

## Picnic Shelter Guidelines

These guidelines listed below are intended to provide basic information pertaining to picnic shelter reservations at all City of Ontario parks. Applicants are encouraged to contact the Recreation & Community Services Department for any specific questions regarding their reservation.

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### Application Process

1. To obtain a permit for a picnic shelter reservation, the community can visit [www.OntarioCA.gov/Registration](http://www.OntarioCA.gov/Registration).
2. Reservations at park sites where lighting is not utilized shall end no later than dusk. Parks are available for reservation from 8:00 AM until dusk on a year-round basis. The City reserves the right to limit the hours of use of any picnic shelter in order to not adversely affect the park or adjacent residents.
3. All Picnic shelter reservations can be reserved between fourteen (14) days to one (1) year prior to the event date.
4. Prepayment of all applicable fees must be made fourteen (14) business days prior to the requested reservation date.
5. Fees are due upon request if the reservation is requested less than fourteen (14) business days prior to the reservation. Reservations cannot be made less than five (5) business days prior to the scheduled date.
6. Picnic shelters are treated with first come, first serve basis, if no reservation is secured.
7. Reservations are not approved until all fees are paid.
8. Pending requests will be cancelled fourteen (14) business days after the request is made if not paid in full.
9. All processing fees are not refundable.
10. The City of Ontario Recreation & Community Services Department must be notified of any changes to the facility reservation no later than five (5) business days prior to the scheduled reservation.
11. It is the responsibility of the Applicant to adhere to the Ontario Recreation & Community Services Department policies to ensure that facilities will not be used in a manner that would be reasonably considered unsafe to participants and/or damaging to the facilities. Applicant will be responsible for the cost of repairs of damage caused due to a violation of this policy.

### Conditions of Use

1. Approved permits must be made available for immediate inspection for the duration of the reservation. Please keep a copy of the approved permit during the reservation period.
2. Usage must be compatible with the established purpose of the reservation and may not be used for business or monetary gain that results from the exchange of money or events that conflict with the City of Ontario. No advertisements, petitions, or solicitations are allowed.
3. Applicant shall be held responsible for the costs of restoring property to its original condition if the reservation results in damage to park property, including, but not limited to, damage to landscaping, buildings, parking lot, athletic fields, bleachers, etc.
4. Maximum occupancy for picnic shelter reservations is fifty (50) people per picnic shelter and one hundred (100) people per large picnic shelter.

5. Groups over fifty (50) people for a picnic shelter and over one hundred (100) people for a large picnic shelter and requiring food catering services, requires a Special Event Permit.
6. All items must be carried onto the park and not dragged on the grass.
7. Inflatables/bounce houses, petting zoos, and game trucks are not allowed.
  - a. Pony parties are allowed at Homer F. Briggs Park in the designated area with approval from the Recreation & Community Services Director.
8. The following applies to the use of canopies with a picnic shelter reservation:
  - a. A maximum of two (2) 10'x10' canopies.
  - b. Canopies must be located adjacent to the picnic shelter facilities.
9. Litter, trash, and debris shall not be allowed to accumulate, and the applicant will ensure that the reserved area is free from trash before leaving the premises.
10. Applicant that repeatedly fails to act in a responsible manner in the use of the picnic shelter will be denied further use of park facilities. These acts include fighting, profanity, destruction of property, unauthorized usage, etc.
11. Applicant is responsible for all posted General Park Usage Policy and the current Ontario Municipal Code is followed, which includes:
  - a. Amplified sound is expressly prohibited without the advanced written notice from the Recreation & Community Services Department.
  - b. Signage should not be attached to any portion of the facilities including, but not limited to, trees, sign posts, backstops, etc.
  - c. No one shall interfere with permitted use of other reserved facilities.
  - d. Alcoholic beverages including beer and wine, or illegal drugs are expressly prohibited.
  - e. Glass containers are expressly prohibited.
  - f. Smoking is expressly prohibited within any City of Ontario public park.
  - g. Skateboarding, cycling and/or rollerblading are expressly prohibited outside of those areas specifically designated for such use.
  - h. Noisemakers of any kind are expressly prohibited.
12. Any costs incurred due to extraordinary law enforcement response will be assessed to the Applicant.
13. No vehicles or motorized bikes of any kind are allowed on facilities outside of marked parking stalls. All unloading and loading must be done from parking stalls or properly marked loading curbs. Vehicles may not be driven onto any area of the park. Please also note that parking is limited at all park locations.
14. Picnic shelter reservation permits include the use of existing tables, structures, BBQ, electrical outlets (where applicable with a fee), and trash cans within the picnic shelter location.
15. No caution tape and boundary lines shall be constructed.
16. Picnic shelter reservation permits do not give Applicants exclusive rights to the entire park including, but not limited to, athletic field space, water play features, open grass areas, concession buildings, play structures, dog parks, etc.
17. Additional areas within the park and athletic field space can be reserved through the Ontario Recreation & Community Services Department.
18. Applicant agrees to employ the reasonable standard in determining whether to utilize facilities that may be affected by weather or other adverse conditions.

## **Decoration Policy**

1. Streamers are permitted but must be hung with painters tape, pushpins, thumbtacks, or staples. Any materials which would cause permanent damage to the shelters are not permitted. Applicant must remove all adhesive from the picnic shelter walls and/or ceiling prior to leaving the park.
2. Fountains and/or buckets, tubs, or pools of water are not approved for use. Coolers filled with ice are approved.
3. Glitter, confetti, or any other small items in any form are not allowed.

4. Straw, hay, or other similar products are not permitted.
5. Balloons must be tied to balloon weights or securely attached to free-standing decorations.
6. Decorations cannot impede traffic flow nor obstruct entrances or exits.
7. No single decoration can exceed 4 square feet in overall area.
8. Decorations must be done within the scheduled use time, and all decorations must be removed immediately following the reservation.

## **Cancellation Policy**

1. Reservations cancelled at least twenty (20) business days prior to the reserved date will receive a full refund of the picnic shelter rental fee. The processing fee is not refundable.
2. Reservations cancelled between fourteen (14) and nineteen (19) business days prior to the reserved date will receive a 75% refund of the rental fee. The processing fee is not refundable.
3. Reservations cancelled within one (1) and thirteen (13) business days of the reserved date will receive a 50% refund of the rental fee. The processing fee is not refundable.
4. Reservations cancelled within 24 hours of the reserved date will forfeit all rental fees.
5. Processing fees are non-refundable.

## **Facility Closure**

1. The City of Ontario Recreation & Community Services Department reserves the right to close park facilities, without question to protect applicant from unsafe conditions, potential damage to, or misuse of facilities.
2. In the case of a facility closure, applicant will be refunded the full amount of the rental fees and processing fees.