

MORAGA COMMONS and RANCHO LAGUNA PARK

HOURLY PARK AREA RENTAL APPLICATION



TOWN OF MORAGA, Parks and Recreation Department

2100 Donald Drive Moraga, CA 94556

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MORAGA COMMONS PARK

1425 St. Mary's Road Moraga, CA 94556

RANCHO LAGUNA PARK

2101 Camino Pablo Moraga, CA 94556

Circle " Day of week " requested: **M T W Th F Sa Su** Date requested _____

Park _____ # of Guests _____

Area(s) _____ Time of use _____

Organization/ Applicant _____

Address _____ City/ZIP _____

Person in Charge _____ Day Phone _____

Email Address _____

Is this a public or community event?

Yes or No (circle one)

Will food or beverage be served (given away or sold)?

Yes or No (circle one)

If yes to **both** of these questions, a Temporary Food Facility permit from Contra Costa County Environmental Health is required and proof of this must be supplied before final approval of the rental application.

See cchealth.org/EH

AREAS		HOURLY RATE SCHEDULE		
		<u>Non Profit</u>	<u>Private</u>	<u>Commercial</u>
Grass	Basketball	\$34	\$46	\$57
Bocce Courts	Volleyball			
Disc Golf				
Bocce Balls Rental	\$43 set	\$100 Refundable Deposit		
Facility Maintenance Fee for Groups over 100 people		\$172 Flat rate		

***All reservations are subject to a non-refundable electronic processing fee of 2.9% + 30 cents per transaction.**

- \$47.00 processing fee is withheld for cancellation. Cancellations must be received in writing at least 7 days prior to rental.
- 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.
- **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.

OFFICE USE: Total Paid _____ Date _____

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

Refund Amount _____ Date to Finance _____

REV: 10/07/25

Moraga Commons Park has limited parking spaces. Overflow PARKING IS NOT ALLOWED AT THE MORAGA LIBRARY. Limited street parking is available on St. Mary's Rd. Please exercise good judgment when parking to insure open access to the park for oversized emergency vehicles.

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 the park for oversized emergency vehicles.

RULES AND REGULATIONS

1. **Rentals may require a certificate of insurance listing the *Town of Moraga, Town Employees, Volunteers and Elected Officials* as additionally insured.**
2. For general park use the hours are 8:00 am to dark. Reservation hours are 10:00 am to dark.
3. The Park & Recreation Commission, acting with reasonable discretion, reserves the right to refuse permits to use its facilities.
4. Permits cannot be transferred, assigned or sublet.
5. **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.**
6. When facility is being used by minors, the group must be under the direction/supervision of its own adult leadership at all times while on the premises. Groups under 18 years of age require one (1) adult per ten(10) minors.
7. The applicant/organization is solely responsible for damages/accidents or injuries to persons property resulting from use of the park by/to those in the group. Financial reimbursement for repairs to or replacement of park facilities must be made on demand.
8. Pets must be on leash and under direct control of owner at all times.

THE FOLLOWING ARE PROHIBITED:

1. Open fires. Fires are permitted in barbecue pits.
2. Sound amplification, pony rides, air jumps, inflatables, etc.
3. Water activities such as water slides or plastic pools.
3. Serving or consuming hard liquor. Beer and wine are permitted.
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 seeing that the use of these facilities/areas by the organization/group I represent is in full adherence and will hold the Town of Moraga and its employees harmless from any damage, claim for damage of property incurred in the use of these facilities/areas, I will accept full responsibility for them throughout the period covered by this application/permit.

Signature

Date