



City of Union City – Kennedy Community Center  
 33948 10<sup>th</sup> Street, Union City, CA 94587  
 We are **CLOSED** every other Friday  
 Phone (510) 675-5329

PERMIT #
DATE / STAFF INITIALS

## PARK USE REQUEST

PLEASE PRINT CLEARLY

NAME OF APPLICANT: \_\_\_\_\_

ORGANIZATION (if applicable): \_\_\_\_\_ DAY PHONE #: (     ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

VALID CALIFORNIA STATE DRIVERS LICENSE/ID NUMBER (must be at least 21 years old): \_\_\_\_\_ DOB: \_\_\_\_\_

NATURE OF ACTIVITY: \_\_\_\_\_ DOES YOUR ORGANIZATION CLAIM NON-PROFIT STATUS?  YES  
 (Please include the age of the person if the activity is a birthday party) (if applicable)

	Park Name	Area/Site	Day of Week	Date	# of People	Hours
<b>EX</b>	<b>Palm Springs</b>	<b>Creekside</b>	<b>Saturday</b>	<b>M/D/Y</b>	<b>25</b>	<b>8 AM - 7 PM</b>
<b>1</b>						
<b>2</b>						

- YES  NO **Open to public?**
- YES  NO **Will there be dancing?**
- YES  NO **\*Live music?**
- YES  NO **\*Disc Jockey / PA system?**
- YES  NO **Prior rental of Union City facilities?**
- YES  NO **Fundraiser?**
- YES  NO **Will admission charge or collection be made?**  
How much? \_\_\_\_\_

**No alcoholic beverages may be served. Please initial:** \_\_\_\_\_

- YES  NO **Will beverages and/or food be sold?**
- YES  NO **\*Will electricity be needed? (\$25 fee)**  
**Purpose for Electricity:** \_\_\_\_\_
- YES  NO **Will you be having a Jump House/Bounce House?**  
(Only 1 jump house per park)  
**Name of Jumper Company:** \_\_\_\_\_

\*These options are **ONLY ALLOWED** at Kennedy Park (Amphitheater) & Old Alvarado Park (Gazebo). If you are having sound, you must fill out an Amplification Permit and pay the \$50 fee.

FOR OFFICE USE ONLY

APPROVED BY  PH    DATE: \_\_\_\_\_

APPROVED BY  JS    DATE: \_\_\_\_\_

APPROVED BY  FC    DATE: \_\_\_\_\_

POLICE OFFICERS:     YES  NO    HOW MANY? \_\_\_\_\_

SECURITY GUARDS:     YES  NO    HOURS: \_\_\_\_\_

SPECIAL CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

REASON OF DENIAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please read and **INITIAL** each line below

- \_\_\_\_\_ I, the undersigned, have read and agree to abide by the rules and regulations as stated in the "Park Use Policy" and any attached rules.
- \_\_\_\_\_ I, the undersigned, understand that if I submit a permit ten (10) working days or less, but no less than six (6) working days, by NOON, a RUSH FEE of \$20 will be applied on top of regular or any other additional fees that I might require during my reservation process.
- \_\_\_\_\_ Cancellations more than 30 calendar days prior to reservation date minus 15% cancellation fee from the site fee.
- \_\_\_\_\_ Cancellations less than 30 calendar days prior to reservation date minus 30% cancellation fee from the site fee.
- \_\_\_\_\_ Refunds will not be issued if changes are requested 10 working days or less prior to the reservation date.
- \_\_\_\_\_ You may not drive any vehicle inside any park and vehicles found inside a park may be subject to a fine.
- \_\_\_\_\_ No exclusive use for any City Parks, there may be other events.
- \_\_\_\_\_ Park permits only reserve picnic areas and BBQ units.
- \_\_\_\_\_ Picnic sites are reserved as is, and picnic facilities may be different from the descriptions published in the Park Use Policy.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Fees**

- Park Site: \$ \_\_\_\_\_
- Electricity: \$ \_\_\_\_\_
- Amplification: \$ \_\_\_\_\_
- Rush Fee: \$ \_\_\_\_\_
- Insurance: \$ \_\_\_\_\_
- Deposit: \$ \_\_\_\_\_
- Other: \$ \_\_\_\_\_

**Method of Payment**

- Visa
- MasterCard
- Discover
- Cash
- Rain Out Credit

**TOTAL: \$**

(IF CARD NOT PRESENT)

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CID #: \_\_\_\_\_    Expiration Date: \_\_\_\_ - \_\_\_\_

**IMPORTANT:** We need a copy of applicant's valid/current Driver's License/ID. If home address is different than what's on DL, we need copy of phone bill, PG&E bill, rental agreement, etc. It is recommended that permittees view the reservable site prior to making their reservation.