



PARK GROUP & FIELD TRIP FORM

City Staff asks that you submit this form 3 weeks in advance. The reason for this process is to ensure we have adequate park staffing and public works staffing and that there are no other conflicts with City events. Submit form to the Imperial Beach Parks, Recreation and Community Service Department parksandrec@imperialbeachca.gov

ORGANIZATION/SCHOOL		PROGRAM/GRADE		
ADDRESS		CITY & ZIP		
CONTACT NAME				
EMAIL		PHONE		
ON SITE CONTACT		CELL PHONE		
GROUP TYPE				
<input type="checkbox"/> SCHOOL	<input type="checkbox"/> DAY CAMP	<input type="checkbox"/> NON-PROFIT ORG	<input type="checkbox"/> MUNICIPALITY	<input type="checkbox"/> OTHER

DATE(S):					
PARK LOCATION:					
ARRIVAL TIME:			DEPARTURE TIME:		
# OF YOUTH		AGE RANGE		# OF ADULTS	
DESCRIPTION OF FIELD TRIP/PLANNED ACTIVITY: (Include if there will be cooking on-site, canopies/tents bigger than 10x10, equipment that will be used, etc.)					
DESCRIPTION OF ACTIVITY: (meeting, games, sports, picnic, barbecue, etc.)					

City Staff have the authority to alter or cancel any activity of the event if there exists a dangerous or hazardous condition which poses a danger to the public or participant's health or safety.

I have read, acknowledge and agree to abide by permit descriptions, requirements, rules and guidelines.

Print Name

Signature

Date

Imperial Beach Rules

- Groups are assigned to park areas based on the availability of proper supervision by Imperial Beach Parks, Recreation and Community Services Staff and so as not to conflict with other activities permitted in the area.
- Permittee is to maintain area clean of trash and shall place group-generated trash in trash receptacles before leaving the area.
- Alcohol is not permitted on the beach, public parks, or public rights-of-way at any time.
- Glass containers are not permitted on the beach or public parks.
- Smoking, fire, or fireworks are not allowed in the park.
- Dogs must be on a leash in designated dog areas, parks, and public rights-of-way.
- Tents or temporary enclosures are not permitted. Canopies must be no larger than 400 sqft.
- A small Bluetooth speaker is permitted in the assigned site and must not be discernable from more than 50 feet. Please direct speakers towards the park and be courteous to neighbors.
- Bull horns are allowed for emergencies only.
- Parks, Recreation and Community Services Staff are authorized to relocate permitted group due to hazardous park conditions.

Safe Park Trip Recommendations

- It is recommended that each group have a first aid kit available onsite.
- It is recommended that the group leader have a cell phone to call 911 in case of an emergency
- It is recommended that all youth in group wear the same color group/field trip t-shirt for easy identification purposes
- It is recommended that the youth group leader, teacher, etc. have staff shirts that read **STAFF** so they can be easily identified by City of Imperial Beach Parks, Recreation and Community Services Staff.