

CITY OF WILDOMAR
COMMUNITY SERVICES
23873 Clinton Keith Rd Ste. 201
Wildomar, CA 92595
951.677.7751 951.698.1463 Fax
www.CityofWildomar.org



Park Shelter Reservation Request Form

Name of Organization: _____ Contact Person: _____

Phone: _____ Email: _____

Mailing Address: _____
Street City Zip Code

Date Requested: _____

Time Requested: from _____ to _____ (this includes setup and clean up)

Type of Activity (please check) # of people in group _____

Birthday _____ Neighborhood Party _____ Church Picnic _____

Family Picnic _____ Company Picnic _____ School Function _____

Reception _____ Wedding _____ Other _____

Park Requested (please check)

Marna O'Brien Park _____ Shelter number _____

Regency Heritage Park _____ Shelter number _____

Windsong Park _____ Shelter number _____

*Includes tables under shelters

Are you requesting approval of a party jump? Yes _____ No _____

Party jump company name: _____ Phone: _____

***Generators are needed; parks do not have a power available**

***Proof of insurance is required naming the City of Wildomar as additionally insured (from company)**

I do hereby waive, release and hold harmless the City of Wildomar, its officers, employees and representatives for any injury suffered at the event mentioned above. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. Also by signing this form you acknowledge you have read and understand the General Rules and Regulation

Signature of contact person

Title if applicable

If approved please keep this form with you on site for verification of approved reservation

For office use only

Date received: _____ Approved yes _____ no _____

Insurance required yes _____ no _____ Certificate received: date _____

_____ Shelter use Amount Due \$ _____ Date Received _____ Check # _____

Staff: _____

Park Shelters

GENERAL RULES AND REGULATIONS

PLEASE NO:

- Littering
- Parking in red zones
- Glass containers
- Climbing of trees, slopes, back stops or soccer/football goals
- Unleashed pets/animals
- Driving vehicles onto turf or sidewalks to unload picnic items
- Alcohol
- Loud/amplified music
- Petting zoo or pony rides
- Smoking is not permitted within 15 feet of any shelter or 100 feet of any playground or ball field

General Rules & Regulations

1. All parks close at sunset unless otherwise authorized.
2. All vehicles must stay within the designated parking areas; no driving on sidewalks or grass for loading or unloading is allowed.
3. All reservation requests must be in writing within 5 work days notices. Reservations cannot be accepted over the phone.
4. Should changes to a confirmed reservation be necessary, they must be made at least 3 work days in advance of reserved date.
5. Reservations are not accepted on any holidays or holiday weekends, including Mother's and Father's Day; all shelters are on a first come basis for holidays and holiday weekends.
6. Electricity is not available at any City Park
7. No amplified sound, which may include but is not limited to DJ's, speakers, bullhorns, and PA systems without written approval.
8. All parks close at Sunset.
9. If requesting the use of a party jump insurance is REQUIRED before final approval of reservation. A whisper quiet generator is the only type approved for use at the park.
10. If insurance is required, the organization must provide the Community Services Department office with a copy of their insurance naming the City of Wildomar as additionally insured. The minimum amount of liability is \$1 million dollars. Insurance riders must be received at least 3 working days before the requested date and before final confirmation will be given.
11. Electricity and water hook-ups are not available.
12. Canopies are allowed only if the holding pegs DO NOT exceed 6" in length
13. Any group granted permission to use any facilities shall use them only as such purpose as specified by the group on the Reservation Form and shall limit the use to the facility requested.
14. Permission to use any facility does not constitute an endorsement of an organization's belief, policies or procedures by the City of Wildomar or its employees.
15. Please leave the area cleaner than you found it for the next person.
16. The Charge for In District Reservations is \$15.
17. Please pick up all trash and debris and be respectful of the equipment.
*local organizations and residents have precedence for reservations over non-local organizations.

I have read and agree to abide by all of the above Rules and Regulations _____
Initials Date