



\*Complete and return this form with payment and proof of residency to:

Alameda Recreation and Park Department  
 2226 Santa Clara Ave., Alameda, CA 94501  
 FAX (510) 523-4071 / Email [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)

**OFFICE USE ONLY:**

Permit # \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Rec'd by: \_\_\_\_\_

Day of Event  
 Service Number:  
 (510) 775-5459

**REC CENTERS, PICNIC, OPEN SPACE & BOCCEBALL  
FACILITY USE PERMIT**

Name of Individual or Group \_\_\_\_\_

Individual in Charge \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone:(\_\_\_\_\_) \_\_\_\_\_ Secondary Phone:(\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Proof of Residency \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ HOURS OF USE FROM: \_\_\_\_\_ TO: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

**RECREATION CENTERS - 3 HOUR MINIMUM – Security Deposit is required for use of Recreation Centers. Refer to the Recreation Center Policies for rules, prices and location.**

Bayport	9:00 a.m. – 11:00 p.m.	Max. 40 Dining	Sat or Sun	*Alcohol: YES NO
Leydecker	9:00 a.m. – 12:00 a.m.	Max. 70 Dining	Sat or Sun	*Alcohol: YES NO
Harrison (Lincoln Park)	9:00 a.m. – 11:00 p.m.	Max. 100 Dining	Sat or Sun	*Alcohol: YES NO
Veterans Building	9:00 a.m. – 10:00 p.m.	Max. 250 Dining	Sat or Sun	*Alcohol: YES NO

**BOCCE BALL – 3 HOUR MINIMUM - Refer to the Bocceball Court Policies for rules, prices and location.**

John Ratto Bocceball Court located in Lincoln Park
Pick up court key at the ARPD offices on the Friday before if weekend rental or day of if during the week rental
*Alcohol: YES NO (If yes: Alcohol Permit required and only allowed in the enclosed Bocceball Court)

**\*ALCOHOL: Only allowed in the Recreation Centers and inside the fenced area of the Bocceball Courts. Requires an Alcohol Permit. Alcohol shall not be consumed outside of the building, in the parks, on any public street, sidewalk, or right-of-way. Refer to the Recreation Center or Bocceball Court Policies for further information.**

**PICNIC AREAS – 3 HOUR MINIMUM - Refer to the Picnic Rental Policies for rules, prices and location.**

Franklin	2 tables	Near tree area
Godfrey	4 tables	Behind Rec Ctr
Jean Sweeney #1	5 tables	Pavilion
Jean Sweeney #2	3 tables	Pavilion
Jean Sweeney #3	2 tables	Pavilion
Jean Sweeney	Stage	Across from Pavilion
Krusi #1	4 tables	Near grass area
Krusi #2	2 tables	Tot play area
Krusi Stage	Stage	Near the picnic area
Leydecker	3 tables	Along walk path
Lincoln - Area #1	5 tables	Under Arbor
Lincoln - Area #2	4 tables	Center of Area
Lincoln - Area #3	2 tables	Front of Park – High St.
Lincoln Open Space	Grassy area	Front of Park - High St.
Littlejohn #1	2 tables	Near play structure
Littlejohn #2	4 tables	Nearest Benton
Longfellow	2 tables	Near play structure

McKinley	2 tables	Nearest Buena Vista
Marina Cove Open Space	Grassy area	1591 Clement Ave.
Shoreline #1	3 tables	Seaview/Brunswick Rd.
Shoreline #2	2 tables	Seaview/Aughinbaugh
Shoreline #3	3 tables	Near Ferry Terminal
Shoreline Open Space	Grassy area	Near Ferry Terminal
Tillman #1	2 tables	Near the tot play area
Tillman #2	3 tables	Nearest Kofman
Tillman #3	3 tables	Near baseball
Washington Lower #1	2 tables	Near softball
Washington Lower #2	4 tables	Near tennis courts
Washington Upper #1	5 tables	Play structure
Washington Upper #2	2 tables	Across from horseshoe pit
Washington Open Space	Grassy area	By the palm trees near 8 <sup>th</sup> Street

**JUMP HOUSES – Must have a picnic rental to add an inflatable jumper. See list of approved Inflatable Jumper Companies and the jumper space fee on the Picnic Rental Policies.**

**Inflatable Jumpers:** How many \_\_\_\_\_ Company Name: \_\_\_\_\_



REC CENTERS, PICNIC, OPEN SPACE & BOCCEBALL
FACILITY USE PERMIT

All fees must be paid in full in order for the permit to be issued. VISA, MasterCard, American Express, Discover, Cash, personal check (payable to ARPD), cashier's check and money order are accepted.

PAYMENT

CENTER: \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour = \$\_\_\_\_\_
PICNIC: \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour = \$\_\_\_\_\_
BOCCE BALL: \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour = \$\_\_\_\_\_
OTHER: \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour = \$\_\_\_\_\_
Outside Vendor / Jumper = \$\_\_\_\_\_
Deposit (Centers Only) = \$\_\_\_\_\_
TOTAL AMOUNT DUE: \$\_\_\_\_\_

PAYMENT REQUIRED TO COMPLETE YOUR RESERVATION:
CASH CHECK #
MasterCard VISA Discover
American Express
Credit Card #
Expiration Date CVV

NOTES:

\*INSURANCE PROVIDED: YES NOT APPLICABLE

\*ALCOHOL PERMIT RECEIVED: YES NOT APPLICABLE

AGREEMENT

I, \_\_\_\_\_ and/or organization \_\_\_\_\_
(Print Name) (Print Organization Name)
shall indemnify, defend, and hold harmless City, its City Council, boards, commissions, officials, employees, and volunteers ("Indemnitees") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees ("Claims"), arising from or in any manner connected to "individual/group/organization" use of City property or equipment, whether alleged or actual.

I have read and understand the rules and policies, including fees and cancellation, pertaining to picnics, recreation centers, open space and/or bocce ball and agree to abide by them.

Failure to comply with the ARPD policies may result in loss of your security deposit or the priveledge of reserving further rentals. Permit holders may also be charged additional fees for damage caused by misuse.

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

Name of Organization \_\_\_\_\_

- Your permit will be processed once we have received your completed form, payment and proof of residency if you are a City of Alameda resident.
Please bring your Facility Use Permit and Alcohol Permit, if applicable, to your event.