



RECREATION FACILITY RESERVATION POLICY

City of Imperial
Department of Parks and Recreation
400 South Imperial Avenue
Imperial, CA 92251
Phone (760)355-3316 / Fax (360) 355-4718

City of Imperial provides parks for the use and enjoyment of the residents of the City of Imperial. While the City parks are open to the public from dawn to dusk, Individuals and groups may reserve a portion of a park. The following procedures and fees cover the reserving of these areas.

A. Reservation Procedures

1. Parties interested in reserving an area in the park must complete a Reservation Request Form. Requests will be handled on a first come, first serve basis with the following priorities:

- TYPE I: Programs and activities of the City of Imperial Parks and Recreation Department will receive priority use of any and all parks.
- TYPE II: City of Imperial based non-profit organizations, including but not limited to youth and/or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.* Will have the second highest priority.
- TYPE III: City of Imperial residents for private use.*
- TYPE IV: City of Imperial based businesses and their employees.
- TYPE V: Non-resident groups as described in Type II.
- TYPE VI: Request from non-resident individuals.

* Proof of residency may be required.

B. Fees

1. All fees are payable in full with the submission of a Reservation Request.
2. Request for a waiver of fees must be made in writing to the Director of Parks and Recreation.
3. Security deposits(where applicable) are fully refunded with the following restrictions: If in the opinion of the Director of Parks and Recreation there has been any damage or misuse of the City of Imperial property, or the park was used for a purpose other than that specified on the request, the responsible party or group will be assessed for the cost of repairs (as determined by the Director of Parks and Recreation) plus \$100.00 and the loss of the use of any City of Imperial parks for one year from the date of the permitted use. The financial liability is not limited by the amount of the security deposit.



PARKS AND OPEN SPACE RULES AND REGULATION

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1. Hours-The parks shall be open between the hours of 6 a.m. and 10 p.m.
2. Alcoholic Beverages-No individual or group shall possess or consume any alcoholic and/or intoxicating beverage in a City of Imperial park, recreational facility or preserved open space area.
3. Parks-The reserved use of the City of Imperial parks and or recreation fields by organized groups or individuals shall be scheduled at the discretion of the parks and recreation Director or Program Coordinator or their designee, a permit shall be issued specifying the date, time and location of the use and such use shall be subject to any conditions that may be imposed there under.
4. Personal Conduct-No person shall improperly conduct him/herself within the parks so as to annoy any other person using the parks.
5. Disposal of Waste-All waste and garbage shall be disposed of in receptacles designated for the purpose. The burning of trash or garbage is prohibited. It is unlawful to transport trash, garbage or any other matter to any park for the purpose of disposal.
6. Notices-No person shall deface or destroy any notice, or sign posted at any place within the parks or open space areas by authority of the Director of Parks and Recreation, nor shall any person post any notice or placard at any place within the parks other than by authority of the Director of Parks and Recreation or City Manager. No person shall damage, deface, destroy or remove any park property, including but not limited to: Signs, Structures, Equipment, Natural growth or other material.
7. Motor Vehicles-No person shall operate, stop or park any motor vehicle except in the parking area or other areas designated for such use. Nor shall any person operate any motor vehicle, including but not limited to: Automobile, Motorcycle, mini-bike, in a reckless or negligent manner, in excess of the posted speed limit, or in such manner as to become a nuisance to other park users.
8. Firearms-No person other than a uniformed on duty officer of the law shall carry any firearm within the limits of the parks.
9. Building of Fires-No person shall set or maintain any fire in the parks except in stove or grills or fireplaces maintained for the purpose and located by authority of the Director of Parks and Recreation.
10. Pets/Animals-Pets/animals are allowed in the City of Imperial owned parks and open space areas as long as they are attached to a leash. Pet owners are responsible for the liability of their pets and must clean up after them.
11. Dangerous Athletic Equipment-No person shall use javelins, arrows, discus or similar athletic equipment dangerous in character. The flying of remote control and u-controlled airplanes is also prohibited. The playing or practicing of golf is prohibited except specifically designated for that purpose by the Director of Parks and Recreation.
12. Sound Equipment-No person shall use any sound amplification equipment in the parks except by special permission from the Director of parks and recreation.
13. Explosive and Fireworks-No person shall have in his/her possession or ignite any fireworks as prescribed by law.