



# CITY OF DANA POINT PARK USE POLICY



Adopted by Dana Point City Council - October 25, 1994  
Last Revised - January 16, 2024

## **SECTION I: PARK RENTAL POLICIES, FEES, AND SITE AVAILABILITY**

### **A. GENERAL INFORMATION and REQUIREMENTS**

The City of Dana Point has parks and facilities that are designed for recreational, civic and cultural activities. The primary use of these facilities is to provide equitable access for the general public and for activities sponsored by the City. The parks and facilities shall be available for rental when not in use for scheduled City activities.

The administration of the park rental policy will be effective, efficient, and consistent with the Dana Point Strategic Plan. Procedures will be updated and changed as necessary in a manner consistent with City Council approved policy at the direction of the City Manager and/or Director of Community Services.

A periodic review of this policy and readoption of fees will be conducted at a minimum of every five years by the Dana Point City Council.

1. A park permit will be required when the event is over 30 individuals and/or is an organized event that increases the intensity of use on the park or surrounding area.
2. A park permit does allow a legal gathering at a City park. Parks are public facilities, and the issuance of the permit does not allow exclusivity to the entire park.
3. Reservations can be requested up to twelve (12) months in advance.
4. Reservations must be submitted 30 days prior to the event. Reservation requests within 30 days may be considered by the Director of Community Services in his/her discretion and may be granted if the request is reasonable.
5. Park capacity is set and placed on reservations to maintain the public use (parking, restrooms, etc.) and remain sensitive to those residing near park areas.
6. Permittee must be present at the event and must be at least 21 years of age.
7. Liability Insurance with necessary endorsements as specified below will be filed by or with the City.
  - a. Certificate must be for not less than \$1,000,000 (one million dollars) combined single limit per occurrence.
  - b. Certificate must name the City of Dana Point and other applicable agencies.
  - c. An Additional Insured Primary Coverage Endorsement must name the City of Dana Point and other applicable agencies as an additional insured and must state that the insurance is primary and non-contributing with any insurance maintained by the City. This must be an endorsement separate from the certificate of insurance. It is understood that liability insurance as required will cover the vendor for their liability as it pertains to the event that they are providing service to.
  - d. To ensure proper correlation to your site rental, all associated paperwork received by the City must contain reference to date, specific site, and applicant's name.
  - e. If requested by the permittee, the City of Dana Point will purchase event insurance through its preferred vendor on behalf of the permittee upon an advance payment for this service by the permittee.

8. Facilities and equipment are to be left in the same condition as they were prior to the rental. The applicant is responsible for paying for any damage to property or loss of property, and/or failure to comply with any terms of the permit, including without limitation the approved time schedule, may result in additional charges to be assessed to the permittee.
9. Failure to abide by the Park Use Policy or the Dana Point Municipal Code during a permitted event may result in fines, eviction, permit revocation and/or restricted access to a permit in the future. The City has the right to revoke a permit if the basis for the issuance of the permit is deemed by the City to have been misrepresented.
10. Failure to clean up the park after a permitted event may result in the receipt of an administrative citation issued after the event has occurred and issued to the permit holder.
11. The permittee must have the permit onsite during the event, present it to City staff upon request and be available to meet with City staff before, during and after the event if needed.
12. The information provided on the park use reservation/permit is subject to the Public Records Act and may be disclosed upon request.

## **B. RESERVATION FEES**

1. Fees for the use of Parks and Facilities are established and periodically adjusted by the Dana Point City Council.
2. Hourly rates are based on the cost of the administration of the park and the reservation. Permit categories are defined below with resident and non-profit rates provided.
3. Revenue generating events will be charged at a percentage of the ticketed price and will require a security deposit to cover damages to the park during the event.
4. Park rentals will be for a minimum of three hours.
5. Full payment for the rental is due within 10 days of the reservation confirmation. Reservations not paid within this timeframe may be cancelled.
6. Full refunds will be awarded for cancellations or changes made 30 days in advance of the event. Refunds will not be awarded for cancellations or changes made to the reservation if it is within 30 days of the event. Requests for refunds and cancellations must be made in writing.
7. Changes to the reservation (time, number of participants, location, etc.) will be allowed free of charge for the first change and then at half the hourly processing rate for any changes that are requested after the first change.

<b>Park Rental Fee Schedule</b>		
<b>Category</b>	<b>Fee (hourly rate)</b>	<b>Subsidized Percentage</b>
Corporate Non-Resident	\$ 132.00	Full Rate
Corporate Resident	\$ 99.00	25% discount
Non-Profit Non-Resident	\$ 99.00	25% discount
Private Non-Resident	\$ 99.00	25% discount
Resident	\$ 66.00	50% discount
Non-profit Resident	\$ 33.00	75% discount
Revenue Generating	5% of ticketed price multiplied by the number of attendees	Full Rate

**C. SITE AVAILABILITY**

1. Reservations will not be accepted for days that fall on major holidays and/or for days that conflict with City sponsored events at designated locations.
2. Availability is limited to the hours of 6:00 am – 10:00 pm.
3. Reservation times must include “set-up” and “teardown” times.
  - a. “Set-up” allows the commercial vendors or permittee to prepare the area, to be on-site. This is the earliest time that any deliveries can be made, or anyone can arrive.
  - b. “Teardown” refers to the time for the commercial vendors and permittees to clean up after the event. All deliveries must be removed by this time.
4. Any/all changes must be made in writing no later than fourteen (14) days prior to event and may be subject to additional fees as outlined above. Verbal requests will not be accepted.
5. The Community Services Director is authorized to promulgate site specific and event specific regulations he/she may deem necessary, which regulations shall be deemed to be conditions of any permit to which they apply.
6. Without notice, park areas may be closed for maintenance, health, or emergency purposes. Permits may be cancelled and refunded by the City under these circumstances.

## **SECTION II: PERMIT CATEGORIES**

Reservation permit categories are established to balance reservation requests and a formal permitting process is administered to ensure equitable access for the following groups, private individuals, non-profit organizations, government agencies and commercial entities. Priority is given to City of Dana Point programs, services, and events.

Applicants must show proof of residence to receive the resident rate and must submit valid 501(c)3 certification paperwork and federal tax ID to receive the non-profit rate.

### **1. Commercial Non-Resident**

A commercial rental is anyone running a business that stands to benefit fiscally from the rental. Non-resident means that this for-profit entity is based outside of Dana Point.

### **2. Commercial Resident**

This is a rental by a for-profit entity that is based in Dana Point. Proof of the business operating in Dana Point will be required to receive the 25% discount on the park rental.

### **3. Non-profit Non-Resident**

A non-profit is any organization that has applied for and is operating as a tax-exempt organization with the IRS because their mission and purpose are to further a social cause and provide public benefit. A non-profit that is registered and operating outside of Dana Point will receive a 25% discount.

### **4. Non-profit Resident**

A non-profit that is operating and registered in Dana Point will receive a 75% discount.

### **5. Private Non-Resident**

A private party is any party that is being booked by an individual not associated with a for-profit or non-profit organization to hold a private event for friends and family. A private non-resident wishing to obtain a park rental permit will be awarded a 25% discount.

### **6. Private Resident**

A Dana Point resident wishing to conduct a private event at a Dana Point park will receive a 50% discount.

### **7. Revenue Generating Event**

A Revenue Generating Event will be a ticketed event conducted by a commercial for-profit business, where the general public is admitted for a fee. The City will seek to cover the costs of the event by utilizing a percent based fee as part of the ticketed price, or other negotiated methodology.



### **SECTION III: PARKS AVAILABLE FOR RENTAL, INCLUDING AMENITIES AND CAPACITY**

#### **BLUFF TOP TRAIL**

*Description:* The Bluff Top Trail is a historical walk along the Dana Point Bluffs. This 0.2 mile walk offers beautiful views of the Dana Point Harbor as well as some insight into the history of Dana Point.

*Amenities:* Walking trail, lit path, benches.

*Typical Uses:* Walking and small picnics.

*Capacity:* Not suitable for park rental program due to size and lack of parking.

#### **CALLE PALOMA PARKETTE**

*Description:* The Calle Paloma Parkette is located at the intersection of Calle Los Robles and Calle Paloma. It is a small park with a meandering dirt path and benches for relaxing.

*Amenities:* Walking path, benches and grass area.

*Typical Uses:* Walking and small picnics.

*Capacity:* 35

#### **CHLOE LUKE OVERLOOK**

*Description:* Small overlook with a spectacular ocean view.

*Amenities:* Benches with an overlook platform.

*Typical Uses:* Walking, sight-seeing.

*Capacity:* Not suitable for park rental program due to size and lack of parking.

#### **CREEKSIDE PARK**

*Description:* Creekside Park is located adjacent to San Juan Creek. It has multiple play areas, a dog park, and a climbing wall, among many other amenities.

*Amenities:* Play structures, basketball court, restroom, picnic areas, dog runs and grass areas.

*Typical Uses:* Birthday parties, family celebrations, public and neighborhood use.

*Capacity:* 250

#### **CRYSTAL COVE PARK**

*Description:* Crystal Cove Park is a small park located within the Crystal Cove community. It has walking trails that offer a beautiful view of the ocean and Pacific Coast Highway below. There is a small dog park as well for the public and residents to use. The park is also referred to as Ocean Knoll Park.

*Amenities:* Benches, walking path, dog run and grass areas.

*Typical Uses:* Neighborhood walking path and dog run.

*Capacity:* 100

#### **DANA CREST PARK**

*Description:* Dana Crest Park is a medium-sized park located within a small quiet neighborhood. The park has plenty of grassy area as well as two play structures for kids of all ages.

*Amenities:* Picnic tables, barbeques, grassy areas, full basketball court and play structure.

*Typical Uses:* Birthday party, family celebrations, public and neighborhood use.

*Capacity:* 100

#### **DANA WOOD PARK**

*Description:* Dana Woods Park is located within the Dana Woods Community with meandering trails and plenty of grassy area.

*Amenities:* Picnic tables with grassy areas.

*Typical Uses:* Small group setting, with picnic tables and areas for dog walking.

*Capacity:* 100

#### **DEL OBISPO PARK**

*Description:* Located next to the Dana Point Community Center, Del Obispo Park is geared as a sports park with a small playground located on the opposite side of the Community Center.

*Amenities:* Tennis courts, handball courts, basketball court, baseball fields, picnic areas, and play structure.

*Typical Uses:* Birthday parties, family celebrations, youth baseball, adult sport leagues, City sponsored events, public and neighborhood use.

*Capacity:* 5000+

#### **HARBOR POINT PARK**

*Description:* A small park on the Dana Point Headlands. A trail and overlooks offer views of the Pacific Ocean, with the trail leading through natural open space areas.

*Amenities:* Walking trail with benches.

*Typical Uses:* Walking, hiking with coastal views.

*Capacity:* Not suitable for park rental program due to size and Environmentally Sensitive Habitat Areas.

#### **HARRY OTSUBO COMMUNITY GARDEN**

*Description:* Harry Otsubo is a small park at the intersection of Stonehill and Golden Lantern. Over 100 garden plots allow Dana Point residents to grow and cultivate fresh fruits and vegetables in this space.

*Amenities:* Small seating area and community garden plots.

*Typical Uses:* Gardening.

*Capacity:* 100

### **HERITAGE PARK**

*Description:* Heritage Park is a beautiful grassy park with sweeping views of the Dana Point Harbor. The park has plenty of large pine trees for shade and sloping grass hills.

*Amenities:* Dog run, walking path, benches, scenic overlook at Compass Point, and large grassy area.

*Typical Uses:* Birthday parties, family celebrations, wedding ceremonies, wedding proposals, public and neighborhood use.

*Capacity:* 1000

### **HILLTOP PARK**

*Description:* A small park on the Dana Point Headlands. A trail and overlooks offer views of Dana Point from above Green Lantern, with the trail leading through natural open space areas.

*Amenities:* Walking trail with benches.

*Typical Uses:* Walking, hiking with coastal views.

*Capacity:* Not suitable for park rental program due to size and Environmentally Sensitive Habitat Areas.

### **LANTERN BAY PARK**

*Description:* Lantern Bay Park is a large, relatively flat grassy park with beautiful views of Dana Point and the Harbor. There are plenty of pine trees for shade as well as public restrooms, a playground, and a bocce ball court.

*Amenities:* Restrooms, barbeques, picnic areas, play structure, bocce ball court, and small amphitheater.

*Typical Uses:* Birthday parties, family celebrations, wedding ceremonies, wedding proposals, corporate events including events by Laguan Cliff Marriot, City Sponsored events, public and neighborhood use.

*Capacity:* 5000+

### **LANTERN VILLAGE COMMUNITY PARK**

*Description:* Located in the heart of the Lantern District, the Lantern Village Community Park is a small park with a rose garden and plenty of shady areas to rest and relax.

*Amenities:* Walking path with benches.

*Typical Uses:* Walking and small picnics.

*Capacity:* 100

### **LA PLAZA PARK**

*Description:* A small park located in the center of the La Plaza Shopping center.



*Amenities:* Benches, fountain, picnic tables, and small amphitheater.

*Typical Uses:* Farmers market, vintage surfboard market, tree lighting and other City sponsored events, neighborhood picnics and walking.

*Capacity:* 5000+

### **LOUISE LEYDON PARK**

*Description:* The Louise Leydon Park is tucked away at the edge of the Dana Bluffs Community and is named after Louise H. Leydon, an award-winning painter and longtime Capistrano Beach resident. The park offers sweeping views of Doheny beach and the coastline as well as meandering walking paths and benches to enjoy the view.

*Amenities:* Walking path, coastal views, picnic tables, benches and grassy area.

*Typical Uses:* Birthday parties, family celebrations, occasional weddings, public and neighborhood use.

*Capacity:* 100

### **PALISADES GAZEBO PARK**

*Description:* The Palisades Gazebo has a spectacular view of the ocean and coastline below. It is located halfway up Palisades Drive and offers benches to sit at and enjoy the view of the ocean, as well as beautiful rose gardens adjacent to the gazebo.

*Amenities:* Gazebo, ocean views, rose garden and benches.

*Typical Uses:* Wedding ceremonies and proposals.

*Capacity:* 35

### **PINES PARK GAZEBO PARK**

*Description:* Pines Park offers beautiful coastal views as well as playgrounds and grassy areas. There are also picnic tables and barbeques throughout the park shaded by many pine trees.

*Amenities:* Play structure, benches, picnic tables, barbeques, and large grassy areas.

*Typical Uses:* Birthday parties, family celebrations, wedding ceremonies, wedding proposals, City Sponsored events such as Symphony on the Go and Easter Egg Hunts, high school dance photos, public and neighborhood use.

*Capacity:* 250

### **SEA CANYON PARK**

*Description:* Sea Canyon Park is a kid-friendly park located near Dana Hills High School. The park offers playground equipment, plenty of shade, and covered picnic tables. There is a dog run towards the rear of the park.

*Amenities:* Play structures, picnic areas, benches, dog run, large grassy areas and butterfly garden.

*Typical Uses:* Birthday parties, family celebrations, City Sponsored events, including Easter Egg Hunt and Movies in the Park, public and neighborhood use.

*Capacity:* 250

### **SEA TERRACE PARK**

*Description:* The Sea Terrace Park offers a beautiful stroll behind the Dana Point Library and along the Monarch Beach Golf Course. The park offers picnic tables and barbeques and links up with the Salt Creek Bike Trail and Salt Creek Beach Park through a tunnel under Pacific Coast Highway.

*Amenities:* Large grassy areas, paths for walking, picnic areas, benches and a dog run.

*Typical Uses:* City sponsored events, including Concerts in the Park and Movies in the Park, corporate events such as Wine and Beer Festivals and Barbeque Championships, public and neighborhood use.

*Capacity:* 5000+

### **SEA VIEW PARK**

*Description:* Sea View Park is a small, quiet park located above Pacific Coast Highway. The park has a small playground and a short path that ends with beautiful views of Doheny Beach and the ocean.

*Amenities:* Play structure and benches.

*Typical Uses:* Public and neighborhood use.

*Capacity:* 35

### **SHIPWRECK PARK**

*Description:* Shipwreck Park is a small playground park that has recently been renovated as of XXX on the corner of Golden Lantern Street and La Cresta Drive.

*Amenities:* Play structure and benches.

*Typical Uses:* Public and neighborhood use.

*Capacity:* Not suitable for park rental program due to size and lack of parking.

### **STRANDS VISTA PARK**

*Description:* Strands Park is located above Strands development and Strands beach. The park offers a beautiful walking path with mosaics and ocean views. At the southern end of the park, a Veterans Memorial was dedicated in 2010 to commemorate all five branches of armed service.

*Amenities:* Restrooms, parking, grass areas, picnic tables, benches, a walking path with coastal views.

*Typical Uses:* Birthday parties, family celebrations, some City sponsored events at the Veterans Memorial, public and neighborhood use.

*Capacity:* 250

## **SUNSET PARK**

*Description:* Sunset Park is a quiet neighborhood park. It offers playgrounds and picnic areas as well as plenty of grassy areas and public restrooms.

*Amenities:* Restrooms, play structure, large grass area, picnic tables and benches.

*Typical Uses:* Birthday parties, family celebrations, some City sponsored events, public and neighborhood use.

*Capacity:* 250

## **SYCAMORE CREEK TRAIL**

*Description:* The Sycamore Creek Trail connects the Del Obispo Park to Creekside Park. It is approximately 0.5 miles and offers a fitness route along the path.

*Amenities:* Walking path, fitness equipment and benches.

*Typical Uses:* Walking and working out.

*Capacity:* Not suitable for park rental program due to size and lack of parking.

## **THUNDERBIRD PARK**

*Description:* Thunderbird Park is located about one block off of Stonehill Drive and has a playground, picnic tables, a half basketball court, and a sports field below the park.

*Amenities:* Play structure, basketball court, parking lot and small ball fields.

*Typical Uses:* Birthday parties, family celebrations, some youth baseball, public and neighborhood use.

*Capacity:* 100

**APPENDIX A. PARK CAPACITY**

<b>Not Suitable</b>	<b>35</b>	<b>100</b>	<b>250</b>	<b>1000</b>	<b>5000+</b>
Bluff Top Trail	Calle Paloma	Crystal Cove	Creekside	Heritage	Sea Terrace
Chloe Luke	Palisades	Dana Crest	Pines Park		Lantern Bay
Harbor Point	Sea View	Dana Wood	Sea Canyon		La Plaza
Hilltop		Harry Otsubo	Strands Vista		Del Obsipo
Shipwreck		Lantern Village	Sunset		
Sycamore Creek		Louise Leydon			
		Thunderbird			