

**GENERAL POLICY**  
**For the use of**  
**Recreation and Park Facilities**

The Albany Recreation & Community Services Department hereby establishes the following rules and regulations governing the administration, Operation and maintenance of its facilities.

HOURS: A schedule of operating hours is available at the Department's office.

**APPLICATIONS PROCEDURE:**

1. Permission of use of facilities will be granted upon the condition that all rules governing the use of said facilities will be followed. Permission may be revoked at any time for failure to do so. These rules are subject to change by the Recreation & Community Services Department.
2. A permit to use the facilities will be issued provided:
  - a) Issuance will not obstruct or interfere substantially with recreational use, and
  - b) The date and time requested have not previously been allocated by permit or assigned to a Recreation & Community Services Department function.
3. The application must be completed, in person, by a qualified and authorized representative of the requesting group or party, 18 years of age or older. The representative must be in attendance at the function.
4. Applications for permits may be filed up to 60 days in advanced of the date requested, and at least 7 days in advance of the date requested. Permits may not exceed 6 months. All requests for facilities for fundraising purposes must be filed at least 30 days in advance.
5. The Recreation & Community Services Department reserves the right to cancel, reassign, or otherwise adjust reservations to comply with the demand of its own programs or emergency requirements.
6. Fees and charges are due in full at the time of application.
7. There will be additional charges for the use of facilities at other than regularly scheduled hours, for the use of kitchen facilities at any time, and for programs or events which are considered exceptional.
8. If cancellation of a permit is necessary, the Recreation & Community Services Department must be notified immediately. Cancellation must be made at least 3 days in advance or the applicant shall forfeit all fees and charges that have been or are on deposit.
9. Requests for exception to the adopted "Rules and Regulations" for use of the recreation, park, and community service facilities must be presented in writing to the Park & Recreation Commission 1 month prior to the date of use.
10. The City of Albany reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City and/or its residents.
11. Facility rentals not during regularly scheduled staff hours may be subject to additional fees (if a staff person is required).
12. All Deposits not claimed within 7 days of use date will be forfeited.
13. Cancellation of rental is \$5.00 four days prior; 3 days or less is an additional \$5.00 fee.

**PRIORITY CLASSIFICATION FOR USE OF CITY PARK & RECREATION FACILITIES:**

The following classifications shall apply for purposes of determining priority use as well as applicable fees and charges.

- A. Department Sponsored Activities** Recreation and Community Service programs and activities directly sponsored by the Recreation & Community Services Department: other City of Albany activities as approved by the Director of Recreation & Community Services.
- B. School Sponsored Activities (At Senior Center for adult activities)** 1) Adult or youth programs sponsored by the Albany Unified School District, 2) Adult or youth programs sponsored by Peralta Community College or by the University of California Berkeley.
- C. Community Youth Groups (At all facilities except Senior Center)** Any organized youth group having the following qualifications:
  - 1) Non-profit, 2) A Majority of members are 17 years or younger and Albany residents, 3) Has voluntary adult leaders or chaperons, 4) is recreational in nature, 5) Shall have no membership restrictions or other age and gender, 6) Has definite organizational structure, 7) its primary interest is in community school age youth.
- D. Community Disabled/Senior Citizens Groups** An organized youth or adult group having the following qualifications: 1) Non-profit, 2) Organized to serve a specific group of Albany residents who either suffer from a specific disability or are above the age of 55 years of age. Is primarily recreational in nature, but may also serve some social service need or educational needs for their group, 3) Has a specific organizational structure.
- E. Community Service Clubs & Other Community Groups** Any organization youth or adult service groups having the following qualifications: 1) Non-profit, 2) A majority of the members live, work or own businesses in Albany, 3) Has officers, a definite organizational structure, meets regularly. Senior Center Only: (School activities for young people and Community Youth Groups are next in priority order here)
- F. Private Rental for Social Activities** 1) All groups in Priorities 2-6 above who wish to conduct a special activity not open to the general public. 2) City of Albany business firms and associations conducting official company or group activities, 3) City of Albany residents conducting private family or invitational parties, receptions, picnics, etc.
- G. Fund Raising Activities** 1) All fund raising activities groups in priorities 2-7.
- H. Commercial use or Non Resident Recreational Use** 1) Commercial for-profit activities, 2) Non resident reservations for recreational activities

**GENERAL PROVISIONS:**

1. The premises and facilities must be restored to the condition of the permitted use, or within the time specified in the permit.
2. If the nature of the event changes or if the number of participants increases, the Recreation & Community Services Department must be notified at least 3 days in advance and, if necessary, fees and charges will be changed in accordance with applicable rates.
3. The requesting group or party is personally responsible for all damages to the facilities being used.
4. When facilities are used by juveniles, there must be at least one adult present for every 15 juveniles present.
5. Catering services must be approved by the Recreation & Community Services Department or a designated representative.
6. Applicants receiving a Use Permit shall be responsible for reading existing "Rules and Regulations" for the use of recreation facilities and shall make sure their group observes said rules and regulations.
7. DETERMINATIONS OF APPLICABLE FEES AND CHARGES WILL BE MADE FROM A CURRENT ESTABLISHED SCHEDULE.