



Guidelines for Special Use Events in City of Santa Rosa Parks

- 1. Trash Management:** Please consider having a Green Event that includes recycling and use of recycled products. If extra dumpsters and/or trash and recycle cans are to be brought into the park as part of your Trash Management plan, please contact City Park staff to assist with placement and access. All dumpsters, trash and recycle receptacles, etc, must be removed from the park on the first weekday after the event.
- 2. Restrooms:** Park restrooms may not be serviced during your event. If you anticipate 200+ people at your event, portable toilets may need to be brought into the park. Please consult with City Park staff so they can assist with placement and access. Portable toilets must be removed from the park on the first weekday after the event.
- 3. Public Access:** No Park shall be completely gated or fenced as to restrict access into the area by the public. Parking spaces or parking lots cannot be reserved, nor public access restricted.
- 4. Securing Tents:** Small tents, 12' x 12' or smaller, and portable shade structures should be staked with stakes no more than 8 inches in length. Sand bags or water barrels must be used to secure large tents and portable shade structures larger than 12' x 12'. (**Note:** See Variance for exceptions.) Tents 20' x 20' or larger may need a permit from the Fire Department.
- 5. No Vehicles Allowed on Grass:** Plan appropriately with an adequate number of people to set up and break down your event. Dollies, wagons or handcarts may be used on the park pathways to haul supplies closer to your venue. (**Note:** See Variance for exceptions.)
- 6. Alcohol Policy:** Alcohol is allowed in Community Parks on weekdays from 5:00 pm until closing and on weekends and holidays during regular park hours; or by obtaining a permit. Glass bottles and/or glass containers are **not** allowed. Alcohol is **prohibited** in Neighborhood Parks (ORDINANCE NO. 13-24.050). The presence of alcohol at your event may require licensing by the State of California Alcohol Beverage Control Department. Please check their specific guidelines as they apply to your event. The applicant is responsible for making sure that alcohol is not supplied to minors and that responsible hospitality guidelines are followed.

- 7. Amplified Sound:** A permit issued by the Police Department is required for amplified sound. Amplified sound is **not** allowed at Finley Park and Rincon Valley Park, with the exception of City co-sponsored events.
- 8. Party Jumps:** Allowed in most City Parks. Please see our website, www.santarosarec.com for complete recreation jump guidelines. Party Jumps are **not** allowed on turf areas in Howarth Park or along the fence line behind the residences in Rincon Valley Park. Stakes used to secure party jumps cannot be more than 8 inches in length.
- 9. Glass Containers: Prohibited** in all City Parks (ORDINANCE NO. 13-24.070).
- 10. Smoking: Prohibited** in all City Parks (ORDINANCE NO. 9-20.050).
- 11. Dog Scoop and Leash Laws:** Apply to all dogs in parks. All dogs must be on a leash not to exceed 6 feet in length, unless they are in an enclosed Dog Park (ORDINANCE NO. 3796).
- 12. Park Rules:** All Park rules are in effect during your event. Please comply with all rules governing the use of Park areas, both posted signs and direction from Recreation and Parks staff. It is unlawful for any person to remain in a public facility after being requested to leave for a rule violation (ORDINANCE NO. 13-24.036).
- 13. Storm Drains:** Dumping of any water, ice or other substance into storm drains or adjacent landscaping is prohibited.

Variance for Exceptions: We understand there are circumstances that warrant exceptions to these policies. If you believe your event requires a variance to the “no vehicles allowed on grass” or “securing tents” policies, you must **contact the Parks Division at (707) 543-3770** to discuss options, and to set up a field meeting prior to completing your event application form. Extra fees may be charged for irrigation mark-outs and post-event inspection of valves and sprinkler heads.