



City of Rialto

Agenda

Recreation and Parks Commission

Chairperson Joe Britt

Vice-Chairperson Scott Sparks

Commissioner James Maldonado

Commissioner Jan Morrison

Commissioner Jose Aparicio

Tuesday, December 6, 2022

6:30 PM

Rialto City Hall, Council Chambers, 150 S. Palm
Ave. Rialto CA 92376

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Maintenance & Facilities Department at (909) 421-7279. Notification 48-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting [28 CFR 35.102-35.104 ADA Title II].

Members of the public are given an opportunity to speak on any listed agenda items. Please notify the Community Services Department if you wish to do so. All agendas are posted in the City Hall Administration Building (150 South Palm Avenue, Rialto, CA 92376) at least 72-hours in advance of the meeting. Copies of the staff reports relating to each item on the agenda are on file in the Community Services Department. Please call (909) 421-4949 to inquire about any items described on the agenda.

Based upon the open meeting laws (the Brown Act), additional items may be added to the agenda and acted upon by the Transportation Commission only if it is considered to be a "subsequent need" or "emergency item" and is added by a two-thirds vote. Matters raised under Oral Communications may not be acted upon at that meeting other than as provided above.

a. CALL TO ORDER

b. ROLL CALL

c. PLEDGE OF ALLEGIANCE

d. APPROVAL OF MINUTES FROM REGULAR MEETING

[22-1065](#)

November 1, 2022 Recreation and Parks Commission Meeting Minutes

Attachments: [November 1, 2022 - Parks and Recreation Meeting Minutes.pdf](#)

e. PUBLIC COMMENT

f. STAFF UPDATES

[22-1069](#)

Field Allocation Presentation

Attachments: [Field Allocation Presentation.pdf](#)

g. DISCUSSION AND/OR ACTION ITEMS

- [22-1066](#) Discussion: Rialto Sports Leagues - Policy & Procedure
Draft Updates and Recommendations
- [22-1071](#) Discussion: Park Shelter Reservation Policy
Deposit Fees and Cleanup Checklist
Attachments: [Park Shelter Deposit Checklist - DRAFT.pdf](#)
[Rialto Shelter Reservation Policy - DRAFT 1.pdf](#)
- [22-1067](#) Discussion: Committee Updates
Sports, Holiday/Events, Hall of Fame
- [22-1070](#) Discussion: Hall of Fame - Mission and Vision

h. COMMISSIONER REPORTS**i. ADJOURNMENT**



City of Rialto

Legislation Text

File #: 22-1065, **Version:** 1, **Agenda #:**

November 1, 2022 Recreation and Parks Commission Meeting Minutes

**CITY OF RIALTO
RECREATION AND PARKS COMMISSION MINUTES
TUESDAY, NOVEMBER 1, 2022
IN PERSON MEETING
150 S. PALM AVE., RIALTO CA, 92376**

a) **CALL TO ORDER:** The meeting was called to order at **7:05pm** by **Vice Chair Sparks**.

b) **ROLL CALL:**

ROLL CALL/COMMISSIONERS	PRESENT	ABSENT	PRESENT TO DATE
Jose Aparicio	X		
Joe Britt		X	
James Maldonado		X	
Jan Morrison	X		
Scott Sparks	X		

STAFF MEMBERS PRESENT: Cynthia Alvarado-Crawford

c) **PLEDGE OF ALLEGIANCE Led by:** Commissioner Aparicio

d) **ITEM 22-967 APPROVAL OF MINUTES:**

ACTION: Approve October 4, 2022, Recreation and Parks Commission Meeting Minutes

MOTION: Commissioner Morrison **Seconded by:** Vice Chair Sparks

MOTION PASSES YES: 3 **NO:** 0 **ABSTAIN:** 0

Noting the absence of Chair Britt and Commissioner Maldonado

e) **PUBLIC COMMENT**

None

f) **STAFF UPDATES**

Director Alvarado gave updates on department programming:

- Department participated in the Fire departments open house on October 22nd, we had and activities and information booth.
- Teen Club made goody bags for the seniors and dropped them off at the Senior Center
- Teen club made the Socktober boxes and dropped them off at various city buildings
- Mobile Recreation is going well, Sean helps youth with homework and plans the activities
- Variety Tiny Tots sports is going well—kids are having a great time
- Senior Center will be hosting a Crafts & hobby Boutique on November 10th from 9am-12pm
- Tiny Tots class started this past week. MWF has 14 enrolled T/TH has 9 enrolled

- Halloween Hi-Jinks was last night. Great turn out, sold over 1,500 wristbands
- Took youth to a Dodger game, basketball and volleyball programming is going well
- Hall of Fame will be November 19th from 9-11am
- Rialto Holiday Festival will be December 3rd 5:30-9:30pm
- Parents night out is this Friday November 4th
- Contract classes are going well
- Tiny Tots participated in safe routes to school and are having so much fun with their learning
- 39 rentals October 1-19 (Flores park 1, Frisbie Park 16, Joe Sampson 13, Rialto City Park 4)
- Center answered 1,0007 calls
- Halloween Hi-Jinks sold over 1,500 wristbands, best attended yet
- CMEX Run Around the Rocks November 6
- Bud Bender Park Clean up November 5
- Parents Night out November 4
- Feeding America November 3rd 8:30-10:30am
- Turkey raffle November 21st
- SB County host a pop-up vaccination (flu and booster shots 9am-4pm) for all ages
- Sports registrations start November 21st for basketball and volleyball

g) DISCUSSION AND/OR ACTION ITEMS

ITEM: 22-968 Discussion: Hall of Fame – Mission and Vision

Director Alvarado will send out the Mission and Vision statements and Commissioners will highlight what they like and Adhoc committee will draft the mission and vision based off the highlights. Will have a week to work on it.

ITEM: 22-969 Discussion: Committee Updates (Sports, Holiday/Events, Hall of Fame)

Sports Committee update (Commissioner Aparicio): staff are working on field allocations and on updating the field allocation policy and procedures. Want this to be a collaborative process. The transition of the agreements will help us outline the expectations of both parties. We will be looking at implementing non-use fee.

Hall of Fame: looked at applications, 1 will not be selected, 1 was selected, 1 is pending waiting on additional information. Commissioner Morrison wants to look at celebrating others and providing certificates i.e. spelling bee championship, celebrating youth stand outs.

ITEM: 22-971 Discussion: Memorial Tree Policy

Adhoc Committee was selected to start working on the development of the Tree Policy. Chair Britt and Commissioner Morrison were selected.

h) COMMISSIONER REPORTS

Commissioner Morrison: Thank you to staff for their enthusiasm and creativity. Floating pumpkin patch was a great event, her family had a blast. Very impressed by the event. Liked the swim team snack bar prices. Black on the Block was going on at Rialto City Park. She looks forward to seeing the floating pumpkin patch again. Still wants to see signage up north for events and programs. Wants staff to look at commission vacancies and at excessive absenteeism. Would like to see Council appoint an Adhoc committee made up of a variety of city commissioners to find out councils' direction for commissions. Would like to get event directions for where to enter and park. Would like to see magazine show that programs can accommodate special needs, wants to consider bringing back special Olympics.

Commissioner Aparicio: Would like to see our city events added to the city calendar on the website. Would like to see us integrate special needs programming into our programs and events. For the international festival wants to see special needs and pride be incorporated into the event.

Vice Chair Sparks: Thank you for the work that the department is doing and the postings on social media.

i) ADJOURNMENT

With no other business to attend, Chair Britt adjourned the meeting at 9:03 pm with the next regular meeting to be held at 6:30pm, on Tuesday, December 6, 2022, at the City Council Chambers located at 150 S. Palm Ave, Rialto, CA 92376

Respectfully Submitted,

Cynthia Alvarado-Crawford, Director
Department of Community Services



City of Rialto

Legislation Text

File #: 22-1069, **Version:** 1, **Agenda #:**

Field Allocation Presentation

Rialto Parks, Recreation, & Community Services

214 N. PLAM AVE.

RIALTO, CA. 92376

PHONE (909) 421-4949

WWW.YOURRIALTO.COM



Meeting Objective

In order to provide the best possible service to the greatest number of Rialto residents, the staff has gathered information on best practices from other municipal entities on field allocation. The following are suggestions that would help alleviate some of the challenges our own field allocation procedures are currently facing with grandfathered youth sports leagues and other organizations.



Field Allocation Policy

OBJECTIVES

- 1. Scheduling available fields and dates of usage
- 2. Providing scheduling procedures and policies
- 3. Defining fees and charges
- 4. Defining rules and regulations regarding use
- 5. Managing the limited number of City athletic fields in a fair and equitable manner

Priority Of Use

Priority 1: City of Rialto / Other Government Agencies

Priority 2: Rialto Unified School District / Other Government Agencies

Priority 3: Youth Non-Profit Resident Group

Priority 4: Youth Resident Group

Priority 5: Rialto Residents

Priority 6: Adult Resident Group – Organizations

Priority 7: Rialto Non-Profit Civic & Religious Organizations

Priority 8: Non-Rialto Based

Suggestions : One

Add a schedule of due dates to the existing table, shown below, that specifies when rosters, light fee payment, insurance, practice and game schedules are due.

Current

Usage	Fall/Winter	Spring/Summer
Opening	August 1	February 1
Closing	January 31	July 31
In Season	Football/Soccer	Baseball/Softball 2 nd Week of January
Out of Season	Baseball/Softball	Football/Soccer
Allocation Request Due	May 1	November 1
Allocation Meeting	Mid-May	Mid-November
Proof of Residency Due	September 15	March 15

Updated

SEASON OF PLAY

For the purpose of this policy, sports shall be considered "In-season **Priority Season**" and "Out-of-sason **Secondary Priority Season**" in accordance with the following:

Usage	Fall/Winter	Spring/Summer
Opening	August 1	February 1
Closing	January 31	July 31
In-season Priority Season	Football/Soccer	Baseball/Softball 2 nd Week of January
Out of Season Secondary Priority Season	Baseball/Softball	Football/Soccer
Allocation Request Due	July 1 June 1st	January 15 December 1st
Allocation Meeting	Mid-May	Mid-November
All required documents turned to PRCS	September 15	March 15

Suggestion: Two

The Rialto Field Allocation Policy defines “Group Resident Status” as those organizations that have 75% or more of their registered participants as City of Rialto residents. This designation is supposed to be reviewed every year.

Our recommendation is to enforce the already existing policy and recognize those who meet the qualifications and lower the status of those who are not serving a great majority of Rialto residents. For those grandfathered organizations that have not met the requirement in years, we need to provide an ultimatum or risk losing their grandfathered status.

THREE STRIKES RULE

Purpose

The City of Rialto Parks, Recreation & Community Services Department reserves the right to cancel or suspend permits for games, practices, and other usage based upon user groups violating the Rialto Municipal Code or the established Athletic Field Use and Allocation Policy. The purpose of the three strikes rule is to implement a systematic method of enforcing the Municipal Code and Athletic Field Use and Allocation Policy. Violations may constitute a strike against the organization.

Examples of Strike Violations (examples are not all inclusive)

Violations that may constitute a strike against the organization.

- Groups and individuals found to be playing on fields that have been closed.
 - It is the responsibility of the User to call the Parks Division at 909-421-4949 to verify field closures. If play does take place, the user group may also be billed for damage to field(s).
- Fields not used as requested. Organizations not using fields as stated on the permit may lose field and/or priority field allocation consideration for future allocations.
- Any User that has been allocated space and does not intend to use it regularly and does not notify the Parks, Recreation & Community Services Department.
- Sub-leasing fields to anyone for any reason. **Sub-leasing field space is prohibited with zero tolerance.** Any approved person or approved group found to be taking part in this act will have their permits cancelled immediately.

Strike One

Strike one consists of documented activity in direct violation of the Rialto Municipal Code or Athletic Field Use and Allocation Policy. **Penalty:** A letter will be written to the user group's representative documenting the violation. A field report and/or pictures of the violation will be included for reference. The letter will be placed in the group's file. 50% of the deposit will be forfeited by the user group.

Strike Two

Strike two occurs after a second documented violation within one year from first strike. **Penalty:** The group will be informed by letter that a Department staff member may be assigned to its permitted activity at the respective park where the violation occurred. The permitted group will be billed for the assigned hours of the staff member at the appropriate rate per hour. The staff member's duty will be to monitor activity at the site and to report further violations to the Parks, Recreation & Community Services Department. The remainder of the deposit will be forfeited by the user group.

Strike Three

The third documented violation within a one year (365 days) time frame from the first violation. **Penalty:** Permits will be revoked for the remainder of the year and possible loss of future allocation. Strikes against any person or any organization are appealable to the City Administrator. Appeal must be in writing within 10 business days of the penalty.

Suggestion: Three

There are leagues who take advantage of their designation status to reserve space that gets little to no use. We have gotten reports from users and staff that some fields are not being used even though leagues have permits to use them at those times. This limits the availability for other community groups to take advantage of community resources.



We propose a fee that other municipalities are currently implementing. It is called a “No Use Fee” and it would be imposed when leagues have reserved fields that they do not use on days and times identified by their permit.

If during a multiple-use reservation and one or more field(s) is not in use, user groups must alert Parks, Recreation & Community Services Department a minimum 2 hours prior to no usage. If a scheduled multiple-use reservation has changed, user group must report all changes to Parks, Recreation & Community Services Department immediately. Non-use of fields is considered when an organization fails to cancel and does not notify department prior to non-use. A \$25 fee per field per day will be charged to groups who are in violation of non-use of fields.



Suggestion: Four

Create a history documentation systems for any work orders, missed deadlines or any other issues that arise for any group using City of Rialto athletic fields. This will allow staff to follow up on pending issues and issues that are considered high priority. This will also allow to have an accurate history documented when issues arise with a league or requirements are not being met.

Suggestion: Five

Use a mathematical formula to decide on field allocation space based on the number of Rialto residents each sports league has registered.

We feel, all things being equal, that a league who serves a greater number (or percentage) of Rialto residents should be able to use more athletic field space than those leagues who are serving more non-resident participants.

The total number of all local residents registered in all organizations within that Priority Group Classification will then be determined. Each organization's local resident number will be divided by the total of all local residents registered to determine the percentage of use to be allocated to each group.

An example of this would be: Baseball Group A has 750 local residents Baseball Group B has 900 local residents Total local residents registered in both organizations is 1,650. 750 divided by 1,650 equals 45%. Group A would receive 45% of the field time available. 900 divided by 1,650 equals 55%. Group B would receive 55% of the field time available



Suggestion: Six



Grandfathered Leagues should meet certain minimum requirements. The leagues with such designation do not pay field rental or staff fees. Recently a fee was established as a cost recovery for a portion of what the City spends for light fees. This fee consists of each sports league paying \$5.00 dollars for every participant who is not a Rialto resident. This fee does not make a significant contribution to the costs of lights.

Our suggestions are that the leagues meet the following:

- 1. Have leagues maintain a working website that includes all information on current board of directors members, updated registration dates information, all fee charged to registered participants, updated schedules of practices and games.
- 2. Have all grandfathered leagues make all teams and activities they provide at Rialto City Parks available to all residents of Rialto. Despite skill level. Activities should be open to everyone.
- 3. All tournaments and activities outside of practices and league games do not fall within the scope of the season permit. All such activities should go through the special events process. All vendors at such activities such follow the proper vendor protocol used in all City special events.
- 4. All grandfathered leagues should be associated with a regional or state sports organization.
- 5. All Volunteers involved in any league activity should have a current background check approved by the City of Rialto.
- 6. Board members should also go through a background check approved by the City of Rialto
- 7. There should be at least three board members in each organization's board.

Suggestion: Seven

The current permit system has lived its usefulness and does not presently represent an effective way of monitoring the use of the City's athletic fields. It is highly recommended that the permit system is replacement by a user agreement/contract. The user agreement/contract will allow to specify in detail what the City's and the organization's responsibilities are. It will be an opportunity for greater collaboration from the leagues and a tool to hold those that break the policies accountable.





City of Rialto

Legislation Text

File #: 22-1066, **Version:** 1, **Agenda #:**

Discussion: Rialto Sports Leagues - Policy & Procedure

Draft Updates and Recommendations



City of Rialto

Legislation Text

File #: 22-1071, Version: 1, Agenda #:

Discussion: Park Shelter Reservation Policy

Deposit Fees and Cleanup Checklist



PARK SHELTER RENTAL CLEANUP PROCEDURES

Dear Permit Holder:

On the day of your event, the following cleanup procedures will be in effect. These procedures are designed to provide you with a positive experience in our parks and shelters, while maintaining standards of cleanliness and safety at our facilities.

NOTE: If you need assistance on the day of your event, (Saturday or Sunday), please contact a park employee immediately at (909) 744-4498 for assistance.

The permit holder is responsible for communicating all park regulations and guidelines to their group, attendees, and co-hosts. No Alcohol, No Smoking, No Vehicles on Grass, No amplified sound.

HOW TO RECEIVE YOUR SECURITY DEPOSIT REFUND

1. THE AREA YOU RESERVED MUST BE CLEANED UP AND LEFT IN THE ORIGINAL CONDITION. If you have concerns with the condition of the area when you arrive, please contact Park Maintenance staff at (909) 744-4498 prior to beginning your rental.
2. ALL PARK FACILITIES AND GROUNDS SHOULD BE LEFT UNDAMAGED.
3. ALL RENTERS MUST COMPLY WITH THE PARK RULES AND REGULATIONS.
[Chapter 2.45 – Park and Recreation Facility Regulations](#)
4. LIABILITY INSURANCE AND PRIOR APPROVAL IS REQUIRED FOR but not limited to, Jumpers, Bounce Houses, Mechanical Rides, Carnival Style Equipment and more. Proof of Liability Insurance must be provided to the Parks, Recreation & Community Services department 14-days prior to your reservation, no exceptions.
5. The permit holder will be billed for damages or losses exceeding the initial deposit amount.
6. The Deposit Fee will be refunded after the reserved area has been inspected by Rialto Parks, Recreation & Community Services personnel, and it is determined that all Park Shelter Reservation policies were followed. Deposits paid with money order must be picked up before Thursday following the event date, or funds will be refunded by check in 4-6 weeks. Deposits paid with Debit/Credit Card will be refunded by check in 4-6 weeks.
7. Security staff will review park grounds at the end of the rental. If alcohol or other prohibited items are discovered, the deposit will be automatically forfeited.

We recommend arriving early to check shelter conditions prior to beginning your rental.



CLEANUP CHECKLIST

Customer Name:	Contact Phone Number:	
Permit Number:	Rental Date:	
Deposit Paid By:	<input type="checkbox"/> Online Debit/Credit <input type="checkbox"/> In Person - Money Order	

Complete this checklist, initial each area and sign.
Email signed checklist to recreation@rialtoca.gov with a photo of the cleaned shelter.

	Shelter area must be cleaned, and left in the original condition	Renter Initials	Staff Initials	Notes
<input type="checkbox"/>	All litter and garbage, including micro-litter, (bottle caps, confetti etc.) must be removed from ground, tables, and surrounding areas, bagged, and put into or near garbage cans.			
<input type="checkbox"/>	Remove debris and wipe down all tables, and surfaces (where applicable).			
<input type="checkbox"/>	Remove all decorations including tape, staples, string, decorations, table coverings etc. and other items brought into rental area.			
<input type="checkbox"/>	Coals must be disposed of in fireproof containers.			
<input type="checkbox"/>	General cleaning of spills, cake, food, soiled or sticky areas and cooking debris.			
<input type="checkbox"/>	Signature of Renter & Staff →	Renter Signature		Staff Signature

The Deposit Fee will be refunded after the reserved area has been inspected by Rialto Parks, Recreation & Community Services personnel, and it is determined that all Park Shelter Reservation policies were followed.

For office use only		Amount Paid	Amount Owed
Deposit Fee	\$		Refund To:
Rental Fee	\$		Customer Number:
Cleaning Fee	\$		
Total:	\$		Date Refunded:
			Refund amount:
<input type="checkbox"/> Refund Completed By:			Vendor #:



CITY OF RIALTO COMMUNITY SERVICES DEPARTMENT PARK SHELTER RENTAL POLICY

Department Phone Number: 909-421-4949

Website: www.yourrialto.com

Email Address: recreation@rialto.ca.gov

Hours: Monday - Friday, 7:00am to 6:00pm

Office Location: Carl Johnson Community Center - 214 N. Palm Ave. Rialto, CA 92376

RENTAL PROCEDURE

Rentals for private use of a Rialto Park Shelter can be made online or in person. Rentals are on a first come, first serve basis with a minimum of 5-days notice. All applicable rental fees and deposit fees must be paid in full to secure a rental date. This policy was developed to ensure the proper use and maintenance of all Rialto Park Shelters for residents and visitors to equally enjoy. Permit holders are responsible for reviewing all the information provided, including the City Park ordinance that is located online at [Chapter 2.45 – Park and Recreation Facility Regulations](#). Contact the Parks, Recreation & Community Services Department at (909) 421-4949 for any clarification you may need.

SHELTER AVAILABILITY AND RENTAL HOURS

Online availability - [Reserve a Park Shelter](#) , by phone at (909) 421-4949, or in person.

For assistance during your event (Saturday or Sunday) please call (909) 744-4498.

All Park Shelters are rented in daily increments, Monday – Sunday, 7:00am – 7:00pm.

Shelter Reservations can be made up to 6 Months in advance.

APPLICANT AND PERMIT HOLDER

The primary applicant on the reservation must provide current contact information including address and phone number. Applicants must be a minimum of 18 years of age and will be solely responsible for supervision of the rental; identification verification may be required. Once an application is approved, a Permit will be issued to the primary applicant; permit holders will not assign, transfer, or sublet the use of the Park Shelter to others. Any violations will result in the forfeiture of your reservation and any fees paid. If discrepancies or violations are discovered, the City of Rialto reserves the right to deny a permit.

PAYMENTS

We accept Cash, Visa and Mastercard Debit/Credit Cards and Checks, no out of state Checks. **For Deposit payments in person, Money Order only.** Deposit payments accepted by debit/credit card online. All Rental and Deposit Fees are due at the time of reservation. Refunds will incur a \$10 Administrative Fee.

RENTAL AND DEPOSIT FEES

Fees are based on Resident and Non-Resident rates; fees are charged daily

Park Shelter Rental Fee – (\$53 plus \$13.40 processing fee) - \$66 per day

Park Shelter Clean Up Deposit Fee - \$100 for all Park Shelters

Deposits paid by Credit Card will be refunded in 4-6 weeks. Money Orders returned upon timely pickup. Deposits will be returned after Rental Checklist is verified. See Checklist.

PARK SHELTER CLEANUP

At the conclusion of your rental, your group is required to return the shelter to the original condition, including:

- Placing all waste material in the large trash cans located near each shelter.
- Overflow trash should be discarded in other surrounding trash cans or dumpsters
- Returning all tables to the original configuration.
- Remove any hangings, string, tape, decorations, tablecloths, etc.
- General cleaning of any spills, food, cake, soiled or sticky areas, including grills.
- Removal of any debris, litter, cake boxes, gift wrapping etc.

Steps to Verify Rental Cleanup: *See Checklist.*

1. Email photo of the cleaned shelter & completed checklist to recreation@rialtoca.gov
2. Include Park Shelter Number and Permit Holder name in the email message
3. Photo and email must be submitted on the reservation date no later than 9:00pm
4. If not completed, deposit fee will be forfeited

Failure to verify cleanup within the specified time or discovery of any extreme issues may result in forfeiture of Deposit and future rental restrictions for the permit holder.

ADJUSTMENT TO RESERVATION

Reservation details are final once submitted. If an adjustment to location, time, or date is made, a \$10 Administrative Fee will be collected at the time the adjustment is requested. Adjustments must be requested in writing and made in person.

CANCELLATIONS AND REFUNDS

Permit holders may cancel a reservation under the following refund policy:

1. Cancellation requested at least 30 days prior to the rental date will receive a 100% refund of fees paid minus the \$13.40 processing fee.
2. Any reservations made within 30 days of event date are non-refundable.
3. Refund/Transfer requests must be in writing and made in person with original receipt or permit, 30 days prior to event date.
4. Refunds and transfers are subject to a processing Fee of \$10.
5. Refunds will be approved if rain or inclement weather occurs on the day of shelter reservation.
6. For weekend or holiday reservations, if the shelter is not used due to weather conditions, such notification must be made in writing to the Parks, Recreation & Community Services Department by 5:00 p.m., on the day of your rental.
7. The Parks, Recreation & Community Services Department may cancel any reservation due to adverse field conditions and/or required maintenance.
8. Applicant shall complete the Request for Refund form, sign, and email to recreation@rialtoca.gov or submit in-person. A response for the request will be emailed to the person named on the application.

**all refund requests are subject to approval by Department Director.

ADVERSE CONDITIONS

If the Parks, Recreation & Community Services Department must cancel your event due to weather, adverse field conditions and/or required maintenance, you may receive a Full Refund or reschedule your rental date within one calendar year, or a credit may be placed on the customer account.

RESERVATION PERMIT

A reservation permit is issued to the applicant in-person or via email and should be available either in print form or on a mobile device during the reservation. Department staff is responsible for posting permits at reserved shelter for public notice.

Rental Permits are not transferrable; Shelters cannot be sublet to others.

SET UP & DECORATING

All set up and take down of the event, including deliveries or pick-up of equipment, food, or other items must be completed during rental hours. Decorations are allowed, however, should not cause damage to the Shelter, its structure or surrounding amenities or cause litter or debris in the park.

Encouraged: Use of Blue Painters Tape, balloons, tied string, free standing décor.

Prohibited: Use of pins, tacks, nails, staples, glue/adhesives, confetti, or glitter.

The use of prohibited decorations will result in loss of Park Shelter Clean Up Deposit Fee.

OUTDOOR TENTS

Pop up, EZ up tents are permissible; tents larger than 20'x20' need to be inspected by the Fire Marshal and location must be approved by the Department Director. All tents must be freestanding or weighted with sandbags; staking tents into the ground is not permitted and will forfeit any Deposit. Tents must be set up and taken down during the rental period. The City of Rialto reserves the right to deny the size and/or quantity of any tent requests.

CATERING AND VENDORS

Catering and other Vendors must be limited to serving only the private group and or party associated with the shelter reservation; no person shall solicit in any manner or for any purpose, or sell or offer for sale, any food, goods, wares or merchandise in any park or facility, unless upon prior written authorization by the department or other department of the city. This ordinance can be found online at [Chapter 2.45.050 Section N. Rules and Regulations](#).

INFLATABLES AND OTHER ENTERTAINMENT ATTRACTIONS

Inflatables, Bounce Houses, Jumpers, and similar equipment require Liability Insurance and Approval by the Parks, Recreation & Community Services Department. Use of mechanical rides, or carnival style entertainment attractions and other similar equipment must be approved through the [Special Event Application Process](#) or email recreation@rialtoca.gov for more information.

AMPLIFIED MUSIC/SOUND

Renters planning to have outdoor amplified music must be approved and permitted through the [Special Event Application Process](#) or email recreation@rialtoca.gov for more information. Amplified sound is not allowed unless approved and permitted. This ordinance can be found online at [Chapter 2.45.050 Section A. Rules and Regulations](#).

CITY PARK SHELTERS

All Park Shelters are available to reserve and rent. All covered seating picnic and or shelter areas must be reserved for use. Open grass areas and uncovered seating areas are open to the public.

ALCOHOL

Alcohol is not permitted for shelter reservations.

OTHER STRUCTURES

Other structures such as stages, concession buildings, bleachers, score boards, etc. are not to be used during Shelter Reservation unless otherwise authorized in writing.

AMENITIES

Amenities included in rental include: the shelter area, all picnic tables located within the shelter, surrounding charcoal grills, and surrounding trash receptacles. Some shelters are equipped with power. Additional amenities vary per park.

SIGN ORDINANCE

Event or directional signs are not allowed to be displayed on park property. It is suggested that a map, directions, and park address are included with invitations.

PARK USER NOTICE

All areas of the park remain open during your rental. Other activities, sporting events, and parking congestion may occur. If you have questions regarding other scheduled activities, please call the Parks, Recreation & Community Services Department (909) 421-4949.

PARKING

Please be aware that there is limited parking available at some Parks. Rental groups and Permit Holders may not reserve, hold, or intentionally block parking spaces for any amount of time; all parking is on a first come, first serve basis.

FEEDBACK

The City of Rialto welcomes any comments, feedback, or general questions regarding your rental. Please contact the Parks, Recreation & Community Services Department at recreation@rialtoca.gov or (909) 421-4949.



City of Rialto

Legislation Text

File #: 22-1067, Version: 1, Agenda #:

Discussion: Committee Updates

Sports, Holiday/Events, Hall of Fame



City of Rialto

Legislation Text

File #: 22-1070, Version: 1, Agenda #:

Discussion: Hall of Fame - Mission and Vision