

# CITY OF DINUBA

## PARKS & COMMUNITY SERVICES DEPARTMENT

1390 E. Elizabeth Way

Dinuba, CA 93618

(559) 591-5940

## PARKS & FACILITIES RENTAL PACKET INFORMATION

2017-2018

The Community Center rooms are available for rent from 6:00 am to 10:30 pm. A completed Facility Use Application must be submitted no later than ten (10) working days prior to the scheduled rental date. Activities sponsored or co-sponsored by the City have priority. Required deposits will be applied to rental fees at the time of application approval.\*

### FACILITY RENTALS

#### Multi-Purpose Room

(2537 sq. ft., capacity 168 persons)

\$84 PER HOUR

#### Kitchen Use

\$41 PER USE

#### Set-Up/Tear Down

(tables & chairs)

\$28 FLAT RATE

#### Misc. Rooms

##### **Room "A"**

(425 sq. ft., capacity 20 persons)

\$50 PER HOUR

##### **Room "B"**

(752 sq. ft., capacity 50 persons)

\$56 PER HOUR

##### **Room "C"**

(952 sq. ft., capacity 50 persons)

\$61 PER HOUR

*Staff supervision fee may be required for facility rentals.*

---

### PICNIC PAVILION AND BANDSHELL RENTAL RATES

<u>Attendance</u>	<u>Fee (1/2 Day Rate = 5 hours)</u>	<u>Fee (Full Day Rate)</u>
0-50	\$43	\$86
51-100	\$61	\$122
101-150	\$79	\$158
151 & OVER	\$96	\$192

**PARK EVENTS OF 151 OR MORE PEOPLE MAY REQUIRE STAFF AND PORTA POTTIES  
AND  
IN SOME CASES IT WILL BE MANDATORY FOR STAFF TO BE PRESENT AT BANDSHELL USES**

---

## ATHLETIC FIELD RENTAL RATES

<b><u>Private Use</u></b>	\$45 PER HOUR (2 hour minimum)
<b><u>Baseball/Soft Ball</u></b>	\$45 PER HOUR (2 hour minimum) \$225 FLAT RATE PER FIELD PER DAY FOR TOURNAMENT
<b><u>Basketball/Soccer</u></b>	\$33 PER HOUR (2 hour minimum) \$167 FLAT RATE PER FIELD PER DAY FOR TOURNAMENT

### **SITE PREPARATION:**

(Per athletic field, including chalking)

Roosevelt Baseball Field	\$45	Delgado Softball Field	\$56
KC Vista Baseball Field	\$61	Soccer Field	\$56
Basketball Court	\$11		

BASEBALL EVENTS REQUIRE PRIOR AUTHORIZATION FROM RISK MANAGEMENT DIVISION  
PORTA POTTIES MAY BE REQUIRED IF 150 PEOPLE OR MORE ATTEND EVENTS

---

## EVENT SUPPORT SERVICE CHARGES

**EVENT SUPERVISION:** \$56 PER HOUR (MULTI-PURPOSE ROOM)  
Per staff/Personnel \$40 PER HOUR (OTHER ROOMS)

**ELECTRICAL USE:** \$33 PER HOUR (PER ATHLETIC FIELD - 2 HR MIN)  
\$11 PER HOUR (PER BANDSHELL USE)

DEPENDING UPON THE TYPE OF EVENT  
SECURITY GUARDS MAY BE REQUIRED  
AND/OR INSURANCE MAY BE REQUIRED

---

**SOME RENTALS MAY REQUIRE A CERTIFICATE OF GENERAL LIABILITY  
INSURANCE, LISTING THE CITY OF DINUBA AS ADDITIONALLY INSURED, IN  
AN AMOUNT NOT LESS THAN \$1,000,000.**

To purchase insurance through the City of Dinuba Community Services for your special event, please ask office staff for further information and assistance.

---

## **FACILITY PRIORITY USE POLICY**

---

<b>GROUP 1</b>	<b>NO CHARGE</b>
----------------	------------------

---

City sponsored activities

---

<b>GROUP 2</b>	<b>NO CHARGE</b>
----------------	------------------

---

Dinuba School District	(Except possible staff costs)
Dinuba Youth Sports Programs	Lighting, Electrical, Direct Cost
Aqua Emps	
Dinuba Babe Ruth	
Dinuba Youth Football	
Senior Citizens, Inc.	

---

<b>GROUP 3</b>	<b>DIRECT COSTS ONLY</b>
----------------	--------------------------

---

Community youth groups  
Non-profit groups  
Community service clubs  
Govt. agencies providing services in Dinuba  
City co-sponsored activities/classes

---

<b>GROUP 4</b>	<b>STANDARD RATE</b>
----------------	----------------------

---

General residence  
Local businesses, etc.  
Local group or league (not sponsored by the City)

---

<b>GROUP 5</b>	<b>2 X STANDARD RATE</b>
----------------	--------------------------

---

Users outside of Dinuba

---

### **DIRECT COSTS**

Electricity	\$6 per hour	}	\$73
Custodial Supplies	\$1 per hour		
Staff Supervision	\$33 per hour		
Room Rental	\$5 per hour	}	
Setup/Tear-down	\$28 Flat Rate		

#### Contract Classes

8:00 AM – 5:00 PM	\$12
After 5 PM & Weekends	\$43

# City of Dinuba

## PARKS & FACILITIES USE POLICIES

The goal of these Council adopted policies is to create a set of guidelines that allow for effective management of exclusive use areas and provide higher standards for care and maintenance necessary to ensure a quality experience for all facility users.

This policy designates specific areas as “group use” or “special use” areas. The following sites fall within this designation;

Rose Ann Vuich Park -	Picnic/Black Top area w/BBQ 1, 2a, & 2b Covered picnic area-Pavilion Bandshell		
Felix Delgado Park-	Picnic areas & covered Pavilion Playground	Lighted athletic field Concession Stand	
Roosevelt Park-	Lighted Baseball/Softball field #1 Lighted baseball/Softball field #2 Covered picnic area – Pavilion Playground	Racquetball courts Tee Ball field #3 Basketball courts Concession Stand	
Community Center-	Various rooms	Kitchen	Multi-Purpose Room
Alice Park-	Covered picnic area	Basketball courts	Playground
K/C Vista Park -	Lighted Baseball Field Picnic Pavilion w/BBQ	Soccer fields Playground	
Centennial Park	Picnic Pavilion w/BBQ	Soccer Fields	Playground
Pamela Lane Park	Picnic Pavilion w/BBQ		
Gregory Park	Playground Picnic Area w/BBQ		
Gregory Park # 2	Turf		
Chamber Park	Turf		
Nebraska Park-	Dog Park Passive Park	Covered picnic area-Pavilion w/BBQ	

**All users of City facilities for activities not sponsored by the City of Dinuba, and not in conflict with the City sponsored activities, are subject to the following conditions:**

1. Requests for use of a designated area requires the applicant to follow the adopted Facility Use Policy, which includes:
  - Advance notice of scheduled rental, which will allow for necessary maintenance and set-up.
  - Provide a certificate of liability insurance, limits will be determined by the type of rental and quoted at time of reservation.
  - Determination of appropriate service charges will be applied based upon the service requested by the applicant, consistent with the herein adopted policy.
2. Each area can be used on a first come, first serve basis if no reservation is scheduled for a “group use” area.
3. All requests for use of designated areas will be evaluated against all other users, the intent is to clearly define an order or priority of users of all competing groups within and outside the community.
4. Rentals occur on a first come, first serve basis, unless otherwise authorized by the Department and/or City Manager.
5. City facilities may be used between the hours of 6:00 a.m. and 10:30 p.m., as stated in the Municipal Code, Section 9.48.050.
6. User must submit a completed facility use application no later than 10 days prior to the scheduled rental date. A completed application does not constitute an approval. The application must be approved by an authorized agent of the City before it is valid.
7. User must provide a certificate of general liability insurance listing the City of Dinuba as additionally insured in an amount not less than \$1,000,000.
8. Staff is required to be on site at Band Shell rentals, park rentals with groups of 100 or more and all Community Center rentals.
9. All fees will be quoted at the time the application is submitted. All rental fees and insurance fees must be paid no later than 10 days prior to the rental date. Fees for any additional time used during the date of rental, will be billed the following day and payable within 10 days of invoice date.
10. If a facility is to be used for political meetings, political propaganda may only be displayed in assigned meeting room or designated rental area and must be removed immediately following the function.

11. Facilities to be used for league play, require an official schedule be included with the application. Outside light use require a two-hour staff charge to be assessed, and a per-hour charge for the use of the lights (see Event Support Service Charges).
12. All field rentals for sporting events and/or activities need prior approval through City Risk Management Division.
13. Depending on the nature of an event, user may be required to sign an agreement requiring the user to clean the site after use. Non-compliance may void approved application for future uses.
14. Depending upon the number of participants and the nature of the rental, the Department may require that the user provide security guards at user's expense. A copy of an invoice or other documentation proving that security has been hired must be submitted to the Department prior to the rental date.
15. Deposits are required at the time of the application approval. Deposits are required to guarantee the rental date and will be adjusted to offset rental expenses.
16. Cancellations must be initiated 48 hours prior to rental date in order to be eligible to receive a refund of the deposit (Less \$7 processing fee).
17. User assumes the responsibility of replacing and/or repairing any equipment, facility amenities, etc., damaged during the rental use.
18. Alcoholic beverages are not permitted in any City of Dinuba facilities or park facilities.
19. Reservations for facility use will not be accepted on legal holidays unless authorized by the Department Manager.
20. Staff will not be scheduled to clean park areas for park reservations scheduled on holidays that land on the weekends.
21. Groups of 150 or more are required to provide porta potties at user's expense.
22. City facilities may not be used for fund raising activities, unless:
  - Activity is sponsored or co-sponsored by the City of Dinuba.
  - OR**
  - Activity is sponsored by non-profit organization providing services to the citizens of Dinuba AND reviewed and confirmed to be so by the Community Services Manager AND approved by City Council.

23. Groups, clubs, and organizations may schedule a facility for weekly or monthly functions and may at any time be preempted for City sponsored events and activities; however, adequate advance notice will be given.
24. Any violation of the facility use policies will result in the immediate voiding of Facility Use and user will not be eligible for a refund.
25. The City may, for good cause, suspend the rules contained herein and/or develop additional rules governing use as it deems necessary.
26. In the event of an appeal of an administrative decision regarding the use or policy, the appeal shall be filed in writing, clearly stating the reasons therefore, and shall be processed as follows until resolved:
  1. Community Services Manager
  2. City Manager
  3. City Council

**No appeal will be valid until it has been submitted and considered in the above listed order.**