

# Park Permit Guidelines



1. **Public Access:** No City Park shall be completely gated or fenced as to restrict access into the area by the public. Parking spaces and/or parking lots cannot be reserved, nor public access restricted.
2. **Electricity:** Electricity is not available in any City Park. A generator may be used but should be placed on a plastic tarp for duration of use. Gas generators must be filled off-site. Generators must be 100' from residential property/fences and 50' from playgrounds.
3. **Water:** The water fountains are not to be used for water related activities such as dunk tanks, water balloons, etc. There is no water access available in City Parks.
4. **Trash Management:** Trash receptacles located in City Parks are often overwhelmed by regular park users, therefore it is recommended that permitted events bring additional garbage bags and plan to dispose of trash offsite. Events over 100+ attendees will be required to have a detailed trash management plan. Trash left behind could result in the deposit being withheld.
5. **Restrooms:** City Park restrooms are serviced regularly but may not be serviced during permitted events. Events over 100+ attendees are encouraged to bring additional portable toilets. A list of insured Portable Restroom Companies can be provided upon request. Portable toilets are permitted in pre-approved locations only.
6. **Vehicles within Park:** Vehicles are **not** permitted within any City Park without a Vehicle Authorization Letter and Park Permit. Dollies, wagons or handcarts should be used on the park pathways only. Bollards will not be unlocked for loading or unloading.
7. **Sports Fields:** Events on athletic fields and courts must align with the specific athletic or sport function for which the facility was designed. All fields are "as is" and cannot be utilized when wet. Use of athletic fields and courts may require additional permitting. To check daily field conditions, call: 707-543-3474.
8. **Amplified Sound:** An Amplified Sound Permit is needed for all audio including but not limited to; Bluetooth speakers, DJ's, microphones, etc. Amplified sound is **not** permitted at Finley Community Park per City Code 13-24.077.
9. **Jump Structures:** Jump Structures are only permitted in pre-approved areas. A list of insured Jump House Companies can be provided upon request. Please refer to the Jump Structure Guidelines for additional regulations.

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10. **Tents/Canopies:** Tents/canopies, 12' x 12' or smaller, must be secured with stakes no more than 6" in length. Sandbags must be used to secure tents/canopies larger than 12' x 12'. Tents larger than 20' x 20' require additional permitting from the Fire Department. For questions contact the Fire Department: (707) 543-3500.
11. **Glass bottles and/or glass containers are not allowed** (City Code 13-24.070)
12. **Alcohol Policy:** Alcohol consumption is allowed in Community Parks on weekdays from 5:00 pm until sunset and on weekends and holidays during regular park hours (sunrise to sunset) without additional permitting. Additional permitting is needed for alcohol consumption in Neighborhood Parks. The sale of alcohol requires additional permitting for all City Parks.
13. **Smoking is prohibited in all City Parks** (City Code 9-20.050)
14. **BBQ's:** Consumer propane grills, 5-gallons or less, are permitted for private use in City Parks. Propane usage for public events requires additional permitting from the Fire Department. On-site charcoal grills are available with a reservation of the adjoining Picnic Site. Charcoal should remain in the grill after the event. **DO NOT DUMP CHARCOAL ON THE GROUND OR IN THE GARBAGE.** For questions contact the Fire Department: (707) 543-3500.
15. **Decorations:** All events are required to be "leave no trace" events. Nails, staples and confetti are not allowed. Decorations should not be placed in trees or landscaping.
16. **Storm Drains:** Dumping of any substance into storm drains is prohibited. Water may be poured on the adjacent landscaping. Ice, oil and other liquids must be hauled away.
17. **Park Rules:** All City Park rules are in effect during permitted events. 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).
18. **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. For additional questions or concerns, please contact the Park Permit desk prior to the event at (707) 543-3294 or parkpermits@srcity.org.