

COMMUNITY SERVICES DEPARTMENT

Bedwell-Bayfront Park Rental Information and Use Policy

701 Laurel Street, Menlo Park, CA 94025 (p) 650.330.2223 (f) 650.330.2242



PARK DESCRIPTION

Bedwell Bayfront Park is located at the east end of Menlo Park on San Francisco Bay at Highway 101 and Marsh Road. The park is open daily from sunrise until sunset. Parking is available along the entrance road and in two paved lots near the back of the park. Restrooms are near the first large paved parking lot. The park's 160 acres are surrounded on three sides by the Don Edwards San Francisco Bay National Wildlife Refuge. People of all ages enjoy the park for hiking, running, bicycling, dog walking, bird watching, kite flying, and photography. The park has an extensive trail system, most of which is unpaved. Some of the interior trails are steep, crossing the park's hills, and lead to several viewpoints. Some park trails are suitable for wheelchairs. The relatively flat 2.3-mile trail around the perimeter of Bedwell Bayfront Park is part of the San Francisco Bay Trail, which will encircle San Francisco and San Pablo Bays with a continuous 400-mile network of bicycling and hiking trails, connecting the shoreline of all nine Bay Area counties and linking 47 cities.

RESERVATIONS

Facility Application: Applications are accepted in person at the City of Menlo Park Community Services offices in the Arrillaga Family Gymnasium at 600 Alma Street, only on a first come, first serve basis and can be submitted up to one year in advance. We reserve the right to refuse rental or use to groups or individuals who have previously used the park and left it in poor condition or did not follow the rental terms. Reservations are not accepted with less than two weeks notice.

Liability Insurance: A Certificate of Liability Insurance is required for all park rentals. The renter must bring proof of insurance from their insurance company for one million dollars, naming the City of Menlo Park as additionally insured. The certificate must be submitted at least **two weeks** prior to the rental date. No reservation will be confirmed without proof of insurance. In order for the certificate to be valid, it must contain the following:

- The renter's name must be listed as the one "insured".
- The policy must not expire before the event date.
- The policy must be for \$1,000,000.
- The "description" should list the rental location, day, and event planned.
- The City of Menlo Park at 701 Laurel Street, Menlo Park, CA 94025 must be listed as "additional insured."

Confirmation: No reservation is confirmed until the completed reservation form (attached to this policy) has been approved, any fees (if applicable) and the insurance certificate are submitted. Approval is dependent upon intended use, availability, and applicants' agreement to abide by the terms and conditions listed herein.

PARK RESERVATION INFORMATION

- The renter is solely responsible for any and all accidents or injuries to persons or property resulting from the use of the facility. The renter is responsible for the control and supervision of all people in attendance. The renter shall take care that no damage is done to the park or facilities and that all of the attendees conduct themselves in an orderly manner in and around the park areas and parking lots. If damages or behavior of the group are deemed inappropriate or unsafe for any reason, the function may be stopped in progress and denied further use of the facilities. Groups composed of minors (under the age of 18) must be supervised by 1 adult for every 20 minors. Minors must be under adult supervision at all times.
- Temporary signage or equipment requires prior approval and must be removed at the end of the event. Any additional staff costs to remove items will be charged to the renter.
- Storage is not available either before or after the scheduled event.

- Renters may not charge a registration fee, admission fee, or entrance fee without prior approval. Failure to adhere to this policy will seriously jeopardize the status of any future rental and may result in your event being shut down.
- Renters may not loan or sublet to any other organization or individual any of the privileges or services provided by the City.
- The City of Menlo Park reserves the right to close the park at any time for maintenance or any safety reason. Staff will make every attempt to give notice when possible.

PARK USAGE GUIDELINES

All requests for Bedwell Bayfront Park will need to follow the general guidelines on open space park usage:

- Preserve the natural amenities of the open space land
- Conserve soil, vegetation, water and wildlife
- Exclude intensive uses or uses that could degrade the site or an adjacent site
- Encourage the following:
 - Viewing and interpretation of the natural environment
 - Passive recreation activities such as hiking, running, cycling, dog-walking, photography, bird watching and similar day recreation use
 - Landscape or wildlife restoration and enhancement programs

PARK PROJECT REQUESTS

All project requests for installations, park improvements, or volunteer projects require city approval and require a minimum of 90 days notice. All requests shall submit a written proposal describing the scope of the project.

PARK RULES

- Use restricted to daytime hours (7:00 am to sunset)
- Pets to remain on leash and under full control at all times
- Travel restricted to designated trails
- Bikes restricted to paved trails and roads
- Plants and wildlife to be left undisturbed
- Commercial activities and solicitations not associated with City programs or City-sponsored activities are prohibited
- Fires, smoking, alcohol and weapons of any kind prohibited
- Permit required for groups of 15 or more
- Signage restricted to park rules, history, wildlife, views and visitor safety
- Amplified sound not permitted
- Litter and trash to be disposed of properly
- Motor vehicle parking only in authorized areas

PARK MAP

