

### Customer Service

Our physical offices are currently closed, please call:

Phone: (510) 577 - 6080

Monday - Friday: 11:30 am to 7:00 pm

Saturday: 10:00 am to 2:00 pm

Picnic area reservations can be made online at:

[WWW.SANLEANDROREC.ORG](http://WWW.SANLEANDROREC.ORG)

## PICNIC AREA RESERVATION PROCEDURE

### AVAILABILITY

- Select a park and a picnic area. Call (510) 577 - 3462 or go online to [www.sanleandrorec.org](http://www.sanleandrorec.org) to check availability.
- Picnic areas are available for reservation April 1 – October 31 except Mondays, and Tuesdays following a City Holiday that falls on Monday.
- Picnic reservations are from 8:00am - 7:00pm.

### RESERVATION APPLICATION

- Reservations for the large group picnic areas at Marina Park are accepted up to one calendar year (365 days) in advance. Large Group Picnic Areas at Marina Park include Seagull, Otter, Mallard, and Mulford Point (all 4 areas only).
- Reservations for all other picnic areas will be accepted beginning the first Monday in February.
- Applications for park reservations must be received by the end of the business day on the Monday before the upcoming weekend.
- Applications must be completed and signed by the person responsible for the rental. Renter must be (18) years of age.
- Proof of residency (within incorporated San Leandro) or non-profit status is required at the time of booking to be eligible for the discounted rates.

### RENTAL FEES

- For detailed information and rental rates please refer to Park Chart. Additional fees can be found on the application.
- All fees must be paid in full at the time of reservation.
- Holidays that fall on a weekday will be charged the weekend rate.
- Payments must be made by credit card.

### INCLEMENT WEATHER

- All permits affected by inclement weather will have the opportunity to select an alternate date within the same park season. If a second date cannot be secured, a refund, minus \$25.00 administrative fee, will be processed.

### INSURANCE

- Liability Insurance is required for any event with an estimated attendance of more than 99 people.
- The Insurance must be General Liability coverage in the amount of \$1,000,000.00 coverage naming the City of San Leandro (835 E. 14th Street San Leandro, CA 94577) as additionally insured.
- The certificate holder must be the same as the contract holder, have date and location of event on the certificate of coverage, and be received by the City of San Leandro no less than 14 days before event.
- Insurance may be obtained through your homeowner's insurance policy or through Gale's Creek Insurance. More information available at [www.sanleandro.org](http://www.sanleandro.org).
- Failure to meet insurance requirements will result in the cancellation of the reservation without a refund.

### CANCELATION POLICY

- A one-time courtesy permit change without charge can be made before the 30 day limit.
- A non-refundable \$25 fee will be charged for changes or cancellations within 30 days.

### ALCOHOL USE

- Alcohol is not permitted in any of our parks: **Muni Code 4-1-710** states that no person shall consume or be in possession of any open container of any alcoholic beverage in any city park or open space area and a violation punishable by an infraction and fine. This will be enforced by the San Leandro Police Department.

City of San Leandro Recreation and Human Services Department  
**GENERAL STATEMENT OF POLICY AND REGULATIONS**

*Picnic Area Reservations*

**AMPLIFIED SOUND**

- Amplified music is allowed at Marina Park - Seagull, Otter and Mulford Points picnic areas ONLY.
- Amplified music is prohibited at all other San Leandro park picnic sites.
- Battery-powered devices may be used, but must not be audible more than 25 feet from your site.

**CLEAN-UP**

- Picnic areas shall be cleaned by permit holder prior to departure.
- Please remove all documents, staples and tape after your event.
- No person shall throw, deposit or leave any refuse, rubbish, garbage, or other discarded or abandoned objects, in any public or private lot of land in the City.
- Alameda County Waste Management Authority (ACWMA) Mandatory Recycling Ordinance 2012-01 requires recyclables to be separate from trash. This includes cardboard, newspaper, white paper, mixed recyclable paper, recyclable glass food and beverage containers, metal (aluminum and steel) food and beverage containers, PET (#1) and HDPE (#2) plastic bottles, food scraps and compostable paper. These items MUST be placed in the proper recycling receptacle.

**PARK USE**

- A City park picnic area may be rented by groups or individuals for their exclusive use upon payment of the fee. The total fee must be paid at the time the permit is issued. Fees do not include Liability Insurance, which is required for parties of more than 99 guests.
- Park facilities that have not been reserved are open to the general public, on a first come, first served basis.
- Use of the City of San Leandro's picnic facility shall be in accordance with all current, applicable public laws and regulations.
- City of San Leandro employees of the Recreation and Human Services, Public Works, and Police Departments are authorized to enforce all regulations covering use of City recreation facilities. All applicable regulations must be followed by individuals and/or groups renting the recreation facilities, and it is the responsibility of the renter to ensure adherence to the regulations by their group. Where City employees observe a violation of any applicable regulations, they are authorized and required to address the violation.
- The individual or group using a facility must see that all park regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
- The use of nails and tacks are prohibited. Please remove all documents, staples and tape after your event.
- Use of recreation facilities will not be granted to a group or individual where such use would result in individual/private profit.
- No dunk tanks or animal rides are allowed in city parks.
- Groups that cause problems such as noise, litter, or aggressive behavior will have their picnic permit revoked, fees will be forfeited and may also result in the loss of opportunities to obtain permits in the future.
- Banners, decorations, weighted objects, etc. cannot be hung from shade structures.
- The City is not responsible for accidents, injury or loss of individual/property at the facilities.

**SMOKING**

- Smoking is prohibited in City and private parks, playgrounds, and athletic facilities per the City of San Leandro Municipal Code. The usage of hookahs, electronic smoke devices, and marijuana of any kind are prohibited. Failure to comply can lead to on-site cancellation by city staff.

**VEHICLES AND PARKING**

- Parking is available on a first-come, first-served basis. Parking spaces will not be reserved for your event.
- Vehicles are not to be driven into the picnic areas; this includes catering vehicles and BBQ trailers. Vehicles also include any motorized scooter, motorcycle, or bicycle. All are prohibited from being used/parked inside of park boundaries for safety reasons.
- Permit holders will need to bring hand trucks, wagons or other means to transport their supplies.
- Marina Park visitors may not park in the golf course parking lots or the boat launch parking lot.

PARK INFORMATION	Capacity	*Fee: Resident/ Non-Resident	Play Apparatus	Picnic Tables	Barbecues	Restrooms	Baseball Field	Tennis Courts	Basketball	Soccer Field	Softball Field
<b>Bonaire Park/5.4 acres</b> 14841 Juniper @ Sagewood			◆			Y					1
Pods 1 & 2 or 3 & 4	50	\$136/205		8	4						
Area 5	20	\$60/90		2	1						
Pods 1, 2, 3 & 4 (all 4)	150	\$190/287									
<b>Chabot Park/10.5 acres</b> 1698 Estudillo Avenue	150	\$190/287	◆	14	3	Y					1
<b>Cherry Grove Park/4 acres</b> 1600 Williams @ Leonard			◆			Y		6	Y	Y**	
Area 1	20	\$60/90		2	1						
Area 2	50	\$136/205		4	2						
Area 3	15	\$60/90		1	0						
Area 4	20	\$60/90		2	0						
Area 5	20	\$60/90		2	2						
Area 6	15	\$60/90		1	1						
Area 7	15	\$60/90		1	1						
Area 8	15	\$60/90		1	1						
Area 9	15	\$60/90		1	1						
Area 10	20	\$60/90		2	1						
Area 11	20	\$60/90		2	1						
Area 12	20	\$60/90		2	1						
<b>F. Stenzel Park</b> 15300 Wicks Blvd.			◆			Y	2		Y	Y	1
Area 1	20	\$60/90		2	1						
Area 2 or 3	15	\$60/90		1	1						
<b>Floresta Park/1 acre</b> 3750 Monterey Blvd.			◆			Y	Y				
Lawn	60	\$136/205		5	1						
Play	60	\$136/205		5	2						
<b>Halcyon Park/5 acres</b> 1245 147th Avenue @ Western			◆			Y					
Area 1 (Playground)	50	\$136/205		4	0						
Area 2 or 3	20	\$60/90		3	2						
Area 4	20	\$60/90		2	1						
Area 5 (Front)	40	\$136/205		3	2						

\*San Leandro Business/Non-San Leandro Business rates apply. Please call (510) 577-3462 for rates.

\*\*Open only when reservations are scheduled. Locked at all other times.

*Some sports fields may be locked venues. Additional reservations are required for organized sports and use of these fields.*

<b>PARK INFORMATION</b>	Capacity	*Fee: Resident/ Non-Resident/	Play Apparatus	Picnic Tables	Barbecues	Restrooms	Baseball Field	Tennis Courts	Basketball	Soccer Field	Softball Field
<b>Marina Park/30 acres</b> 13801 Monarch Bay Drive			◆			Y					
Seagull	150	\$295/418		21	6						
Mallard	55	\$136/205		5	1						
Otter	75	\$240/337		6	1						
Heron	50	\$136/205		4	2						
Area 1	15	\$60/90		1	1						
Area 2	20	\$60/90		2	1						
Areas 3- 8	15	\$60/90		1	1						
Areas 9-16	15	\$60/90		1	1						
Areas 17-18 (Boat Launch)	15	\$60/90		1	1						
Area 19 Pescador Pt.	50	\$136/205		4	4						
Mulford Point - All Areas (1 - 4)	100	\$240/337		4	3						
Area 1	15	\$60/90		1	1						
Area 2	15	\$60/90		1	1						
Area 3	15	\$60/90		1	1						
Area 4	15	\$60/90		1	0						
<b>Memorial Park/2.7 acres</b> 1105 Bancroft Avenue @ Callan			◆			Y					
Front	40	\$136/205		4	2						
Rear	20	\$60/90		2	1						
<b>Root Park</b> 1033 E. 14th Street	20	\$60/90		2	0	N					
<b>Siempre Verde Park/1.8 acres</b> 455 Park St. @ San Leandro Blvd.			◆			Y			Y		
Area 1	20	\$60/90		2	1						
Area 2	20	\$60/90		2	1						
<b>Thrasher Park/12.8 acres</b> 1300 Davis Street	75	\$136/205	◆	6	6	Y**					1
<b>Tony B. Santos Park / 1 acre</b> 862 O'Donnell Street			◆			N					
Rear	15	\$60/90		1	1						
Play	15	\$60/90		1	2						
<b>Toyon Park/2.1 acres</b> 1500 Bancroft Avenue	75	\$136/205	◆	6	2	Y					
<b>Washington Manor Park/15.1 acres</b> 14900 Zelma St @ Manor Blvd.			◆			Y		3	Y	Y	2
Area 1	75	\$190/287		7	3						
Area 2	20	\$60/90		2	0						
Area 3	20	\$60/90		2	1						
Area 4	20	\$60/90		2	2						
Area 5	20	\$60/90		2	1						
Area 6	20	\$60/90		2	1						
Area 7	10	\$60/90		1	1						
Area 8	20	\$60/90		2	2						

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## PICNIC AREA RESERVATION APPLICATION

Please review the Picnic Reservation Procedure, including the cancellation policy, and the General Statement of Policy and Regulations prior to completing the application. All applicable fields must be completed prior to submitting the reservation application.

### RENTER INFORMATION

NAME _____	ORGANIZATION NAME _____
ADDRESS _____	ADDRESS _____
CITY/STATE _____ ZIP _____	CITY/STATE _____ ZIP _____
DRIVER'S LICENSE # _____ BIRTHDATE _____	EMAIL _____
EMAIL _____	PHONE # _____
PRIMARY PHONE # _____	<input type="checkbox"/> NONPROFIT IRS # _____ <input type="checkbox"/> BUSINESS
DAY OF EVENT CONTACT _____	DAY OF PHONE # _____

### PARK INFORMATION

PARK BEING RESERVED \_\_\_\_\_

AREA (# OR NAME) BEING RESERVED \_\_\_\_\_

### EVENT INFORMATION

DATE OF EVENT \_\_\_\_\_ DAY (Please select one) Mon Tues Wed Thurs Fri Sat Sun

TYPE OF EVENT/ACTIVITY (Please be specific) \_\_\_\_\_

HOURS OF USE \_\_\_\_\_ to \_\_\_\_\_ \*ESTIMATED ATTENDANCE \_\_\_\_\_

Although the rental is from 8:00am until 7:00pm, this is helpful for park staff

**Will you bring additional equipment to the park to augment the amenities of the picnic area?** (Ex. Additional tables, chairs, BBQ, tents, etc.) Any additional equipment is subject to approval by the Recreation Supervisor.

Yes  No Initial \_\_\_\_\_

IF YES, PLEASE EXPLAIN \_\_\_\_\_

### COVID- 19 AKNOWLEDGEMENT

1. In support of the guidance and recommendations from Local and State Health Departments regarding the outbreak of the Novel Corona Virus (Covid-19), the individual or group using the facility must see that all local and state health guidance, park regulations and stated policies covering use of City recreation facilities are followed by those in attendance; both adults and children. Initial \_\_\_\_\_
2. I agree that my guests will be wearing face coverings (masks) for the duration of the event. Initial \_\_\_\_\_
3. I agree that those attending will practice 6' social distancing. Initial \_\_\_\_\_
4. I agree to follow the most recent Alameda County public health orders allowed. Initial \_\_\_\_\_

**Additional fees must be added to your permit at least 14 days prior to your reservation. All additional fees are nonrefundable.**

### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ Permit #: \_\_\_\_\_

## PICNIC RESERVATION AGREEMENT/CONTRACT

1. I have read and understand the Picnic Reservation Procedure including the **Cancelation Policy**.
2. I have read the **General Statement of Policy and Regulations**, and agree to, and will abide by those rules before, during, and after the reservation.
3. I understand that alcohol is not permitted in any parks per the City of San Leandro Municipal and a violation is punishable by an infraction and fine.
4. I have read and understand the City of San Leandro Recreation and Human Services Department's Picnic Reservation Cancelation Policy and the policy pertaining to inclement weather. I understand no exceptions will be made to this policy.
5. City of San Leandro Staff reserves the right to take photographs or other recordings of its activities and events for publicity and authorize the use of my image by the City.
6. The individual or group using the facility must see that all park regulations and stated policies covering use of City recreation facilities are met by those in attendance; both adults and children.
7. Use of recreation facilities and City Parks will not be granted to a group or individual where such use would result in individual/private profit.
8. No dunk tanks, petting zoos, or animal rides are allowed in city parks.
9. Groups that cause problems such as noise, litter, or aggressive behavior will have their picnic permit revoked, fees will be forfeited and may also result in the loss of opportunities to obtain permits in the future.
10. The City is not responsible for accidents, injury or loss of individual/property at the facilities.
11. Only the applicant may make changes to a submitted application including: payment of the rental fees, requests for date or location changes, or cancelations.

*I agree to comply strictly with the picnic area regulations, to supervise care in the use of all facilities and equipment, and make good any damage or loss of property arising from our occupancy of any portion of the picnic area or park.*

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

## RELEASE OF LIABILITY

I, \_\_\_\_\_, on behalf of myself and/or group, hereby agree to assume all risks inherent in and arising from participating in this activity and agree to hold harmless and indemnify the City of San Leandro, its officers, employees and agents from and against all loss and liability for injury to person or property (including, but not limited to, personal injury, disability, and death), illness ([including, but not limited to, COVID-19](#)), damage, loss, claim, liability, or expense of any kind, which I, or my group may incur by reason of or arising out of such participating in this activity. I, the undersigned, do hereby certify that I have read and understand the above rules and general statement of policy.

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

## HOLD HARMLESS AGREEMENT

Permitee hereby agrees to, and shall hold the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers harmless from and against any injury (including, but not limited to, personal injury, disability, and death), illness ([including, but not limited to, COVID-19](#)), loss, liability, expense, claim, costs, suits, damages of every kind, nature and description directly or indirectly arising from the performance of the activities permitted hereby in this agreement.

Permitee agrees to and shall defend the City Of San Leandro, its elective and appointed boards, commissions, officers, agents, employees, and volunteers from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of the aforesaid activities, regardless of whether or not the City has assisted in or approved such activities.

I declare that I am authorized to make this application and, to the best of my knowledge and belief, all the information given herein is true, accurate, and complete. I have read and understand the above **Hold Harmless Agreement** and understand that if this application is approved, that this agreement shall be binding upon myself and the organization or group I represent.

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