

## Facility Use Policy- Ignacio Plaza

### Ignacio Plaza

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Ignacio Plaza is located at 525 Henrietta Street, between Alhambra and Castro Streets. It is primarily a pedestrian plaza surrounded by a residential neighborhood on two sides and bordered by Martinez City Hall and the Boys and Girls Club. Pathways cross the park and intersect at a central memorial fountain. Pathways are lit and lined with wrought iron benches and shaded by trees. Off street public parking is limited in front of City Hall.

### Availability & Priority of Use

Plaza Ignacio Martinez is primarily used as a pedestrian plaza. Generally, it is NOT available for group use or rental. Exceptions to the "no rental use" may be made on a case by case basis by approval of a Special Request Facility Use Permit. No more than one (1) special event per month will be considered during the park rental season (March through October), except for September that may have two (2) events on non-consecutive weekends.

Special event activities will be considered on a case by case basis and scheduled in the following order: a) City sponsored events, (such as Recreation & Parks); and, b) community non-profit or local community organization events.

Special Requests for use should be made to the Parks and Recreation Commission at least 60 days prior to an event on the Special Request Form available from the Recreation and Community Services Division. Applicants shall: 1) complete a Facility Use Agreement Form; 2) indicate the nature of the Special Request use; 3) pay the required deposit and fees; 4) attend the public hearing for recommendation of use permit; and, 4) receive approval for restricted use prior to announcing the use of the Ignacio Martinez Plaza.

### Special Facility Use Guidelines

The Ignacio Plaza is subject to the following guidelines in addition to the Standard Provisions to Facility Use Rental Agreement:

1. Event must follow the City's noise ordinance, except as outlined in a permit approved by the Park and Recreation Commission on a case by case basis. (See Martinez Municipal Code, Chapter 8.34 Noise Control and 8.24.150 Hours of Use)
2. Parking that obstructs private driveways is not permitted. (See California Vehicle Code 22500 Sec. a.). Alternative parking may be required for event participants for any event with prospective attendance of over 40 vehicles or 80 persons. Applicant and event organizers may be required to meet with the police department to find a suitable remedy to potential parking and traffic issues in the immediate neighborhood.
3. Events are restricted to less than 500 persons at any one time during the event. Over crowding is not permitted and will result in cancellation of any future event and forfeiture of all fees paid. The event organizers, sponsors, and permit applicant are responsible for the conduct of the event. A responsible adult must supervise the premises for proper facility use during all approved rental hours. Events with more than 250 persons must include coordination with the Martinez Police Department.

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4. Food and beverages must comply with applicable County and State permit requirements. Permits must be displayed on date of event.
5. Rental equipment will not be provided by the City. Storage of event equipment and materials on City property is not permitted either before or after the event. Renter is responsible for all equipment and property.
6. Renter may be required at its own cost to notify neighborhood residents by letter or flyer within a two block radius of the park prior to the Special Request being placed on the agenda of the Park and Recreation Commission. Residents and City must receive notification at least one week prior to the meeting and include the event name, date, time, duration, and name and phone number of the event organizer to contact with questions or concerns.
7. Renter may be required to provide portable toilets for events in compliance with industry standards.

Applicants should thoroughly review the Facility Use Agreement and Standard Provisions to the Rental Agreement. Requests for an exception to the Facility Use Policy must be submitted in writing with the application to enable placement on the proper City agenda for a decision. All provisions and fees apply unless specifically waived, in advance, in writing by the direction of the City Council. Only events with a good track record and whom work with the neighborhood to limit the impacts of their events are eligible for an exemption.

### Deposit & Fees

Damage/Security Deposit	RES & Non Profit	NON-Resident
\$150*	\$90	\$115*
*Deposit and fees may be raised based upon the type of event, i.e. for profit, or higher risk events.		