

**CITY OF CLOVIS  
PARK FACILITY RESERVATION POLICY**

**FAX 324-2862**

The following will apply to the reservation of City ball fields and picnic areas.

**A. Issuance of Facility Use Permits**

1. Anyone wishing to reserve a City park ball field or picnic area must obtain a Facility Use Permit.
2. Facility Use Permits for picnic areas may be obtained by contacting the City of Clovis Public Utilities Department. A Facility Use Request form must be completed before a permit reserving a picnic area will be issued. A Certificate of Liability Insurance may be required for activities involving a large number of people, i.e. activities open to the public. Permits will not be issued for activities which would involve or attract groups of people larger than 500. **FEES CHARGED ARE NON-REFUNDABLE.**

**B. General Conditions for Use**

1. The permittee(s) shall agree to the assumption of risk and liability as stated on the Facility Use Request Form.
2. All evening activities conducted in City parks and picnic facilities shall be concluded by 10 PM.
3. Vehicles are permitted to drive on paved surfaces only. Driving on turf or landscaped areas is prohibited.
4. When it is deemed necessary, the permittee(s) shall provide for adequate security for the activity they sponsor. Representatives of the City shall have the authority to terminate or cancel an activity if the activity poses a danger to the participants or others, or if adequate security is not provided.
5. Amplification (sound) systems shall be kept at a sound level which will not disturb other users of the facility or persons in the surrounding neighborhood.
6. **No one shall be permitted to bring alcoholic beverages, narcotics, or other illegal stimulants to any City park. Smoking is prohibited in any City Park.**
7. Non-Profit groups may be allowed to collect admission/donations and operate a concessions stand if the proceeds are to be used for charitable purposes. The permittee(s) must request permission for fund raising activities in writing, from the City. The City also must receive written verification of co-sponsorship from the non-profit organization to be the recipient of the proceeds.

**C. Unauthorized Activities**

Facility use permits will not be granted for the following activities:

1. Activities that are conducted for the purpose of generating profit or which result in the generation of profit for the benefit of an individual or organization which does not have non-profit status.
2. Activities which are illegal and/or hazardous to public safety.
3. Other activities not mentioned above which are deemed to be inappropriate. A comprehensive list of prohibited acts in City Parks is contained in Section 10.3 of the Clovis Municipal Code, and is included herein by reference.

**D. Activity Preparation Requirements**

1. Electrical hookups, equipment, types of decoration and the manner of installation are subject to departmental policy and require prior approval from the City.
2. The hours of use as specified on the Facility Use Permit form include preparation and clean-up, all of which is the responsibility of the Permittee(s).
3. The City does not provide storage space with the permit. All personal property shall be removed after use.

**E. Facility Use Request Requirements**

1. Reservations for use of the City facilities are valid only when a Facility Use Permit has been issued. Permits will be issued on a per-table, half day or full day basis – Fees are based accordingly. No reservations will be accepted by phone. Permits must be obtained in person and are not valid until the complete fee is paid. Half day periods are from 8:00 AM to 2:00 PM and from 3:00 PM to 10:00 PM.
2. Reservations must be made at least three (3) days prior to the date of use. City residents or groups may reserve a picnic facility no sooner than ninety (90) calendar days prior to the date of use. Non-City residents or groups may reserve a picnic facility no sooner than 30 calendar days prior to the date of use. For periods ending on a Saturday, Sunday, or holiday, reservations must be made the following Monday or next work day.

**3. IF SOMEONE IS UTILIZING YOUR RESERVED SITE YOU MAY CONTACT THE PARKS DEPARTMENT AT 324-2600 FOR ASSISTANCE.**