

# RANCHO LAGUNA PARK SCOUT RENTAL

2101 Camino Pablo, Moraga CA 94556

## 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](mailto:recdesk@moraga.ca.us)

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 \_\_\_\_\_

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

<u>Non-Profit</u>	<u>Moraga Resident</u>	<u>Non-Resident</u>	<u>Commercial</u>
\$126	\$161	\$258	\$310
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.**

**ALL RENTALS REQUIRE A \$150 REFUNDABLE SECURITY/DAMAGE DEPOSIT.**

*The deposit is refunded within 60 days if there are no damages.*

**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, leaving the park in the state at which you found it.**

- \$47.00 processing fee is withheld for cancellation. Cancellations must be received in writing at least 7 days prior to rental.
- Resident rates apply to current Moraga residents. Proof of residency is required at 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.

OFFICE USE: Total Paid \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Deposit # \_\_\_\_\_ Chk #/ CC/ Cash \_\_\_\_\_

Refund Amount \_\_\_\_\_ Date to Finance \_\_\_\_\_ REV: 10/07/25

**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. 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 bark 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.

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Signature

Date