

## City of San Juan Capistrano Facility Rental Information

### PLEASE NOTE:

- Your application is **NOT** approved at this time.
- There is **NO guarantee** that your application will be approved. Please note that **your application could be denied.**
- Please submit only your cleaning and compliance deposit payment with your completed facility use application. During the review of your application, the actual fees will be determined and you will be contacted regarding those fees and arrangements will be made regarding payment.
- The review process does not begin until all documents have been **received by the City.** Additional time is required when event has alcohol, or other special considerations are requested.
- Prices quoted on the worksheet are **estimates**. During the review process, it may be determined whether adjustments must be made to the estimate. You will be notified if fee adjustments are required.
- **Your activity may require liability insurance, security guards, a recycling plan, a guest list, etc.** If required, the guest list must be submitted one week prior to the event. Once your application is submitted, there will be a preliminary application review. It will then be determined whether additional services will be required (at renter's expense), such as liability insurance, security guards, a recycling plan, a guest list, etc.
- When security guard service is required, guards must be on site from the time set up begins until the time clean up ends.
- The review process cannot move forward without a confirmation letter from the security guard service or a recycling plan from CR&R (if required), or without insurance documents (if required and if providing own insurance).
- NOTE: Any request(s) for special consideration will delay the review/approval process.
- **Weddings/Receptions:** Renter must be bride or groom, or parent of bride or groom. Photo identification will be required, along with proof of residency.
- **For all rentals:** a person to be on site to conduct a walk-through at the very beginning of the rental, remain on site throughout the rental, and conduct a follow-up walk-through at the end of the rental must be designated. This person will be:

\_\_\_\_\_.

- **One contact person!!!** The City considers the person's name listed on the application as the contact person. All discussion between City and renter will go through this one person. This person is the only one who can make changes associated with the facility use.

I have read and understand the above listed items, and agree to abide by the information stated.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# FACILITY USE APPLICATION AND PERMIT

**CITY OF SAN JUAN CAPISTRANO**  
**COMMUNITY SERVICES DEPARTMENT**  
25925 Camino del Avion, San Juan Capistrano, CA 92675  
P: 949-493-5911

**Submission of reservation application permit does not guarantee approval.**

Name of Organization: \_\_\_\_\_ Purpose of Use: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_ Day: (Circle One) Sun Mon Tues Wed Thu Fri Sat

Is the activity open to the public? \_\_\_\_\_ Will there be a charge to attend? \_\_\_\_\_

Number of Rental Hours: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Set-Up Time: Begin at \_\_\_\_\_ End at \_\_\_\_\_

Event Hours: Begin at \_\_\_\_\_ End at \_\_\_\_\_

Clean-Up Time: Begin at \_\_\_\_\_ End at \_\_\_\_\_

### BUILDINGS:

Community Hall  1/4  1/2  3/4  Full  Courtyard  Kitchen  Porch  Patio

Conference Room  Meeting Room

La Sala  Auditorium  Courtyard  Foyer  Kitchen

Nydegger  Nydegger Kitchen  Nydegger Patio

### PARKS:

Descanso Park  Historic Town Center Park  Picnic/BBQ Area  Green Belt

Los Rios Park  OTHER \_\_\_\_\_

### COOK PARK/LA NOVIA:

**For Office Use Only** Household ID \_\_\_\_\_ Date Received by Community Services Department: \_\_\_\_\_ By: \_\_\_\_\_

#### FEES:

Cleaning/Compliance Deposit	= \$ _____
Courtyard	= \$ _____
Electricity _____ hours x \$ _____ /hour	= \$ _____
Facility Rental _____ hours x \$ _____ /hour	= \$ _____
Kitchen	= \$ _____
Liability Insurance	= \$ _____
Liquor Permit	= \$ _____
Patio	= \$ _____
Porch	= \$ _____
Other: _____	= \$ _____
<b>Total</b>	<b>= \$ _____</b>

**Paid by:** Cash Amount \_\_\_\_\_  
 Check Amount \_\_\_\_\_  
 Check No. \_\_\_\_\_  
 Last 4 No of CC \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Request: Approved  Denied

## FACILITY USE PERMIT MUNICIPAL CODE REQUIREMENTS

1. Requests to use generators, tents, gazebos, signage, Public Address System (P.A.), pony rides, bounces houses, or any portable structure must be included on the facility use application. Other permits may be required. Based upon the nature of the event, additional City staff may be imposed as a condition of approval. Any expense incurred as a result of additional requirements shall be the responsibility of the applicant.
2. Applicant is to ensure that the activity and/or the volume on the P.A. do not become disruptive to the businesses and residents neighboring the City buildings. Noise is prohibited after 9:00 p.m. Should an activity become disruptive to the neighborhood, renter will be asked to either turn down or turn off the volume on P.A. system. **Failure to comply will result in facility use cancellation and all fees will be forfeited by the applicant.**
3. Nydegger Building: No live amplified music. Amplification is limited to "Public Address System", which consists of an integrated microphone, amplifier, and speaker sound system. **All amplification must remain indoors, with doors closed.**
4. No smoking/vaping in parks.
5. Library Courtyard
  - (a) No music during library hours.
  - (b) No use of amplification during library hours.
  - (c) Applicant and guests must not use the library facility as part of their event.

## EVENT CHECKLIST

**(Check applicable items for your event)**

AFTER THIS CHECKLIST IS SUBMITTED, WE WILL NOTIFY YOU AS TO WHICH ITEM(S) WILL BE APPROVED

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol   | <input type="checkbox"/> D.J.  |
| <input type="checkbox"/> Amplified Music (Subject for review)                                    | <input type="checkbox"/> Electricity                                     |
| <input type="checkbox"/> Balloons  | <input type="checkbox"/> Food  |
| <input type="checkbox"/> Barbecue <input type="checkbox"/> Gas <input type="checkbox"/> Charcoal | <input type="checkbox"/> Live Entertainment                              |
| <input type="checkbox"/> Bounce House  | <input type="checkbox"/> Portable Restrooms                              |
| <input type="checkbox"/> Candles (Battery only)  | <input type="checkbox"/> Portable Signs (Max. size: 5 sq. ft. 4'6" high) |
| <input type="checkbox"/> Canopy or Tent  | <input type="checkbox"/> Security Guard(s)                               |
| <input type="checkbox"/> Dance Floor   | <input type="checkbox"/> Stage   |
|  | <input type="checkbox"/> Other _____                                     |

### Submit Application To:

City of San Juan Capistrano  
25925 Camino Del Avion  
San Juan Capistrano, CA 92675  
Attn.: Ashley Nieto

[Anieto@sanjuancapistrano.org](mailto:Anieto@sanjuancapistrano.org)

(949) 234-4567 (Direct Line)

**This reservation application permit is issued in accordance with the policies outlined in Administrative Policy No. 610. All reservation forms must be signed and returned along with all deposits before consideration of use approval. Submission of application does not guarantee approval.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Park Rentals	San Juan Capistrano Residents & Non-Profits	San Juan Capistrano Businesses	Non-San Juan Capistrano Residents, Businesses, & Non-Profits	Non-San Juan Capistrano Businesses: Revenue-Generating Activity
	Hourly	Hourly	Hourly	Hourly
Facility (Three hour minimum)				
Up to 100 attendees	\$24.83	\$36.21	\$48.63	\$95.18
101 - 250	\$36.21	\$48.63	\$58.97	\$120.01
251 - 350	\$48.63	\$58.97	\$72.42	\$144.84
351 and over	\$58.97	\$72.42	\$83.80	\$168.64
Electricity Use	\$12.00	\$12.00	\$12.00	\$12.00
Field Use Fee (If Available)	\$11.38	\$11.38	\$11.38	\$11.38

**Refundable Cleaning and Compliance Deposit:**

**Please Note:**

Park rentals of more than **50** persons require a City issued park use permit. Any park rental having a bounce house will require a City issued park use permit.

Up to 100 attendees	\$150.00
101 - 250 attendees	\$200.00
251 - 350 attendees	\$300.00
351 - 450 attendees	\$500.00
Over 450 attendees	Deposit will be Determined

**Deposit Fees for any activity other than picnics will be determined by type of activity**

Deposits are refundable based on the cleanliness of the site after the event. An assessment of damage / repairs to the site associated with the rental will be conducted by staff.

**Cancellation Policy-All cancellations will be based on a percentage of deposit:**

25% of deposit is forfeited if cancelled prior to 90 days of event\*

50% of deposit is forfeited if cancelled within 90-31 days of event\*

100% of deposit is forfeited if cancelled prior to 30 days of event\*

\*cancellation fees due to inclement weather will be waived for outdoor facility rentals

Deposits made by check will be deposited upon receipt. The amount of the deposit to be refunded will be made by City check or by Master Card/ Visa depending on what was used for deposit. **Check refunds will take 2-4 weeks to process.**

If a rental request is submitted less than **14** days prior to the event, all payments including deposit must be made by cash, money order, cashiers check or credit card.

City of San Juan Capistrano  
Community Services Department  
Special Event Recycling Program

The City of San Juan Capistrano is required by State mandate to participate in a plan to reduce waste through recycling efforts. This recycling program is an opportunity for you to assist the City in meeting these state requirements. The city reserves the right to require proof of a recycling plan for an activity. This service is to be provided at the renter's expense.

- Once an application is submitted, a preliminary review by City staff will determine whether a recycling plan is required.
- If a recycling plan is required, the renter is required to make arrangements with CR&R.

**CR&R: Maria Lazaruk (949) 728 – 0446**

Please let Maria know the City of San Juan Capistrano has directed you to contact her to make arrangements for a special event recycling plan.

- A confirmation notice from CR&R will be required before the application will be approved.
- CR&R will forward a notice if confirmation to the City that includes:
  - 1) Name of the renter
  - 2) Date service is to be provided
  - 3) The name of the City building or park where the service is to be provided
  - 4) A description of the recycling plan for the event
- It is the responsibility of the renter to ensure that confirmation notice is submitted to the City. When a recycling plan is required by the City, a facility use permit will not be approved until the City has received this written plan from CR&R.

- **Recycling Suggestions:**

- Beverages:

- Please serve beverages in plastic bottles or aluminum cans (no glass containers at events)
    - If cups must be used (such as for coffee), please use paper cups in place of Styrofoam or wax-lined cups

- Condiments:

- Please use bulk condiment dispensers instead of individually wrapped packages of ketchup, mustard, relish, sugar, dry creamer, etc.

City of San Juan Capistrano  
Community Services Department  
Park Usage Requirements / Restrictions

**Permits**

Permits for use of City parks are required for any of the following:

- Groups of 50 or more
- Amplified music or sound
- Bounce-house or any type of inflatable attractions
- Any other activity that is not a picnic-type of activity

At the conclusion of the park use, users are expected to place their trash in a dumpster located at the park site. Park users must dispose of BBQ debris properly.

A permit can be obtained at the City's Community Services Department, located in the Community Center at 25925 Camino del Avian. Office hours are Monday through Thursday 7:30- 5:30 and Fridays from 7:30- 4:30. There are exceptions to these hours on holidays.

Please submit your application for a permit far enough in advance to allow staff sufficient time to process it. Last minute requests may have too many conditions to be approved without sufficient time!

**Park Use Restrictions-** Municipal Code Section 5-21.04

- No firearms, fireworks, rockets or projectiles, sling shots, bows & arrows
- No golfing
- No alcohol or controlled substances
- No glass containers
- No skateboarding
- No vehicles on park land grassy areas
- Parks close at sunset- no one permitted in parks after sunset
- Dogs must be on leash and owner must pick up canine litter
- No overnight camping (Municipal Code Sec. 5-21.05)
- Historic Town Center Park (HTC): No digging or staking into the ground

**Non-compliance can lead to the immediate cancellation of any park use**

**Duty to Comply-** Municipal Code Sec. 5-21.02

No person shall enter, be, or remain in any city park unless he complies with all the City regulations applicable to such park and with all other applicable laws, ordinances, rules and regulations.

**Permit Required** -Municipal Code Sec. 5-21.03

Any person not having a permit for use of a City park shall surrender or turn over possession of park to any person possessing a permit from the City. The City of San Juan Capistrano is committed to providing quality parks to our residents. We ask all park users to assist staff in ensuring the high quality of parks by complying with park rules and regulations.

Thank you for your assistance!  
City of San Juan Capistrano  
Community Services Department  
Office: (949) 493-5911  
Weekend Park Monitor: (949) 678-4084  
[www.sanjuancapistrano.org](http://www.sanjuancapistrano.org)

**CITY OF SAN JUAN CAPISTRANO**  
**COMMUNITY SERVICES DEPT.**

**Bounce House Information:**

**Bounce Island**

**888-902-6862**

**[www.bounceisland.com](http://www.bounceisland.com)**

**Fun Services**

**(714) 996-6700**

**[funservicessocal.com](http://funservicessocal.com)**

**Joey Jumpers, LLC**

**(714) 290-4018**

**[joeyjumpers.net](http://joeyjumpers.net)**

**[joey@joeyjumpers.net](mailto:joey@joeyjumpers.net)**

**Jolly Jumps**

**(951) 461-9200**

**(877) 694-1944**

**[jollyjumps.net](http://jollyjumps.net)**

**[info@jollyjumps.net](mailto:info@jollyjumps.net)**

**Jump for Fun Inc.**

**(800) 281-6792**

**[jumpforfun.com](http://jumpforfun.com)**

**Magic Jump Rentals Orange County**

**(714) 465-5558**

**[oc.magicjumrentals.com](http://oc.magicjumrentals.com)**