



TOWN OF FAIRFAX

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930
PHONE (415) 453-1584 / FAX (415) 453-1618

Facility Use Policy for Special Events Sponsored by the Parks and Recreation Commission-revised March 2010

Goal: To provide a wide variety of community recreation activities for Fairfax residents.

Purpose: Establish guidelines for use of Town of Fairfax facilities for Parks and Recreation activities.

Policy: The Parks and Recreation Commission will authorize the use of Town Facilities for the following approved activities. **The Parks and Recreation Commission has the discretion to waive or reduce fees charged to the applicant for the use of Town facilities.**

1. Programs offered through the Fairfax Open Circle Arts and Sports (FOCAS) program.
2. **One time** community events that provide recreation opportunities to Town residents and are open to the public.

All events will be well planned and presented to the Commission (refer to Appendix A) and an admission fee will be charged. Depending on the level of expenses, between 30-50% of the event's final net profit will be paid to the Town of Fairfax. The percentage split will be agreed upon in advance between the Parks and Recreation Commission and the event organizers, based on the projected budget submitted for the event. One or more members of the Parks and Recreation Commission will work with the event organizers to assure the event is successfully planned and executed according to established guidelines.

3. **Nonprofit organizations and/or Fairfax residents** providing recreational events within Fairfax, which are open to the public and planned as fundraising activities for established charities.

Event organizers will submit their request through the Parks and Recreation Commission for approval following guidelines outlined in Appendix A. One or more members of the Parks and Recreation Commission will work with the event organizers to assure the event is successfully planned and executed according to established guidelines.

Facilities: Facility scheduling will be coordinated through the Town staff, either by the FOCAS coordinator, a member of the Parks and Recreation Commission, or the Community Resources Coordinator. Town facilities may be used for more than one purpose each day with the permission of the Town, as long as the facility is cleaned and tables/chairs set up exactly as required by the Town prior to vacating the space.

Reports/Communications: The Parks and Recreation Commission shall provide a summary listing of all events/activities and the financial breakdown to the Town Council on an annual basis.

Attachments
Appendix A: Event Proposal Application



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Event Proposal Application

An application is required for all events taking place on town property with over 50 attendees. Applications must be received at least two months before the date of the event and be delivered to the PARC chair, or Town Hall, by the 1st Thursday of the month. You must attend the related PARC meeting to give a brief presentation and answer any questions. PARC meetings are normally on the 2nd Wednesday of each month at 7:00 p.m. and are held in the Community Youth Center, 16 Park Road.

Applicant's name _____

Title/name of your event: _____

Date: _____ Hours _____

Building: _____ Park: _____

Is this event open to the public? _____

Will admission be charged? ___ If so how much? _____

Projected attendance _____

***(Note: If more than 100 attendees, cleaning deposit of \$200 is required.)**

How will your event be promoted? _____

Event organizers (List name, profession if applicable, e-mail, address and phone number):

Community Reference: _____ How does this event benefit the Town and/or your organization? _____

What percentage of net revenue will go to the Town of Fairfax (minimum 30%)? _____

How will security be provided? _____ By whom? _____

Will you be providing portable toilets? ____ If so, how many? _____
(at least one must be handicapped accessible)

Who will design and distribute your promotional materials? (NOTE – All promotional materials must include the statement, “Sponsored by Fairfax Parks & Recreation Commission.”) _____

Who will remove posted promotional materials and by what date?

Who is responsible for cleanup (include e-mail and phone #)? _____

Where will your trash go? _____

Will you provide garbage cans? _____

Will alcohol be served? _____

If yes, an ABC permit is required. Permission must be obtained through the Fairfax Police Department. (Please attach a copy of your ABC permit and any P.D. conditions) Liquor liability insurance naming the Town of Fairfax as Additional Insured in the amount of \$1,000,000.00 is required. Please send us a copy of your ABC permit and P.D. conditions within 15 days of your event.

You must provide a copy of proof of insurance within 15 days of your event.

If guidelines are not met, PARC reserves the right to deny this application.

Within one month after your event, please provide a written summary of the: number of participants, expenses & revenues, and a copy of promotional materials.

Signature

Date

Name (Printed)

Phone Number

PARC Approved Event routed to DPW, Police Dept., Fire Dept. on _____.

CHECKLIST FOR APPLICANT

- **Police Dept. Notification** _____
- **Fire Dept. Notification** _____
- **ABC permit** _____
- **Proof of insurance** _____
- **Cleaning deposit if required** _____
- **Port-a-potties** _____
- **Debris box** _____
- **Prohibition of Styrofoam** _____
- **Plastic bag ban** _____

- **Building reservations**
 - Pavilion** _____
 - Women's Club** _____
 - *Youth Center** _____ ***(pending approval by Town Manager)**

- **Park reservation**
 - Bolinas Park** _____
 - Peri Park** _____
 - *Ball field** _____ ***(pending approval by Town Manager)**