

City of Coronado Recreation Facility Use Policy Proposed – Effective January 1, 2025

I. Purpose and Scope

- A. The City of Coronado Recreation Facility Use Policy establishes a framework for the reservation and use of City of Coronado Recreation & Golf Services Department (“Department”) facilities and provides overarching guidance for utilizing City of Coronado facilities the Department manages, including parks, beaches, Community Center, John D Spreckels Center, Tennis Center, Aquatics Center, Club Room, and Boathouse.
- B. The Department may allow the use of facilities by organizations or individuals based on space availability, classifications, and guidelines established in this policy.
- C. Use of the Department facilities shall not be abridged or denied because of race, color, age, sex, gender identity/gender expression, marital status, national origin, religion, medical condition, military/veteran status, ancestry, disability, political views, or social views.

II. General Regulations

- A. Unless otherwise stated, all use of facilities requires a permit issued by the Department.
- B. Permits are required for all use of City Parks and Beach facilities that:
 - 1) Is instructional or directional in nature, or
 - 2) Involves a vendor of any kind, including an Inflatable/Jump House or wedding coordinator, or
 - 3) Involves 25 or more individuals, or
 - 4) Is regularly scheduled or regularly recurring.

Park and Beach facilities not reserved will be available for non-organized public use on a first-come, first served basis.

- C. City of Coronado programs and events will have priority access for scheduling.
- D. Reservation Timing and Limits
 - 1) Unless otherwise stated, reservation requests for indoor facilities may be requested no less than 30 days prior to the rental and Parks and Beach facilities may be requested no less than 14 days prior to the rental.
 - 2) Residents may request a facility use up to 24 months in advance.
 - 3) Nonresidents may request a facility use up to 14 months in advance.
 - 4) Coronado nonprofit organizations requesting a permit for free facility use to hold a publicly accessible meeting, as defined in the Coronado Nonprofit Meeting Use regulations below, may request no less than 14 days and no more than 30 days in advance.
 - 5) Reservation requests are processed in the order received based upon availability.
 - 6) Applicants must be at least 18 years of age to rent a facility. If alcohol is to be served, the applicant must be at least 21 years of age.
 - 7) A two-hour minimum rental is required, except with prior written authorization from the Department. The rental time must include set-up through final clean-up.
 - 8) Individual permits for facility use requiring more than one day may only be permitted for consecutive days and are limited to 5 days in a row.

- 9) Recurring use is defined as obtaining more than one permit concurrently. Recurring use will be evaluated on a case-by-case basis. Users will not be issued more than one permit at a time, unless determined to be beneficial for the City of Coronado and in alignment with the mission of the Department, in which recurring use may be authorized by the Director of Recreation & Golf Services ("Director").

E. Coronado Nonprofit Meeting Use

- 1) The Sand Dollar and Abalone Rooms at the Community Center, the Activity and Green Rooms at the John D. Spreckels Center, and the Boardroom at the Coronado Golf Course may be utilized at no charge by Coronado nonprofit organizations, who have been verified as a Coronado resident organization and have provided proof of active nonprofit status, for meetings open to the public held Monday through Thursday only during normal hours of operation, based upon availability.

F. Nonprofit Fundraising

- 1) All groups applying for permission to conduct a fundraising activity must provide proof of active nonprofit status and must secure a City of Coronado business license.
- 2) Casino parties may be permitted in Department facilities if the Permittee is a nonprofit organization and abides by all provisions in Coronado Municipal Code 20.60.

G. Outdoor Instruction Permits

- 1) Outdoor Instruction Permits may be obtained by individuals or organizations providing instructional programs (fitness instruction / private soccer clinics / etc.) to 10 or less participants at a time in City Parks and Beach facilities. Limited space is available at each facility.
- 2) Permits will be issued on an hourly basis with charges pursuant to the Recreation Fee Schedule. Permits will be limited to no more than 4 hours per day. Permit requests may be requested no less than 7 days prior to the rental. Residents may request up to 6 months in advance, and Nonresidents may request up to 3 months in advance. Requests are processed in the order received.
- 3) Any Outdoor Instruction Permittee must provide requisite proof of insurance and a current City of Coronado business license prior to obtaining the permit.
- 4) Commercial tennis or pickleball lessons are prohibited, unless provided by the Department's contracted tennis concessionaire.

H. Insurance, Liability, and Indemnification Agreement

- 1) The City of Coronado is not liable for accidents, injuries, or loss of individual property in connection with any facility rental at any of its facilities. All persons requesting use of a City facility shall procure and maintain for the duration of the rental period insurance against claims for injuries to persons or damages to property which may arise from or in connection with the rental of the facilities and the activities of the renter, his/her guests, agents, representatives, employees, or subcontractors, as specified in the "[Insurance Requirements for Rental of Facilities](#)" document.

- 2) The Certificate of Insurance will not be accepted unless it states all the correct information. The cost of coverage is determined by the type of event and number of participants.
- 3) The Permittee must also complete and sign the Agreement and Release of Liability Waiver as well as the associated Facility Permit Agreement Waiver prior to the rental.

I. Compliance with Laws and Regulations

- 1) All users of Department facilities must comply with all relevant local, state, and federal laws and regulations, including ensuring compliance with accessibility laws and providing accommodations for individuals with disabilities.

J. Advertising of Rental

- 1) Applicant shall not promote their rental of the Department facility without an approved permit.
- 2) The Permittee may not represent the rented facility as their own, portray any affiliation with the City, or use the City logo on any promotions or advertising of the rental.
- 3) Solicitations of donations, sales, and distribution of pamphlets within City facilities are not permitted.

K. Animals

- 1) Animals are not permitted at City facilities unless they are service animals used in aiding an individual, when approved by City staff for supervised event/presentation/demonstration under the care of a professional handler/trainer, or at facilities specifically marked to allow certain animals, such as Coronado Cays Park off-leash dog run.

L. Safety and Security

- 1) The City of Coronado is not responsible for damage or theft to any equipment or property of Permittee or associated vendors. All Permittees are solely responsible for the care, safety, and security of their own, leased, or contracted equipment and supplies. Additionally, the use of any equipment by the Permittee or associated vendors as it relates to a permit, must not damage any City property, or prohibit any public access or right of way.
- 2) The Director or designee may impose additional requirements on the applicant as a condition of approval for a rental. These additional requirements may include, but are not limited to:
 - Additional security guards
 - Additional City staff
 - Additional insurance or specialized insurance
 - Special events permit application
 - Proof of additional permits or licenses (e.g., Health Department or Alcoholic Beverage Control)
- 3) Costs incurred for additional imposed requirements shall be the sole responsibility of the Permittee.

M. Permit Modification by Department

- 1) The Department reserves the right to modify, relocate, or cancel permits to accommodate unforeseen community needs, maintenance needs, inclement weather, or unforeseen circumstances. As space permits, accommodations will be provided at a comparable

alternate facility. When alternate facility is unavailable or not acceptable to the Permittee, an alternate date or full refund will be provided.

- N. This Facility Use Policy incorporates by reference all Recreation & Golf Services Department regulations, procedures, implementation guidelines, and Code of Conduct, as authorized by the Director of Recreation & Golf Services.

III. User/Permittee Classifications

The following user/permittee classifications define facility users as residents, non-residents, or commercial. The classifications have application for rental fees and timing eligibility to request a reservation.

- A. Resident – A nonprofit organization with a physical Coronado mailing address, the Coronado Unified School District, or an individual and their immediate family, defined as a spouse, parent, grandparent or child living in the same household, who:
- Owns property in Coronado, or
 - Lives in Coronado at least 6 months of the year, or
 - Is active-duty military with orders to a Coronado installation

To qualify for resident benefits as an individual, proof of residency may be confirmed with a government-issued photo ID plus one of the following documents showing the name of the resident and associated Coronado address:

- Current property tax record (original or photocopy)
- Current utility bill
- Current rental receipt/lease of at least 6-months
- Active-duty military orders to a Coronado installation

To qualify for resident benefits as a nonprofit organization, proof of residency may be confirmed with one of the following documents showing the name of the organization and associated Coronado address:

- State of California Department of Justice, Franchise Tax Board, or Secretary of State filing of Articles of Incorporation

- B. Nonresident – Any individual or nonprofit organization not verified as a Resident or Commercial will be classified as a Nonresident.
- C. Commercial – Any commercial business or organization; and any individual or organization utilizing Department facilities in which guests pay to attend or where any items are sold at Department facilities, and is not approved as a nonprofit fundraising rental, is considered commercial use.

IV. Conditions for Facility Use

A. Vendors

- 1) All vendors are the sole responsibility of the Permittee. Vendors that are not serving food or beverages (including but not limited to: florists, coordinators, equipment, photographers, and videographers) are required to be insured and obtain a City of Coronado Business Certificate. The Permittee is responsible for ensuring these vendors are in compliance with Department policies.

B. Catering and Bartending Vendors

- 1) Catering and Bartending vendors must be arranged by the Permittee, must have written approval from the Department at least 45 days in advance of the rental, and must provide the following:
 - City of Coronado Business License
 - Certificate of Insurance & Additional Insured Endorsement with required wording.
 - Health Permit (if applicable)
 - Orientation for Kitchen Procedures/Clean-up (if applicable)
 - Alcoholic Beverage Control Board permit (if applicable)
 - Responsible Beverage Service (RBS) Certificate (if applicable; bartenders only)
 - Food Manager/Handler Card (if applicable)
 - Signed agreement with the Department (if applicable)

C. Alcohol Use Guidelines

- 1) Alcohol refers to any beverage that contains any amount of alcohol.
- 2) Alcohol is prohibited at all Parks and Beach facilities.
- 3) Alcohol will be permitted only at the Nautilus Room, Coronado Playhouse, Club Room, Tennis Center Clubhouse, and Grand Room at the John D. Spreckels Center. All alcohol is required to be served by a Department-approved bartender, hired by the Permittee.
- 4) An additional deposit will apply, pursuant to the Recreation Fee Schedule.
- 5) Bartenders will not serve alcohol until the rental start time. Alcohol is only allowed in the rental space (room and patio) and service and consumption must end one (1) hour prior to the rental end time.
- 6) If alcohol will be served at a rental, security guard services are required. The Permittee pays for the cost of security guards, contracted by the Department with a four-hour minimum. The Department requires security guards to stay on-site during all service and consumption of alcohol and until all alcohol is removed from the facility safely and legally. This fee will be listed in the rental contract. The Permittee is responsible for any increases in this fee. Security guards are assigned as follows:
 - Rentals with 100 guests or less: 1 guard required
 - Rentals over 100 guests: 2 guards required
- 7) A County of San Diego Alcohol and Beverage Control Permit is required to be submitted for any rental under any of the following conditions, and the Permittee must meet all requirements established in the permit:
 - Alcohol is sold to guests attending the rental (i.e., no-host bar)
 - Rental is open to the public (i.e., not a closed guest list)
 - There is an admission cost for the rental (i.e., cover charge, ticket sales, donations)
 - If the Permittee is purchasing the alcohol from the bartender to serve as an “open bar” as opposed to providing the alcohol to the bartender

D. Noise Control

- 8) All rental groups are responsible for controlling noise that is disturbing to other activities in the building or surrounding neighborhood, pursuant to the City of Coronado’s Noise Ordinances (Coronado Municipal Code Title 41).
- 9) Staff has the right to require groups to reduce their sound/noise level of music or P.A. systems. Except at the Club Room, all doors and windows must be closed and remain closed after 7:30

p.m. and when amplified music is being played. Groups that do not comply will have the activity shut down and may forfeit any future use of the facility.

- 10) Bands and loud musical instruments, including, but not limited to, drums, trumpets, electric guitars, etc. are only permitted with advance written approval from the Department.

E. Staff Right of Entry

- 1) Designated City Staff and Officials shall have the right to enter all portions of the facilities at all times.

F. Responsibility of Minors

- 1) All groups must be under the direction or control of their own leadership. There must be at least one adult present and responsible for each twenty minors and the minimum number of adults must always be present during a rental. Minors are defined as those under the age of 18, unless alcohol is served, in which minors are defined as those under the age of 21.

G. Photo Release

- 1) City staff may photograph or videotape while the Permittee is on or using City property and may use the Permittee's or their guests name and likeness in connection with use of City property or facilities. Photographs and videotape will remain the property of the City of Coronado and Permittee and their guests are not entitled to compensation for such use.

H. Day-of-Rental Contact

- 1) The Permittee must be present at the rental. The Permittee may elect a day-of-rental contact person to communicate with Recreation staff or vendors on behalf of the Permittee. If the Permittee is not at the rental, the rental may be terminated. Any financial or time investment towards the rental is solely at the applicant's risk.
- 2) For Park and Beach rentals, the Permittee or designated day-of-rental contact person must be present and have in their possession the approved permit and valid identification (driver's license, passport, military ID card). If the Permittee or day-of-rental contact does not have copies of the items listed, the rental may be terminated. Any financial or time investment towards the rental is solely at the applicant's risk.

I. Decoration Guidelines

- 1) All decorating is to be the responsibility of the Permittee.
- 2) Decorations may primarily consist of balloon bouquets, floral arrangements, freestanding arches, or tabletop displays. Free-floating balloons are not permitted. Permittee will be charged additional staff fees to remove balloons from ceilings after the rental.
- 3) Nothing is permitted to be hung, taped, tacked, screwed, stapled, or nailed to walls, windows, ceilings, or fixtures.
- 4) Some decorations may require advanced written approval by the Department. Staff reserves the right to request the removal of any decoration which may be considered a fire or safety hazard, or which may be damaging to the equipment or facility.

- 5) Birdseed, confetti, glitter, rice, silly string, and other decorations that could create additional cleaning issues, are not permitted. Limited amounts of decorative confetti will be permitted on table linens only.
- 6) Flameless (i.e. battery operated) candles are permitted in all Department facilities.
- 7) Candles/open flames, the use of sparklers (including cold sparklers), confetti, smoke or fog machines, silly string, confetti poppers, gender reveal cannons, and other similar elements are strictly prohibited at all Department facilities.
- 8) Clean-up of decorations must be done by the Permittee following the rental during the permitted time.
- 9) At no time shall Fire Exits be covered or obstructed.

J. Clean-up

- 1) The Permittee is responsible for the following clean-up by the end of the rental period:
 - Cleaning of all equipment used
 - Cleaning of any counter areas used
 - Cleaning and wiping of all tabletops used
 - Cleaning of any floor or carpet area soiled
 - Cleaning of the kitchen and all amenities used (i.e., refrigerator, stove, oven, sink, etc.)
 - Removal of equipment, supplies, decorations, personal articles, displays, etc.
 - Returning the facility to the pre-rental condition

K. Restrooms

- 1) During normal operating hours, the facility's restrooms will remain available to the public. Private restrooms are only available in the Abalone Room, Sand Dollar Room, and the Club Room.

L. Waste Removal

- 1) Pickup and disposal of all materials generated by the rental is the responsibility of the Permittee and should be sorted into appropriate containers for garbage/refuse, recycling, and organic waste. Garbage/refuse must be bagged, sealed, and placed in the facility's dumpster located onsite, if available.

M. Equipment

- 1) All rentals of indoor facilities include tables and chairs. We have a large inventory of round, rectangular, and semi-circle tables, and chairs.
- 2) The tables and chairs available for use in the facilities may not be moved to any other location or used outdoors without prior written authorization from the Department. Staff will work with the Permittee to determine a Facility Room Diagram prior to the rental to facilitate the set-up of tables and chairs. The Department does not provide table coverings.
- 3) Patio furniture located at all facilities must not be moved, without advance written notice from the Department.
- 4) Additional equipment is available to rent for the facility rental, pursuant to the Recreation Fee Schedule.

N. Ceremony rehearsals

- 1) Ceremony rehearsals may be conducted only with an approved permit, unless conducted at an available Parks and Beach facility and can be classified as non-organized use.

V. Facility Specific Regulations

A. Kitchen Use

- 1) The Nautilus Room and the Grand Room offer a catering kitchen for use by Department-approved catering vendors and limited use by facility renters.
- 2) If utilizing a catering kitchen (with or without a caterer), a kitchen fee will be charged pursuant to the Recreation Fee Schedule. If utilizing a catering vendor, a catering fee will be charged to the caterer, pursuant to the caterer's signed agreement with the Department.
- 3) Access to the catering kitchen will align with the permitted hours of the rental.
- 4) The catering kitchens include convection ovens, professional range, commercial refrigerator/freezer, 500-pound ice machine, and cleaning/washing stations. Department-approved catering vendors have full access to all available kitchen equipment during rental.
- 5) The Club Room, Abalone Room, Sand Dollar Room, and Tennis Center Clubhouse, have kitchenettes with a microwave, standard refrigerator/freezer, and standard oven/range.
- 6) The Permittee may use counter space, refrigerator/freezer, ice machine, and trash/recycle/green waste receptacles only.
- 7) Catering is only permitted in the Nautilus Room, Club Room, and Grand Room.

B. Gymnasium Use

- 1) Gymnasium rentals are limited primarily to athletic events.
- 2) Gymnasium will not be permitted when other available facilities are deemed more suitable for the requested use.
- 3) Food, beverages, and hard sole shoes are not permitted.

C. Parks and Beach Facilities

- 1) For Parks and Beach facilities that have a per-day fee, there is a limit of one permit, per site, per day to be issued.
- 2) Permittee accepts Parks and Beach facilities in an "as-is" condition, subject to existing seaweed, shells, tire tread marks, etc.
- 3) Curfew in all Parks and Beach facilities is from 11:00 p.m. – 5:00 a.m.
- 4) The City does not provide any equipment, electrical power, or water hookup for Parks and Beach rentals. The use of generators must be pre-approved as part of the permit process before the rental.
- 5) All tent canopies must be free-standing. Tent canopies larger than 225 square feet require a building permit issued by the City of Coronado Community Development Department at <https://www.coronado.ca.us/DocumentCenter/View/987/Handout-110-Tent-Permit-PDF>.
- 6) All Parks and Beach facilities must always remain accessible to the public and permitted use is considered non-exclusive. The Permittee may not rope-off any areas for their reservation. All pedestrian access and public pathways must not be impeded at any time.
- 7) Petting zoos, pony rides, or any animal-related activities are not permitted without prior written approval from the Department. The proper enclosures and the proper care for the animals are

required. All County of San Diego Health Department regulations must be followed and all requirements for a vendor must be fulfilled prior to approval.

- 8) Portable restrooms are not permitted on the beach.
- 9) Portable restrooms are not permitted in Parks facilities without prior written approval from the Department. Additional requirements may apply.

D. Inflatables/Jump Houses

- 1) Inflatables/Jump Houses are permitted only at Coronado Cays Park, Glorietta Bay Park, Mathewson Park, North Cays Park, and Spreckels Park with strict requirements including the following:
 - a. May only be set up in designated areas approved by the Department
 - b. Be provided by a Department-approved vendor, with current Coronado Business License and a certificate of liability insurance with an additional insured endorsement
 - c. Generators must be set on a plywood board that is larger than the footprint of the generator
 - d. An additional deposit is required, pursuant to the Recreation Fee Schedule
 - e. An Inflatables/Jump Houses fee is required, pursuant to the Recreation Fee Schedule
 - f. Water features are not permitted without prior written authorization from the Department.
- 2) Inflatables/Jump Houses without a permit must be taken down immediately.

E. Volleyball Court Use

- 1) The City owns and operates publicly accessible sand volleyball courts located at Central Beach, just south of the Main Lifeguard Tower.
- 2) The courts are available to be reserved individually on an hourly basis. Volleyball Court charges are pursuant to the Recreation Fee Schedule. A minimum of 2 courts must always remain open to the public.
- 3) Additional temporary volleyball courts are not permitted to be erected at Central Beach without prior written authorization from the Department.
- 4) If the courts are not reserved, they are available for non-organized use on a first-come, first-served basis.

VI. **Field Allocations & Field Use**

- A. The Department manages multiple sports fields and intends to provide a fair and balanced field allocation process for recognized Coronado Nonprofit Youth Sports Organizations to utilize for try-outs and pre-season evaluations, practices, and games. The field allocation process is not intended for tournaments, camps, clinics, and private instruction, which may be permitted as a Field Use Permit separately from the allocation process. Field Allocations and Field Use Permits will be assessed fees pursuant to the Recreation Fee Schedule.
- B. Fields are allocated and permitted annually from July to June. Quarterly field allocation meetings will be held with all qualified Coronado Nonprofit Youth Sports Organizations, as described herein, to discuss updates in field use needs.

1) Primary Seasons:

- July – December (soccer, football, cheer)

- October – March (rugby)
- January – June (baseball, softball, lacrosse)

C. Coronado Nonprofit Youth Sports Organization Criteria

- 1) To qualify for field allocation as a Coronado Nonprofit Youth Sports Organization, the organization must meet the following criteria:
 - Prove the organization is registered as an active nonprofit organization with the State of California and be located in Coronado.
 - The organization must maintain player rosters and have at least 75% of their players verified as residents of Coronado.
 - Verification of Coronado residency is required and will be based on the prior season's actual rosters. If organizations request to utilize current year rosters, the request must be made in writing to the Director.
 - Organization maintains an affiliation with a national, state, or local sport governing body. Those national or state bodies must have governance over the organization, including all requirements for training, background checks for coaches and officials, and disciplinary actions.
 - Provide required insurance and liability waivers as stated in General Regulations herein.
- 2) Organizations that do not have at least 75% of their players verified as residents of Coronado will be ineligible for field allocations but may request to obtain a Field Use Permit.

D. Field Use Permits

- 1) Field use permits outside of the allocation process may be reserved on an hourly basis, as space is available. Reservation requests for field use permits outside of the allocation process may be requested no less than 7 days in advance. Residents may request up to 6 months in advance, and Nonresidents may request up to 3 months in advance. Requests are processed in the order received.

E. Field Use Priority

- 1) City of Coronado
- 2) Recreational Resident Teams (primary season) that meet all the following:
 - Organizations that qualify for field allocation as a Coronado Nonprofit Youth Sports Organization
 - Organizations that do not have player cuts
 - Organizations with coaches and administrators that are unpaid
- 3) Competitive/Travel Resident Teams (primary season) that meet the Coronado Nonprofit Youth Sport Organization requirements and at least one of the following:
 - Organizations that have player cuts
 - Organizations that compensate local executive/administrative staff, board members, and/or coaches for their service to the league, and/or professional player development
- 4) Coronado Schools
- 5) Resident Individuals or Organizations
- 6) Recreational Resident Teams (non-primary season)

- 7) Competitive /Travel Resident Teams (non-primary season)
- 8) Nonresident Individuals or Organizations
- 9) Commercial Uses

F. First Time Allocation Requests

- 1) New leagues or organizations requesting field allocation for the first time, must submit all required documentation at least four months prior to the estimated starting date for the new league, including the following:
 - Field Allocation Application and Request for Use
 - All required criteria to qualify for field allocation as a Coronado Nonprofit Youth Sports Organization

G. Field Use Regulations

- 1) Organizations are expected to abide by all City policies and procedures, including the Recreation Facility Use Policy and any provisions stated herein. Any violations may result in the revocation of all permits.
- 2) Permitted groups may not exchange or sublease fields under any circumstance. Exchange or sublease of fields may result in revocation of all permits.
- 3) Any organization that has been permitted to use a field and it is determined that they will not need to use the field shall notify the Department. Continued non-use of permitted fields may result in revocation of permits.
- 4) Lining of City fields is prohibited without prior written authorization from the Department and noted on the field permit. Burning lines on City fields is prohibited. Any organization failing to comply with marking guidelines is subject to pay for all damages occurring to the fields and the revocation of permits.
- 5) Balls or any other equipment thrown, kicked, or otherwise propelled that land on private property must not be retrieved without the property owner's permission.
- 6) Portable goals and/or markers are allowed but must be removed daily and, if available, stored in City-designated areas with prior written authorization from the Department.

H. Concession Sales

- 1) Permits for nonprofit concession sales during a sports activity may be obtained on a daily or seasonal basis. The number of concession sales booths will be dependent upon the nature of the activity and the estimated attendance of the activity. Only pre-packaged food can be served without additional permit requirements. All other types of food concession require a County of San Diego Health Department permit and all other department requirements for the permitting of vendors apply. Use of the Concession Stand at Tidelands Park will be assessed charges pursuant to the Recreation Fee Schedule.

I. Assignment of Responsibility

- 1) It is the responsibility of the person in charge identified on the permit to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
- 2) User groups must inform their participants and spectators to park in facility parking lots and public parking areas. If needed, user groups should post directional signage to assist participants and spectators to appropriate parking areas. When traffic and/or parking are an

issue the user group or organization must provide volunteers or City-approved security guards to direct participants and spectators to designated parking areas. It is the users' responsibility to alleviate traffic and parking issues.

J. Tournaments

- 1) All rules and reservation procedures hereto are applicable during tournaments. The Department reserves the right to have a tournament request reviewed by other City Departments to identify impacts to parking, traffic, neighbors, etc. to determine if the tournament qualifies as a Citywide special event, which would require an additional permitting process and fees through the City Manager's Office.
- 2) Tournament reservations will be assessed fees pursuant to the Recreation Fee Schedule.

VII. **Permit Restrictions**

A. General Restrictions

- 1) The permit shall not be transferred or assigned.
- 2) The Permittee shall not engage in any activity other than the activity for which the permit is expressly issued.
- 3) No rental shall be permitted for more than the defined capacity of the facility.
- 4) Flameless (i.e. battery operated) candles are permitted in all Department facilities. Candles/open flames, the use of sparklers (including cold sparklers), confetti, smoke or fog machines, silly string, confetti poppers, gender reveal cannons, and other similar elements are strictly prohibited on City property.
- 5) Smoking is prohibited in all public areas in the City of Coronado. Smoking by any individual associated with the rental may result in forfeiture of the security deposit. This includes but is not limited to marijuana, tobacco products, and e-cigarettes/vaping.
- 6) Alcohol is prohibited at all Parks and Beach facilities.
- 7) Vehicles are not permitted on pathways, grass, or beaches.
- 8) Amplified music or bands are not permitted in Parks and Beach facilities. Radios are permitted provided the music cannot be heard outside of the immediate area, pursuant to the City of Coronado's Noise Ordinances (CMC Title 41).
- 9) Game trucks, inflatables (other than Jump Houses), laser/water tag courses, and other mobile entertainment options are not permitted without prior written approval from the Department. Additional requirements may apply.
- 10) Stakes are not allowed in any parks due to potential irrigation system damage.
- 11) No fixtures, strings, hammocks, tent canopies, or other items may be attached to Park fixtures, trees, or plants (CMC 52.32.130).

B. Beach Permit Restrictions

- 1) No Beach permits, including Beach Volleyball Court permits, will be issued for the following holidays: Memorial Day, Independence Day, and Labor Day.
- 2) No Beach permits, excluding Beach Volleyball Court permits, will be issued at Central Beach on Saturdays or Sundays between the Saturday before Memorial Day through Labor Day.

C. Storage

- 1) There shall be no storage of equipment and supplies for rentals, unless otherwise permitted. All Permittee's equipment and supplies must be removed from facility at the end of the rental.

VIII. Fee and Charges

A. Fees

- 1) Organizations or individuals will be assessed fees pursuant to the Recreation Fee Schedule. All permit fees are charged on a per-hour basis, unless otherwise noted.

B. Payment Methods

- 1) Payment may be made with credit or debit card, cash, check, or money order. All checks or money orders for rental fees are to be made payable to the City of Coronado. There will be a fee charged for returned checks or any insufficient funds payment, as established by the City's Finance Division.

C. Security Deposit

- 1) Once a request is approved, a refundable security deposit will be due within 14 days of booking the rental, with the remaining rental fees, and if applicable, any other associated fees or deposits, due 60 days prior to the rental.
- 2) The refundable security deposit shall be required to reserve facilities, to ensure proper clean-up, and to cover repair/replacement costs from breakage, loss, or damage. The deposit will be returned within four weeks after the rental if the facility is left in satisfactory condition. When the facility is not left in satisfactory condition the Permittee will be liable for the full cost of materials, labor, replacement, repairs, or damages (over and above the deposited funds), regardless of the amount. Staff will determine the appropriate level of payment required based on the nature of the cleaning or damage. Staff will conduct a pre-rental and post-rental site inspection with the Permittee. The staff's decision will be final.
- 3) Deposits will be forfeited if regulations are not followed.

D. Cancellation Requests

- 1) Cancellation requests submitted more than 90 days prior to the rental date will receive a full refund.
- 2) Cancellation requests submitted within 30 - 89 days prior to the rental date will receive a refund minus the security deposit.
- 3) Cancellation requests submitted less than 30 days prior to the rental date will not receive any refund.
- 4) No refunds are given for facility renters that do not show up for their rental or if the rental ends earlier than the time defined in the rental agreement.

IX. Enforcement and Compliance

- A. If the Permittee fails to comply with any provision of this policy, the permit may, at the discretion of the Department, be terminated immediately.

- B. If additional rental fees, cleaning, replacement, repairs, damage, or loss to facilities or equipment to pre-rental condition is incurred during the rental period, the Permittee shall be invoiced and pay the outstanding balance within 14 calendar days of the date of invoice.
- C. The Department may cancel or refuse to issue any rental permit. Written notices of denial or cancellation will be provided by the Department with an appropriate explanation. Grounds for the denial or cancellation of a permit may include, but are not limited to:
- Unsatisfactory prior use by applicant or organization
 - Hazardous condition exists
 - Nonpayment of fees/deposits by due date
 - Refusal to consent to specific conditions or restrictions for rental
 - Failure to submit timely and acceptable insurance documents
 - Security requirements not met
- D. If the City makes a cancellation because the facility is unusable or unsafe a full refund shall be made.
- E. Any time that exceeds the regularly scheduled contract time will be charged to the Permittee and will be deducted from the deposit, including fully burdened staff time charges and hourly room fees. Additionally, a late fee will be charged pursuant to the Recreation Fee Schedule.
- F. On Site Staff During Rental
- 1) Recreation staff will be assigned for the duration of the rental time listed on the permit.
 - 2) Recreation staff will perform a pre-rental inspection and confirm the findings with the Permittee.
 - 3) The primary duty of Recreation staff assigned is:
 - To open and close the facility
 - To enforce the rules and regulations of the Recreation & Golf Services Department
 - 4) Recreation staff is not assigned to perform physical labor for the Permittee, such as loading and unloading cars, setting tables, decorating, or cleaning up after the rental, etc.
 - 5) Recreation staff is not permitted to accept tips or other gifts, participate in the rental, or drink alcoholic beverages.
 - 6) At the conclusion of the rental, Recreation staff will perform a post-rental inspection and submit a report to the Rentals team describing:
 - If the building was left in a clean condition
 - If there was any vandalism caused by the activity, such as broken tables or chairs, writing on the walls, broken equipment, etc.
 - If rented equipment was returned
 - If the Permittee left by the end time on the permit
 - If there were any other violations of the approved rental agreement
 - 7) The report will help determine the amount of the deposit that will be refunded to the Permittee. It is the Permittee's responsibility to check in with the Recreation staff to ensure everything is satisfactory prior to leaving the premises.