

This permit is issued in accordance with the policies established by the Marin County Board of Supervisors. Please read the General Provisions and policies on the reverse side.

Date Submitted \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Email \_\_\_\_\_

Date of Use \_\_\_\_\_ Time \_\_\_\_\_ Day of Week \_\_\_\_\_  
Park Area \_\_\_\_\_ Park Area \_\_\_\_\_ Tennis Courts \_\_\_\_\_  
Type of Activity \_\_\_\_\_ Will you be charging a fee?  Yes  No  
Estimated attendance \_\_\_\_\_ No of Youth \_\_\_\_\_ Adults \_\_\_\_\_ Seniors \_\_\_\_\_  
Special Considerations \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

The above stated organization / individual assumes and agrees to protect, save harmless and indemnify the County of Marin, its officers, agents and employees from and all claims, liabilities or cause of actions, including claims for injuries or death to person, or damage to persons or property arising out of or in connection with all of its activities within the above facility. I have read and agree to abide by the general provisions and policies.

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

**OFFICIAL USE ONLY**

Hours	Rate	Total

**Grand Total**

Date Received \_\_\_\_\_ Permit Number \_\_\_\_\_

Received by \_\_\_\_\_ Approved by \_\_\_\_\_

## **General Provision**

McInnis Park operates under the jurisdiction of the County of Marin and is intended for recreational and educational use. Any organized groups or private individuals wishing to reserve these facilities are required to have an application approved by Marin County Parks. All commercial events and some private events require a special use permit and proof of insurance. No bounce houses, entertainment structures or caterers at the park without prior written approval from Marin County Parks (415.473.6388). The company providing the bounce house or entertainment equipment must have insurance that meets County requirements on file with the department at least one week prior to the event.

## **Reservation Policy**

1. The applicant whose name appears on the reservation form should arrive at the location designated on application and should plan to be there until the end of the event. If applicant cannot be present, he/she should designate an alternate and include that person's name on the application. An adult sponsor must complete reservations for youth groups. Adults must be on site at all times for events where minors are included or are present.
2. Reservations/permits are non-transferable and will be considered officially booked after the application has been approved by Department and full payment has been received. Applicants must have a copy of the approved reservation/permit with them when they arrive at the park and make it available to park rangers when requested.
3. Reservations may be made up to one year in advance. Tennis court and field reservations must be paid for at the time of booking (415.473.6388). We do not honor unpaid reservations. All field and tennis court reservations must be pre-paid. No refunds are issued for cancelled tennis court reservations if reservation is cancelled fewer than 30 days in advance of the reserved date.
4. Field reservations are \$54.00 for soccer fields or for striped and prepped softball fields, with a two hour minimum rental time required. Field reservations are \$45.00 per hour for non-striped or prepped softball fields, with a two hour minimum. Softball fields cannot be used for baseball/hardball practice or games. Members of the public are prohibited from accessing or controlling field lights. Use of lights is \$30.00 per hour. Tennis Courts can be reserved for \$13.00 per hr. 2 hr. minimum. Reservations are issued for a specific site or field and actual use must be as stated on approved permit. Business, commercial and/or special use events have a separate fee schedule and must be booked through Parks Administration office 415.473.6388. Use of fields, picnic areas and tennis courts after park hours is not allowed.
5. No refund or credit will be issued for field or tennis court reservation, cancellations or changes within 30 days of the reservation date, unless the field or tennis court has been closed to use by the Marin County Parks. No refunds will be issued for picnic area reservations if cancelled within 60 days of the event.
6. Hours of use on the permit are interpreted as times the area will be occupied until it is vacated, as per the reservation/approved permit. This policy also refers to game play. The parks department reserves the right to require additional staffing, security, or police support when deemed necessary. User will be required to pay these additional costs in advance.

## **Park Policy**

1. No food or alcoholic beverages may be sold at/in the park. A private concessionaire handles all foods sales, Alcohol Consumption is prohibited at McInnis Park.
2. Reservations may be revoked any time if park staff deems the facilities not useable due to field conditions, weather, unscheduled or emergency maintenance needs, or other staff concerns.
3. Dogs are not allowed on playing fields but are permitted in certain signed area of McInnis Park. Owners must carry one lease for each dog at all times. Please obey all rules and immediately pick up after your pet and remove all feces from park.