARK AND RECREATION DEPARTMENT  
RULES AND REGULATIONS FOR USE OF CITY PARK AND RECREATION DEPARTMENT SITES  
All rules and regulations regarding the use of City Parks are enforceable by the San Diego Police Department and the City of San Diego Park and Recreation Department. The recreation areas of the Department are primarily for the recreation use of youth and adult activities sponsored by the Departmentation Group. When completely occupied by other groups, other groups may use the facilities. All users will comply with the following conditions:  
1. This permit shall not be transferred or assigned. The Permittee shall not engage in any activity on park property other than the activity for which this Permit is expressly issued and shall comply with applicable municipal, state, and federal laws and regulations.  
2. The City, in its sole discretion, reserves the right at any time, and from time to time, to close any park area(s) or park facility(ies) and to cancel or reschedule any previously permitted/scheduled use(s) of any park area(s) or park facility(ies). Permittee acknowledges the City's foregoing rights and irrevocably waives any claim Permittee may have now or ever have based upon or related to any cost, loss, damage, or liability that results from the City's closure of any park area(s) or park facility(ies) or the cancellation or rescheduling of any previously permitted/scheduled (prepaid or not) use(s) of any park area(s) or park facility(ies).  
3. Any special requests, including but not limited to staging, platforms, tables, chairs, risers, jumpers, etc., if permitted, shall not damage any City property, turf, shrubbery or irrigation or inhibit public access [SDMC §3.0102(c)(4)]. If any item requires staking in the ground for safety reasons, the stakes must be no longer than six (6) inches, no more than 1.5 inches in diameter, and must be colored/highly visible. All stakes must be secured in a manner that precludes a tripping hazard. For any item which damages any facility, the Permittee will be liable for costs to repair the damage. Intended staking must be noted on the permit with the types and sizes of stakes to be used. Permittee may not dig on park property or tie or adhere anything to trees, shrubbery, etc., or City property [SDMC §3.0102(c)(4)]. All signs must be free standing and approved by the park supervisor in writing prior to the event. Items cannot inhibit public access. [SDMC §3.0102(g)(2)(5)]. Inflatable games are prohibited in Balboa Park, Presidio Park and Shoreline parks.  
4. For commercial and public events, the Permittee shall not discriminate against anyone on the basis of race, color, creed, sex, age, national origin or ancestry, religion, pregnancy, physical disability, veteran status, marital status, medical condition (including HIV, AIDS, and AIDS-related complex), gender (transsexual and transgender), or sexual orientation.  
5. The Park and Recreation Department cannot be held responsible for any lost or stolen property.  
6. Rental rates will apply as designated for each area as outlined in the Current Park and Recreation Department Fee Schedule that is approved by the City Council.  
7. The Permittee received a copy of the following items and must have them available on the day of event: the permit and the Rules and Regulations related to this event; the General Development Plan with the storm drain inlets indicated for the permitted area; all applicable Park and Recreation Department Best Management Practices (BMP's); Storm Water; the Facility Site Plan; and the Good Housekeeping Guidelines to the rental permit.  
8. Each rental group is responsible for leaving the facility and equipment in a safe, proper working order and clean condition. Any violations of rules, regulations or policies and/or damage attributable to the Permittee, sponsors or any other party associated with this event, will result in the forfeiture of all or part of the security deposit and in the case of extensive damages, an invoice from the City will be issued to the Permittee with applicable charges not covered by the deposits. Any pre-existing damage or prior conditions must be reported in writing to the City staff prior to the start of the event or the Permittee may be held responsible. Staff must be notified of the condition of the rental activity.  
9. Litter pickup and disposal is the responsibility of the Permittee. Trash must be bagged, sealed and placed in the park's trash receptacles and/or dumpster. If trash does not fit in the receptacles and/or dumpster, the Permittee is responsible for removing the trash off of park property. Any additional cleaning performed by City forces will be invoiced.  
10. The use of disposable expanded polystyrene (i.e., Styrofoam™) food ware is highly discouraged due to its tendency to easily break apart and create litter. Alternatives such as plastic, paper, or reusable plate/cups should be used instead.  
11. Request for cancellation/refund will be handled according to the regulations in the current Park and Recreation Fee Schedule. Requests for refunds due to rain only pertain to Field and Picnic Shelter rental permits and will be approved provided that a written request (Request for Refund Form AC-1086) is submitted within 48 hours after the scheduled event. All refunds will be issued only to the Permittee.  
12. The use of any equipment including but not limited to staging, platforms, tables, chairs, risers, jumpers, etc., if permitted, shall not damage any City property, turf, shrubbery or irrigation or inhibit public access [SDMC §3.0102(c)(4)]. If any item requires staking in the ground for safety reasons, the stakes must be no longer than six (6) inches, no more than 1.5 inches in diameter, and must be colored/highly visible. All stakes must be secured in a manner that precludes a tripping hazard. For any item which damages any facility, the Permittee will be liable for costs to repair the damage. Intended staking must be noted on the permit with the types and sizes of stakes to be used. Permittee may not dig on park property or tie or adhere anything to trees, shrubbery, etc., or City property [SDMC §3.0102(c)(4)]. All signs must be free standing and approved by the park supervisor in writing prior to the event. Items cannot inhibit public access. [SDMC §3.0102(g)(2)(5)]. Inflatable games are prohibited in Balboa Park, Presidio Park and Shoreline parks.  
13. Electronic amplification for music and/or voice projection must be approved in writing on the final permit by City staff and must comply with City noise regulations [SDMC §59.5.0501]. The required maximum allowance is 65 decibels at 50 feet between the maximum allowance may be turned down or shut off by SDPD or Park Ranger.  
14. City staff must approve the use of City tables and chairs which are available for indoor use only. All setting up and taking down of tables and chairs will be done by the group using the facility (except in Balboa Park).  
15. The City of San Diego does not provide any electrical, electrical power or water hookups for outdoor events. The use of generators must be pre-approved as a part of the permit process before the event. Safety precautions for use of a generator must be followed. Generator cables must be properly covered and must not impede pedestrian traffic at any time. Dip mats must be placed under the generator to eliminate potential damage.  
16. Felling zones, pony rides or any other related activities are not allowed without prior City staff approval. The proper fastening and enclosures and the proper care for the animals is required. All County Health Department regulations must be followed. Balboa Park, Mission Bay Park, and Shoreline Parks prohibit the use of pony rides, petting zoos, and livestock demonstrations.  
17. Youth activities must be chaperoned by adults. The adult signing the application must be present throughout the entire rental period. When the signing adult is not present throughout the entire rental period, the Permittee must provide a list of responsible adults in advance of the rental to City staff. It is the Permittee's responsibility to ensure that an adequate number of adults will be present depending on the activity, number of participants, and the size of the youth group.  
18. All food must be contained within barbeques. Portable barbeques are permitted and coals must be emptied into the concrete hot coal containers or permanent barbeques.  
19. All motor vehicles are restricted to parking lots and public roadways unless prior written authorization is given by the park supervisor.  
20. Vehicle parking is prohibited in most parking lots in Mission Bay and the beach areas between 2:00 a.m. to 4:00 a.m. in accordance with SDMC. Some parking lots may have more restrictive hours and/or gates. Each parking lot is signed where parking is prohibited or restricted.  
21. The Park and Recreation Department cannot guarantee the planting or blooming of flowers, shrubs, etc., and tolerance shall not be modified (i.e., sprinklers, lawn renovations, fertilization, aeration, mow day, etc.) to accommodate events in public parks.  
22. In general, dogs are allowed on park property from April 1st to October 31st or after 4:00 p.m. from November 1st to March 31st. Legally licensed dogs are allowed on the beach and on sidewalks and park areas near the beach during the night and early morning hours until 9 a.m., but they must be leashed.  
23. Games such as horseshoes, baseball, lawn darts and other potentially hazardous games may be played only on court/fields that are specifically designated for these purposes and requires prior written approval of the City staff.  
24. The use of pyrotechnics is allowed in parks and/or outdoors. Biodegradable field marking paint must be used for all other field marking. These product(s) must be manufactured in the United States and approved by City staff in writing prior to use and a copy of the Material Safety Data Sheet of the product used must be provided to City staff.  
25. Permittee must adhere to all County Health Department Food Handlers regulations. When caterers are used they must have a County Health Department permit. When food is served to the public, a Temporary Food Facility Permit or County Health Food Handlers Permit is required and must be submitted to City staff before a permit is issued. More information regarding the regulations required to serve food can be obtained from the County Health Department at (619) 525-4064.  
26. Alcohol is prohibited in certain parks, please refer to SDMC §56.54. Alcohol will be sold in park facilities, and/or caterers are used, renters are required to obtain a license from the California State Department of Alcoholic Beverage Control (619) 525-4064. Applicants requesting alcohol may be required to furnish additional written approval. Alcohol is not allowed on any athletic fields.  
27. The following prohibitions are in place at all City Parks and facilities:  
• Smoking [SDMC §43.1003]  
• Open fire [SDMC §50.102(c)(1)(1)]  
• Glass beverage containers [SDMC §63.0102(c)(7)]  
• Picking flowers and/or damaging shrubs, plants and trees [SDMC §62.0004]  
• Animals (other than service animals) inside buildings or off leash at any park facility (unless designated as an off leash area) [SDMC §63.0102(c)(12)]  
• Soliciting funds [SDMC §63.0102(c)(14)]  
• Sale of merchandise [SDMC §63.0102(c)(13)]  
• Balloons (all types) at all outdoor areas  
• Advertising on City park property, flyers, pamphlets, or handouts are not to be left on cars or passed out in parks [SDMC §63.0102(c)(11)]  
• Remote controlled soaring and/or gliding crafts [SDMC §63.0201]  
28. The Permittee is required to obtain a minimum of \$1,000,000 general liability insurance with a \$2,000,000 aggregate insurance naming the City of San Diego as additionally insured in the following situations: groups conducting activities, instructions, and competitions; groups using supplemental staff; rentals open to the public; rentals using equipment such as jumpers, carnival, or animal rides; and other situations where deemed necessary.  
29. The Permittee shall comply with all applicable provisions of this City, municipal, state, and federal laws and regulations. It is the responsibility of the Permittee to check with City staff any special requests not addressed in the Rules and Regulations as presented. Failure to comply may result in the termination of this permit.

Indemnification: Permittee shall protect, defend, indemnify, and hold City, its elected officials, officers, representatives, agents, and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to Permittee's officers, employees, agents, contractors, invitees and guests, which arise out of or are in any manner directly or indirectly connected with the operation of the event, and all expenses of investigating, defending against same, including without limitation reasonable attorney fees and costs, provided, however, that Permittee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established activity negligence, sole negligence, or sole willful misconduct of City, its elected officials, officers, representatives, agents and employees. City may, at its election, conduct the defense of any claim related in any way to this indemnification. If City chooses its own election to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification, Permittee shall pay all reasonable costs related thereto, including without limitation reasonable attorney fees and costs.

By signing I acknowledge that I read and understood and will abide by all the above listed rules and regulations as they apply to my specific rental or use of City park land or facility.  
(April 2004 version)

P&R Rules and Regulations

Waiver Signed by Robert Hughes on Feb 24, 2025

Signature: \_\_\_\_\_

Storm Water Pollution Prevention Program  
Waiver for Robert Hughes  
Due Date: Feb 24, 2025

City of San Diego Parks and Recreation Department  
Storm Water Pollution Prevention Program  
Best Management Practices

PARK USE PERMIT ADDENDUM

The permittee shall comply with San Diego Municipal Code Section 43.0301, Storm Water Management and Discharge Control, in performing or delivering services at City-owned, leased or managed property, or in performance of services and activities on behalf of the City of San Diego, regardless of the location.  
A mandatory cleaning/security deposit (\$100.00) will be required for all permits of 75 individuals or more. Any violation of rules or regulations related to the permit or storm water Best Management Practices (BMPs) attributable to permittee, sponsors or any other party associated with this event will result in forfeiture of all or part of your refundable cleaning/security deposit.  
The permittee shall be responsible for all cleanup associated with the event.  
The permittee must leave all of the following items:  
- the permit and the rules and regulations related to the scheduled event,  
- a general development plan with the storm drain inlets indicated for the permitted area,  
- all applicable Parks and Recreation Department (BMPs), and  
- the addendum and good housekeeping guidelines to the park permit.

GOOD HOUSEKEEPING GUIDELINES

The following guidelines are provided to assist you in preventing pollutants from entering the storm drains due to your permitted activity.  
1. Familiarize yourself with park property. Prior to your event, locate park amenities, parking lots, restrooms, picnic tables, drinking fountains, barbecues, hot coal receptacles and, most importantly, storm drain inlets. For the location of park/facility facilities, amenities, and storm drain inlets, please refer to the general development plan (GDP).  
2. Use each permitted area and the amenities associated with it only for its intended use only.  
3. If at a facility where staff are present, notify staff immediately of any problems associated with the area (ex., excessive trash, no trash cans, standing water, etc.).  
4. Respect all park rules and regulations. If unclear, please ask staff for assistance.  
5. All motor vehicles are restricted to roadways. Vehicles are not permitted on sidewalks or lawn areas at any time. Drop-off of equipment must be done from parking lots or street curbing and walked onto park grounds.  
6. The delivery date/time, placement, and pickup date/time of portable toilets and/or dumpsters must be approved prior to permit issuance.  
7. Do not dispose of, discard or place any items, debris or objects in or around storm drain inlets as per the general development plan (GDP).  
8. Please leave the facility and equipment in a reasonable and clean condition. Litter pickup and removal is the responsibility of the permittee. Trash is not to be left in the park. As a reminder, please bring additional trash liners to aid in the removal. Noncompliance may result in the forfeiture of your cleaning deposit.  
9. Do not place or place items in storm drain inlets or on the ground near the park by the permittee.  
10. Do not dispose of hot coals/ashes in any trash receptacles, lawn areas or tree wells. Please use the hot coal receptacles located in the park. If hot coal receptacles are not available, the permittee is required to remove coals/ashes from park property.  
11. Only rainwater is allowed in the storm drain!

A copy of all Best Management Practices relating to the Storm Water Pollution Prevention Program associated with your event will be made available upon request.

TO BE COMPLETED BY PARKS AND RECREATION STAFF ONLY - CHECK [ ] ALL BMPs GIVEN TO PERMITTEE

[ ] PET WASTE  
[ ] HUMAN WASTE  
[ ] PLANT MATERIAL SHAV BALES  
[ ] GRASS  
[ ] FOOD PRODUCTS/ SNACK BARS  
[ ] BLOOD AND BODY FLUID  
[ ] DEAD ANIMALS  
[ ] HORTICULTURAL PESTICIDES  
[ ] FERTILIZERS  
[ ] TREATED WATER/IRRIGATION  
[ ] TREATED WATER-POOL  
[ ] TREATED WATER  
[ ] POWER WASHING  
[ ] PAINT/WHITE WASH  
[ ] SOLVENTS  
[ ] VEHICLE FLUIDS/OIL  
[ ] GAS/DIESEL  
[ ] DISINFECTANTS  
[ ] CRAFT SUPPLIES  
[ ] OTHER CHEMICALS (EX. SOAP)  
[ ] CONCRETE  
[ ] DIRT/LOESS/SAND/MULCH/G/OYSPRUM  
[ ] GLASS/ALUMINUM/METALS/PAPER/PLASTICS (LITTER)  
[ ] TRASH/ILLEGAL DUMP

- || NEEDLES
- || COALASH
- || STORM DRAIN INSPECTION
- || JOINT USE PROGRAMS/PARK USE PERMITS/CONTRACTS
- || PROCEDURES FOR ENFORCEMENT
- || PLANNING & DESIGN
- || EXTERNAL EDUCATION
- || TRAINING

Storm Water Pollution Prevention Program

Waiver Signed by Robert Hughes on Feb 24, 2025

Signature: \_\_\_\_\_

**Permit Refund Policy**

Waiver for Robert Hughes

Due Date: Feb 24, 2025

EFFECTIVE DECEMBER 20, 2022 - Permit Refund Policy

Written refund applications must be submitted, using the Application for Miscellaneous Refund Form (COM-6), in person at the facility where the permit is issued. Refunds will be processed in accordance with the cancellation/refund procedures as stated in the Parks & Recreation Fee Schedule. A 3.56% processing fee will be deducted from all refunds.

1) League Reservations for Fields and Indoor/Outdoor Courts: Refund is based on the date that the written cancellation/refund application is submitted.

- 98.5% refund - 14 or more calendar days prior to the first scheduled use
- No refund for requests received less than 14 calendar days prior to the first scheduled use
- Field and Court Reservation Fees are non-refundable

2) Grounds Use Fees: Refund is based on the date that the written cancellation/refund application is submitted.

- 98.5% refund (less \$50) - 60 calendar or more days prior to the event
- No refund for requests submitted less than 60 calendar days prior to the event

3) Outdoor Court (except leagues) and Kumeyay Campground: Refund is based on the date that the written cancellation/refund application is submitted.

- 98.5% refund - 14 calendar days or more prior to use
- No refund for requests submitted less than 14 calendar days prior to use

4) Building, Field, Picnic Shelter, Recreation Center Fund Fees and All Other Permit Rentals (not identified above): Refund is based on the date that the written cancellation/refund application is submitted.

- 98.5% refund - 30 calendar days or more prior to use
- 75% refund - less than 30 calendar days prior to use
- 50% refund - less than 10 calendar days prior to use
- No refund for requests less than 48 hours prior to use

5) Pool Rentals: Refund is based on the date that the written cancellation/refund application is submitted.

- 98.5% refund - 14 or more calendar days prior to use
- 75% refund - 48 hours or more prior the first day of a monthly rental
- Late cancellations will be charged 25% of the fee paid

Requests for refunds due to rain will be approved (less processing fees) provided that a written request (Application for Miscellaneous Refund Form COM-6) is submitted within 48 hours after the scheduled event. Building rental permits cannot be cancelled due to rain (excluding picnic shelters).

To Submit a Request for Refund:

1. Contact staff at the facility where the permit is issued to obtain the Application for Miscellaneous Refund Form (COM-6).

2. Complete the Application for Miscellaneous Refund Form (COM-6) and submit it with the original permit and receipt to the Recreation Center Director, Pool Manager or other site supervisor. The customer must include a detailed description of the reason for the cancellation.

3. Electronic check payment (ECP) transactions are payable by check to the person/agency that issued the original payment. The customer must provide a legible correct mailing address. The refund check will be issued approximately 6 to 8 weeks after the refund form is submitted.

Customer will be subject to a fee of \$25.00 for any items that are returned from bank (i.e. non-sufficient funds, stop payment, incorrect account number, etc.)

4. Credit card transactions will be refunded to original credit card in approximately 4 to 6 weeks after the refund form is submitted.

I have read the above Permit Refund Policy, and if I must cancel the agreement, I will abide with the above procedures.

Permit Refund Policy - Dec 2022

Waiver Signed by Robert Hughes on Feb 24, 2025

Signature: \_\_\_\_\_