



## Recreation and Community Services Department

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### Office Hours

8:00 a.m. – 5:00 p.m. Monday - Friday



# City of Campbell Picnic Reservation Policy

Approved by City Council on February 15, 2022  
Fees Effective July 1, 2025

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# Picnic Reservation Policy

## I. Introduction

The City of Campbell provides and maintains a variety of park and public areas for the general enjoyment of the community. Two of these parks include picnic areas that are available for reservation by individuals or groups. Four of the parks have picnic facilities that can be used on a first-come, first-served basis.

The purpose of the Picnic Reservation Policy is to provide a means by which groups or individuals can reserve a picnic area specifically for their use, as well as to assure that the facilities are utilized for recreational, cultural, educational, social and community service functions that meet the needs and interests of the community, and to set clear policies, procedures, regulations and rental fees regarding such uses.

## II. Facilities Available

The City of Campbell has a number of neighborhood parks located throughout the city for the peaceful enjoyment of our residents and their families and guests. All facilities and amenities at these parks are geared for small family groups and are available for use on a first-come, first-served basis. The parks contain a variety of amenities and play apparatus for children and adults. Restrooms are available (from 8:00am to sunset) at most of the parks with play apparatus. We encourage you to become familiar with Campbell's parks and enjoy them with your friends and family whenever possible.

### [John D. Morgan Park – 540 W. Rincon Ave.](#)

The city's largest park is Morgan Park, named for former Police Chief John D. Morgan. Morgan Park is 32 acres and is located east of San Tomas Expressway between Budd and Rincon Avenues. Morgan Park is home to the Campbell-Moreland Pony/Colt Baseball League and contains two softball fields, a soccer bowl, open playfields, two separate playgrounds, two sand volleyball courts, four horseshoe pits, restrooms, open fields and water play features. There are nine Group Picnic Areas available for reservation at the Park (please see attached map):

<u>Description</u>	<u>Maximum Occupancy</u>	<u>Amenities</u>
Area 1	120 max.	14 tables, 3 BBQ grilles, some shade, and adjacent to children's play equipment and restrooms.
Area 2	80 max.	5 tables, 3 BBQs, some shade, and adjacent to grass area.
Area 3	50 max.	6 tables, 3 BBQs, lots of shade, and adjacent to grass area and restrooms.
Area 4	50 max.	4 tables, 4 BBQs, lots of shade, and adjacent to horseshoe pits, sand volleyball courts, and restrooms.
Area 5	30 max.	3 tables, 2 BBQs, some shade, and adjacent to children's play equipment and restrooms. Bounce houses NOT allowed.

Area 6	10 max.	1 table, 1 BBQ, some shade, and adjacent to children’s play equipment and restrooms. Bounce houses NOT allowed.
Area 7	10 max.	1 table, 1 BBQ, some shade, and adjacent to children’s play equipment and restrooms. Bounce houses NOT allowed.
Area 8	10 max.	1 table, 1 BBQ, some shade, and adjacent to children’s play equipment and restrooms. Bounce houses NOT allowed.
Area 9	20 max.	2 tables, 2 BBQs, some shade, and adjacent to children’s play equipment and restrooms. Bounce houses NOT allowed.

Sand volleyball courts, horseshoe pits, (located adjacent to Picnic Area 4), and softball diamonds are available for reservation in conjunction with picnic reservations. No additional BBQs, tables or chairs can be brought to the park.

**Edith Morley Park** 615 Campbell Technology Parkway (off McGlincy Lane)

Located on Campbell Technology Parkway off of McGlincy Lane, at the site of the old Winchester Drive-In. Morley Park was named for long-time Park & Recreation Commissioner and park activist, Edith Morley, this park is of a more environmental nature. The park contains wetlands, wildflowers, picnic tables, an open playfield, a Community Garden, and restrooms. Morley Park is perfect for more passive uses, kite flying and wetlands study. The picnic area and adjacent turf area at Morley Park are available for reservation. **No BBQs are allowed at this site.**

<u>Description</u>	<u>Maximum Occupancy</u>	<u>Amenities</u>
Picnic Area	35	4 picnic tables, adjacent to wildflower/wetland area, and restrooms.
Picnic Area + Turf	100	The same as above plus a large grass area.

**Campbell Park** corner of Gilman and Campbell Avenues

Located at the corner of Campbell & Gilman Avenues, between Downtown Campbell and Highway 17. Campbell Park contains a variety of children’s play equipment, two full length, night-lit (until 10:00pm) basketball courts with terraced spectator seating, par course equipment, small open turf areas, restrooms, and is a major access point to the Los Gatos Creek Trail which connects Downtown San Jose to Vasona Park, and on to Lexington Reservoir in Los Gatos. There are a very small number of first-come, first-served picnic tables available in the park with small BBQs. No additional BBQs can be brought to the park.

**Jack Fischer Park** corner of Abbott Avenue and Pollard Road

Jack Fischer Park contains a variety of children’s play equipment, including an interactive water feature, a “bee hive” hill with walking path, large open playfields, and restrooms. The special features at this park are particularly geared for the young child. The park got its name from the beloved Principal at the former elementary school, which used to occupy the site where the park now sits. The park has a small number of picnic tables available on a first- come, first-served basis. In consideration of the proximity of its neighbors, BBQs, rental party equipment, and large parties are not allowed at Fischer Park.

## Stojanovich Family Park 316 Union Avenue

Stojanovich Family Park incorporates Campbell's agricultural history featuring toddler-age play equipment, non-reservable picnic tables, children's interpretive panels, central lawn area, pedestrian bridge and a restroom. No parking is available. BBQs are not allowed. Rental party equipment and large parties are not allowed.

## Other Neighborhood Parks

Campbell also has a number of smaller parks located throughout the City, some of which contain children's play equipment, while others contain just park benches and landscaped areas for more passive public use. For information on all the Campbell Parks please see the Park Location Map on page 10.

## **III. Reservations / Cancellations**

### **A. APPLICATIONS**

1. A Picnic Reservation can be made up to six months in advance (by Campbell residents), and no less than two business days prior to the desired date of use. Non-residents see item 3 below.
2. Reservations can be made online by visiting our website at <http://www.campbellca.gov/parks> Reservations may be made in-person at the Campbell Community Center office during business hours (payment by VISA or MasterCard required).
3. Priority for reservations is provided to Campbell residents, who may make reservations a full six months in advance. Non-residents may make a reservation one day later than residents, thereby providing residents a full day of priority reservation.
4. All applicants must be at least 18 years of age or older (21 if alcohol is being served) and must be present throughout the entire use of the picnic area.
5. Full rental fees and applicable deposits are due at the time the reservation is made.

### **B. CANCELLATIONS**

1. Cancellations must be made in writing (email acceptable to [recreation@campbellca.gov](mailto:recreation@campbellca.gov)) and received by the Recreation and Community Services Department at least 15 days in advance of the use date in order to receive a refund. The \$25 processing fee will be deducted from all refunds. If it rains on the date of reservation and the reservation is not used, a full refund is available, providing the customer calls the Community Center Office (866-2104) the next working day to report that the reservation was not used due to rain.

## V. Park and Picnic Rules & Regulations

### A. GENERAL RULES AND REGULATIONS

1. Parks are open for public use from sunrise until one-half hour after sunset, with the exception of Campbell Park, where its basketball courts are available for public use until 10:00pm. No person shall remain in a City Park during non-operating hours.
2. Misuse of a public park facility, or the failure to conform to established policies, procedures, rules, and regulations is sufficient reason for denial of future applications. This includes abiding by the Wet Field Policy (attached as Exhibit A and outlines restrictions for use of turf areas when they are wet).
3. Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
4. Customers are responsible to remove all items they brought into the park at the conclusion of their use. All balloons, decorations, tablecloths, food, bottles, cans, paper, and other litter must be deposited into trash receptacles, where provided, or removed from the premises. Recycling is encouraged. If you anticipate generating a great deal of trash, you are responsible to provide your own additional waste bags to contain your trash. The customer is responsible for the condition in which he/she leaves the facility.
5. Athletic uses must be restricted to designated field areas. Portable volleyball and/or badminton courts must be set up away from walking paths and picnic areas, so as not to cause a danger or potential injury to the general public.
6. Individual minors or groups of minors must be properly supervised by adults when using park facilities.
7. Private play apparatus (dunk booths, trampolines, etc.) are not allowed in parks with the exception of commercially contracted Bounce-Abouts in John D Morgan Sites 1 through 4 and Edith Morley Park. Bounce-Abouts are allowed only with a permit may be provided only by companies that have a current certificate of insurance on file with the City of Campbell. (For more information on Bounce-About vendors see page 8 of this document).
8. All motor vehicles must park in designated marked stalls in the parking lots or legally on side streets, or be subject to citation by the Campbell Police Department. No unauthorized vehicles shall enter park premises, drive on turf, grounds, playfields, or paved walkways. Customers must carry or "cart" their belongings to and from parking lots.
9. Gambling is prohibited on all City property.
10. Smoking is not permitted in parks per State law.

11. Disfigurement of City property is not allowed. The City of Campbell maintains a 'Graffiti Hotline' for citizens to use to report graffiti and assist the City in its eradication. To report graffiti or to access the Hotline call (408) 866-2191.
12. Vending of any merchandise is not allowed in Campbell parks, except with the possession of a concession agreement approved by the City Council.
13. No amplified sound.
14. No fires are allowed in City Parks, except in provided barbecue pits. Customers are not allowed to bring in their own portable barbecues or hibachis. See item VI-C on page 9 for limited exceptions.
15. Model rockets are allowed, with a permit only, in specific areas within John D. Morgan Park and at the Campbell Community Center. Permits are issued by the Santa Clara County Fire Department, and only after you have secured a park reservation for the date and time of the firing of the rocket. For details or a copy of model rocket procedures, contact the Community Center Coordinator at (408) 866-2104.

For details on model rocket permits, contact:

**Santa Clara County Fire Department** (408) 378-4010  
**Office of Fire Prevention**  
**14700 Winchester Blvd.**  
**Los Gatos, CA 95030**

15. Fireworks are prohibited in all city parks.

## **B. ALCOHOLIC BEVERAGES**

1. Beer and wine may be consumed only with an approved permit, only in a reserved picnic area, and only by persons aged 21 or older. No alcoholic beverages may be consumed in any other areas including first-come, first-served picnic areas. No other alcoholic beverages are allowed in the parks (per Municipal Ordinance 13.04.160).
2. The selling of alcoholic beverages in Campbell parks is prohibited.

## **C. ANIMALS**

1. Dogs are allowed on leash in all Campbell parks except in children's play areas and when special events are taking place.

## D. LIABILITY/INSURANCE

1. The customer shall be responsible for any and all damage to the City's premises, equipment, and property. If, after an activity, additional janitorial maintenance is required (in excess of normal cleaning services/time), the customer will be charged accordingly.
2. The City of Campbell is not responsible for accidents, injuries or loss of or damage to individual property.
3. The customer will be held responsible for all actions, behavior and damages caused by his/her guests/attendees.
4. All customers requesting use of the softball fields will be required to provide the City with an **original** Certificate of Insurance providing proof of the following coverage:
  - a. Public liability and property damage insurance in an amount not less than \$1,000,000 per occurrence;
  - b. The City of Campbell and the Campbell Union Elementary School District must be named as additional insureds;
  - c. The coverage shall not be canceled or reduced without at least fifteen (15) days written notice to the City of Campbell; and
  - d. The certificate must be submitted to the Community Center office at least ten (10) days prior to the event.
5. The City of Campbell is not responsible for accidents, injury, illness or loss of group or individual property.

## VI. Other Information

### A. BOUNCE-ABOUT RENTALS

The rental of a Bounce-Abouts is allowed by permit only and only allowed in Picnic Sites 1-4. Bounce-Abouts are prohibited in Picnic Sites 5-9. Bounce-Abouts may be provided only by companies that have a current Campbell Business License and Certificate of Insurance on file with the City of Campbell. The maximum footprint of a Bounce-About is 20'x20'. For more information about the companies who have current insurance policies on file, visit [www.campbellca.gov/393](http://www.campbellca.gov/393) or call the Recreation Department at (408) 866-2104.

**Note:** The City has no affiliation with these companies and does not recommend one over any of the others. It is suggested that users research the companies, their fees, services and reputation before entering into a contract. If a permittee wishes to contract with a vendor other than those named above, please contact the Recreation Department for the liability insurance requirements that must be met ten days prior to the date of your event.

## **B. TENTS AND CANOPIES**

1. Pop up tents are only permitted with a permitted picnic area. Canopies are limited to one 10x10 per picnic site.

## **C. BARBECUE RULES AND REGULATIONS**

As per City of Campbell Municipal Ordinance (13.04.060), “No fire shall be built, lighted or maintained within any city or county park area except in a camp stove or barbecue provided in areas designated for such purposes, provided that oil or gas camp stoves may be used for cooking in designated areas.”

Portable barbecues, hibachis, gas grills, etc. are not allowed in City parks or facilities, with the following exceptions:

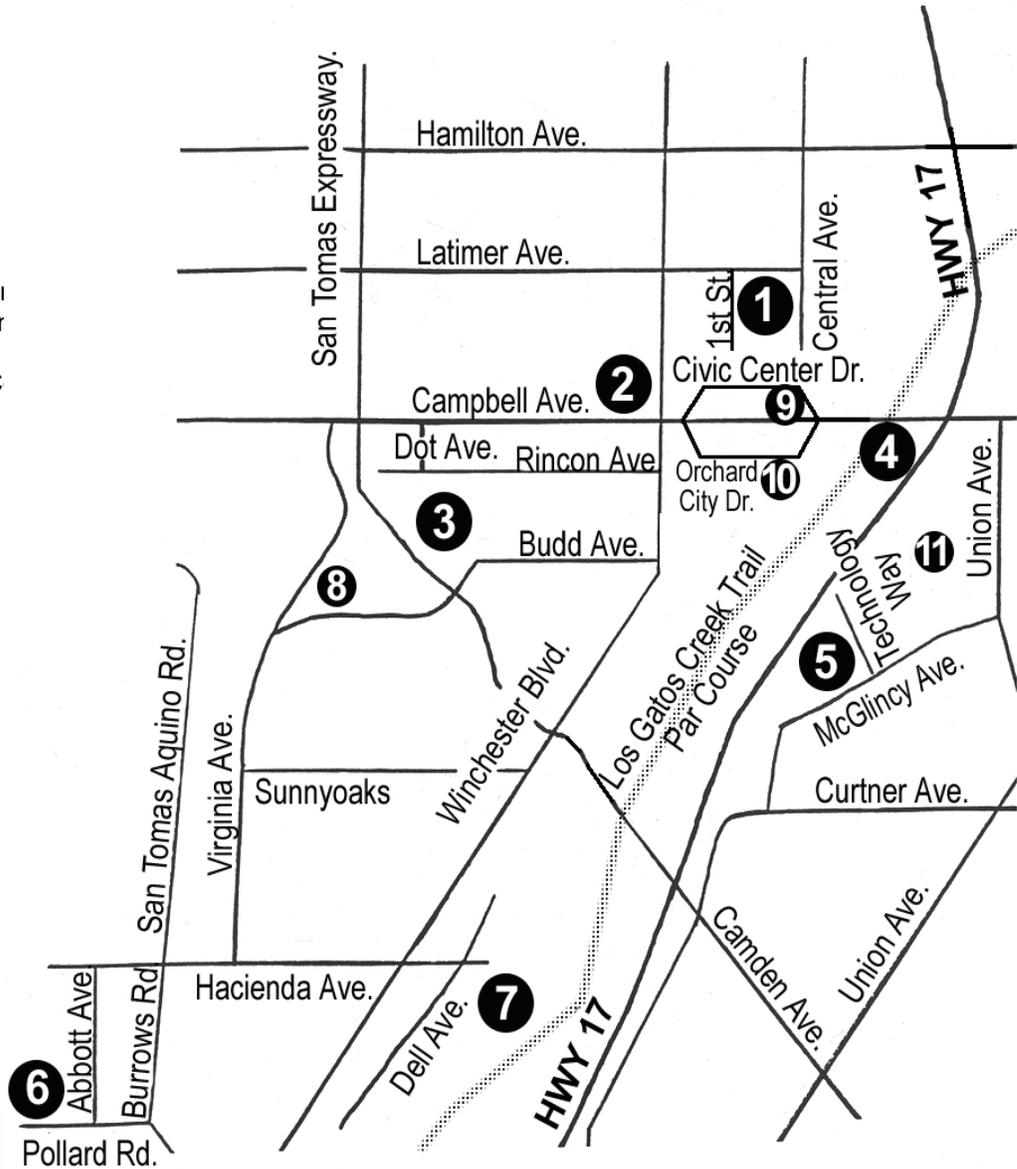
1. Groups or organizations holding a current Concession Agreement with the City of Campbell, and then only if the barbecue or grill is a professional portable trailered grill, or a portable propane barbecue in good condition, to be used in a specific designated area, as approved in advance by the Director of Recreation & Community Services or his/her designee.
2. Professional catering companies holding a Campbell Business License and authorized by the Director of Recreation & Community Services to provide such service to a scheduled picnic or facility use customer, and then only if the barbecue or grill is a professional portable trailered grill and used in the specific location designated.

All grills are to be supervised at all times to prevent injury to the general public.

This formal Picnic Reservation Policy was adopted by Campbell City Council on TBD and shall take effect on TBD.

# VII. Park Maps

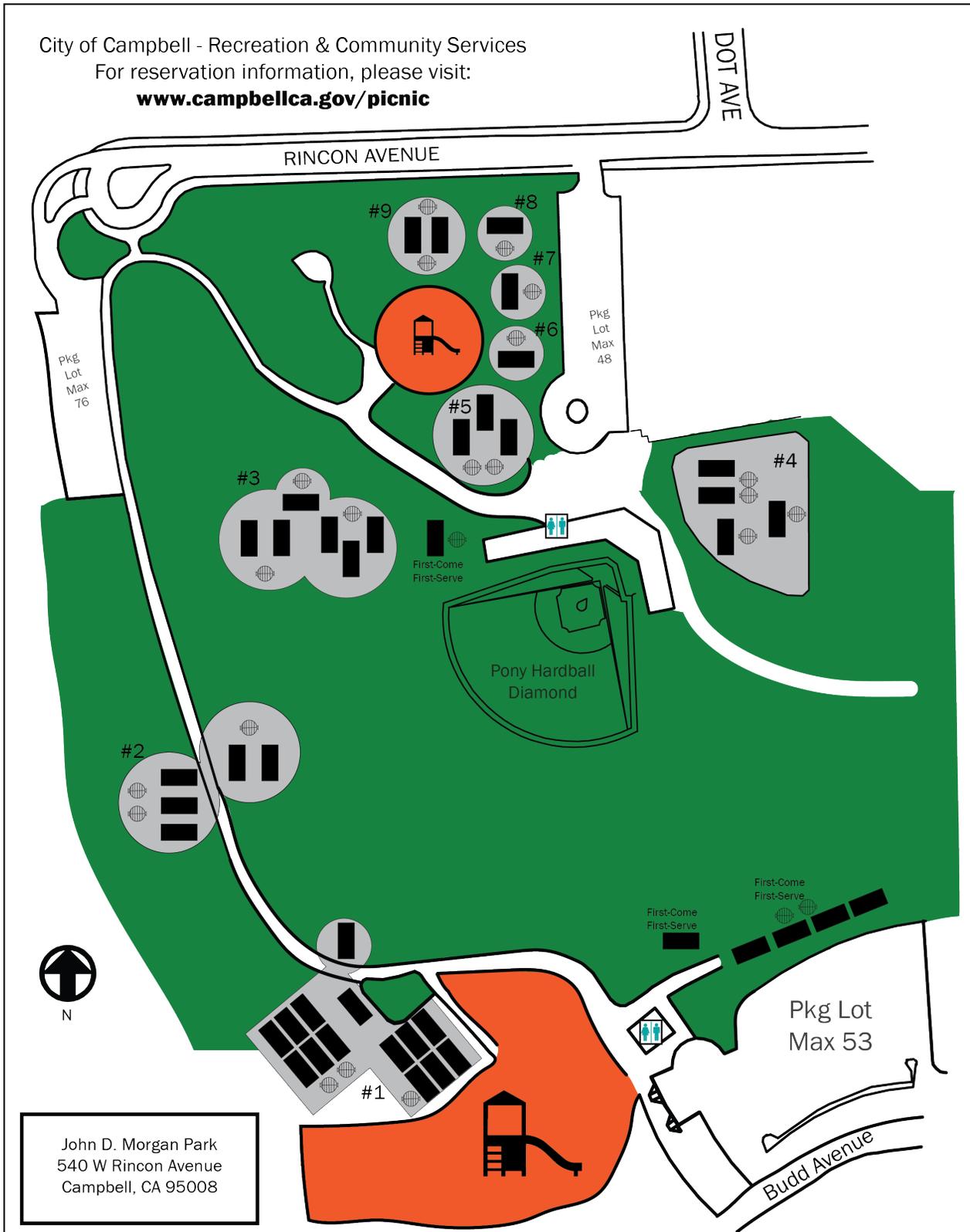
1. Civic Center Complex  
City Hall  
Library  
Ainsley House  
Museum  
Orchard City Green
2. Campbell Community Center
3. John D. Morgan Park
4. Campbell Park and Par C
5. Edith Morley Park
6. Jack Fischer Park
7. Dog Park – S.C.C. Park
8. Virginia Park
9. Ainsley Park
10. Hyde Park
11. Stojanovich Park



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	CHILDREN'S PLAY AREA	RESTROOMS	PICNIC TABLES	GROUP PICNIC AREAS*	BARBECUES	WATER PLAY FEATURES	BASKETBALL COURTS	HORSESHOE PITS*	SAND VOLLEYBALL*	BASEBALL FIELD*	SOFTBALL FIELD*	TENNIS FIELDS*	FOOTBALL COURTS*	SKATEPARK	SWIMMING POOL	COMMUNITY GARDENS	PAR COURSE TRAIL	RUNNING TRACK	HAND BALL COURTS	
2 - COMMUNITY CENTER		X		X						X	X	X	X	X					X	X
3- JOHN D. MORGAN PARK	X	X	X	X	X	X	X	X	X	X	X	X								
4- CAMPBELL PARK	X	X	X	X	X	X	X	X									X			
5 - HYDE PARK		X																		
6 - AINSLEY PARK																				
7 - EDITH MORLEY PARK		X	X	X											X					
8 - JACK FISCHER PARK	X	X		X		X														
9 - VIRGINIA PARK	X																			

City of Campbell - Recreation & Community Services  
For reservation information, please visit:  
[www.campbellca.gov/picnic](http://www.campbellca.gov/picnic)



**Picnic Areas and Facilities**

**All reservations are subject to a non-refundable \$25.00 processing fee in addition to the fees below.**

**A. Picnic Areas & Facilities - CAMPBELL RESIDENTS**

Facility	<u>FY 25/26</u>
<b><u>John D. Morgan Park</u></b>	
Area 1 (120 Persons Maximum)	\$133
Area 2 (80 Persons Maximum)	\$92
Area 3 (50 Persons Maximum)	\$62
Area 4 (50 Persons Maximum)	\$62
Area 5 (30 Persons Maximum)	\$41
Area 6 (10 Persons Maximum)	\$21
Area 7 (10 Persons Maximum)	\$21
Area 8 (10 Persons Maximum)	\$21
Area 9 (20 Persons Maximum)	\$31
<b><u>Edith Morley Park</u></b>	
Picnic Area (35 Persons Maximum)	\$62 per day
Picnic Area & Turf (100 Persons Maximum)	\$103 per day

**B. Picnic Areas & Facilities - NON-RESIDENTS**

Facility	<u>FY 25/26</u>
<b><u>John D. Morgan Park</u></b>	
Area 1 (120 Persons Maximum)	\$185
Area 2 (80 Persons Maximum)	\$144
Area 3 (50 Persons Maximum)	\$113
Area 4 (50 Persons Maximum)	\$113
Area 5 (30 Persons Maximum)	\$92
Area 6 (10 Persons Maximum)	\$72
Area 7 (10 Persons Maximum)	\$72
Area 8 (10 Persons Maximum)	\$72
Area 9 (20 Persons Maximum)	\$82
<b><u>Edith Morley Park</u></b>	
Picnic Area (35 Persons Maximum)	\$92 per day
Picnic Area & Turf (100 Persons Maximum)	\$174 per day

**CITY OF CAMPBELL  
RECREATION & COMMUNITY SERVICES  
WET FIELD POLICY**

The following information is the City policy regarding the use of fields during wet conditions. This policy and described procedures apply to all sports and activities including football, soccer, softball, baseball, rugby, field hockey, volleyball, or any other physical activity taking place on a grass field or turf area. This includes all fields at John D. Morgan Park/Campbell School of Innovation, Edith Morley Park, and the Campbell Community Center,

Groups shall abide by the Wet Field Policy and preserve the life and condition of the fields by not playing on them in wet conditions. A field is considered too wet if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf. Play is allowed during a light mist if the ground is hard and relatively dry. If, however, it has been raining for three days, and the wet conditions, as described above, exist, the Wet Field Policy is in effect and groups are not to play on the turf.

The following procedures are to be followed regarding the use of the fields when there has been rain, over-watering, or the fields are not playable.

**USER’S RESPONSIBILITIES:**

1. If it has rained within the preceding 24 hours, groups using public fields must call the Recreation & Community Services Department’s FIELD CONDITIONS HOTLINE at (408) 866-2769 to receive updated information on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. The HOTLINE message will be updated by 3:00pm on weekdays and by 8:00am on weekends. PLEASE DO NOT INQUIRE EARLIER OR ABOUT FUTURE DAYS as the determination of field conditions are not made until the times stated above. Determination of field conditions will be made by City personnel, and determinations/decisions are not negotiable.
2. In the event that the HOTLINE has not been updated, or is unavailable, groups are expected to make educated and responsible decisions regarding field conditions and playability, keeping in mind the current and future quality of turf facilities. In general, if you can see standing water, hear a “squishy” sound when walking on the turf, or have mud on the bottom of your shoes after walking on the turf, the field is too wet to allow play. Scheduled activities on the turf should be canceled to avoid damage to the turf and potential injuries to the players.
3. GROUPS FAILING TO FOLLOW THE GUIDELINES OF THIS POLICY WILL SUBJECT THEIR RESERVATION TO CANCELLATION AND LOSS OF FUTURE USE. FIELDS WILL BE CHECKED FOR MISUSE DURING TIMES WHEN FIELDS ARE CONSIDERED TOO WET AND/OR MUDDY BY DESIGNATED CITY STAFF.
4. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact Campbell Police Department (408-866-2101) to report misuse.
5. It is the reserving customer’s responsibility to be sure that all guests and participants understand and enforce this policy, however inconvenient it may be.