



## PARKS, RECREATION, MARINA & CULTURAL COMMISSION

DATE: March 6, 2012  
To: Parks, Recreation, Marina & Cultural Commission  
From: Patty Lorick, Recreation Supervisor  
Subject: Ignacio Plaza and Susana Park Policy Revision

### **RECOMMENDATION**

- Approve the revised Ignacio Plaza and Susana Park Policy. Recommend the City Council adopt the policy.

### **BACKGROUND**

During the October 2011 Park, Recreation, Marina & Cultural Commission meeting the draft policy was approved. Since the approval, commissioners and staff realized additional wording was needed to clarify when and how often Ignacio Plaza and Susana Park could be rented each year. Staff also noticed the rental season was incorrect, pricing was lower than the current Council approved fees for those facilities and that fees for corporate users were missing, minor changes were needed to make the policy consistent

#### **Availability & Priority of Use**

Added - No more than one event per weekend. A weekend is defined for rental purposes at 5 p.m. Friday to 10 pm. Sunday.

Added – Each rental month was spelled out and the number of rentals for each month was included.

#### **Special Requests Rules and Procedures**

Changed requests to PRMCC to “at least 45 days.” This is consistent with our event permit and picnic reservation forms.

#### **Facility Use Rules**

Under noise – Changed “noisy activities cannot begin any earlier than 10:00 a.m. in parks.” This is consistent with our requirements for amplification and is more considerate to the neighborhood.

#### **Deposit & Fees**

Deposit should be increased to \$250. The renter is renting an entire park and not just a picnic area.

Resident & Non-Profit fee. Raise the fee from \$105 to \$200

Non-Residents & Non-Resident Non-profit Fee: Raise fee from \$127 to \$240

Corporate Fee: Raise from \$193 to \$370

## **Ignacio Plaza and Susana Park**

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### **BACKGROUND**

Ignacio Plaza and Susana Park have their own use policy separate from other public parks and areas to ensure that the organized use of these areas are balanced with their impacts to the neighborhood. This neighborhood is already impacted on a regular basis by the Boys and Girls Club, St. Catherine's School and the general activities of City Hall. Adjacent to the aforementioned facilities are Susana Park and Ignacio Plaza. Due to existing impacts and lack of public parking, events in this area are carefully screened and monitored to ensure further impacts to the neighborhood are kept to a minimum. The following policies have been instituted by the Parks, Recreation, Marina, Cultural Commission (PRMCC) regarding the use of Susana Park and Ignacio Plaza are intended for this purpose.

### **AVAILABILITY & PRIORITY OF USE**

Each request for reserved use of Susana Park and Ignacio Plaza will be considered on a case by case basis by approval of a Special Request Facility Use Permit. Reserved use can only occur during the park rental season (April through October).

Scheduling priority of Susana Park and Ignacio Plaza are as follows: a) City sponsored events, (such as Recreation & Parks); b) Community non-profit or local community organization events c) private functions

**No more than ten events at both parks, per rental season of April through October are allowed. No more than one event per weekend. A weekend is defined as 5 p.m. Friday to 10 p.m. Sunday.**

### **Rentals allowed each month**

- **April** – One facility rental allowed at either Ignacio Plaza or Susana Street Park, NOT BOTH.
- **May** – One facility rental allowed at either Ignacio Plaza or Susana Street Park, NOT BOTH.
- **June** – Two facility rentals allowed. Either two rentals at a park or one rental at each park
- **July** – Two facility rentals allowed. Either two rentals at a park or one rental at each park
- **August** – Two facility rentals allowed. Either two rentals at a park or one rental at each park.
- **September** – One facility rental allowed at either Ignacio Plaza or Susana Street Park, NOT BOTH.
- **October** – One facility rental allowed at either Ignacio Plaza or Susana Street Park, NOT BOTH.

### **SPECIAL REQUEST RULES AND PROCEDURES**

Special Requests for use should be made to the Parks and Recreation Commission at least 45 days prior to an event, but no less than three weeks prior to the event. The Special Request Use Form is 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) Notice the neighborhood two weeks before the PRMCC

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meeting; 5) attend the PRMCC meeting for consideration of use permit; and, 6) if approved, abide by all instructions and conditions placed on the event. 7) Will not publicize the event or activity until approval for use has been granted by the PRMCC; premature publicizing of event or activity could result in denial of current and/or future use of the facilities.

### **FACILITY USE RULES**

The Ignacio Plaza and Susana Park are subject to the following in addition to the Standard Provisions to Facility Use Rental Agreement:

1. Event must follow the City's noise and hours of use ordinances, 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).  
**Hours of Use:** Parks close one hour after sunset and re-open at sunrise  
**Noise:** In general noisy activities cannot begin any earlier than 10:00am in parks and must end by 10:00pm. If using amplified sounds a Special Use Permit is required.  
**Alcohol Sales:** Alcohol Beverage Container (ABC) Permit is required; which will require Police Department approval
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. Events with more than 250 persons must include coordination with the Martinez Police Department. Overcrowding 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.
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. The prospective renter is required at its own cost to notify neighborhood residents by letter or flyer within a two block radius two weeks prior to the PRMCC meeting in which the Special Use Request is being considered. Noticing must include:
  - PRMCC meeting date , time and location
  - The event name, date, time, duration, and event description
  - The Recreation Department contact phone number, 372-3510
7. Renter may be required to provide portable toilets for events in compliance with industry standards.

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- 8. Renter may be required to get an Event Permit if street closures or other intensification of use that could impact City services is associated with the event.

**PLEASE NOTE:**

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 PRMCC. 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**

<b>Damage/Security Deposit</b>	<b>Resident &amp; Non-Profit</b>	<b>Non-Resident</b>	<b>Corporate</b>
<b>\$250*</b>	<b>\$200</b>	<b>\$240</b>	<b>\$370</b>
<b>*Deposit and fees may be raised based upon the type of event, i.e. for profit, or higher risk events or that require additional city personnel and/or time or equipment.</b>			