

# GROUP PICNIC AREA PARK USE PERMIT APPLICATION

**PARKS AND RECREATION DEPARTMENT**  
2100 Donald Drive, Moraga, CA 94556  
PHONE: (925) 888-7045 | FAX: (925) 376-2034  
Email: recdesk@moraga.ca.us

**Moraga Commons Park**  
1425 St. Mary's Road, Moraga CA 94556

**Rancho Laguna Park**  
2101 Camino Pablo, Moraga CA 94556

Organization (if applicable) \_\_\_\_\_

Renter Name \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Person in Charge \_\_\_\_\_ Day-Of Contact Number \_\_\_\_\_

Picnic Area Requested       **RANCHO**                       **COMMONS**  
Time of Use \_\_\_\_\_ # of Guests \_\_\_\_\_  
Type of Event \_\_\_\_\_

Is this a public or community event?       **Yes**                       **No**

Will food or beverage be served (given away or sold)?       **Yes**                       **No**

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](http://cchealth.org/EH)

<u>Non-Profit</u>	<u>Moraga Resident</u>	<u>Non-Resident</u>	<u>Commercial</u>
\$220	\$270	\$440	\$530
<b>\$150 facility maintenance impact fee applies for all rentals of more than 100 people.</b>			
<b>1/2 OF THE FEE LISTED ABOVE IS A REFUNDABLE SECURITY/DAMAGE DEPOSIT</b>			
<i>The deposit is refunded within 60 days if there are no damages.</i>			

**Moraga Commons Reservable Picnic Area Includes:**

Four 14' picnic tables    Three 3' kids tables    One large BBQ pit

**Rancho Laguna Reservable Picnic Area Includes:**

Four 14' picnic tables    Two 8' picnic tables    Two 3' kids tables    One large BBQ pit

**Remove all your garbage from the park and cleanup, leave the park in the state at which you found it.**

- \$35.00 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.
- **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.

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

**Rancho Laguna Park** has 45 parking spaces. Overflow parking is on Camino Pablo prior to reaching the park gate. Camino Pablo beyond the entrance to Rancho Laguna Park and Knoll Drive are private drives. Parking along these drives is prohibited and vehicles are subject to tow. Please exercise good judgment when parking to insure open access to all roads and the park for oversized emergency vehicles.

### **RULES AND REGULATIONS**

1. For general park use the hours are 8:00 am to dark. Reservation hours are 10:00 am to dark.
2. The Park & Recreation Commission, acting with reasonable discretion, reserves the right to refuse permits to use its facilities.
3. Permits cannot be transferred, assigned or sublet.
4. **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.**
5. 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.
6. 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.
7. 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.

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Signature

Print Name

Today's Date