

# NEED TO RENT A CITY FACILITY?

CITY OF RIO VISTA

## FACILITY AND PARK RENTAL PROCEDURES

- STEP 1: Pick up a facilities rental application at City Hall.
- STEP 2: Turn in facility rental application to Recreation and Community Services Manager. Desired calendar date(s) will be checked, and if available, a 48-hour hold will be placed on the rental date.

You will then be given a facilities policy (to be signed), a fee schedule and rental bill. At this time you may also purchase insurance if needed.

- STEP 3: Take the rental bill to the finance counter to be paid. Be sure to get a receipt!!

- STEP 4: Bring the receipt of payment, the signed facilities policy, proof of insurance (if not purchased from city), and any other supporting documents (i.e. lifeguard certification, game and practice schedules) to the Recreation and Community Services Manager.

You will then be issued a facilities-use permit, insurance policy (if applicable), and a copy of the signed facility policy. The temporary hold on the calendar date will then become permanent.

If needed, keys can be picked up and dropped off during City Hall Office Hours, 8am – 5pm.

If you have any question please feel free to call or e-mail...

Jennifer M. Symons  
*Recreation and Community Services Manager*  
City of Rio Vista  
[jsymons@ci.rio-vista.ca.us](mailto:jsymons@ci.rio-vista.ca.us)

**(707) 374-6451**