



## PARKS, RECREATION AND CULTURAL ARTS

# OUTDOOR FACILITY USE PERMIT GUIDELINES AND APPLICATION

City of Encinitas  
Parks, Recreation and Cultural Arts Department  
505 South Vulcan Avenue  
Encinitas, CA 92024  
760 633-2740  
[www.encinitasca.gov](http://www.encinitasca.gov)



## Outdoor Facility Use Permit Guidelines

Facility Use Permits are available for groups of 25 to 499 that wish to hold a private gathering in a city park or at Moonlight State Beach. Applications must be submitted a minimum of 25 days prior to the event date (EMC 6.11).

Overlapping permits are not available and facilities are first come first served. The city does not permit inflatable play structures (bounce house), amplified sound, generators, portable grills, tiki torches, candles or other fire sources outside city provide grills or fire rings. Athletic fields are scheduled according the Athletic Field Use Policy and require an [Athletic Field Use Application](#).

Email completed applications to [PRCA@encinitasca.gov](mailto:PRCA@encinitasca.gov).

Activity	Facility	Site Capacity
Birthday Parties, Picnics, Reunions, etc.	Cardiff Sports Park 1661 Lake Drive, Encinitas	25 to 499
	Cottonwood Creek Park 95 N Vulcan Ave, Encinitas	
	Ecke Sports Park 278 Saxony Rd, Encinitas	
	Encinitas Community Park 325 Santa Fe Drive, Cardiff-by-the-Sea	
	Glen Park 2149 Orinda Drive, Cardiff-by-the-Sea	
	Leo Mullen Sports Park 951 Via Cantabria, Encinitas	
	Moonlight Beach 400 B Street, Encinitas	
	Oakcrest Park, 1219 Encinitas Blvd., Encinitas	
	Encinitas Viewpoint Park Overlook Cornish & D Street, Encinitas	
Special Ceremonies (Wedding or Memorial)	J Street Overlook 398 J Street, Encinitas	25 to 50
	Moonlight Beach Overlook 400 C Street, Encinitas	25 to 75

**Please note**, city parks and beaches are public facilities. Issuance of a permit does not guarantee exclusive use of the facility or a designated area. The permit authorizes a legal gathering at the facility. The daily permit application fee is due upon submittal of the application. Payment does not guarantee the facility use application is complete nor does it guarantee any or all aspects of the application will be approved.

Chairs, tables, arches, canopies, aquatic activity, etc. may be allowed, but require additional review and approval.

Groups of 100 or more are subject to cost recovery fees for restroom, trash, and/or lifeguard services. Cost recovery fees are due two-weeks prior to the event date and may be refunded if no services are incurred and the event is canceled seven business days prior to the requested date.

All permits require insurance. Applicants must provide proof of liability insurance that names the City of Encinitas as an additional insured on the Certificate of Insurance and provide a separate Additional Insured Endorsement page at least 10 days prior to the event. For an additional fee, insurance may be purchased through the city for non-swimming activities. The required endorsement amounts for facility use permits are:

**General Liability Insurance:** \$1 million; **Each Occurrence:** \$1 million

A \$20 cancellation fee applies for applications canceled up to seven business days prior to the requested date. Insurance purchased from the city may not be refundable.

## Outdoor Facility Use Fee Schedule

PRIORITY	APPLICANT CLASSIFICATION	EXAMPLE	OPEN SPACE			GROUP PICNIC AREA
			25-50	51-100	101-499	
1	City Sponsored	City Rec. Program, Special Event, Class	Included	Included	Included	Included
2	Resident Youth Group	Youth Recreation Leagues, Public Schools, Scouts, etc.	\$25/per use	\$40/per use	\$55/per use	See Open Area
3	Resident Senior Group	Age 50+, AARP, etc.	\$25/per use	\$40/per use	\$55/per use	See Open Area
4	Resident Non-Profit	Rotary Club, YMCA, Adult Sports Leagues, Kiwanis, etc.	\$30/per use	\$50/per use	\$75/per use	See Open Area
5	Resident Private Party	Reception, Wedding, Birthday Party, etc.	\$35/per use	\$60/per use	\$85/per use	See Open Area
6	Resident Commercial Use or Profit-Making Use	Local Shops, Banks, Realtors, Dealerships, etc.	\$45/per use	\$70/per use	\$95/per use	See Open Area
7	Non-Resident Group or Private Party	Groups or Private Parties with less than 50% Encinitas Res.	\$60/per use	\$90/per use	\$120/per use	See Open Area
8	Non-Resident Commercial/Other	Commercial Uses, Commercial Filming, Businesses, etc.	\$65/per use	\$95/per use	\$125/per use	See Open Area

Groups of 51 or more are required to pay a minimum of a \$200 refundable cleaning/damage deposit (except Classifications 1-3.). An additional deposit is required if high risk exists. Permit holders are responsible for the full cost of cleaning/damages and cleaning/damages in excess of the deposit will be billed to the permit holder. If there has been no additional cleaning required or damage to the facility deposit refunds will be processed within 5 business days following the event.

Staff costs: A hourly staff fee will be charged for any extra staff or contract staff time required by the issued permit.

Effective August 1, 2023, debit/credit card transaction fees will be passed to the applicant. Payments may be made by check or cash to avoid credit card transaction fees.



**CITY OF ENCINITAS**

**OUTDOOR FACILITY USE**

**APPLICATION**

OFFICE USE ONLY  
DATE REC'D \_\_\_\_\_  
REC'D BY: \_\_\_\_\_  
NO. \_\_\_\_\_

*To be completed by applicant*

ACTIVITY DESCRIPTION:

LIST OF ITEMS BROUGHT TO FACILITY: (size and quantity of canopies & tables, type of chairs, decorations, etc.)

ACTIVITY LOCATION:

ATTENDANCE: (e.g. ALL PARTICIPANTS)

PERMIT FEE DUE WITH APPLICATION:

ACTIVITY DATE(S):

ACTIVITY TIMES: (include preparation and cleanup times)

APPLICANT NAME:

ADDRESS:

CITY/STATE/ZIP:

EMAIL:

TELEPHONE:

EVENT ORGANIZER NAME:

ADDRESS:

CITY/STATE/ZIP:

EMAIL:

TELEPHONE:

ACTIVITY DAY CONTACT NAME:

EMAIL:

CELL:

SIGNATURE: \_\_\_\_\_

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

This form is to be completed by the applicant and submitted with the application. Please answer each question. Unanswered question may render the application incomplete, and the application may be returned to the applicant for completion.

- |     |  |                              |                             |
|-----|--|------------------------------|-----------------------------|
| 1.  | Has the event been held in Encinitas before?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2.  | Will the event be open to the public?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3.  | Does the event applicant/host organization have a non-profit status?<br>If yes, provide proof of nonprofit status.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4.  | Have insurance documents been obtained?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5.  | Will alcohol be on event premises?<br>If so, sold <input type="checkbox"/> free <input type="checkbox"/>   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6.  | If alcohol service is provided, has an ABC Permit been obtained?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 7.  | Will there be amplified sound, music, or a P.A. System?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 8.  | Will the event impact parking?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 9.  | Will any streets or parking lots be closed or modified?<br>If so, attach a traffic control plan.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 10. | Is a shuttle lot being used?<br>If so, include a map of the shuttle lot location and route.  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 11. | Will the event require traffic control?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 12. | Will pre-event signage be used?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 13. | Has a temporary sign permit application and fee been submitted to the Planning Department?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 14. | Is a signage plan completed and attached?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 15. | Will there be cooking or food warming at the event?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 16. | Will there be any temporary membrane structures (tents or canopies)?<br>If so, include the structure(s) details on the site plan.                                    | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 17. | Will there be any platforms or stages?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 18. | Will there be seating for 25 or more people?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 19. | Will electrical power be used?<br>If so, provide the power source.   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 20. | Will this event include aquatic (ocean) activities (e.g., swimming, body boarding, surfing, etc.)? If yes, how many attendees will be in the water at the same time? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

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