



City of Poway Community Services Department Outdoor Facility Rental Rules

1. The rental client named on the Facility Use Permit is responsible for the function, must adhere to all rules, and **must be present with the Facility Use Permit** in order to occupy the rental area.
2. Community Services staff cannot extend a rental at the time of the event. This must be done at least 14 days prior to the rental date through City Hall during regular business hours. For business hours, visit: www.poway.org/hours. For more information call (858) 668-4580.
3. A rental may be rescheduled to a different location or date in anticipation of inclement weather provided the re-scheduled date and venue are available for use; however, cancellation fees shall apply to refunds requested in anticipation of inclement weather. Refunds are not granted to rental clients on or after a rental date.
4. The rental group is responsible for the set-up and clean-up of the rental area. Clean-up time is 30 minutes prior to the end of the rental period. This also means the event must stop at this time.
5. The rental group is responsible for cleaning the rental area and leaving it in the same condition it was found upon arrival.
6. The rental group may decorate the facility using only non-damaging materials, such as painter's tape. Nails, tacks, staples, glue, and duct tape are not allowed.
7. The rental group is responsible for providing its own equipment. Rental equipment must be dropped off and picked up only during the hours listed on the Facility Use Permit.
8. Vehicles may not drive on the grass for any reason. Community Services staff shall determine where delivery, catering, or other specialized trucks or vehicles may park.
9. Air bounces are allowed by permit only in designated parks.
10. Staking anything into the grass is prohibited, including the staking of air bounces.
11. Air bounces must be operated using generators provided by the air bounce company; they are not permitted to plug into an electrical source at the park.
12. All rentals selling food products, or that are catered, must be licensed by the San Diego County Health Department. The caterer must post a current Health Certificate.
13. Businesses hired to provide services on the rental premises are required to have a City of Poway Business Certificate.
14. Glass is prohibited except pursuant to a permit issued by the City. If permitted, all glass, including empty containers, must be removed from the premises at the end of the event.
15. The use of rice, birdseed, glitter, confetti, or dyes is not permitted.
16. Smoking or disposing of tobacco products (including e-cigarettes) is prohibited in all City facilities and parks except in designated smoking areas. The use of marijuana is strictly prohibited.
17. Candles and other fire hazards are not permitted; however, the use of barbecues for food preparation is allowed. Burning wood is not permitted anywhere in the park. Grills must be either charcoal or propane.
18. Littering is prohibited and trash must be disposed of in trash receptacles. All litter, including broken balloons and small pieces of trash, must be cleaned up prior to the end of the rental period.
19. Hot coals must be deposited in receptacles marked "Hot Coals".
20. While alcohol is permitted, there are limitations to its use and it is never permitted at youth-oriented rentals. When alcohol will be present:
 - a. Insurance is required and must be approved or purchased through City Hall.

- b. Uniformed security guards are required for all reservations serving alcohol with 100 or more guests. When two or more uniformed security guards are required, one male and one female are recommended. A copy of the signed agreement with the security company is due to City Hall at least 14 days prior to the event. See Security Staff Requirements for more details.
 - c. Alcoholic beverages having alcohol content in excess of 20% by volume are not allowed in City facilities.
 - d. Security must arrive 30 minutes before alcohol is served. Alcohol cannot be opened until security has checked-in with Community Services staff.
 - e. Consumption of alcohol must end one hour prior to the end of the rental, not inclusive of cleanup time, or by 9:00 p.m., whichever occurs first.
 - f. Security cannot leave early and must stay until the rental has been cleaned-up and officially signed out by Community Services Staff, irrespective of the number of hours the event host has contracted for service.
21. Amplified music and live entertainment are subject to approval through City Hall. Rental groups are responsible for controlling music and noise that could be disturbing to other activities or the surrounding neighborhood. Facility User shall comply with the request from Community Services staff to reduce the volume if deemed to be a disturbance.
22. Adult supervision is required for minors. One adult for every twenty minors must be present at all times.
23. All animals must be leashed at all times. The only exception is a designated dog park area.
24. Failure to comply with rules or a lawful request by Community Services staff may result in the termination of the rental. In the event the Sheriff's Department is called for any related disturbance, the rental will be terminated. The rental client may be charged if there is damage to the facility, if the reservation exceeds the hours listed on the Facility Use Permit, and/or the facility is not cleaned appropriately.
25. The City of Poway is not responsible for any loss or theft of property. This includes items left by or waiting for pick up by caterers or rental companies.
26. Lake Poway rentals:
- a. The Lake Poway entry station is open year-round and non-residents will be charged a \$10 parking fee on weekends and holidays. If a rental reservation is obtained, parking passes may be purchased in advance at City Hall for \$5.00 per car.
 - b. No wading or swimming in the lake is permitted; bodily contact with the water by persons or animals is strictly prohibited.
 - c. Animals must be leashed and kept 100 feet from the water.

Community Services Contact Information:

Old Poway Park Office: (858) 668-4576

Lake Poway Office: (858) 668-4772

Community Park Office: (858) 668-4671

Community Services City Hall: (858) 668-4580