

RANCHO LAGUNA PARK SCOUT RENTAL

PARK USE PERMIT APPLICATION

PARKS AND RECREATION DEPARTMENT

2100 Donald Drive, MORAGA, CA 94556
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RANCHO LAGUNA PARK

2101 Camino Pablo, Moraga, CA 94556

Overnight Use Amphitheater Day Use

Circle Day of Week Requested M T W Th F Sa Su Date Requested _____

Time of use _____ # of Guests _____

Organization/ Applicant _____

Address _____ City/ZIP _____

Person in Charge _____ Day Phone _____

Email Address: _____

RATE SCHEDULE	NON-PROFIT	MORAGA RESIDENT	NON-RESIDENT	COMMERCIAL
<35 people	\$152	\$184	\$300	\$348
36-85	\$202	\$232	\$394	\$476
86-100	\$360	\$394	\$736	\$832
101-200	\$536	\$580	\$1070	\$1172
201-400	\$716	\$748	\$1172	\$1318

1/2 of the above listed fee is a refundable security/damage deposit. Remove all your garbage from the park and cleanup, leaving the park in the state at which you found it.

- \$30.00 processing fee is withheld for cancellation.
- Resident rates apply to current Moraga residents. Proof of residency is required at time of at the time of booking.
- Non-Profit rates apply to organizations with proof of 501(c)(3) status. Proof is required at the time of booking.
- Fees are adopted by the Moraga Town Council and subject to yearly review.
- Day use is from 10 am to dark, overnight use is from 3 pm to 9 am.
- **Rancho Laguna Park is authorized as an off leash dog run area, enter at your own risk.**

April 1 to September 30: Park opening to 9:00 am and 6:00 pm to park closing.

October 1 to March 31 park opening to 9:00 am and 4:00 pm to park closing.

Rancho Laguna Park has 45 parking spaces. Overflow parking is on Camino Pablo prior to the park entrance. Camino Pablo beyond the entrance and Knoll Drive are private roads with parking prohibited. Vehicles are subject to tow. Please exercise good judgment to insure open access to all roads for over sized emergency vehicles.

OFFICE USE: Total Paid _____ Date _____

Receipt # _____ Deposit # _____ Chk #/ CC/ Cash _____

Refund Amount _____ Date to Finance _____

(REV: 8/3/16)

RULES AND REGULATIONS

1. For general park use the hours are 8:00 am to dark. Reservation hours are 10:00 am to dark. Pets must be on leash and under the direct control of the owner at all times.
2. The Parks and Recreation Commission, acting with reasonable discretion, reserves the right to refuse permission to use the park facilities. Permits cannot be transferred, assigned, or sublet.
3. **Within the reserved time, groups are expected to complete all preparations and clean-up associated with the activity being conducted. Bag & remove trash from park. Leave area clean.**
4. Use by minors requires direct adult supervision at all times while on the premises. Groups under 18 years of age require one (1) adult per ten (10) children.
5. An EBMUD Trail Leader Permit, available from EBMUD is required to lead group hikes on the trails leading from the park. Call 510-287-0459, EB Recreation and Watershed, for details.

OVERNIGHT USE

1. Overnight use requires both day and night use fees if more than the specified overnight hours are requested. No more than one day plus one overnight per group per use.
2. Quiet Hours are 10:00 pm to 8:00 am.
3. Adult leader must pick up gate key from the Recreation Office by 4:00 pm on Thursday preceding the event and return it on Monday between 8:00 am and 5:00 pm following the event. The leader is responsible for locking the entrance gate at dark and opening it by 8:00 am.
4. Tents are to be set up on the park in the non-reserved picnic area AFTER DUSK and removed by 8:00 am the following morning. Camp on the lawn at your own risk. Automatic sprinklers are set to come on before daybreak, and you will get wet!

FIRE PIT RULES

1. Adult leader must pick up fire extinguisher from the Recreation Office by 4:00 pm on Thursday preceding the event and return it on Monday between 8:00 am and 5:00 pm following the event.
2. Call the Moraga Orinda Fire District, 925-258-4525, for any red flag warnings before burning.
3. Check baaqmd.gov for Spare the Air alert for your selected date, if a Spare the Air alert is in effect there is no burning allowed.

THE FOLLOWING ARE PROHIBITED

1. Sound amplification, pony rides, air jumps, inflatables, etc.
2. Serving or consuming hard liquor. Beer and wine are permitted.
3. Water activities such as water slides or plastic pools.
4. Hunting, shooting, and firearms.
5. Motor bikes/motor vehicles in park or on trails.
6. Parking in No Parking zones/on private roads.

Violation of any of the rules/ regulations can result in loss of deposit and/or denial of future use permits.

My signature certifies that I will take full responsibility for insuring that the use of the facilities/areas by the organization/group named is in full adherence and compliance with all applicable rules, regulation and conditions, that I will hold the Town of Moraga and its employees harmless from any damage, claim for damage for personal injury or death, damage to or loss of property, claims for damage to or loss of property in the use of these facilities or areas. That I accept full responsibility for the minors in the group throughout the period covered by this application/permit.

Signature

Date