

**City of Carson, Parks and Recreation Department**  
**RULES AND REGULATIONS FOR USE OF RECREATION FACILITIES**

1.	A permit application must be submitted a minimum of seven (7) City working business days before the requested date. If the permit is submitted in less than seven (7) days, a non-refundable late processing fee of \$25 may be applied. No permits will be issued more than three months in advance. <i>Park hours Monday – Friday 4 PM - 9 PM, Saturday 10 AM – 5PM, Sunday 12 Noon – 5 PM</i>
2.	The person whose name appears on the permit <b><u>must be present</u></b> during the duration of the permit, or the permit may be cancelled and all security deposits and fees forfeited. Permits are not transferable. A second contact person may be added to the permit.
3.	The time stated on a permit includes decorating, set up, tear down, and clean up. Groups are responsible for set-up and tear-down unless a staff person has been contracted to do so. No decorations are to be fastened to fixture or walls. When decorating or covering tables, <b>No</b> pins, nails, thumb tacks, duck tape. See: <b>Recreation Center Supervisor For Approval.</b>
4.	Staff will stay one hour beyond designated start time. Fees may be forfeited if groups do not show up within their time frame.
5.	The permit group is responsible for all cleaning, which includes sweeping and mopping of floors, removing all decorations, and cleaning tables and chairs. Permittee is responsible for all cleaning and cooking supplies (i.e. soap, sponge, pots, pans, etc.) Broom, mop are provided. Initial _____
6.	Permits may be cancelled or denied in favor of City programs. Please, <b>Do Not</b> mail your event invitations prior to your permit approval.
7.	Groups staying later than regular park operating hours may be required to have City-contracted sheriffs and additional staff at their activity. The City and contracting agency will determine costs.
8.	Use of recreation facilities for non-city sponsored programs for such purposes as promotion and/or registration for programs that may conflict with an existing City program is prohibited. This includes using the City of Carson on banners, flyers, invitations, and other forms of advertising.
9.	Absolutely <b>NO alcoholic beverages</b> (Carson Municipal Code 4209), and <b>Absolutely No smoking are allowed</b> (Municipal Code 41107) on any City of Carson park premises
11.	No animals are allowed, i.e. horses, ponies, petting zoo, etc.
11.	A permit is required for all 15 X 15 jumpers/moon bounce attractions. Vendors not pre-approved by the City of Carson must submit a Certificate of Liability, co-insured in the amount of one million dollars prior to the activity. Evidence of Liability Insurance must be provided to the city upon request. The City of Carson must be listed as additional insured on Liability Policies.
12.	A permit must be filed for use of any City facility, or area by any group of 25 persons or more of any picnic shelter or grass area.
13.	Use of amplified sound equipment of a distance not to excel 50 feet, including DJ's, loud speakers and bands, from 10 a.m. to 5 p.m. Absolutely <b>NO loud music</b> is allowed (Carson Municipal Code 95-1058).
14.	Facility evaluations must be filled prior to and at the conclusion of the event.
15.	Did you know these Ordinances (attached) exist? Initial _____

**FEE GUIDELINES**

1.	RENTAL /REGULAR RATES – the rental/regular fee applies to residents, non-residents, and non-profit organizations. All non-profit organizations are required to submit proof of non-profit status before the application is accepted for resident/non-resident rates <b>No</b> cash payment accepted. Payment options: credit card, debit card, money order & cashier checks only.
2.	STAFF COSTS – Fifteen dollars (\$15) per hour/per staff member to work each permit for all resident/non-residents prior to 5 p.m. The fee is thirty dollars (\$30) per hour / per staff to work each permit after 5 p.m. Any group age 15 – 21 years of age must pay for 2 – 4 L.A. County Sheriffs. There is no exceptions .
3.	A <b>NON-REFUNDABLE</b> application fee of \$50 must be paid at the time the application is submitted for reservation.
4.	<b>Fees must be paid at least (14) days prior to use of the facility.</b> The balance of fees must be paid during these times, or the permit will be <b>Cancelled</b> . If paying by check, two separate checks are required. The City will determine security deposits. (Check payments are not allowed within <b>fourteen</b> “City of Carson” business working days prior to the event.) NOTE: Permit work days are Monday through Thursday from 7:30 a.m. to 5:00 p.m.
5.	Monies collected may not be refunded if groups cancel three (3) or less “City of Carson” business working days prior to the date of usage.
6.	Cancellation is subject to a \$50 processing fee, unless City staff determines otherwise.
7.	Please allow 4-6 weeks for the processing of any refunds and security deposits.

**Pay online – Go green - (<https://payment.carson.ca.us/recreationonline/> )**

NOTE: (1) All fees and deposits are subject to change without notice. (2) Violation of any of these rules and regulations may result in forfeiture of fees and deposits and denial of future requests to utilize City facilities and/or equipment.

Permittee: \_\_\_\_\_ Date: \_\_\_\_\_