

Park Permit Guidelines

Recurring Groups

- 1. Calendar:** Please submit an updated calendar for the upcoming month to the Park Permit Desk no later than the 20th of each month.
- 2. Rainout Policy:** Rain-related cancelations may be eligible for a credit or refund if requested within 48 hours after the scheduled class has been canceled.
- 3. Insurance:** Event Insurance naming the City of Santa Rosa as Additional Insured is required. Proof of Insurance must be on file with the Park Permit Department prior to the first class.
- 4. Discount:** A 15% discount is only eligible for regular reoccurring programs scheduled for more than three months in City Parks.
- 5. Sports Fields:** Use of sports fields requires additional permitting but will **not** be permitted for activities other than the fields' intended activity. All fields are "as is" and cannot be utilized when wet. To check field conditions, call: 707-543-3474.
- 6. 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 are on a first-come-first-served basis.
- 7. Trash Management:** Please do not rely solely on the trash receptacles located at the park as they often are overwhelmed by regular park users.
- 8. Restrooms:** Park restrooms may not be serviced during your event.
- 9. Amplified Sound:** A permit issued by the Police Department is required for all amplified sound including stereos, bands, and PA systems. Amplified sound is **not** allowed at Finley Community Park.
- 10. Glass Bottles/Containers:** **Prohibited** in all City Parks (City Code 13-24.070).
- 11. Smoking:** **Prohibited** in all City Parks (City Code 9-20.050).
- 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 (City Code 13-24.036).
- 13. Exceptions:** Exceptions for any of these rules may be addressed by contacting the Santa Rosa Recreation & Parks - Park Permit Desk.
- 14. Assistance:** Should an issue arise with a Park Patron, please contact the Santa Rosa Police Department's non-emergency line at (707)528-5222. For after-hour Park Maintenance please call (707)543-3805.

ATTN: Park Permit Desk
Finley Community Center
2060 W College Ave
Santa Rosa, CA 95401
(707) 543-3294
parkpermits@srcity.org