



Weaverville / Douglas City Parks & Recreation District

101 Park Ave. Bldg. #3 PO Box 1453 Weaverville, CA 96093
Phone/Fax (530) 623-5925 wdcprdooffice@gmail.com

LEE FONG PARK FACILITY USAGE RULES AND REGULATIONS

General

- *Application And Permit For Use Of Facilities* AND the *Lee Fong Park Release & Hold Harmless* forms must be completed and returned to the District Office and approved **before** your event can be entered on the calendar.
 - A check or money order must accompany this form in order for your event to be placed on the calendar, otherwise your event is only penciled in.
 - In the event another applicant wishes to use the same facility(ies) on the same day(s), priority is given based upon payment received for facility usage.
 - *Application And Permit For Use Of Facilities* AND the *Lee Fong Park Release & Hold Harmless* forms can be mailed to:
Weaverville/Douglas City Parks & Recreation District
P.O. Box 1453
Weaverville, CA 96093
- Or call the District Office at (530) 625-5925 to make arrangements to drop off the forms.
- You will receive a receipt for payment of the reservation for the facility along with an approved and signed copy of the *Application And Permit For Use Of Facilities* AND the *Lee Fong Park Release & Hold Harmless* forms. You will need to have these forms with you on the day(s) of your event. These forms without the Executive Administrator or a WDCPRD Board Member's signature are NOT valid.
 - Reservations must be signed by a responsible adult, 21 years of age or older.
 - The individual or group reserving the facility assumes full responsibility for the conduct of the guests at their function.
 - Reservations for activities involving minors require chaperones. For every 10 minors using the facility, not less than one adult chaperone must be present at all times during the event or activity. Names of such chaperones shall be furnished to the District Office at least five (5) days prior to the function or the function will be subject to cancellation.
 - WDCPRD is not responsible for any property lost or stolen during an event, or any items left behind.

A deposit of \$125 per day of event (i.e. if event is 2 days long, deposit is \$250) to cover costs incurred by the District for setup, damages, or cleanup, is required under one or more of the following circumstances:

- The attendance will be 25 or more people.
- Alcoholic beverages will be served or sold.
- Food will be sold
- If event involves any activity the District considers a possible risk.
- **Damage deposit must be received by the District Office, Weaverville/Douglas City Parks & Recreation District, P.O. Box 1453, Weaverville, CA 96093 thirty (30) days prior to your reservation date. If not received, your reservation will be canceled.**

- Cancellation policy:
If you cancel with less than two weeks (10 business days) notice before your event, a \$25.00 administrative fee is charged.
If you cancel with less than one weeks (5 business days) notice before your event, you will also be charged ½ the rental reservation fee (\$50.00) + the \$25.00 administrative fee for a total of \$75.00 based on per day of event.
(i.e. If event is a 2 day event, cancellation policy fees double.)
- Any refunds due are issued through the District Office. Users should receive a refund check within two to three weeks after their reservation date.

Insurance is required under the following circumstances:

- The attendance will be 25 or more people
- Alcoholic beverages will be served or sold.
- Food will be sold
- If you event involves any activity the District considers a possible risk.
- **Insurance must be received by the District Office, Weaverville/Douglas City Parks & Recreation District, P.O. Box 1453, Weaverville, CA 96093 thirty (30) days prior to your reservation date. If not received by that date, your reservation will be canceled.**
- For information call the District Office at (530) 623-5925

Multiple Reservations

Because of the heavy demand for park reservations in the summer months only two major reservations per month during the months of May – September are allowed.
Maximum of ten (10) reservations per year.

Camping

- Camping is not allowed at Lee Fong Park- The TC Sheriff's Dept. will write you a ticket.
- Special permits may be obtained for campers of events that last for more than one day
- This requires approval for the District board at a board meeting at least 60 days prior to your event.
- Must obtain written approval from the Executive Administrator or WDCPRD Board Members

Lower Mill Street Access

- For events that allow for Lower Mill Street Access, this is a private road in which the District must seek approval in advance for access that is limited. You must obtain written approval from Executive Administrator or WDCPRD Board.
- Vehicles must drive in and out at a slow rate of speed, 15 miles per hour or less. Please be respectful of the residents.
- Vehicles, once in, must remain in that area for the duration of the event.
- In the event you need to use your vehicle after setting up your camp, it may be parked in the Weaverville CSD / TC Child Support Division parking area as it is vacant during the weekend.
- Driving back and forth along this road during the event is prohibited.
- This area is not for public parking during event.

Selling Alcoholic Beverages

- Must be a non-profit organization unless approved by District at a board meeting at least 60 days prior to event.
- Must obtain written approval from the Executive Administrator or WDCPRD Board Members.
- Must obtain permission for the Weaverville Sheriff's Department
- Must obtain your liquor license from the State of California, Alcoholic Beverage Control Department.
- Must obtain additional liquor liability insurance.

Selling Food

- Must be a non-profit organization unless approved by District at a board meeting at least 60 days prior to event.
- What you pack in, you pack out, do not leave your grease from your deep fryer as trash!
- If selling hot food, food that is heated in some way, you must have a functioning fire extinguisher on site in your booth.
- Must obtain approval from the Executive Administrator or a WDCPRD Board Member.
- Contact the Trinity County Health Department for rules and safety guidelines for selling food.

Decorations

- All decorations must be fireproof/fire retardant.
- Throwing rice, confetti, water balloons or other similar material is prohibited.
- Restriction on Throwing Candy, etc.: Participants in an activity may distribute candy or other attractive objects to participants **only by hand-to-hand**. No other kind of distribution will be allowed, including, without limitation to, throwing, tossing, etc.
- All decorations and tape must be removed from the area after your event.

Restrictions

- No vehicles on the lawn areas.
- Do not stake anything into lawn as this could break underground irrigation. 8" stakes may be ok in certain areas but it needs to be reviewed by the Parks Maintenance Personnel first.
- Do not staple or nail flyers to trees or pole pavilion.
- Picnic tables may not be moved from their location.

Fire Dancing

- To be held only at amphitheatre or in parking lot
- There must be an adult responsible and familiar with the ways of fire dancing having had prior experience
- Methods to put out fires need to be readily available including a functional and appropriate fire extinguisher, a water hose with spray nozzle and appropriate blanket(s) to be applied to extinguish flames.

Fires

- No Ground fires - camping or otherwise.
- No candles, flame lanterns, lights in trees, etc
- Fines will be in accordance with USFS rules and regulations

Bar-B-Que

- Fires in designated / established BBQ's with briquettes only.
- Propane ok in portable Gas Grill.
- Ability to put out a fire needs to be readily available by including a functional and appropriate fire extinguisher.

Trash

- Applicants will be responsible for any and all trash, trash clean up and disposal of trash during and following their event.
- If this will be a larger event call the Trinity County Solid Waste to arrange for a Dumpster to be placed at location of event at (530) 623-1326.
- Applicant is responsible for any and all costs / fees associated with trash from their event.

Amplified Sound

- Amplified sound is allowed only between the hours of 9:00 a.m. – 10:00 p.m. No more than seventy-five decibels at a distance of 50 yards from source.

Jump Houses

- Required to be supervised at all times.
- Location of set-up needs to be reviewed by Parks Maintenance Personnel.
- If jump house requires anchoring, it needs to be reviewed by the Parks Maintenance Personnel.
- A barrier should surround the jump house; no stakes are to be driven into soil/ground.
- Liability insurance will be provided by the vendor. The only approved vendor at this time is Astro Events, (530) 243-5867.

Security

The District reserves the right to require uniformed security personnel and /or attendant service for any function at the discretion of the Executive Administrator or her/his designee. Applicant shall provide guards at applicant's expense. These security guards must be employees of a company licensed under the State of California private Investigator Act.

Reservation will be canceled if the above requirements are not met 30 days prior to your event.

NOTE: The Weaverville/Douglas City Parks and Recreation District reserves the right to cancel any event due to unforeseen circumstances or inclement weather.