

**- C I T Y O F S U N N Y V A L E -**  
**SUNNYVALE PICNIC POLICIES**

550 E. REMINGTON DRIVE  
P.O. Box 3707  
SUNNYVALE, CA 94088-3707  
(408) 730-7751

**Picnic Reservation Procedures**

- Only City of Sunnyvale Residents and Companies may make reservations in the Neighborhood Parks
- For your convenience, you may go online at <https://recreationclasses.insunnyvale.org/> to check availability, or stop by the community center Monday-Friday between 9am-6pm.
- Once a picnic area has been reserved, a confirmation packet will be delivered to your home or business address
  - ❖ Sign and return the “Picnic Area Liability Statement”
  - ❖ Signed liability statements may be sent by fax to (408) 730-7754

All customers must submit two (2) forms of residency verification (one current photo ID and one utility bill) to reserve a picnic area.

Reservations can be made over the phone with a Visa or MasterCard, or in person at the Sunnyvale Recreation Center Monday through Friday between the hours of 9:00am and 6:00pm. Sunnyvale residents and companies ONLY may reserve picnic areas. First come first serve areas are non-reservable and available to the public.

For your convenience you may go online at <https://recreationclasses.insunnyvale.org/> to check availability or call the main reservation line.

To reserve on behalf of a company or organization, your Sunnyvale company or organization must provide the City with a signed letter of authorization on official letterhead, granting your representative the ability to act as an agent.

Reservations can be made six months to the day in advance. You may reserve picnic areas from April 1 through October 31. Picnic site reservations are taken on a first-come basis. Only one picnic area is available to be reserved per customer, per reservation date.

It is the user’s responsibility to ensure that a copy of the use permit is on site for the duration of the event.

Groups composed of minors (under 18 years old) must be supervised by 1 adult for every 20 minors while they are using the facilities. The permit must be issued to the adult supervising the function. Permits will only be issued to individuals between 18-21 years of age for events without alcohol.

The parks are open for use between the hours of 6:00am and 9:00pm. All activities must be concluded no later than 9:00pm (including clean-up time). Any use during non-standard hours will require approval from the reservation coordinator. All persons associated with your event must vacate the premises when the permitted time expires.

### **Payment**

- Full payment is required at the time of the reservation—no holds will be issued for sites without payment. In person reservation requests may be taken until the working day prior to the event. Phone in reservations must be made a minimum of 7 business days prior to the event date. If paying by check or credit card, the payment information must match the name on the rental contract. All payments must be made by cash, check, or Visa or MasterCard when the event date is less than two weeks away—no checks will be accepted.

### **Additional Charges and Special Requests**

- There will be a \$25.00 jumphouse permit fee needed when you have an inflatable jumphouse at one of the City parks. Enclosed jumphouses must be obtained through certain companies authorized to provide structures in Sunnyvale parks. To obtain a list of the authorized companies you can call the reservation line at (408) 730-7751 or come in the Recreation Center to pick up a copy. Jumper permits are not refundable. A generator must be rented in conjunction with a jumper to be used as a power source. Power from the outlets located in the picnic areas may not be used to power jumpers. Jumpers are not allowed during the off season, October through March.
- The Spray Pool at Las Palmas Park must be reserved a minimum of five business days in advance. The Spray Pool is turned on for two hours for \$60.00 and is a non-exclusive use facility.
- To limit the number of users and provide a safe recreational area, operational Spray Pool hours paid for by park patrons cannot be given to the inquiring public.
- The City of Sunnyvale does not guarantee that the lakes or streams at the parks will be operational during an event.
- Power to the electrical outlets in the picnic areas cannot be guaranteed. The city does not assume responsibility that the outlets will operate on a consistent basis. Not all picnic sites are equipped with electrical access.

### **Cancellation, Revision, and Rainout Policies**

- The City of Sunnyvale reserves the right to cancel any use of facilities and/or equipment upon two weeks notice. This shall be done at any time that is deemed necessary to do so and in consideration of the First Amendment Rights of the applicant.
- Cancellation of a picnic area is subject to a \$10 refund fee and must be done 30 days prior to the scheduled event in order to receive a refund. Picnic fees are not refundable if cancellations are made less than 30 business days prior to your original event date. Failure to notify the Reservation Office of a cancellation will result in the forfeiture of all fees.
- In order to change the date of an event, park site, or picnic area, the permittee must inform the reservation office at least 2 weeks prior to event date and will be subject to a \$5 transfer fee. You may transfer your event once and transfer must be within the current picnic season.

- If it rains the day of your picnic, please notify the reservation office within 3 business days after your event to inquire about reservation fees being refunded. After 3 business days the City will not be able to refund your rained out picnic.

### **Refunds**

- Fees refunded will be mailed to the permittee. If the permittee paid by check or cash, a check will be mailed for the appropriate amount approximately 4 to 6 weeks after the date of the event or after a cancellation has been made. If the permittee paid by credit card, the permittee's credit card will be credited for the appropriate amount within 2-3 weeks following the event or cancellation request.

### **Alcohol Information**

- Alcohol is permitted in the picnic areas only in conjunction with a meal. Alcohol is limited to beer, wine and champagne. Hard alcohol, including "mixed drinks" and "cocktails" are not permitted in the parks.

### **Clean-up Responsibilities**

- The permittee is required to leave the picnic area in the condition it was received.

### **General Regulations**

- The reservation sign (provided by the Reservation office) should be posted at the appropriate site between 8:00 am and 8:30 am on the day of the scheduled use.
- NO amplified music or speeches are allowed in the Neighborhood Parks.
- You may use masking tape on picnic tables. However you may NOT use staples, tacks, nails, screws or any material that may damage the picnic site.
- Adjacent picnic site users share barbecue grills.
- All dunk-tanks, petting zoos, bird shows, and carnival activities are prohibited in the park.
- Bringing additional equipment into the park is prohibited. This includes, but is not limited to, tables, chairs and personal barbeques.
- Each guest at an event must obey all applicable City, State and Federal rules, ordinances, laws and regulations. Failure to obey the rules and regulations may result in cancellation of your permit. Additionally, you may be asked to leave the facility and/or be subject to legal action.
- It is the responsibility of the permit holder to abide by the capacity of their designated site.
- The person or organization to whom the permit is issued assumes all responsibility for use of the facility. Permits cannot be transferred, assigned or sublet. The permit holder or their delegate must be in attendance at all times.
- Only City of Sunnyvale vehicles are allowed on Park grounds. You may park only in designated parking areas, and must comply with all zoning and traffic ordinances.
- The areas reserved exclusively for your activity are indicated on your permit. Other non-reserved areas may be used by anyone on a first-come first-serve basis.
- The City has the right to assign a staff member to supervise the event.

- Gambling is prohibited. Gambling is defined as: “giving of value for the possibility of obtaining the operation of an element of chance.”
- No soliciting is allowed in or around the Park.
- The City of Sunnyvale is not responsible for accidents, injury, illness, or loss of group or individual property.
- Specific fire code regulations must be followed for candle usage. No open flames allowed. Call the Reservation Office for further details.
- Proof of insurance may be required, depending on the type of event.
- Birdseed may be thrown at wedding receptions; no rice is allowed.
- Commercial or profit-making activities are not allowed. You may not charge admission fees, sell products, or solicit donations without prior special approval by the Department Director or the assigned representative.
- Smoking is prohibited in all public parks, including recreation facilities and open spaces.
- The City has banned use of foam plastic food and beverage containers by food vendors effective April 22, 2014 and, as of April 22, 2015, retail sales of these items. To protect the local environment, we ask your cooperation in not using foam food containers (aka “Styrofoam”) at your picnic, meeting or other event.
- Anyone violating the established rules and regulations or constituting a public nuisance may be required to leave the picnic facility.
- The picnic area at Columbia Park is located on school property and may not be reserved when school is in session.
- Please do not offer gratuities to City employees as they have been instructed not to accept them.

### **Fire Pits**

- There are currently two fire pits available for public use: one at Lakewood Park, and one at Murphy Park. A use permit must be secured a minimum of 5 business days in advance of the proposed use and a \$25 permit fee will apply. Refunds will only be provided in the event of a "Spare the Air" day. No fire use is permitted on "Spare the Air" days. It is the responsibility of the permittee to check if their use date is a "Spare the Air" day prior to the event. Use of the fire pit on a "Spare the Air" day or burning materials that are not approved (see below) will result in loss of future City facility reservation privileges. Information regarding "Spare the Air" days can be obtained at [www.sparetheair.org](http://www.sparetheair.org).
- Only dry firewood can be used in the fire pits; no painted or treated wood, lumber, green wood, leaves or branches, plastics, trash, etc.
- Fires must be extinguished and all persons associated with your event must vacate the premises by 9:00pm.