

## Park Shelter Reservation Policy

### Purpose

This policy establishes parameters and guidelines for the outdoor reservation of park shelters. This policy explains limitations on bookings at all reservable parks including fees, availability, and the application process. This policy is for recreational reservations only. A separate policy and application governs commercial use in parks and can be found [here](#).

An “applicant” is considered a group or individual requesting to book a park shelter (must be over the age of 18)

A “reservation” is considered a confirmed booking at a park shelter.

The City of San Marcos Municipal Code must be followed at all times in addition to the following:

The City has (23) park shelters that are reservable by the public. A reservation is required for groups of 25 people or more, but may be made for smaller groups if desired. A list of shelters within each park along with their maximum capacities can be found [here](#). Reservations must adhere to shelter capacities. Reservations with expected attendance greater than capacity will require a [Special Event Permit](#).

All City parks are open from 9:00 am to sunset.

Park reservations do not include use of sports fields or adjacent facilities, which may simultaneously be occupied by other permitted groups. If additional space is needed, when available park fields can be rented at an additional cost and the rates can be found [here](#).

A park placard is placed at the shelter area by the City to inform the public that the area has been reserved.

Park shelter reservations are intended for recreational bookings with minimal impact to the overall park. Groups with intentions to have high impact activities such as amplified sound, food trucks, alcohol, or exceed the capacity of the shelter, must apply for a Special Event Permit.

Fundraising events are permitted as long as shelter capacity is followed and no [Special Event Permit](#) requirements are met.

School/daycare/private youth facility field trips are permitted, but may require a shelter reservation based on staff evaluation of park impact. Please contact Parks and Recreation (760-744-9000) for more information.

Non-Mobile food vendors such as food carts and snack stands are permitted with a reservation as long as they adhere to the following:

- Current [City of San Marcos Business License](#)
- Current [Temporary Food Facility Permit](#) through the County of San Diego

Mobile vendors such as food trucks, gaming trucks, gymnastics trucks, etc. are not allowed without a [Special Event Permit](#).

Vehicles may not drive on the grass for any reason.

## Booking Parameters

Park shelter reservations are accepted on a first-come, first-served basis. Applicants wishing to book more than one shelter on the same day/same park must apply for a [Special Event Permit](#). City residents and groups may reserve City facilities up to nine (9) months in advance of the reservation date. Non-residents and groups may reserve City facilities up to six (6) months in advance.

Online reservations are due (8) days prior to reservation date to allow time for follow up information if needed. In-office reservations can be made (4) days prior to reservation date.

All fees are due in full at time of reservation.

Peak Season (April 1<sup>st</sup> – October 31<sup>st</sup>) reservations are done on a 4 hour block schedule. All shelters are reservable from 9:00 AM – 1:00 PM or 1:30 PM – 5:30 PM or All Day.

Non-Peak Season (November 1<sup>st</sup> – March 31<sup>st</sup>) reservations are all day between 9:00 AM and 5:30 PM.

Park shelters can be reserved on legal holidays and city closed days.

## Fees / Refunds

A schedule of all reservation rates can be found in [Exhibit A](#). Reservations are not secured or placed on the calendar until fees have been collected at time of booking. Refer to the [Parks & Recreation Refund Policy](#) for details on refunds and transfers related to park shelter reservations.

## Bounce Houses / Inflatables / Pony Rides

The City has a [list](#) of authorized non-mobile attraction vendors who have insurance on file with the City and are authorized to provide services within the parks. Applicants wishing to use a vendor not on the list may do so, but vendors will be required to complete the [Non-Mobile Attraction Application](#) at least 14 days prior to the reservation.

Inflatables are only permitted at specific shelters. For information on which shelters allow additional jump amenities, see [Exhibit B](#).

Non-inflatable activities that require substantial space may require a field rental in addition to a park shelter reservation. See [field rental rates](#).

Inflatables can be a maximum of 15' x 28' and cannot have water features or climbing walls requiring a harness. Anything outside these parameters would require a Special Event Permit.

Petting Zoos and pony rides are only allowed at [specific parks](#).

Soft play equipment is only allowed at reservable shelters that allow a inflatable jump house.

Electricity is neither available nor included with reservations. Generators are only permitted at parks that allow jump houses and for the purposes of running the jump equipment.

## Setup / Takedown and Cleaning

For groups without a reservation and small/medium shelter reservations, two 6 foot tables and two 10' x 10' EZ-up pop-up canopies (total area of 10' x 20') without walls are allowed.

For large shelter reservations, three 6 foot tables and three 10' x 10' EZ-up pop-up canopies (total area of 10' x 30') without walls are allowed.

Canopies larger than 10' x 10' require a [Special Event Permit](#).

Canopies cannot be staked into the ground, sand bags are recommended. Camping tents are not allowed in City parks at any time.

Balloons are allowed, but must be deflated or taken home with the applicant at the end of the reservation. They may not be released into the air.

BBQ grills are allowed at all parks except for Double Peak Park. Propane grills are preferred, primarily at parks that do not provide BBQ grills. Charcoal grills are allowed as long as hot coals are safely disposed of in designated areas. There are designated charcoal bins near installed BBQ grills at the park. ALL imported propane/charcoal grills must be placed on the grass away from sidewalks, play areas and/or public use areas.

The set-up and take-down of tables, chairs, and other equipment is the responsibility of the applicant. The applicant is responsible for returning the area to the original condition. Facilities are to be left in a clean and orderly condition. Any cleaning or damage expense incurred, other than normal wear and tear, will be billed to the responsible person or organization. The City of San Marcos reserves the right to refuse reservations due to past negligence or abuse of City property.

Gazebos and picnic shelter areas are open to the public, therefore cleanliness cannot be guaranteed, even with a reservation.

Piñatas are allowed provided that (i) all related trash is properly disposed of, and (ii) they are not hung from trees.

All setup, breakdown, and clean up must be performed on the same day as reservation. No nails or staples are allowed. Stakes or posts of any kind may not be driven into the ground at any park location.

## Insurance

Vendor insurance is required via [Non-Mobile Attraction Vendor Permit Application](#) for park shelter reservations if the event will include bounce houses, inflatables, or other large accessory play facilities, or petting zoos, pony rides, or other component involving live animals. If an event has other elements that the City determines would require insurance, applicant may be asked to submit a [Special Event Permit](#) application and provide insurance.

## Alcohol, Smoking and Amplified Sound

Alcohol and amplified sound are not permitted in City parks unless approved via Special Event Permit. Visit the [Special Event Permit](#) webpage for information and requirements.

No smoking or vaping is allowed at any City facility or park in any location.

## Revocation of Permit by City

The City, in its sole discretion, reserves the right at any time, and from time to time, to close any City Recreation Areas, or any portion thereof, and/or to cancel or reschedule any previously permitted/scheduled use(s) of any City Recreation Areas, or any portion thereof. Applicant acknowledges the City's foregoing rights and irrevocably waives any claim Applicant may now have or may ever have based upon, arising from, or related to, any cost, loss, damage, or liability that results from the City's closure of any City Recreation Areas, or any portion thereof, or the cancellation or rescheduling of any previously permitted/scheduled (prepaid or not) use(s) of any City Recreation Areas, or any portion thereof.

## Park Shelter Reservation Rate Schedule – Exhibit A

**PEAK season: April 1<sup>st</sup> – October 31<sup>st</sup>**  
**NON-PEAK season: Nov 1<sup>st</sup> – March 31<sup>st</sup>**  
**4 HR Blocks: 9AM – 1PM or 1:30 – 5:30PM**  
**All Day: 9AM – 5:30 PM**

Shelter Type	Park Shelter Locations	4 Hrs. (Peak Season)	Full Day (Peak Season)	Non-Peak Season (All Day)
Small (0 – 50 ppl)	<ul style="list-style-type: none"> <li>Buelow</li> <li>Double Peak Gazebo</li> <li>Jack's Pond East</li> <li>Las Posas</li> <li>Simmons</li> <li>Woodland West</li> </ul>	\$80 Flat Rate	\$120 Flat Rate	\$80 Flat Rate
Medium (50 – 100 ppl)	<ul style="list-style-type: none"> <li>Connors</li> <li>Double Peak Amphitheatre</li> <li>Hollandia</li> <li>Jack's Pond Corral</li> <li>Lakeview / Discovery</li> <li>Las Abejas</li> <li>San Elijo</li> <li>Sunset East</li> <li>Walnut Grove North</li> <li>Woodland East</li> <li>Woodland North</li> <li>Woodland Schoolside</li> </ul>	\$100 Flat Rate	\$150 Flat Rate	\$100 Flat Rate
Large (100 – 200 ppl)	<ul style="list-style-type: none"> <li>San Elijo Gazebo</li> <li>Sunset West</li> <li>Walnut Grove South</li> <li>Walnut Grove Central</li> <li>Woodland Pepper</li> </ul>	\$125 Flat Rate	\$185 Flat Rate	\$125 Flat Rate

## Park Shelter Capacities – Exhibit B

Small (0 - 50 ppl)	Medium (50 - 100 ppl)	Large (100 - 200 ppl)
<ul style="list-style-type: none"> <li>• Buelow</li> <li>• Double Peak Gazebo</li> <li>• Jack's Pond East</li> <li>• Las Posas</li> <li>• Simmons</li> <li>• Woodland West</li> </ul>	<ul style="list-style-type: none"> <li>• Connors</li> <li>• Double Peak Ampitheatre</li> <li>• Hollandia</li> <li>• Jack's Pond Corral</li> <li>• Lakeview / Discovery</li> <li>• Las Abejas</li> <li>• San Elijo</li> <li>• Sunset East</li> <li>• Walnut Grove North</li> <li>• Woodland East</li> <li>• Woodland North</li> <li>• Woodland Schoolside</li> </ul>	<ul style="list-style-type: none"> <li>• San Elijo Gazebo</li> <li>• Sunset West</li> <li>• Walnut Grove South</li> <li>• Walnut Grove Central</li> <li>• Woodland Pepper</li> </ul>

Sites in **RED** allow inflatables/soft play equipment

Sites in **BLUE** allow petting zoos and/or pony rides

Sites in **GREEN** allow both