



City of San Gabriel  
Community Services Department

APPLICATION FOR USE OF PICNIC AREA

(Applications must be submitted 2 weeks prior to requested picnic date.)

Date of Application: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

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

Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Street) (City) (Zip)

Evening Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Requested Park: **Smith Park**  
232 West Broadway  
\_\_\_\_\_ Gabrielino Picnic Area  
Capacity: 125 people

**Vincent Lugo Park**  
Corner of Wells and Ramona  
\_\_\_\_\_ La Laguna Picnic Area  
Capacity: 100 people  
\_\_\_\_\_ Oak Picnic Area  
Capacity: 50 people  
\_\_\_\_\_ Sage Picnic Area  
Capacity: 50 people

Purpose of Rental: \_\_\_\_\_

Date of Use: \_\_\_\_\_

Hours of Use (including set-up): \_\_\_\_\_ to \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

I have read the Policies and Guidelines for Park and Picnic Area rental and will be present and responsible for their enforcement. I certify that all the above statements are true and correct. I understand that any misstatement or omission of a material fact may be sufficient cause for cancellation of use of the picnic area. The responsible person acknowledges receipt of a copy of the Policies and Guidelines. I am aware that cash will not be accepted.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_ Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

FEES:  
Park Fee \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

\_\_\_\_\_  
Director of Community Services

TOTAL \$ \_\_\_\_\_ Date \_\_\_\_\_

# **City of San Gabriel**

## **Community Services Department**

### Park and Picnic Area Fees

#### **Smith Park**

232 W. Broadway

Gabrielino Picnic Area	\$100.00
6 tables	
Capacity: 125 people	

#### **Vincent Lugo Park**

Corner of Wells and Ramona

La Laguna Picnic Area	\$75.00
10 tables	
Capacity: 100 people	

Sage Picnic Area	\$50.00
6 tables	
Capacity: 50 people	

Oak Picnic Area	\$50.00
6 tables	
Capacity: 50 people	

**Payments must be made with a check, money order or credit card.  
Cash will not be accepted.**

**City of San Gabriel  
Community Services Department**

## **Public Facilities Policies**

### **General Conduct**

In order for the activities and facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all city facilities:

1. Specific permission is required to use or occupy any room and/or office.
2. All persons or organizations using a facility must abide by all Municipal, State and Federal laws.
3. The following are regulated by State and Municipal Codes and will be strictly enforced:
  - Gambling is prohibited.
  - The use or sale of dangerous restricted drugs is prohibited.
4. Smoking is prohibited, use of and disposal of tobacco products in public parks, trails, playgrounds, picnic areas, swimming pools and recreation centers in the City of San Gabriel, this includes all parking lots for, and sidewalks adjacent to, such facilities. SGMC Section 131.003
5. Unruly and disruptive behavior, such as shouting and profanity, is prohibited.
6. The possession of a weapon or other dangerous device will result in immediate removal of the possessor from the premises and possible arrest and prosecution.
7. Neither pets nor other animals are permitted on the premises except for Human Services Animals.

**Violation of any rule or regulation may result in the revocation of facility use privileges for an individual or group.**