



## REGULAR PARKS & COMMUNITY SERVICES COMMISSION MEETING AGENDA

City Hall - Council Chambers  
4381 Broadway, Ste. 201, American Canyon  
**October 10, 2024**  
**6:30 PM**

**Chair:** Cathy Margolati  
**Vice Chair:** Charles Plummer  
**Commissioners:** Clarence Mamaril, Gina Griggs  
**Youth Commissioner:** Vacant

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Tonight's meeting is a limited public forum. American Canyon promotes respectful and responsible behavior among its meeting participants, whether they are present in person or remotely. Using offensive language or remarks that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation/gender identification, as well as any other category protected by federal, state or local laws will not be tolerated. In the case of an occurrence, the speaker will be immediately disconnected from the microphone.

*Parks and Community Services Commission and other public meetings will be conducted in person at City Hall, 4381 Broadway, Suite 201, American Canyon, CA 94503. This meeting is also available via Zoom Teleconferencing as a convenience for public participation. This meeting will be broadcast live to residents on Napa Valley TV, on our website [here](#) and on YouTube [here](#). Should technical issues with Zoom occur, please select another viewing option.*

### **PUBLIC PARTICIPATION**

**Oral comments, during the meeting:** A Zoom Webinar has been established for public comments made via zoom. To give your public comment, connect via the below Zoom link and use the "raise your hand" tool, or call into the zoom meeting at 408-638-0968 and press \*9 to "raise your hand" when the item is called. To avoid confusion, all hands raised outside of Public Comment periods will be lowered.

**Written comments, via eComments:** Please submit written comments through the eComments link, located on the Meetings & Agendas page of our website [here](#). Comments will be available to commissioners in real time. To allow for review of comments, eComments will close at 3:00 pm on the day of the meeting. All comments received will be posted online and become part of the meeting record.

**Zoom Meeting Link:** [Click here.](#)

**Webinar ID:** 821 3687 7863 **Passcode:** 608642

**AGENDA MATERIALS:** Agenda materials are published 72 hours prior to the meeting and are available to the public via the City's website at [www.cityofamericancanyon.org](http://www.cityofamericancanyon.org). The above-identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the City Clerk at (707) 647-4369 or email [cityclerk@cityofamericancanyon.org](mailto:cityclerk@cityofamericancanyon.org).

**AMERICANS WITH DISABILITIES ACT:** Materials will be provided in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to [cityclerk@cityofamericancanyon.org](mailto:cityclerk@cityofamericancanyon.org). Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

## 6:30 P.M. REGULAR MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

### PRESENTATIONS

There are no presentation items.

### PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA

*This time is reserved for members of the public to comment on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Comments are limited to 3 minutes. Comments for items on the agenda will be taken when the item is called. The Commission is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comment at this time.*

### AGENDA CHANGES

*The Chair/Commissioners may change the order of the Agenda or request discussion of a Consent Item. A member of the Public may request discussion of a Consent Item by completing a Speaker's Card and presenting it to the Clerk of the meeting prior to Public Comment.*

### CONSENT CALENDAR

1. **Minutes of September 12, 2024**

**Recommendation:** Approve the minutes of the Parks and Community Services Commission meeting of September 12, 2024.

### BUSINESS

2. **Facility Naming for the "former" Napa Junction Elementary School, Community Park I, and Community Park II**

**Recommendation:** Review qualified applications for name suggestions to rename the "former" Napa Junction Elementary School, Community Park I, and Community Park II, and provide a recommendation to the City Council.

3. **Parks and Recreation Refund Policy**

**Recommendation:** Review and comment on the proposed updates to the Parks and Recreation Refund Policy.

### MANAGEMENT AND STAFF ORAL REPORTS

### ADJOURNMENT

### CERTIFICATION

I, Taresa Geilfuss, City Clerk for the City of American Canyon, do hereby declare that the foregoing agenda of the Parks and Community Services Commission was posted in compliance with the Brown Act prior to the meeting date.

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Taresa Geilfuss, CMC, City Clerk

**CITY OF AMERICAN CANYON  
PARKS AND COMMUNITY SERVICES MEETING**

**ACTION MINUTES**  
*September 12, 2024*

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**6:30 P.M. REGULAR MEETING**

**CALL TO ORDER**

The Parks and Community Services Commission meeting was called to order at 6:40 p.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL**

**Present:** Commissioner Clarence Mamaril, Vice Chair Charles Plummer, Chair Cathy Margolati

**Absent:** None

**Excused:** Commissioner Gina Griggs

**PUBLIC COMMENTS - ITEMS NOT ON THE AGENDA**

Chair Margolati called for public comments. Written comments: none. Oral comments: none. The public comment period was closed.

**AGENDA CHANGES**

There were no changes to the agenda.

**CONSENT CALENDAR**

**Action:** Motion to approve made by Commissioner Clarence Mamaril, seconded by Vice Chair Charles Plummer, and CARRIED by roll call vote.

**Ayes:** Commissioner Clarence Mamaril, Vice Chair Charles Plummer, Chair Cathy Margolati

**Nays:** None

**Abstain:** None

**Absent:** Commissioner Gina Griggs

1. Approved the minutes of the Regular Parks & Community Services Commission meeting held on May 9, 2024.

## BUSINESS

### 2. Facility Naming for the "former" Napa Junction Elementary School, Community Park I, and Community Park II

Commissioners received a Facility Naming for the "former" Napa Junction Elementary School, Community Park I, and Community Park II staff report from Parks & Recreation Director Alexandra Ikeda. Chair Margolati called for public comments. Written comments: none. Oral comments: Nance Matson was called to speak. The public comment period was closed.

**Action:** Motion to continue the item to a future agenda for the purpose of additional review time made by Vice Chair Charles Plummer, seconded by Commissioner Clarence Mamaril, and CARRIED by roll call vote.

**Ayes:** Commissioner Clarence Mamaril, Vice Chair Charles Plummer, Chair Cathy Margolati

**Nays:** None

**Abstain:** None

**Absent:** Commissioner Gina Griggs

### 3. Utilization of City Parks and Facilities

Commissioners received a Utilization of City Parks and Facilities staff report and presentation from Parks & Recreation Director Alexandra Ikeda. Chair Margolati called for public comments. Written comments: Joshua Coleman, American Canyon Youth Football and Cheer. Oral comments: Rob Hall was called to speak; Beth Marcus was called to speak; Jose Naranjo was called to speak; Amadeo Maldonado was called to speak; Alejandra Quinones was called to speak; Jose Navarro spoke again. The public comment period was closed. There was no action taken.

## MANAGEMENT AND STAFF ORAL REPORTS

### 4. Parks and Community Services Master Plan

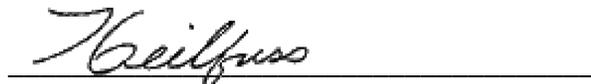
Commissioners received a Parks and Community Services Master Plan update, and other community updates from Parks & Recreation Director Alexandra Ikeda.

## ADJOURNMENT

The meeting was adjourned at 8:07 p.m.

## CERTIFICATION

Respectfully Submitted,



Taresa Geilfuss, City Clerk



## **TITLE**

Facility Naming for the "former" Napa Junction Elementary School, Community Park I, and Community Park II

## **RECOMMENDATION**

Review qualified applications for name suggestions to rename the "former" Napa Junction Elementary School, Community Park I, and Community Park II, and provide a recommendation to the City Council.

## **CONTACT**

Alexandra Ikeda, Parks and Recreation Director

## **BACKGROUND & ANALYSIS**

As part of the Parks and Community Services Commission's Work Plan for FY2024/25, the Commission was tasked with renaming the "former" Napa Junction Elementary School, Community Park I, and Community Park II. The Commission solicited name recommendations through the City Facility Naming Policy (Attachment 1) which opened on July 18th and closed on August 30, 2024.

The Parks and Recreation Department received 62 applications, 61 of which met the naming criteria. The Commission will review 24 applications for Community Park I (Attachment 2), 24 applications for Community Park II (Attachment 3), and 13 applications for the former "Napa Junction Elementary School" (Attachment 4). Recommended name selections will be presented to the City Council at a scheduled meeting for the final renaming of the City's two parks and one facility.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Community and Sense of Place: "Build on the strength of our local community to develop a clear 'sense of place' and establish our unique identity."

## **FISCAL IMPACT**

Not Applicable

## **ENVIRONMENTAL REVIEW**

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

**ATTACHMENTS:**

1. [Resolution 2023-89 City Facility Naming Policy](#)
2. [Community Park I](#)
3. [Community Park II](#)
4. [Former Napa Junction Elementary School](#)

**RESOLUTION NO. 2023-89**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON TO REPEAL AND REPLACE RESOLUTION 2007-168 WITH THE UPDATED CITY FACILITY NAMING POLICY.**

**WHEREAS**, the City of American Canyon wishes to adopt a written policy for naming City Facilities, which is broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landmarks, and parking lots; and

**WHEREAS**, naming a City Facility is a significant decision that can have social, historical, and cultural implications; and

**WHEREAS**, the City Facility Naming Policy will provide an opportunity to receive valuable insight into our community's perspectives, memories, and connections to location, which needs to be taken into consideration before making any changes; and

**WHEREAS**, the City of American Canyon strives to identify names for City Facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and ensuring legacy for the City's parks and recreation system; and

**WHEREAS**, the purpose of this policy is to establish a criteria and process to guide the naming of City Facilities and ensure that names honor places, history, persons, organizations, events, and natural environments that focus on local American Canyon significance and may also reflect California or natural names when appropriate; and

**WHEREAS**, the City wishes to ensure that this policy reflects principles of diversity, equity, and inclusion in the naming process – reflecting everyone in the American Canyon community and intentionally broadening representation; and

**WHEREAS**, the Parks and Community Services Commission shall serve as the Technical Advisory Committee (TAC). The TAC will review and discuss the qualified applications at a regularly scheduled Parks and Community Services Commission meeting – this will be an agenda item and will be subject to Public Comment. The TAC is encouraged to engage with the community and listen to their feedback during the PCS meeting and make a final recommendation to the City Council.

**NOW, THEREFORE, BE IT RESOLVED** that the City of American Canyon approved the City Facility Naming Policy as outlined in Exhibit A.

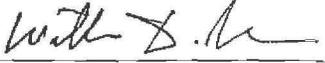
**PASSED, APPROVED, and ADOPTED** at a regularly scheduled meeting of the City Council of the City of American Canyon held on the 5th day of December 2023, by the following vote:

AYES: Aboudamous, Joseph, Oro, Washington, Garcia  
NOES: None  
ABSTAIN: None  
ABSENT: None

  
\_\_\_\_\_  
Leon Garcia, Mayor

ATTEST:

  
Taresa Geilfuss, City Clerk

  
William D. Ross, City Attorney

**EXHIBIT A**  
**CITY FACILITY NAMING POLICY**

## 1. INTRODUCTION

It is the City of American Canyon's goal to establish a uniform policy to name and rename City Facilities, which is broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landmarks, and parking lots. The naming of a City Facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names for City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system. This policy does not cover the naming of new streets that are being considered within the development of a new subdivision, this occurs through the City's planning process and ensures that engineering and public safety criteria are met.

## 2. PURPOSE

The purpose of this policy is to establish a criteria and a process to guide the naming of City Facilities and ensure that names honor places, history, persons, organizations, events, and natural environments that focus on local American Canyon significance and may also reflect California or natural names when appropriate. It is the policy of the City to reflect the principles of diversity, equity, and inclusion in the naming process. Facility names should reflect everyone in the American Canyon community and intentionally broaden representation.

## 3. NAMING CRITERIA

In selecting the name for a City Facility, the following criteria shall be used. Please note the criteria are not listed in a particular order, and a name is not required to meet all the criteria listed below.

- a. Names should reflect diversity, equity, and inclusion and be representative of the American Canyon community. Names should intentionally broaden the representation of people in our community.
- b. Names should prioritize local American Canyon significance, however, names that reflect California or a national lens may be considered.
- c. Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora and fauna, and use of an area.
- d. Geographic location.
- e. Park features: natural or constructed (wildlife, lakes, memorials, etc.).
- f. An adjoining subdivision, street, school, or natural feature. No City Facility shall be given the same name as an existing school site or public facility, except where the site abuts one another.
- g. A commonly recognized historical event, group, organization, or individual (living or deceased).
- h. Any individual who provided outstanding accomplishments for the good of the community. Quality of the contribution, length of service, and other factors should be considered.

- i. Any individual who provided an exceptional service in the interest of the park system. When naming a City Facility after a person or group, an in-depth description of the contributions to the City must be provided.
- j. A City Facility may be named after an individual (living or deceased) or organization that contributed significantly through sponsorship, donation, services, or monetary contribution, or through a lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that facility. This shall not constitute an obligation by the City to name the City Facility after the individual or organization.

#### 4. PROCEDURES

The City of American Canyon's Parks and Recreation Department will conduct public engagement and outreach opportunities, including soliciting input from American Canyon residents, and holding public meetings with the Parks and Community Commission and City Council. The timeframe for naming a City Facility is estimated to take approximately 4 to 6 months.

- a. Any American Canyon residents, business owners, or organizations may submit a request to name or rename a City Facility to the City Manager by completing the City Facility Naming Application. In addition, the City Council may direct City staff to initiate the naming process. Such requests will be required to follow this policy.
- b. The City may purchase privately owned property within the City's boundaries. In this case, the City may choose to rename the facility to better fit the use and purpose of that facility. If this occurs, the renaming of this facility is subject to this policy.
- c. The Parks and Community Services Commission will serve as the Technical Advisory Committee (TAC).
- d. The City of American Canyon's Parks and Recreation Department will conduct a public notification process soliciting community input through the City Facility Application – Applications will be accepted for 30 days. Once the 30 days have concluded, the Parks and Recreation Department will review all submitted applications; qualified applications will be given to the TAC.
- e. City staff will prepare a staff report for the TAC that should include the following:
  - i. Number of qualified Applications with suggestions.
  - ii. Background, history, geographical, and/or identifying features of the City Facility.
  - iii. Document public outreach efforts and community engagement opportunities.
  - iv. Overview of submissions, including the fiscal impact of naming.
- f. The TAC will review and discuss the qualified application at the regularly scheduled Parks and Community Services (PCS) Commission meeting – this will be an agenda item and will be subjected to Public Comment. The TAC is encouraged to engage with the community and listen to their feedback during the PCS meeting and make a final recommendation to the City Council.

- g. The City Council will consider a recommendation from the Parks and Community Services Commission and make a final decision to name the City Facility.

## 5. DEFINITIONS

- City Facility: Broadly defined to include parks, parklands, trails, open spaces, facilities, monuments or landmarks, and parking lots.
- Parks: Open space owned and managed by the City of American Canyon for recreational and/or natural resource values. This includes all traditionally designed parks, gardens, and specialized parks under the stewardship of the City.
- Trails: Any Class 1 trail or path that is located on property owned and managed by the City.
- Open Space: All natural, preserved, and agricultural land that is owned and operated by the City.
- Facilities: Any buildings or structure that is located on property owned and managed by the City.
- Diversity and Inclusion: American Canyon is home to a diverse and multicultural community, and efforts to promote diversity and inclusion are crucial for building a welcoming and equitable community. These are aspects that our City is proud of and are essential in creating a thriving and harmonious society.
- Functional: Geographical, location, event, natural, historic, and cultural significance.
- Honorarium/Memorial: Honors a person (living or deceased) or organization who has made significant and/or major contributions to the American Canyon community, Napa County, or the State of California.
- Regional: A Napa County or State of California lens that is applicable to American Canyon directly or broad association.
- Donation: A donation of property, goods, or cash generally with no expectations in return. If this gift is contingent upon a special request, it is made subject to a "condition".
- Sponsorship: Financial or in-kind support from an individual or corporation for a specific service, program, facility, park, or event in return for certain benefits.

## EXHIBIT A

### CITY FACILITY NAMING POLICY

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- Sponsorship: Financial or in-kind support from an individual or corporation for a specific service, program, facility, park, or event in return for certain benefits.



**DATE:** September 12, 2024

**TO:** City of American Canyon Parks and Community Services Commission  
 Technical Advisory Committee for the Facility Naming Policy

**FROM:** Alexandra Ikeda, Parks and Recreation Director

**RE:** City of American Canyon – Facility Naming Application  
 Community Park I

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The City of American Canyon opened the Facility Naming Application on July 18, 2024, and closed it on August 30, 2024. We received 25 applications, 24 of which met the naming criteria. Below is a brief overview of the submissions recommended for consideration; for more details, please review the attached packet. Recommendations are not listed in any particular order.

1.	John Mickey Park
2.	John “Mickey” Mikolajcik Park
3.	Mikolajcik Park
4.	John and Wilma Mikolajcik
5.	Leon Garcia Community Park
6.	Garcia Park
7.	Rio Del Mar Park
8.	Rio Del Mar Park
9.	Rio Grande Park
10.	Ben Anderson
11.	Biden Hall
12.	Central Park
13.	Patriot Park
14.	Patriot Field
15.	Dinosaur Park
16.	Canyonlands Recreational Park
17.	Enchanted Oaks
18.	Donaldson Park
19.	George Washington Park
20.	Home Run Park
21.	Diamond View Park
22.	American Canyon Community Legacy Park
23.	Detective Marylou Hernandez Armer
24.	Heavenly Corner Park

1



## Facility Naming Application

This Application is tied to the City of American Canyon Facility Naming Policy, Resolution 2023-168. The naming of a City Facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names for City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system.

**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/20/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

In selecting the name for a City Facility, the following criteria shall be used. Please choose all that apply. Note that the criteria are not listed in any order. Names outside of these criteria will not be considered, and no City Facility shall be given the same name as an existing school site or public facility unless they abut each another.

- Names should reflect diversity, equity, and inclusion and be representative of the American Canyon Community. Names should intentionally broaden the representation of people in our community.
- Names should prioritize local American significance, however, names that reflect California or national lens may be considered.
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- Geographic location.
- Parks features: natural or constructed (wildlife, lakes, memorials, etc.).
- An adjoining subdivision, street, school, or natural feature.
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- Any individual who provided outstanding accomplishments for the good of the community. Quantity of the contribution, length of services, and other factors should be considered.
- Any individual who provided an exceptional service in the interest of the park system. When naming a facility after a person or group, an in-depth description to the contributions to the city must be provided.
- Any individual (living or deceased) or organization that contributed significantly through sponsorship, donation, services, or monetary contribution, or through a lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that facility.

**Proposed Name \***

John Mickey Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

In honor of John Mickey, we chose to name the park after him because he was committed to helping turn American Canyon into a city, which is also one of the reasons why he was nicknamed the "Father of American Canyon."

**Please provide any additional information that may be relevant.**

Tamanveer Dhillion, Beatriz Foronda, and Adela Gonzalez created this name for the park.

How we created this park by doing research on American Canyon and learning about John Mickey. we believed that in his honor to contribute to American canyon, we should name the park after him.

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

08/20/2024



## Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

Amer Cyn

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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- Any individual who provided outstanding accomplishments for the good of the community. Quantity of the contribution, length of services, and other factors should be considered.
- Any individual who provided an exceptional service in the interest of the park system. When naming a facility after a person or group, an in-depth description to the contributions to the city must be provided.
- Any individual (living or deceased) or organization that contributed significantly through sponsorship, donation, services, or monetary contribution, or through a lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that facility.

**Proposed Name \***

John "Mickey" Mikolajcik Parkland

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

John "Mickey" Mikolajcik is the Father of American Canyon.

**Please provide any additional information that may be relevant.**

"He put American Canyon on the map. I don't think anybody else could have done it," said Moskowitz, who credited Mikolajcik's intelligence and foresight for his success.

**Printed Applicant name\***

[REDACTED]

**Signature**

[REDACTED]

**Date\***

07/19/2024



# Facility Naming Application

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**Applicant's Residential Status:\***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date\***

07/19/2024

**Applicant name\***

[Redacted]

**Address\***

[Redacted]

**City\***

American Canyon

**Zip:\***

94503

**Phone\***

[Redacted]

**Email\***

[Redacted]

**City Facility for Naming Consideration:\***

Community Park I

**Naming Criteria\***

In selecting the name for a City Facility, the following criteria shall be used. Please choose all that apply. Note that the criteria are not listed in any order. Names outside of these criteria will not be considered, and no City Facility shall be given the same name as an existing school site or public facility unless they abut each another.

- Names should reflect diversity, equity, and inclusion and be representative of the American Canyon Community. Names should intentionally broaden the representation of people in our community.
- Names should prioritize local American significance, however, names that reflect California or national lens may be considered.
- Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora an fauna, an use of an area.
- Geographic location.
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- Any individual who provided an exceptional service in the interest of the park system. When naming a facility after a person or group, an in-depth description to the contributions to the city must be provided.
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**Proposed Name\***

Mikolajcik Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

I am recommending this name to reflect the 70 years of support for all things American Canyon by the Mikolajcik family. The family meets five of the criteria listed above in naming a park after the family.

**Please provide any additional information that may be relevant.**

I would like to recommend that in renaming Community Park I or II, the Commission consider the name "Mikolajcik Park" in honor of the Mikolajcik family who have served American Canyon continuously for 70 years and continue to support our community.

John Mikolajcik, better known as "Mickey" and his wife Wilma "Dollie" Mikolajcik, founded Mid-City Nursery in 1954. Mickey was known as the "Father of American Canyon" because of his tireless service and commitment in helping make American Canyon into a city. Before he passed in 2008, John served on the Napa County Board of Supervisors for eight years and on the board of the Napa Unified School District for another 14 years.

Their son, John, continues their legacy of dedication and support of all things American Canyon with donations to groups and schools within American Canyon whenever asked, including all three elementary schools--Napa Junction, Canyon Oaks and Donaldson Way. John has also supported the American Canyon Community & Parks Foundation since its inception, providing materials free whenever asked for its annual "Evening at the Ruins," fundraiser. He has also contributed free vegetable plants and fruit trees to help establish what is now the Donaldson Way School Garden--a prototype for the Napa Unified School District to emulate in its efforts to establish similar gardens in schools throughout the district. Under John Sr., Dottie, John Jr. and his son, Jake, the family has hosted countless students on environmental education field trips to learn about the importance of our environment in American Canyon.

Over the past 70 years, the Mikolajcik family has donated thousands of dollars of trees, plants and other materials to various organizations and causes in American Canyon and has also donated thousands of hours of time consulting and advising American Canyon residents regarding plant and tree-related questions.

**Printed Applicant name \***

[REDACTED]

**Signature**

[REDACTED]

**Date \***

07/19/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/18/2024

**Applicant name \***

[REDACTED]

**Address \***

[REDACTED]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[REDACTED]

**Email \***

[REDACTED]

**City Facility for Naming Consideration: \***

city park 1

**Naming Criteria**

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**Proposed Name \***

John and Wilma Mikolajcik

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

I moved to American Canyon in 1967 at the tender age of 5, and even back then the Mikolajcik family was trying to make American Canyon a City. I always heard that's why they call it Mid City Nursery. When I got older I hated having to explain why I had a Vallejo address when I lived in Napa/American Canyon. I'm proud to point out to people the products that say made in American Canyon, I thank Micky and Dolly for the great city we have.

**Please provide any additional information that may be relevant.\***

The Mikolajcik Family is still operating their Nursery out of American Canyon.

**Printed Applicant name\***

██████████

**Signature**

**Date\***

07/18/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/16/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

Leon Garcia Community Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

Leon Garcia was the first mayor of the City and thus should have a representation of his hard work and dedication to the city. Leon was all about giving back to the community and should represent a place of joy to the community.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[REDACTED]

**Signature**

[REDACTED]

**Date\***

08/16/2024



## Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/14/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

CA 94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

Garcia Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



AC's first Mayor Leon Garcia

Please provide any additional information that may be relevant.

Printed Applicant name \*

[Redacted]

Signature

[Redacted Signature]

Date \*

08/14/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/23/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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  - Any individual who provided outstanding accomplishments for the good of the community. Quantity of the contribution, length of services, and other factors should be considered.
  - Any individual who provided an exceptional service in the interest of the park system. When naming a facility after a person or group, an in-depth description to the contributions to the city must be provided.
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**Proposed Name \***

Rio Del Mar Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

Name it for the streets nearby to avoid confusion with community park 2.

Please provide any additional information that may be relevant.

Printed Applicant name\*

██████

Signature

Date\*

07/23/2024



## Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/07/2024

**Applicant name \***

[REDACTED]

**Address \***

[REDACTED]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[REDACTED]

**Email \***

[REDACTED]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

Rio Del Mar Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*

Rio Del Mar an early development in town, a street intersecting Hwy 29, facilitating giving directions to folks. It ties the park to the part of town it is in.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[REDACTED]

**Signature**

[REDACTED]

**Date\***

08/07/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/02/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

AMERICAN CYN

**Zip: \***

94503-4244

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

Rio Grande Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



This name is simple, clear, familiar, and pinpoints the parks geographic location.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

██████████

**Signature**

**Date\***

08/02/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/26/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

Ben Anderson

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



Ben Anderson was the first mayor of American Canyon and was involved in many community organizations.

**Please provide any additional information that may be relevant.**

I think it would be great to recognize a worthy individual while they are still living!

**Printed Applicant name\***

[Redacted]

**Signature**

**Date\***

07/26/2024



## Facility Naming Application

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**Applicant's Residential Status:\***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date\***

07/22/2024

**Applicant name\***

[Redacted]

**Address\***

[Redacted]

**City\***

american canyon

**Zip:\***

9453

**Phone\***

[Redacted]

**Email\***

[Redacted]

**City Facility for Naming Consideration:\***

Community Park I

**Naming Criteria\***

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**Proposed Name\***

Biden Hall

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Name is reflective of the President of the United States.For all cultures

Please provide any additional information that may be relevant.

Printed Applicant name\*

[Redacted]

Signature

Date\*

07/22/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/21/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

Central Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



the park has been for years, and continues to be, the center of & for our community events and celebrations. As much as there is a center to our community, CP1 is it. Central Park - as a name - conveys meaning, geography, and importance to our AC community.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/21/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/20/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

In selecting the name for a City Facility, the following criteria shall be used. Please choose all that apply. Note that the criteria are not listed in any order. Names outside of these criteria will not be considered, and no City Facility shall be given the same name as an existing school site or public facility unless they abut each another.

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**Proposed Name \***

Patriot Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Patriots were colonists in the Thirteen Colonies who opposed the Kingdom of Great Britain's control and governance during the colonial era, and supported and helped launch the American Revolution that ultimately established American independence. Independence Day, also known as 4th of July, is celebrated at this park annually in American Canyon.

**Please provide any additional information that may be relevant.**

This name also ties into the local military history of near-by Mare Island and Travis AFB. Additionally, the proposed name for Community Park I (Patriot Park) and Community Park II (Independence Park), complement each other.

**Printed Applicant name\***

[REDACTED]

**Signature**

**Date\***

07/20/2024



# Facility Naming Application

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- American Canyon Business Owner
- Non-Resident

**Date \***

07/18/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park 1

**Naming Criteria**

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**Proposed Name \***

Patriot Field

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



Former home of the American Canyon Patriots youth football team.

**Please provide any additional information that may be relevant.\***

Name also pays homage to our veterans and reminiscent of when 4th of July was celebrated on this field.

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/18/2024



### Facility Naming Application

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- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon CA

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

Dinosaur Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



everybody calls it that anyways because of the dinosaurs that are in the play ground

**Please provide any additional information that may be relevant.**

would be nice to expand on the dinosaurs. the kids love it

**Printed Applicant name \***

██████████

**Signature**

**Date \***

07/19/2024

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## Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[REDACTED]

**Address \***

[REDACTED]

**City \***

VALLEJO

**Zip: \***

94590

**Phone \***

[REDACTED]

**Email \***

[REDACTED]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

Canyonlands Recreational Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

It is a park for all. There is a playground for young children. fields for ball games i.e. baseball, soccer etc. for all ages, family and community picnic area. It is a full use community family fun spot. And, It is located in American Canyon.

**Please provide any additional information that may be relevant.**

**Printed Applicant name \***

[REDACTED]

**Signature**

[REDACTED]

**Date \***

07/19/2024



### Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

Enchanted Oaks

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



American Canyon  
I see lots of Oak trees around AC

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/19/2024

18



## Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/25/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

[Redacted]

**Naming Criteria \***

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**Proposed Name \***

Donaldson Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Keeping consistency with other American Canyon Parks, parks are named in reference to streets they are located. Elliot, Northampton, Shenandoah park just to name a few.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

08/25/2024

19



### Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Park 1

**Naming Criteria**

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**Proposed Name \***

George Washington Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*

I think the name of our first president goes very well with our city name and it honors him as well. I think it'll give us Am Cam residents a sense of pride and honor.

**Please provide any additional information that may be relevant.\***

Thanks for letting me be part of this.

**Printed Applicant name** ■ ■

Jose Luis Ramirez

**Signature**

A rectangular area containing two thick black horizontal bars that completely obscure the signature underneath.

**Date\***

07/19/2024



Parks and Recreation  
4381 Broadway Street, Suite 105  
American Canyon, CA 94503  
P: (707)648-7275  
E: [parksinfo@cityofamericancanyon.org](mailto:parksinfo@cityofamericancanyon.org)

**FACILITY NAMING APPLICATION**

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**Applicant's Residential Status:**  American Canyon Resident  American Canyon Business Owner  
 Non-Resident

Applicant's Name: [Redacted] Date: 8/21/24  
Address: [Redacted] City: [Redacted] Zip: [Redacted]  
Phone: [Redacted]

City Facility for Naming Consideration: Community park 1

**NAMING CRITERIA**

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Proposed Name: HOME RUN PARK

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility.

Home Run Park perfectly captures the vibrant, energetic spirit of the community while paying homage to the baseball field that lies at its heart. The name instantly evokes images of teamwork, perseverance, and celebration - values that resonate with the families and young athletes who will frequent the park.

Please provide any additional information that may be relevant.

n/a

[Redacted Name]

Printed Applicant Name

[Redacted Signature]

Signature of Applicant

8/21/29

Date

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  Approved  Denied (Please note below why it is denied)

Notes Here



Parks and Recreation  
4381 Broadway Street, Suite 105  
American Canyon, CA 94503  
P: (707)648-7275  
E: [parksinfo@cityofamericancanyon.org](mailto:parksinfo@cityofamericancanyon.org)

### FACILITY NAMING APPLICATION

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**Applicant's Residential Status:**  American Canyon Resident     American Canyon Business Owner  
 Non-Resident

Applicant's Name: \_\_\_\_\_ Date: 8/21/24  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
City Facility for Naming Consideration: Community park 2

### NAMING CRITERIA

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Proposed Name: Diamond view park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility.

Diamond view park combines the beauty of the natural landscape with the energy of the baseball diamond, creating an inviting space for both sports enthusiasts and those seeking a peaceful retreat. The name appeals to a wide audience, offering scenic views and athletic excellence, making it a versatile and memorable cornerstone of community life.

Please provide any additional information that may be relevant.

n/a

[Redacted] Printed Applicant Name

[Redacted Signature] Signature of Applicant

8/21/24 Date

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  Approved  Denied (Please note below why it is denied)

Notes Here



### Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/22/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

HAYWARD

**Zip: \***

94544

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park I

**Naming Criteria \***

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**Proposed Name \***

AMERICAN CANYON COOMMUNITY LEGACY PARK

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



BECAUSE IT IS THE LEGACY OF THE COMMUNITY OF THE REPRESENTATIVES WHO LISTEN TO OUR COMMUNITY AND INCLUDES AND WELCOMES OUR DIVERSITY AND THE REPRESENTATIVES OF DISTRICT 2 WHO HAVE WORKED HARD FOR THIS TO BE CARRIED OUT, IT WOULD ALSO BE GOOD TO PUT THEIR NAME AFTER HE REPRESENTS DISTRI 2 IN HONOR OF HIS SERVICE THAT WOULD BE ANOTHER OPTION IF IT COULD

**Please provide any additional information that may be relevant.**

INCLUSON AND WORK EN TEAM AND ES IMPORTANT LEGACY

**Printed Applicant name\***

[REDACTED]

**Signature**

[REDACTED]

**Date\***

07/22/2024



### Facility Naming Application

This Application is tied to the City of American Canyon Facility Naming Policy, Resolution 2023-168. The naming of a City Facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names for City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system.

**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/18/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

City Parks Community Park 1 or Main St Park

**Naming Criteria**

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**Proposed Name \***

Detective Marylou Hernandez Armer

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

Officer Marylou Armer as far as I know was the 1st American Canyon Resident and the 1st Officer in CA to die of COVID 19 3/30/2020 . This was long before mask mandates, when Nurses,Dr's, all First Responders were giving their lives to help citizens fight this Pandemic. This is part of our history and we MUST commemorate the millions of lives lost to COVID! We should think about the neighbors and friends we lost in the last 4 years and dedicate parks or a commemorative garden for family and friends to come and reflect.

**Please provide any additional information that may be relevant.\***

Please think about our town's history. I'm sure there are Am Can citizens who nightly look at an empty chair or cry for families. Why can't we honor and NEVER FORGET ALL WE HAVE LOST!

**Printed Applicant name\***

[REDACTED]

**Signature**

[REDACTED]

**Date\***

07/18/2024



# Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/18/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Park

**Naming Criteria**

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**Proposed Name \***

Heavenly Corner Park!

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

A park we're everybody will feel safe anytime of the year !  
Family oriented theme park!

**Please provide any additional information that may be relevant.\***

Hopefully the ame will prevail

**Printed Applicant name\***

[REDACTED]

**Signature**

[REDACTED]

**Date\***

07/18/2024



**DATE:** September 12, 2024

**TO:** City of American Canyon Parks and Community Services Commission  
 Technical Advisory Committee for the Facility Naming Policy

**FROM:** Alexandra Ikeda, Parks and Recreation Director

**RE:** City of American Canyon – Facility Naming Application  
 Community Park II

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The City of American Canyon opened the Facility Naming Application on July 18, 2024, and closed it on August 30, 2024. We received 24 applications that met the naming criteria. Below is a brief overview of the submissions recommended for consideration; for more details, please review the attached packet. Recommendations are not listed in any particular order.

1.	Donaldson Park
2.	Donaldson Park
3.	Donaldson Way Park
4.	Community Spirit Park
5.	Scholars Grove
6.	Friendship Circle Park
7.	Leon Garcia Community Park
8.	Leon & Eva Garcia Community Park
9.	Leon Garcia Park
10.	Leon Park
11.	Independence Park
12.	Independence Park
13.	Patriot Park
14.	Mikolajcik Park
15.	Peace Park
16.	Stacey Johnson Park
17.	Fran Lemos Park
18.	Lemos Community Park
19.	Rio Del Mar Park
20.	Liberty Park, Independence Park, Freedom Park
21.	Heartland Community Park
22.	Salt Pond Park
23.	The Dino Park
24.	Victoria Faire Community Park



## Facility Naming Application

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- Non-Resident

**Date \***

08/25/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Donaldson Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*

Keeping consistency with other American Canyon Parks, parks are named in reference to streets they are located. Elliot, Northampton, Shenandoah park just to name a few.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[REDACTED]

**Signature**

[REDACTED SIGNATURE]

**Date\***

08/25/2024



### Facility Naming Application

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- American Canyon Business Owner
- Non-Resident

**Date \***

08/02/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

AMERICAN CYN

**Zip: \***

94503-4244

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Donaldson Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



The name is clear, simple, familiar, and pinpoints the geographic location of the park.

**Please provide any additional information that may be relevant.**

**Printed Applicant name \***

██████████

**Signature**

**Date \***

08/02/2024



## Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/23/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Donaldson Way Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



Name it for the nearby street to avoid confusion with Community Park 1.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

██████████

**Signature**

**Date\***

07/23/2024



Parks and Recreation  
4381 Broadway Street, Suite 105  
American Canyon, CA 94503  
P: (707)648-7275  
E: [parksinfo@cityofamericancanyon.org](mailto:parksinfo@cityofamericancanyon.org)

### FACILITY NAMING APPLICATION

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**Applicant's Residential Status:**  American Canyon Resident     American Canyon Business Owner  
 Non-Resident

Applicant's Name: \_\_\_\_\_ Date: 7/19/24  
Address: \_\_\_\_\_ City: American Canyon Zip: 94503  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
City Facility for Naming Consideration: Community Park 2

### NAMING CRITERIA

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Proposed Name: Community ~~SP~~ SPIRIT PARK

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility.

Community Spirit Park captures togetherness and community pride, emphasizing unity and shared values. It's a vibrant space for festivals, events, and daily recreation, fostering connections and embodying the park's role in uniting residents.

Please provide any additional information that may be relevant.

n/a

[Redacted Name] Printed Applicant Name      [Redacted Signature] Signature of Applicant      7/19/24 Date

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  Approved  Denied (Please note below why it is denied)

Notes Here



Parks and Recreation  
4381 Broadway Street, Suite 105  
American Canyon, CA 94503  
P: (707)648-7275  
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**Applicant's Residential Status:**  American Canyon Resident  American Canyon Business Owner  
 Non-Resident

Applicant's Name: [Redacted] Date: 8/19/24  
Address: [Redacted] City: American Canyon Zip: 94503  
Phone: [Redacted] Email: [Redacted]  
City Facility for Naming Consideration: Community park 2

### NAMING CRITERIA

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Proposed Name: Scholar's GROVE

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility.

Scholar's Grove pays tribute to the academic focus of the surrounding schools, while also invoking a sense of tranquility and natural beauty. The name creates a serene environment that inspires learning, reflection, and growth, making it an ideal space for both students and the community to gather, enjoy, and connect with nature. By blending education with the calming presence of greenery, Scholar's Grove becomes a sanctuary where knowledge and nature harmoniously coexist, fostering both intellectual and personal development.

Please provide any additional information that may be relevant.

N/A

Printed Applicant Name \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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 Non-Resident

Applicant's Name: \_\_\_\_\_ Date: 7/19/23  
 Address: \_\_\_\_\_ City: American Canyon Zip: 94503  
 Phone: \_\_\_\_\_  
 City Facility for Naming Consideration: Community park 2.

## NAMING CRITERIA

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Proposed Name: Friendship Circle Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility.

I PROPOSE "FRIENDSHIP CIRCLE PARK" TO REFLECT ITS ROLE AS A CENTRAL, INCLUSIVE GATHERING SPACE FOSTERING COMMUNITY BONDS. IT IS NEAR 2 KEY SCHOOLS AND OUR CITY'S BOYS + GIRLS CLUB, AND USED FOR KEY EVENTS LIKE OUR 4TH OF JULY FESTIVAL, THIS NAME UNDERSCORES UNITY ~~AND~~ AND CELEBRATES COMMUNITY CONNECTIONS.

Please provide any additional information that may be relevant.

n/a

[Redacted Name] Printed Applicant Name      [Redacted Signature] Signature of Applicant      7/19/24 Date

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  Approved  Denied (Please note below why it is denied)

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date\***

07/19/2024

**Applicant name\***

[Redacted]

**Address\***

[Redacted]

**City\***

Vallejo

**Zip:\***

94589

**Phone\***

[Redacted]

**Email\***

[Redacted]

**City Facility for Naming Consideration:\***

Community Park 1 or 2

**Naming Criteria**

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**Proposed Name\***

Leon Garcia Community Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility.\***



Decades of leadership in the community.

**Please provide any additional information that may be relevant.\***

N/a

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/19/2024

8



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**Date \***

07/18/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park 2

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- Any individual (living or deceased) or organization that contributed significantly through sponsorship, donation, services, or monetary contribution, or through a lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that facility.

**Proposed Name \***

Leon & Eva Garcia Community Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



Leon Garcia has served our city faithfully for 18+ years. As his final term ends, it seems fitting to memorialize his efforts of creating American Canyon's sense of community at Community Park II. I am thankful that for the majority of my life I have felt his presence and positive impact in our community, it would be nice to remember him every time I pass by.

**Please provide any additional information that may be relevant. \***

Eva Garcia has served as a faithful first lady and it was hard to ever find them apart at community events!

**Printed Applicant name \***

[Redacted]

**Signature**

[Redacted Signature]

**Date \***

07/18/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/20/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

In selecting the name for a City Facility, the following criteria shall be used. Please choose all that apply. Note that the criteria are not listed in any order. Names outside of these criteria will not be considered, and no City Facility shall be given the same name as an existing school site or public facility unless they abut each another.

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**Proposed Name \***

Leon Garcia Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



In honor of the current mayor's retirement, we propose that the park be named this. Mayor Garcia was an influential figure to this town, and his legacy can be honored by naming the park after him.

**Please provide any additional information that may be relevant.**

**Printed Applicant name \***

[Redacted]

**Signature**

[Redacted Signature]

**Date \***

08/20/2024

10.



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

12/15/2009

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Leon park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



I selected Leon Park because our mayor, Leon Garcia is a well respected and loving person who always looks out for our community His good deeds should be known as a name of a park.

**Please provide any additional information that may be relevant.**

nah

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

08/21/2024



# Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/22/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Independence Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



This park is where our community has come together for years to celebrate our country's independence on every July 4th holiday. The park name would align with our city name which celebrates ALL of us as Americans.

**Please provide any additional information that may be relevant.**

The park name, Independence Park, would be nice to see in print when various groups and organizations are marketing their function or activities to the public.

**Printed Applicant name\***

[REDACTED]

**Signature**

**Date\***

07/22/2024



### Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date\***

07/20/2024

**Applicant name\***

[Redacted]

**Address\***

[Redacted]

**City\***

American Canyon

**Zip:\***

94503

**Phone\***

[Redacted]

**Email\***

[Redacted]

**City Facility for Naming Consideration:\***

Community Park II

**Naming Criteria\***

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**Proposed Name\***

Independence Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Historically, this park is where fireworks have been launched on July 4th, also known as Independence Day. This event has been a long-time pillar of our community and one of the most attended events.

**Please provide any additional information that may be relevant.**

This ties into the local military history of near-by Mare Island and Travis AFB. Additionally, the proposed name for Community Park I (Patriot Park) and Community Park II (Independence Park), complement each other.

**Printed Applicant name\***

[REDACTED]

**Signature**

**Date\***

07/20/2024

13



## Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/18/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park 2

**Naming Criteria**

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**Proposed Name \***

Patriot Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



We are American Canyon and we celebrate the founding of our great nation at this park. We come together with different cultures and ethnicities and are united as American Patriots!

**Please provide any additional information that may be relevant.\***

Thank you for doing this!!  
It's long overdue.

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/18/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/14/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Michelogic park

→ mikolajcik park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



He spearheaded American Canyon to become a city. Amazing man needs to be reflected in our city. A shame he hadn't yet.

**Please provide any additional information that may be relevant.**

Anyone from past would concur his tenacious approach to getting napa and residents to fight for a right to be a city was on his back. And look where we are now as he fought napa so hard to become now the 2nd largest city in Napa County.

**Printed Applicant name \***

[Redacted]

**Signature**

[Redacted Signature]

**Date \***

08/14/2024

15



## Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/20/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503-4229

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Peace Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



Peace is an idea that transcends all boundaries including spiritual beliefs. Peace is a simple idea that children can appreciate. The theme of peace could be used to inform future developments at the park. For example, landscaping could include a labyrinth (symbol of inner peace), olive trees (symbol of peace), or a statue symbolizing peace.

**Please provide any additional information that may be relevant.**

**Printed Applicant name \***

[Redacted]

**Signature**

**Date \***

07/20/2024

14



## Facility Naming Application

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**Applicant's Residential Status:\***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date\***

07/22/2024

**Applicant name\***

[REDACTED]

**Address\***

[REDACTED]

**City\***

AMERICAN CANYON

**Zip:\***

94503

**Phone\***

[REDACTED]

**Email\***

[REDACTED]

**City Facility for Naming Consideration:\***

Community Park II

**Naming Criteria\***

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**Proposed Name\***

Stacey Johnson Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Stacey had an amazing impact on our community. She tirelessly worked to organize community events that helped make American Canyon such an amazing place to live. This includes the annual 4th of July parade and community events associated with that parade.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[Redacted]

**Signature**

**Date\***

07/22/2024



# Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/14/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

CA 94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Fran Lemos Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Eldest resident and living community activist to this date

Please provide any additional information that may be relevant.

**Printed Applicant name \***

[Redacted]

**Signature**

[Redacted Signature]

**Date \***

08/14/2024



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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Lemos Community Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Fran Lemos is the heart of our community and enjoys gathering with friends in the outdoors. She should be honored for all that she has done for American Canyon.

**Please provide any additional information that may be relevant.**

**Printed Applicant name \***

██████████

**Signature**

**Date \***

07/19/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

In selecting the name for a City Facility, the following criteria shall be used. Please choose all that apply. Note that the criteria are not listed in any order. Names outside of these criteria will not be considered, and no City Facility shall be given the same name as an existing school site or public facility unless they abut each another.

- Names should reflect diversity, equity, and inclusion and be representative of the American Canyon Community. Names should intentionally broaden the representation of people in our community.
- Names should prioritize local American significance, however, names that reflect California or national lens may be considered.
- Names should be appropriate to the facility by reflecting the expression of the place (its topography, geology, etc.), history, flora an fauna, an use of an area.
- Geographic location.
- Parks features: natural or constructed (wildlife, lakes, memorials, etc.).
- An adjoining subdivision, street, school, or natural feature.
- A commonly recognized historical event, group, organization, or individual (living or deceased).
  - Any individual who provided outstanding accomplishments for the good of the community. Quantity of the contribution, length of services, and other factors should be considered.
  - Any individual who provided an exceptional service in the interest of the park system. When naming a facility after a person or group, an in-depth description to the contributions to the city must be provided.
  - Any individual (living or deceased) or organization that contributed significantly through sponsorship, donation, services, or monetary contribution, or through a lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that facility.

**Proposed Name \***

Rio Del Mar Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



This park is right next to Rio Del Mar Drive I think it will be good to name it base on its location.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[Redacted]

**Signature**

**Date\***

07/19/2024



### Facility Naming Application

This Application is tied to the City of American Canyon Facility Naming Policy, Resolution 2023-168. The naming of a City Facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names for City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system.

**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon CA

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

In selecting the name for a City Facility, the following criteria shall be used. Please choose all that apply. Note that the criteria are not listed in any order. Names outside of these criteria will not be considered, and no City Facility shall be given the same name as an existing school site or public facility unless they abut each another.

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**Proposed Name \***

Liberty Park, Independence park, Freedom Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***

the 4th of july celebration is always there

Please provide any additional information that may be relevant.

Printed Applicant name\*

[REDACTED]

Signature

[REDACTED]

Date\*

07/19/2024

21



## Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[REDACTED]

**Address \***

[REDACTED]

**City \***

VALLEJO

**Zip: \***

94590

**Phone \***

[REDACTED]

**Email \***

[REDACTED]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Heartland Community Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



This park reflects the heart of all American Canyon residents. Community events take place here, there is a new Boys & Girls center, plus a community swimming pool for all ages to enjoy. It is also a center for the education of our children, from preschool to junior high.

**Please provide any additional information that may be relevant.**

**Printed Applicant name \***

██████████

**Signature**

**Date \***

07/19/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

AMERICAN CANYON

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

In selecting the name for a City Facility, the following criteria shall be used. Please choose all that apply. Note that the criteria are not listed in any order. Names outside of these criteria will not be considered, and no City Facility shall be given the same name as an existing school site or public facility unless they abut each another.

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**Proposed Name \***

Salt Pond Park

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



Salt Ponds were a local industry that operated for decades along the Napa River up to San Pablo Bay. The ending of these Salt ponds lead to the restoration of the wetlands to which we enjoy today.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/19/2024



## Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

The Dino Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



It's what the kids call it already.

**Please provide any additional information that may be relevant.**

**Printed Applicant name \***

██████████

**Signature**

**Date \***

07/19/2024

24



## Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[REDACTED]

**Address \***

[REDACTED]

**City \***

AC

**Zip: \***

94503

**Phone \***

[REDACTED]

**Email \***

[REDACTED]

**City Facility for Naming Consideration: \***

Community Park II

**Naming Criteria \***

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**Proposed Name \***

Victoria Faire Community Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



the park is in the Victoria Faire neighborhood so why not have the park named for the housing development it's in.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

██████████

**Signature**

**Date\***

07/19/2024



**DATE:** September 12, 2024

**TO:** City of American Canyon Parks and Community Services Commission  
 Technical Advisory Committee for the Facility Naming Policy

**FROM:** Alexandra Ikeda, Parks and Recreation Director

**RE:** City of American Canyon – Facility Naming Application  
 The former “Napa Junction Elementary School”

---

The City of American Canyon opened the Facility Naming Application on July 18, 2024, and closed it on August 30, 2024. We received 13 applications that met the naming criteria. Below is a brief overview of the submissions recommended for consideration; for more details, please review the attached packet. Recommendations are not listed in any particular order.

1.	Nikola Tesla Community Center
2.	Oathill Community Center
3.	Oat Hill Community Center
4.	United Nations Park
5.	Junction Point Center
6.	Heritage Hall
7.	Mickey and Dolly’s Activity Center
8.	Eagle Center
9.	Leon Garcia Center
10.	Leon Garcia
11.	Leon Garcia Recreation Complex
12.	Rancho Del Mar
13.	Bob Gish Mamorial Park



# Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/18/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Napa Junction Community Center

**Naming Criteria**

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**Proposed Name \***

Nikola Tesla Community Center

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



I'm making this suggestion to commemorate one of the if not the greatest American inventors of the 20th century. He is credited with inventing alternating current electricity supply which is widely adopted today. He was also a philanthropist and advocated for free energy for everyone.

**Please provide any additional information that may be relevant.\***

N/A

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/18/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

Vallejo

**Zip: \***

94589

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Elementary School

**Naming Criteria**

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**Proposed Name \***

Oathill Community Center

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



It's at the base of Oathill.

**Please provide any additional information that may be relevant.\***

N/A

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/19/2024



# Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

08/07/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Napa Junction

**Naming Criteria \***

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**Proposed Name \***

Oat Hill Community Center

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Oat Hill can be seen from practically anywhere in American Canyon making it relatively easy to direct people to the community center.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

08/07/2024



## Facility Naming Application

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### Applicant's Residential Status: \*

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

### Date \*

07/30/2024

### Applicant name \*

[REDACTED]

### Address \*

[REDACTED]

### City \*

American Canyon

### Zip: \*

94503

### Phone \*

[REDACTED]

### Email \*

[REDACTED]

### City Facility for Naming Consideration: \*

Napa Junction

### Naming Criteria \*

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### Proposed Name \*

United Nations Park

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



American Canyon has a population that reflects the entire planet. We stand united for all people.

Please provide any additional information that may be relevant.

Printed Applicant name\*

[Redacted]

Signature

[Redacted Signature]

Date\*

07/30/2024



Parks and Recreation  
4381 Broadway Street, Suite 105  
American Canyon, CA 94503  
P: (707)648-7275  
E: [parksinfo@cityofamericancanyon.org](mailto:parksinfo@cityofamericancanyon.org)

### FACILITY NAMING APPLICATION

This Application is tied to the City of American Canyon Facility Naming Policy, Resolution 2023-168.

The naming of a City Facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names for City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system.

**Applicant's Residential Status:**  American Canyon Resident  American Canyon Business Owner  
 Non-Resident

Applicant's Name: [Redacted] Date: 8/20/24  
Address: [Redacted] City: American Canyon Zip: 94503  
Phone: [Redacted] Email: [Redacted]  
City Facility for Naming Consideration: Napa Junction Community Center

### NAMING CRITERIA

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- An adjoining subdivision, street, school, or natural feature.
- A commonly recognized historical event, group, organization, or individual (living or deceased).
- Any individual who provided outstanding accomplishments for the good of the community. Quantity of the contribution, length of services, and other factors should be considered.
- Any individual who provided an exceptional service in the interest of the park system. When naming a City Facility after a person or group, an in-depth description of the contributions to the City must be provided.
- Any individual (living or deceased) or organization that contributed significantly through sponsorship, donation, services, or monetary contribution, or through a lasting significance to the acquisition of the piece of land, planning, development, construction, or renovation of that facility.



Proposed Name: Junction Point center

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility.

Junction Point center emphasizes the central role it plays in bringing the community together, reflecting the idea of connection and convergence. The name not only aligns with its location on NAPA Junction Road but also symbolizes a gathering place where paths and people meet, making it an ideal hub for various community events and activities.

Please provide any additional information that may be relevant.

n/a

[Redacted Name]      [Redacted Signature]      8/20/24  
Printed Applicant Name      Signature of Applicant      Date

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  Approved  Denied (Please note below why it is denied)

Notes Here



Parks and Recreation  
 4381 Broadway Street, Suite 105  
 American Canyon, CA 94503  
 P: (707)648-7275  
 E: [parksinfo@cityofamericancanyon.org](mailto:parksinfo@cityofamericancanyon.org)

## FACILITY NAMING APPLICATION

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The naming of a City Facility is a significant decision that can have social, historical, and cultural implications. The City of American Canyon strives to identify names for City facilities that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City's parks and recreation system.

**Applicant's Residential Status:**  American Canyon Resident     American Canyon Business Owner  
 Non-Resident

Applicant's Name: [REDACTED] Date: 8/20/24  
 Address: [REDACTED] City: American Zip: 94503  
 Phone: [REDACTED] Email: [REDACTED]  
 City Facility for Naming Consideration: NAPA Junction Community Center

## NAMING CRITERIA

In selecting the name for a City Facility, the following criteria shall be used. Please choose all that apply.

Note that the criteria are not listed in any order. Names outside of these criteria will not be considered, and no City Facility shall be given the same name as an existing school site or public facility unless they abut each another.

- Names should reflect diversity, equity, and inclusion and be representative of the American Canyon Community. Names should intentionally broaden the representation of people in our community.
- Names should prioritize local American significance, however, names that reflect California or national lens may be considered.
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- Geographic location.
- Parks features: natural or constructed (wildlife, lakes, memorials, etc.). [REDACTED]
- An adjoining subdivision, street, school, or natural feature.
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- Any individual who provided an exceptional service in the interest of the park system. When naming a City Facility after a person or group, an in-depth description of the contributions to the City must be provided.
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Proposed Name: Heritage Hall

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility.

Heritage Hall honors the rich history of the city and its ongoing commitment to community growth. The name exudes a ~~sense~~ sense of dignity and warmth, making it a welcoming space that reflects the values and traditions that have shaped the community. Its a fitting tribute to the past, while serving as a vibrant center for future generations.

Please provide any additional information that may be relevant.

N/A

[Redacted]

Printed Applicant Name

[Redacted Signature]

Signature of Applicant

8/20/24

Date

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  Approved  Denied (Please note below why it is denied)

Notes Here



## Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[REDACTED]

**Address \***

[REDACTED]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[REDACTED]

**Email \***

[REDACTED]

**City Facility for Naming Consideration: \***

Former Napa Junction

**Naming Criteria \***

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**Proposed Name \***

Mickey and Dolly's Activity Center

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



The Mickolgics (spelling?) helped create our city. Their names sound like the fun of an activity center.

**Please provide any additional information that may be relevant.\***

Let's dance at Mickey and Dolly's

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/19/2024



# Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/20/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Napa Junction

**Naming Criteria \***

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**Proposed Name \***

Eagle Center

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



The Eagle is significant to this area for two reasons. First, the eagle is the mascot of the school that once stood at this site. Second, both Golden Eagles and Bald Eagles have been spotted close by.

**Please provide any additional information that may be relevant.**

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/20/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/22/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

AMERICAN CANYON

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Napa Junction

**Naming Criteria \***

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**Proposed Name \***

Leon Garcia Center

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



In honor of his 18 years as mayor and total of 22 years as an elected official in American Canyon I feel Napa Junction (or one of the two community parks) should be named after our long time mayor.

**Please provide any additional information that may be relevant.**

It would be nice to Honor Mayor Garcia, while he is still a live and to show him the city's appreciation of him for being a great Ambassador for our city for all the years of his service to our community.

**Printed Applicant name \***

[Redacted]

**Signature**

[Redacted Signature]

**Date \***

07/22/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/25/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

American Canyon

**Zip: \***

94503

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Napa Junction

**Naming Criteria \***

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**Proposed Name \***

Leon Garcia

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*

I recommend naming Napa Junction after Leon Garcia to honor his 18 years of dedicated service to our community. As a model of servant leadership with a caring heart, his contributions have significantly shaped American Canyon into the thriving city it is today.

**Please provide any additional information that may be relevant.**

Leon Garcia is a remarkable man whose contributions to the community and the City of American Canyon are numerous and impactful. For 18 years, he has exemplified servant leadership, always with a big heart and a smile on his face. His efforts have played a crucial role in shaping the city's development, fostering a sense of community, and improving the lives of its residents. His dedication and positive spirit make him a deserving namesake for Napa Junction.

**Printed Applicant name \***

[REDACTED]

**Signature**

[REDACTED]

**Date \***

07/25/2024



## Facility Naming Application

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### Applicant's Residential Status: \*

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

### Date \*

07/29/2024

### Applicant name\*

[REDACTED]

### Address\*

[REDACTED]

### City \*

American Canyon

### Zip: \*

94503

### Phone\*

[REDACTED]

### Email\*

[REDACTED]

### City Facility for Naming Consideration: \*

Napa Junction

### Naming Criteria \*

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### Proposed Name \*

Leon Garcia Recreation Complex

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Leon Garcia is the City's longest-serving mayor, not to mention the first elected mayor in City history. His contributions to local government have allowed the City to move into the 21st century while also ensuring that the City is a great and happy place to live.

**Please provide any additional information that may be relevant.**

**Printed Applicant name \***

██████████

**Signature**

**Date \***

07/29/2024



### Facility Naming Application

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**Applicant's Residential Status: \***

- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/18/2024

**Applicant name \***

[Redacted]

**Address \***

[Redacted]

**City \***

Napa

**Zip: \***

94558

**Phone \***

[Redacted]

**Email \***

[Redacted]

**City Facility for Naming Consideration: \***

Napa

**Naming Criteria**

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**Proposed Name \***

Rancho Del Mar

**In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \***



I grew up in American Canyon and prior to it being a City, it was referred to as Rancho, Rio Del Mar was the first main road. Rancho Del Mar would be a great fit for community park 1- the first park in AC

**Please provide any additional information that may be relevant.\***

My grandparents were long term residents and I live there over 20 years, even though I don't currently live there I consider it my home so please don't disregard my suggestion because I don't currently live there. Thank you

**Printed Applicant name\***

[Redacted]

**Signature**

[Redacted Signature]

**Date\***

07/18/2024



## Facility Naming Application

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- American Canyon Resident
- American Canyon Business Owner
- Non-Resident

**Date \***

07/19/2024

**Applicant name \***

[REDACTED]

**Address \***

[REDACTED]

**City \***

VALLEJO

**Zip: \***

94589

**Phone \***

[REDACTED]

**Email \***

[REDACTED]

**City Facility for Naming Consideration: \***

Napa park

**Naming Criteria \***

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**Proposed Name \***

BOB GISH MAMORIAL PARK.

In 45 words or less, please provide a brief description explaining why you are making this name recommendation. Include relevant details such as name significance, its connection to the community, and how it meets the established criteria for naming a City Facility. \*



Bob gish ,was a great man , did a lot for AMERICAN CANYON.

**Please provide any additional information that may be relevant.\***

Did a lot for A.C

**Printed Applicant name\***

[REDACTED]

**Signature**

[REDACTED]

**Date\***

07/19/2024



---

## **TITLE**

Parks and Recreation Refund Policy

## **RECOMMENDATION**

Review and comment on the proposed updates to the Parks and Recreation Refund Policy.

## **CONTACT**

Alexandra Ikeda, Parks and Recreation Director

## **BACKGROUND & ANALYSIS**

The Parks and Recreation Department is recommending revisions to the Resolution 2009-113 Refund Policy (Attachment 1). The proposed changes aim to streamline the refund process and align the policy with our current practice for programs, services, classes, and facility rentals. Additionally, we will be recommending to the Council to rescind Resolution 2008-153 (Attachment 2), as the City Council has already adopted a comprehensive fee policy for Parks and Recreation services, including facility rentals. The department has an administrative process, the Facility Rules and Regulations (Attachment 3), that is customer-service oriented. Furthermore, regarding fee waivers for groups, individual agreements are in place, and the fee policy already provides discounts for nonprofit organizations. Therefore, city staff recommends that future fee waiver requests be reviewed and approved by Council on a case-by-case basis.

## **COUNCIL PRIORITY PROGRAMS AND PROJECTS**

Organizational Effectiveness: "Deliver exemplary government services."

## **ENVIRONMENTAL REVIEW**

15378(b) - The action is not a "Project" subject to the California Environmental Quality Act ("CEQA") because it does not qualify as a "Project" under Public Resources Code Sections 21065 and 21080 and in Section 15378(b) of Title 14 of the California Code of Regulations.

## **ATTACHMENTS:**

- [1. Resolution 2009-113](#)
- [2. Resolution 2008-153](#)

3. Facility Rental Rules and Regulations

4. DRAFT Refund Policy

**RESOLUTION NO. 2009-113**

**ESTABLISHING A REFUND POLICY FOR PARKS AND RECREATION  
DEPARTMENT PROGRAMS AND CLASSES AS RECOMMENDED BY THE  
PARKS AND COMMUNITY SERVICES COMMISSION**

**WHEREAS**, there is a need for an adopted refund policy for Parks and Recreation Department programs and classes; and

**WHEREAS**, there is a desire for the refund policy to balance good customer service with the City's need to recover a portion of the cost of processing a refund; and

**WHEREAS**, the Parks and Community Services Commission considered various refund policy alternatives.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of American Canyon hereby establishes the following refund policy for Parks and Recreation Department programs and classes as recommended by the Parks and Community Services Commission:

Refunds, minus a \$10 processing fee for each refunded class or program, will be given if the refund request is made at least seven (7) days prior to the start of the class or program. Refunds may be requested by fax, walk-in, e-mail, or by mail and must be made in writing. Non-attendance in a program is not grounds for a refund. The Department Director, or his designee, will have the authority to process a refund requested less than seven (7) days prior to the start of the class or program if the program participant suffers from an injury or illness that prevents participation and a note from a physician is provided. If a class or program is cancelled a full refund will be granted. For City sponsored youth sports leagues, the start of the program shall be defined as the date teams are formed and established. The Department will have the authority to designate and advertise specific activities or programs as "non-refundable".

**PASSED, APPROVED and ADOPTED** at a regular meeting of the City Council of the City of American Canyon on the 20<sup>th</sup> day of October, 2009 by the following vote:

**AYES:** Councilmembers Bennett, Coffey, West, Vice Mayor Callison and Mayor Garcia  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

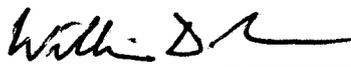


Leon Garcia, Mayor

**ATTEST:**

  
Sherry M. Kelly, Interim City Clerk

**APPROVED AS TO FORM:**

  
William D. Ross, City Attorney

RESOLUTION NO. 2008-153

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMERICAN CANYON  
MODIFYING THE PARK AND RECREATION RENTAL POLICIES AND PROCEDURES  
AND ESTABLISHING A FACILITY FEE WAIVER POLICY**

**WHEREAS**, the City of American has a number of buildings and park facilities available for public use; and

**WHEREAS**, individuals, groups, agencies and organizations reserve and rent the building and facilities for a variety of purposes; and

**WHEREAS**, it is common for non-profits, governmental agencies, and services organizations to request that facility rental fees be waived so that an event or program can be held at a City building or facility; and

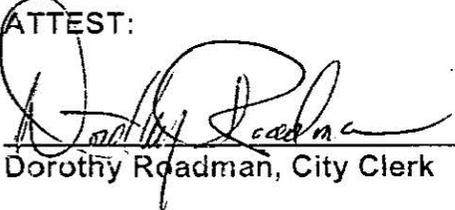
**WHEREAS**, there is a need to establish a policy for evaluating the waiver requests and to have park and recreation facility rental policies and procedures; and

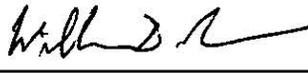
**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of American Canyon hereby modifies the Park and Recreation Facility Rental Policies and Procedures and establishes the Facility Fee Waiver Policy as described in Exhibit "A" as recommended by the Parks and Community Services Commission.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council of the City of American Canyon on the 21<sup>st</sup> day of October, 2008 by the following vote:

**AYES:** Garcia, Coffey, Bennett, Callison, West  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

  
\_\_\_\_\_  
Leon Garcia, Mayor

**ATTEST:**  
  
\_\_\_\_\_  
Dorothy Roadman, City Clerk

**APPROVED AS TO FORM:**  
  
\_\_\_\_\_  
William D. Ross, City Attorney

## Exhibit "A"

### City of American Canyon

### Park and Recreation Facility Rental Policies and Procedures And Fee Waiver Policy

Amended October 21, 2008

#### I. Procedures

1. Telephone reservations will not be accepted.
2. Application forms must be signed by a responsible adult, eighteen years or older.
3. Residents may reserve facilities no more than one year in advance. Non-residents may reserve facilities no more than four months in advance.
4. Ongoing rentals can only be booked for three months at a time. Staff will review each ongoing rentals every three months. Staff will determine the number of requests that have been made for the facility at the time of the ongoing rental and also consider the need for the facility for new or proposed City programs. If the ongoing rental is preventing residents from utilizing a City facility on a frequent basis or preventing a City activity or program from being held, the ongoing rental can be ended at the end of the next three month cycle.
5. Rental applications must be completed and turned in with the rental fee no less than one week prior to the rental date. Those wishing to rent the Aquatics Center are asked to start the rental policy well in advance of rental date (at least two weeks) so there will be enough time to determine if a sufficient number of lifeguards are available.
6. A completed application form and the rental fee must be turned in at the Community Services Office, 100 Benton Way, before a rental will be placed on the calendar. Any required cleaning/damage deposits must be paid no later than one week prior to the event.
7. When required, a Certificate of Insurance must be turned in one week before the event/activity date.
8. Approved applications cannot be transferred, assigned or subletted.
9. The City reserves the right to cancel, reschedule or otherwise adjust reservations when necessary or in the event of an emergency.

#### II. Deposit: Clean Up and Damages

1. A refundable deposit is required for rental of most facilities. The deposit must be paid no later than one week prior to the event. Any cleaning or damage repair expenses in excess of the deposit amount will be the responsibility of the individual signing the application form.
2. Storage is not available either before or after the rental event.

3. The facility renter is responsible for the removal of all decorations, disposing of trash, and the complete clean up of the facility. Clean up is to be done WITHIN THE RENTAL HOURS.
4. Rice and birdseed, etc., may NOT be thrown inside or outside the buildings. An additional fee of \$50 will be charged if this rule is violated.
5. The City will determine the cost of cleaning the facility or repairing damages. Renters that leave the facility clean and undamaged, vacate the facility at the proper time, and return the facility keys (if any given) will be eligible to get the refundable deposit back. Deposit refunds will be processed and mailed to the renter within 15 working days after the rental.

### III. Certificate of Insurance

1. A completed Certificate of Insurance listing "City of American Canyon" as additional insured for \$1,000,000 is required for most facility rentals. A sample certificate is provided attached to the rental application form.
2. Insurance is required for the rental of the Community Center (gym or stage), Recreation Center, Aquatics Center, ballfields/soccer fields, and hard courts when used for leagues or tournaments or ongoing practices. Insurance is also required when City facilities are rented by individuals, firms or organizations that offer classes or instruction that are not sponsored by the City of American Canyon Community Services Department such as tennis lessons, exercise classes, etc.
3. If the rental applicant is unable to obtain the required insurance, it can usually be obtained through the Community Services Department office from Driver Alliant Insurance services. The cost is variable based on the type and size of the event.
4. Proof of insurance must be provided at least one week prior to the event.

### IV. Security

**Security guards must be provided based on the following guidelines:**

***Events, other than concerts or dances, which do not involve the use of alcoholic beverages:***

*Security guards not required, but one City employed Building Monitor may be present.*

***Concerts, dance events, or other events involving the use of alcoholic beverages with less than 199 attendees:***

*One security guard required and one City employed Building Monitor present.*

***Concerts, dance events, or other events involving the use of alcoholic beverages with more than 199 attendees:***

*Two security guards required and one City employed Building Monitor present.*

*Security guards not required for basketball or volleyball practices or games.*

*The Community Services Director may require more or less security than listed based on the type of event, anticipated attendance and other relevant factors.*

*The security guards must be bonded, insured and pre-approved by the City of American Canyon. The security guards must be present at all times. The security guard will ensure that alcoholic beverages do not leave the interior of the building. Acquisition and cost of security is the sole responsibility of the renter. A security guard contract must be submitted to the City of American Canyon no later than one week prior to the rental. If security vacates the premises before event completion, the American Canyon Police Department will be contacted and the event may be closed down.*

#### **V. Decorations and Banners, Advertising**

1. Decoration, preparation, and clean up time must be completed during the rental hours.
2. Cellophane adhesives, nails, screws, staples, etc. in the walls or on the windows are prohibited.
3. All decorations must be fireproof or of fire-retardant material.
4. At no time shall exits or fire extinguishers be covered or obstructed.
5. The City reserves the right to remove any or all decorations/banners at any time at the expense of the individual or organization scheduled to use the facility.
6. Decorations must be removed when the group leaves the building.
7. No advertising shall be exhibited and no solicitations or sales may be made in the building or on the grounds without written permission of the City.

#### **VI. Miscellaneous Information**

1. Smoking is not permitted within the facilities.
2. Other than guide dogs or assist animals for the disabled, animals are not permitted in City buildings.
3. Parking availability is not guaranteed, and on occasion may be limited. Overnight parking is NOT allowed.
4. The individual renting the facility and signing the application form shall be present at the event and shall be responsible for the control and supervision of all people in attendance at the event.

5. City approval is required for concession sales and fundraising at City facilities. Approval from the Napa County Department of Environmental Management is also required for food sales.
6. The City of American Canyon reserves the right to set the maximum number of people attending any rental function. Occupation limits are to be strictly enforced.
7. The City of American Canyon reserves the right to enforce an escalation clause, which would result in a \$10 per person charge for each person above and beyond the renter's stated maximum attendance.
8. A twenty-five percent surcharge will be added to rentals for commercial use of City facilities.
9. If a renter states that there will be no alcoholic beverages at an event, the event will be shut down if alcoholic beverages are sold, served or consumed on City premises.
10. Refund policy for cancellations:  
Advance cancellation notice of 30+ days the City of American Canyon retains 10% of rental fee for an administration fee; cancellation within 15-29 days of the event, the City of American Canyon retains 50% of rental fee; cancellation of the event within 0-14 days the City of American Canyon retains 100%. Rentals at outdoor venues may be rescheduled if adverse weather results in the need to cancel the event. If the event cannot be rescheduled, a full refund will be given.

#### **Definitions:**

**Resident** – Person that lives within the City Limits of American Canyon.

**Non-Resident** – Person that does not live within the City Limits of American Canyon.

**Non-Profit Organization** – Bonafide clubs, organization or groups that are formed for other than commercial purposes.

**Resident Non-Profit Organization** - Non-profit that is headquartered in American Canyon, has more than half its membership from American Canyon or demonstrates that the rental is directed towards members/clients that live in American Canyon.

**Non-Resident, Non-Profit Organization** - Non-profit that is not headquartered in American Canyon, doesn't have more than half its membership from American Canyon, or cannot demonstrate that the rental is directed towards members/clients that live in American Canyon.

**Active Activities Committee Organization** – Resident non-profit organization that has had a representative attend a minimum of fifty percent of Activities Committee meetings during the six-month period preceding the rental request.

## PARK AND RECREATION FACILITY FEES

NOTE: COMMERCIAL USE OF ANY FACILITY WILL RESULT IN THE ADDITION OF A 25% SURCHARGE TO THE RENTAL FEE.

### ***Phillip West Aquatic Center***

Resident	\$ 72.00 per hour
Non-Resident	\$ 90.00 per hour
Non-Profit Organization	\$ 54.00 per hour
Non-Resident, Non-Profit Organization	\$ 81.00 per hour
Active Activities Committee Organization	\$ 36.00 per hour
Surcharge \$20 per hour for rentals with more than 75 participants.	
Deposit	\$ 75.00.

### ***Wading Pool Only***

Resident	\$ 36.00 per hour
Non-Resident	\$ 45.00 per hour
Non-Profit Organization	\$ 27.00 per hour
Non-Resident, Non-Profit Organization	\$ 40.50 per hour
Deposit	\$ 75.00

### ***Recreation Center***

Resident	\$ 25.00 per hour
Resident (Full Day)	\$200.00
Non-Resident	\$ 35.00 per hour
Non-Resident (Full Day)	\$300.00
Non-Profit Organization	\$ 20.00 per hour
Non-Profit Organization (Full Day)	\$150.00
Non-Resident, Non-Profit Organization	\$ 30.00 per hour
Non-Resident, Non-Profit Organization	\$250.00
Active Activities Committee Organization	\$ 15.00 per hour
Active Activities Committee (Full Day)	\$100.00
Deposit	\$150.00

### ***Community Center***

Resident	\$ 52.00 per hour
Non-Resident	\$ 65.00 per hour
Non-Profit Organization	\$ 39.00 per hour
Non-Resident, Non-Profit Organization	\$ 58.50 per hour
Active Activities Committee Organization	\$ 26.00 per hour

Deposit	\$250.00
Deposit (Basketball/Volleyball)	\$100.00

**Community Center – Stage Only**

Resident	\$ 32.00 per hour
Non-Resident	\$ 40.00 per hour
Non-Profit Organization	\$ 25.00 per hour
Non-Resident, Non-Profit Organization	\$ 36.00 per hour
Active Activities Committee Organization	\$ 16.00 per hour

Deposit	\$100
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**Picnic Areas – Three Or More Tables (Community Park and Linwood Park)**

Resident	\$ 10.00 per hour
Non-Resident	\$ 30.00 per hour
Non-Profit Organization	\$ 7.50 per hour
Non-Resident, Non-Profit Organization	\$ 20.00 per hour

Deposit (Community Park/Restrooms)	\$ 50.00
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**Picnic Areas – Area With Only One Or Two Tables**

Resident	\$ 5.00 per hour
Non-Resident	\$ 15.00 per hour
Non-Profit Organization	\$ 5.00 per hour
Non-Resident, Non-Profit Organization	\$10.00 per hour

**Ball Fields/Soccer Fields**

Resident	\$ 15.00 per hour
Non-Resident	\$ 25.00 per hour
Non-Profit Organization	\$ 10.00 per hour
Non-Resident, Non-Profit Organization	\$ 20.00 per hour

**Sports Courts (Basketball, Tennis)**

Resident	\$ 10.00 per hour
Non-Resident	\$ 20.00 per hour
Non-Profit Organization	\$ 7.50 per hour
Non-Resident, Non-Profit Organization	\$ 15.00 per hour

## Facility Fee Waiver Policy

Fees charged for the use of City facilities may be waived by the City Manager or his/her designee, if the applicant requests a fee waiver under one of the following categories and the appropriate criteria are met.

### **I. Intergovernmental Cooperation**

A. Fees may be waived for special events or temporary uses when the applicant is another government agency and the use is related to the performance of its normal functions and is a benefit to residents of American Canyon. Fee waiver requests for the ongoing use of City facilities by other governmental agencies will be sent to City Council for consideration.

### **II. Youth Programs**

A. Fees may be waived for building and athletic field rental for American Canyon youth organizations that are open to all American Canyon youth that meet age or size requirements.

B. Youth organizations that are not open to all youth and limit participation based on skill level or other limiting factors such as attendance at a particular school, church or other affiliation, are not eligible for fee waivers.

### **III. City Sponsored Program**

A. Fees may be waived for events and programs that are sponsored or co-sponsored by the Community Services Department or other City department. The Department Director may choose to sponsor or co-sponsor an event or program if the Director determines that all of the following criteria are met:

1. The program or event is within the scope of services normally provided by the Department; and
2. The event is open to the public; and
2. All resources provided by the City in sponsorship of the event must be provided for within the Department's current budget without a reduction of other programs and services.

### **IV. Financial Hardship/Non-Profit**

A. The City Manager or his/her designee may waive fees for a non-profit agency or community service organization if the City Manager determines that the following criteria are met:

1. The organization is a valid non-profit with 501(c) 3 status, or organization has 501 (c) 4 status and is requesting use of a City facility for an event that fully benefits the community, not the 501 (c) 4 organization or its members;
2. The imposition of the fees would create a financial hardship on the organization as demonstrated on the Organization Financial Information Form or the imposition of the fees would make it prohibitive for the event to be held as demonstrated on the Event Financial Information Form.

3. Fees will only be waived for fundraisers if the financial hardship criteria are met, all funds raised benefit the community, and at least 10% of the profit be directed towards youth programs.
4. The program or event is of significant value to the community or to a significant portion of its residents;
5. The event or program is open to the public and is in compliance with the City's non-discrimination policy;
6. The City Manager or his/her designee determines that the proposed event or program will have no significant impacts on the facilities or department activities, that the facility user will provide volunteer services and materials to mitigate any impacts created by the event or program or that the impacts that are created are adequately offset by the public benefit provided by the program or event.
7. The waiver of fees does not relieve the facility user of insurance requirements and requirements related to providing security guards, where applicable.
8. Requests for a waiver of insurance will only be considered if the event meets all the qualifications of the rental fee waiver policy and is designated as a City Sponsored Program. Requests for the waiver of insurance requirements will not be considered for the selling and/or serving alcoholic beverages.

**APPEAL PROCESS** – Decisions made pertaining to the administration of the City's fee waiver and facility rental policies by a designee of the City Manager may be appealed to the City Manager. Decisions made by the City Manager pertaining to the administration of the facility rental policy may be appealed to the City Council.

City of American Canyon  
FACILITY RENTAL FEE WAIVER REQUEST FORM

Organization Name: \_\_\_\_\_

Organization Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Organization: \_\_\_\_\_ 501 (c) 3, \_\_\_\_\_ 501 (c) 4, \_\_\_\_\_ Governmental Agency

\_\_\_\_\_ Other: \_\_\_\_\_

Date of Event: \_\_\_\_\_ City Facility Requested: \_\_\_\_\_

Name and Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this activity an **annual** event or a **one time only** event? \_\_\_\_\_

I have read the Facility Rental Fee Waiver policy. I am applying for a fee waiver based on the belief that my organization qualifies under the following category: (Check One)

\_\_\_\_\_ I. Intergovernmental Cooperation

\_\_\_\_\_ II. Youth Sports Programs Open To All American Canyon Youth  
That Meet Age or Size Requirements

\_\_\_\_\_ III. City Sponsored or Co-Sponsored Program or Event

\_\_\_\_\_ IV. Financial Hardship/Non-Profit\*

\*Non-Profits requesting a rental fee waiver for financial hardship must complete and submit the following: 1) Organization Financial Statement 2) Event Financial Statement 3) Provide copy of the letter from the IRS proving non-profit status.

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

City of American Canyon  
**FEE WAIVER REQUEST**  
**ORGANIZATION FINANCIAL STATEMENT &**  
**EVENT FINANCIAL STATEMENT**

**Organization Name:** \_\_\_\_\_ **Tax ID #:** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Organization's Fiscal Year Begins:** \_\_\_\_\_, 2008 and Ends \_\_\_\_\_, \_\_\_\_\_.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Total Amount Currently In Organization's Checking and Savings Account \$ \_\_\_\_\_

Total Amount Currently Invested In CD's, Other Investments \$ \_\_\_\_\_

**ANTICIPATED INCOME IN CURRENT FISCAL YEAR:**

Memberships and/or Dues	
Donations and/or Gifts	
Fundraisers	
Grants	
Interest Income	
Other:	
<b>TOTAL</b>	

**ANTICIPATED EXPENSES IN CURRENT FISCAL YEAR:**

Rent, Facility Expenses	
Office Supplies, Postage, Printing	
Other Supplies	
Advertising	
Activity Costs	
Other:	
<b>TOTAL</b>	

## EVENT FINANCIAL STATEMENT

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**PROJECTED REVENUE FROM THE EVENT:**

Fundraising	
Donations	
Admission Fees, Ticket	
Advertising Revenue	
Raffle, Auctions	
Other:	
Other:	
<b>TOTAL</b>	

**PROJECTED INCOME FROM THE EXPENSES:**

Entertainment	
Advertising	
Rental Equipment	
Food or Catering Costs	
Refreshments	
Supplies	
Security Guards	
Insurance	
Printing	
Postage	
Decorations	
Other:	
Other:	
Other:	
<b>TOTAL</b>	



4381 Broadway Street, American Canyon CA 94503  
(707)648-7275 / cityofamericancanyon.org

## FACILITY RENTAL APPLICATION

*(APPLICANT MUST BE 18+ YEARS. Please complete the application in its entirety or the permit process may be delayed)*

Facility Location / Room: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Day(s) of the Week: \_\_\_\_\_

Rental Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Event Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Total Hours: \_\_\_\_\_

\*Rental hours must include all-time needed for decorating, setup, event time, and cleanup.

Type of Event: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_ Nonprofit Tax ID: \_\_\_\_\_

Applicant Name: (main contact for rental): \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

- |                                    |                |  |                |
|------------------------------------|----------------|--|----------------|
| 1. Will alcohol be served?         | Yes ___ No ___ | 7. Will music be played?                                     | Yes ___ No ___ |
| 2. Will alcohol be sold?           | Yes ___ No ___ | 8. If you answered yes to #7, what kind of music will        |                |
| 3. Will there be an admission fee? | Yes ___ No ___ | Played (circle all that apply): DJ / Band / Acoustic / Phone |                |
| 4. Will food be sold?              | Yes ___ No ___ | 9. Will you have a bounce house or jumper?                   | Yes ___ No ___ |
| 5. Will food be served?            | Yes ___ No ___ |  |                |

Type of Cooking Method: \_\_\_\_\_

### AGREEMENT AND RELEASE OF LIABILITY

I certify that I, the Applicant reserving with the City of American Canyon (City), am at least 18 years of age. The undersigned or, if signing for an organization, that organization, certifies that the above information is accurate and correct and that the undersigned has read and understood the Facility Rental Rules and Regulations as set forth by the City pertaining to the use of City facilities. I understand that I or an appointed representative must be present at the beginning of the rental time and must be present at the end of the rental time for inspection. I agree to do a full facility evaluation walk-through with City staff of all areas listed on the evaluation form prior to

and after the event to review any current or new damages to the facility which may have occurred during my rental. I understand that failure to comply with the Facility Rental Rules and Regulations may lead to losing portions and/or all of my rental deposit and fees, which in some cases may exceed the rental deposit amount. I further understand that if I delegate my applicant responsibilities to other members or service agencies for which I have contracted, I still have the ultimate responsibility of the facility during my rental.

It is further agreed that the Applicant shall indemnify, defend, and hold harmless the City its officers, employees, and agents from any and all losses, costs, expenses, claims, litigation, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the Applicant's use or occupancy of a facility or property controlled by the City, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.

Force Majeure: Notwithstanding anything to the contrary contained in this agreement, the City shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemics, epidemic, civil disturbance, acts of terrorism, regulation of public authority, inclement weather, the loss or unavailability of electrical power such as in a Public Safety Power Shutoff event, and other causes beyond their control. The undersigned waives any right of recovery against the City, including waiver of incidental and/or consequential damages, and the undersigned shall not charge or seek recovery for damages resulting from "acts of God" or Force Majeure Events from or against the City, its officers, employees, or agents.

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FACILITY RENTAL RULES AND REGULATIONS

By signing the Facility Rental Application, you are signing that you have read and understand all information contained herein, which constitutes a contract between you and the City of American Canyon (City). The following rental policies outline the conditions for use of the City facilities. All City facilities are governed by these general rules, in addition to specific conditions for each facility.

1. **Rental Application and Requirements** – Facility rentals are accepted on a first-come, first-serve basis and will only be accepted with a completed Rental Application and refundable deposit fee. American Canyon residents may reserve facilities up to one (1) year in advance of their rental date; nonresidents may reserve up to six (6) months in advance of their rental date. Applicants must be at least 18 years of age. American Canyon residents must provide valid proof of residency (i.e., California I.D. or utility bill in Applicant's name) to qualify for the resident rate. All other facility rental forms (including insurance and ABC license), and fees are due and to be paid in full thirty (30) days prior to the facility rental date. Applicants who fail to meet these requirements may result in their facility rental being canceled and a refund may not be issued, including withholding the refundable deposit. Facility rentals are not permitted to go beyond 10:00 p.m. daily; Applicants are required to clean up and vacate the facility by 10:00 p.m.
2. **Rental Contact Requirements** - All contact regarding the rental fees, insurance, and on-site coordination will only be arranged with the original Applicant. If the original Applicant is unavailable for the facility rental coordination on the day of the facility rental, the Applicant must designate an alternate person to assume this responsibility in advance of the facility rental and inform the City in writing. Applicants will be required to meet with City staff thirty (30) days prior to the facility rental date to review the facility layout, review rules and regulations, and submit required signed documents.
3. **Nonprofit Groups** – Nonprofit organizations are required to provide evidence of their approved State of California nonprofit 501(c)(3) status to qualify for the nonprofit facility rental rate.
4. **Refundable Deposit** – The Refundable Deposit is due at the time of submitting the Facility Rental Application to secure a facility rental with the City of American Canyon. The Refundable Deposit is intended to be refunded back to the Applicant two (2) weeks after the facility rental has concluded. The City may withhold all or portions of the Refundable Deposit if the Applicant fails to abide by the Facility Rental Rules and Regulations pertaining to the facility rental, including but not limited to facility and equipment damage, failure to meet the cleaning requirements, and/or cancel the facility rental prior to the rental date.
5. **Facility Rental Fees** – Facility rental fees are fixed hourly rental fees that are set by the City of American Canyon. Facility rentals are booked in full-hour increments and must include setup, event time, and cleanup; there is a 3-hour minimum on all facility rentals with the City. Facility rental fees will be required to be paid in full thirty (30) days prior to the rental date; failure to pay the facility rental fees as outlined within these rules and regulations may result in the facility rental being canceled, and the refundable deposit, including any fees paid, may be forfeited by the Applicant and retained by the City.
6. **Facility Rental Cancellations** - If the original Applicant cancels a rental seven (7) business days after booking and securing the rental date, the entire deposit will be forfeited. The following schedule will be used to determine the City cancellation process for facility rental refunds:
  - **7 Business Days After Securing the Facility Rental:** The refundable deposit will be forfeited and retained by the City.
  - **From Date of Booking to Thirty-One (31) Days Prior to the Rental Date:** The refundable deposit will be forfeited, and 50% of any rental fees paid to the City will be withheld from the refund.

- **Thirty (30) Days or Less Prior to the Rental Date:** All paid rental fees to the City, including the refundable deposit will be withheld.

City facilities may be closed at any time, with or without notice, this includes closures due to inclement weather. City staff will make every effort to contact the Applicant ahead of time of any facility closures that may affect the rental date. If a closure occurs and a facility rental is canceled on behalf of the City, a refund credit will be applied to the Applicant's household. This credit may be used for any Parks and Recreation program, service, or rental in the future.

- 7. Permit Changes** – All facility rental changes must be made in writing to City staff. Changes made less than thirty (30) days prior to the rental date and result in additional fees will be required to be paid in full by the Applicant at the time of making the change. If the Applicant fails to make this payment, the changes will not be granted, and the rental will not be altered. All facility rental fees are due and are to be paid in full thirty (30) days prior to the facility rental date. Failure to pay the rental balance in full thirty (30) days prior to the rental date may result in the facility rental being canceled, and a refund may not be issued, including withholding the refundable deposit. It is the Applicant's responsibility to check and verify their facility rental permit to ensure that all facility rental details are accurate and correct. Corrections must be addressed with City staff in writing prior to the rental date to ensure the permit reflects the facility rental. Changes made on the day of the rental will need to be addressed with City staff on duty and will be documented on a facility rental sheet; the Applicant will be required to sign off on these additional changes. These changes will be reviewed by City staff on the following Monday, and the Applicant will be assessed the appropriate rental fees to reflect the changes to the facility rental. These fees may be deducted from the refundable deposit, and/or the Applicant may be billed separately if the deposit is not sufficient to cover the balance.
- 8. Facility Rental Onsite Appointments** – Facility Rentals receive one (1) thirty (30) minute onsite appointment walkthrough at the rented facility location. Applicants are required to schedule their one (1) time courtesy appointment with City staff; appointments are scheduled on a first-come, first-serve basis. City staff will open the facility at the specified time per the agreed-upon scheduled appointment. Appointments start at the designated scheduled start time and will end at the designated end time; appointments will not be rescheduled on the day of the appointment due to late arrivals by the Applicant, vendor, and/or family. Applicants are responsible for rescheduling and/or canceling their own appointments by contacting City staff 48 hours prior to their scheduled appointment. Appointments that exceed thirty (30) minutes will be subjected to an additional appointment charge of \$50 for every thirty (30) minutes; a minimum of thirty (30) minutes will be charged. Applicants are encouraged to ensure that vendors and/or family members attend this scheduled appointment. Applicants will be charged \$50 for any additional thirty (30) minute appointments after the first courteously rental appointment.
- 9. City staff on duty during rental-** City staff will be on duty during all approved use of City facilities. City staff is not available for loading/unloading supplies, waiting tables, serving, moving rented furniture or equipment, and/or assisting with the Applicant's portion of the cleanup.
- 10. Adhering to the time schedule on the application** - The time stated on the application form for the rental will be strictly enforced. If the applicant does not use full time as stated on their application, there will be no refunds given or funds transferred. The rental period must include all-time necessary for setup and cleanup for the rental, and time must be consecutive. All facility usage is based upon space availability and is limited to specific rental periods. City staff will set up tables and chairs unless other arrangements have been approved by the City. The City must receive a written floor plan a minimum of thirty (30) days prior to the rental date. Otherwise, a standard room setup will be provided. The facility will not be open prior to the stated rental time for any renter, caterers, bands, decorators, etc. participating in a rental activity, nor can items be stored overnight in a City facility prior to or after any rental activity.

- 11. Cleaning requirements** – City staff are responsible for the setup and takedown of City tables, chairs, and equipment. Applicants will be responsible for the removal and/or disposal of food, beverages, paper goods, decorations, signage, equipment, furniture, and personal items once the rental has concluded. The City will not authorize the overnight storage of any personal items or equipment or be responsible for any items left behind. All rental trash is to be properly bagged and placed in the designated trash receptacles. Applicants will be required to notify City staff immediately of any large spills within the facility(ies) that are rented per this agreement. Applicants are responsible for ensuring that DJs, caterers, decorators, etc. adhere to the City's cleaning requirements and exit the facility by the rental end time. Failure to adhere to the City cleaning requirements could result in the forfeit of the entire facility rental deposit, and /or the Applicant may be billed separately if the deposit is not sufficient to cover the additional balance.
- 12. Condition of the facility** – The Applicant acknowledges that the facility will be made available in an as-is condition and the City undertakes no obligation to make improvements or changes to their existing conditions. City staff will check the condition of the facility with the Applicant before the start of the rental and prior to their departure to determine if additional damage, cleaning, or overtime use has occurred. City staff will document any issues during the total length of the rental including but not limited to setup, event time, and cleanup. This on-site evaluation is only one means of evaluating the return of the rental deposit; however, additional charges may be imposed for damages or cleanup not identified on the evaluation form if additional items are identified after the Applicant has left the facility. It is the responsibility of City staff to enforce facility use regulations and prevent abuse of any facility or facility use privileges, including but not limited to, requesting police department assistance to stop the service of alcoholic beverages, remove disruptive individuals, and/or to clear the facility and cancel the rental. In the case of such cancellation of a facility rental, no rental fees will be refunded or transferred. City staff will process the deposit refund request upon review of evaluations the week following the rental. Refundable deposits are refunded back to the Applicant forty-eight business hours after the conclusion of the facility rental; the deposit will be returned to the Applicant in the same form as the original payment unless approved by City staff.
- 13. Liability** - The Applicant is solely responsible and accountable financially for any and all accidents or injuries to persons or property resulting from your use of City facilities. The Applicant is responsible for knowing and understanding all rules and regulations governing City facilities. The Applicant shall also be responsible for the control and supervision of all people in attendance during the usage of the facility and shall take care to see that no damage is done to the facility and that everyone conducts himself or herself in an orderly manner. Minors must be supervised at all times during the facility rental, this includes setup and cleanup. The City will not be held responsible for unsupervised minors. If facility damage, inappropriate behavior of a rental group, or exceeding capacity levels occurs at any rental activity, the rental may be shut down, a refund may not be issued including withholding the refundable deposit, and further use of City facilities by the Applicant or group may be denied.
- 14. Compliance with all applicable law, rules, and regulations** – The Applicant shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings. The Applicant agrees to abide by all applicable local, federal, and state accessibility standards and regulations. The Applicant further agrees that it is solely responsible for reviewing and ensuring compliance with all Applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc. The City reserves the right to immediately revoke an applicant's right to use the facility under this agreement should the Applicant fail to comply with any provisions of this section.
- 15. Group Picnic Rental and Photography Permits:** *(Only applicable to these types of rentals)*

  - a. **Inclement Weather:** The Applicant will be required to contact the Parks and Recreation Department to cancel and reschedule their rental. Applicants may receive a refund or a credit on their household if a rental is canceled due to inclement weather.

- b. **Jumpers and Bounce Houses:** Applicants are required to go through the City's preferred vendor list for jumpers and bounce houses. The City approved bounce house or jumper vendors have been vetted by City staff and meet the City insurance requirements. Separate rental fees may apply to the vendor at the time of making the rental.

**16. For Pool Rentals:** *(Only applicable to these types of rentals)*

- a. The Applicant and their guests are required to always wear proper swimming attire while swimming in a City aquatic facility.
- b. Swimming will not be permitted unless there is a designated City Lifeguard on duty. The Applicant and their guests will not be permitted into the facility prior to the start time stated on the facility rental permit and will be required to exit the facility per the end time stated on the permit. Additional facility rental use outside the permitted time will be billed to the Applicant and rounded up to the nearest hour.
- c. Applicants and their guests who are experiencing a contagious or communicable disease shall not be permitted to utilize any City facility including, but not limited to entering the aquatics facility or water.

**17. Facility Restrooms & Keys** – Depending on the nature of the rental, Applicants may be required to have a portable restroom(s) for the day; the total number of required portable restrooms is determined by City staff and is based on the following criteria: type of rental, total rental hours, and total rental attendance. The City of American Canyon works directly with a varied vendor for this service – the City will secure the portable restrooms for the rental, and the Applicant will be charged for these services; the charges are at a direct cost to the Applicant. The portable restroom will be delivered prior to the facility rental date and City staff will lock and secure the portable restroom with a City portable restroom lock. The Applicant will be given the code to access the portable restroom for their rental. Once the rental has concluded, the Applicant will be required to return the lock to the City of American Canyon Parks and Recreation Department at City Hall the following business day.

For facility rentals that include a facility key – Applicants will be required to pick up the City key the Friday prior to the facility rental date during business hours at the City of American Canyon's Parks and Recreation Department at City Hall. During the rental, the Applicant will be given access to the rental facility with the key; once the rental concludes – the Applicant will be required to lock and secure the facility. The Applicant will be required to return the key to the same location as pick up the following business day.

For rentals that include a portable restroom or facility key, the Applicant will be charged an additional \$50.00 Refundable Deposit – this deposit is refundable if the Applicant returns the portable restroom lock/facility key the following City of American Canyon business Day (Monday-Friday) during office hours. Failure to return the City's portable restroom lock and/or facility key will result in the refundable deposit being forfeited by the Applicant.

**18. Insurance Requirements** – Depending on the nature of the event, and for rentals with forty (40) or more guests, or serving alcoholic beverages, Applicants may be required to purchase facility rental insurance through the City's carrier. City insurance premium rates are based on market-rate; these rates may fluctuate due to the type of rental, type of activity, total number of guests, and total number of days.

The Applicant shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include

contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability.

- a. Such insurance shall name the City, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The Applicant shall file certificates of such insurance with the City, which shall be endorsed to provide thirty (30) days' notices to the City of cancellation or any change of coverage limits. If a copy of the insurance certificate is not on file prior to the event, the City may deny access to the facility, the facility rental may be canceled, and a refund may not be issued.
- b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City.
- c. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all-inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Applicant maintains higher limits than the mins shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Applicant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Applicants reserving dates for the next calendar year may be subjected to increased insurance premiums if premiums are raised through our carrier. Applicants are responsible for any additional fee increases.

- 19. Indemnification** – Applicant assumes complete financial responsibility for the event and any damages to persons or property arising out of or in connection with the event. Applicants shall indemnify, defend, and hold harmless the City of American Canyon, its officers, employees, and agents from any and all losses, costs, expenses, claims, litigation, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the Applicant's use or occupancy of a facility or property controlled by the City of American Canyon unless solely caused by the gross negligence or willful misconduct of City of American Canyon, its officers, employees, or agents.
- 20. Alcohol** - Alcoholic beverages may be consumed within a City facility with an approved Certificate of Insurance and Scheduled Endorsement including Liquor Liability. Alcoholic beverages may not be sold or consumed at any officially designated youth facility rental. The serving or selling of alcoholic beverages remains at the discretion of the City. In rentals where alcohol will be sold or consumed, the City requires the Applicant to purchase an additional permit from the Department of Alcoholic Beverage Control (ABC). A copy of the ABC-issued permit must be turned into the City thirty (30) days prior to the facility rental date and posted near the bar in a visible location during the entire facility rental. In addition, the City is not responsible for any such violations by the lessee of the ABC permit or the law with respect to alcohol. The lessee shall name the City as additionally insured under the lessee's Comprehensive General Liability insurance policy and Scheduled Endorsement. The City may limit the number of hours that alcoholic beverages can be served during the facility rental. The serving and selling of alcoholic beverages must end at least 30 minutes prior to the end of the event time. At any time during your facility rental, City staff has the authority to discontinue the consumption, sale, or serving of alcoholic beverages.

Alcohol consumption by a minor will not be tolerated. The Applicant understands that if alcohol is served to minors, City staff may cancel the facility rental and/or request assistance from the American Canyon Police Department. In such an event, the Applicant may be held responsible for the illegal distribution of alcohol, a refund may not be issued, including the forfeit of the refundable deposit.

- 21. Selling of food and beverages** – For facility rentals where food and beverages will be sold, the City may require the Applicant to purchase an additional temporary food permit from the Napa County Public Health Department. A copy of the issued temporary food permit must be submitted to the City thirty (30) days prior to the rental date.
- 22. Security Requirements** – The City reserves the right to require security for specific facility rentals. The security staff will take direction from City staff. Security officers are responsible for the safety and security of the facility, City staff, and facility rental participants. The following are basic guidelines for assigning security officers at facility rentals and are set at the discretion of City staff:
  - 0-100 in attendance Up to two (2) officers
  - 101-200 in attendance Two (2) officers
  - 201-300 in attendance Three (3) officers
  - 301-400 in attendance Four (4) officers
  - 401-500 in attendance Five (5) officers
- 23. General Safety Guidelines** – The Applicant is responsible for the conduct of their guest and the overall oversight of the facility rental. Facility rental guests are not permitted to be left unattended; minors 12 years and under, are required to be supervised by an adult chaperon throughout the duration of the facility rental. Children may not be left unsupervised at any time while utilizing a City facility. The Applicant and their guests will be required to follow reasonable verbal directions from City staff and posted facility rules and regulations. Failure to comply may result in the facility rental being canceled, a refund may not be issued, including the forfeit of the refundable deposit.
- 24. Smoking** - It shall be unlawful to smoke or in any other way engage in the use of tobacco or tobacco-like products of any kind or description and in any form, on any property owned and/or operated by the City, including any buildings, historic sites or structures, restrooms, grandstands, stadiums, bleachers, amphitheaters, covered arenas, picnic sites, other similar places or assembly, also in any City parklands, open spaces, sports fields, swimming pools, snack bars, parking lots, sidewalks, or trails, unless in a place designated and posted or temporarily permitted for such use. Smoke, mist or fog machines, haze, or vapor type devices are prohibited in all City facilities.
- 25. Decorations and Setup** - Adhesives, nails, screws, pins, or staples on facility walls are prohibited. Taping of City facility chairs and/or tables is prohibited. City tables must be covered prior to rental usage. Decorative materials may not be attached to light fixtures and must be completely removed from the facility at the conclusion of the activity. Confetti, glitter, sequins, rice, birdseed, straight pins on carpet, and/or sparklers are prohibited in any City facility. Birthday candles, ceremonial flames and/or ceremony candles need prior approval from City staff. If balloons are utilized for decorations, they must be weighted down and not be released intentionally to float to the ceiling areas and/or released outside City facilities. All decorative materials must be fireproof and/or flame retardant. At no time shall exits or facility signage be obstructed by decorations or rental equipment.
- 26. Music/Audio** – Facility rentals will be required to restrict music and noise levels to not exceed 60 decibels. Amplified music will be restricted to the interior of the facility with noise exposure outside not to exceed 60 decibels at the facility boundary. At the discretion of City staff, outdoor music may be amplified.
- 27. Lighting** - Strobe, rotating, flashing, and/or up lights are permitted in City facilities. Smoke, mist or fog machines, haze, or vapor type devices are prohibited in all City facilities. The rental facilities have

automatic smoke detectors, which are monitored by the American Canyon Fire District. Applicants in violation of this regulation will be financially responsible for all charges levied by the Fire District for a response call. Mist machines are prohibited due to their potential for damaging floor surfaces and creating a safety hazard for guests.

- 28. Drone Videography and Photography** – In order to protect the health and safety of our program participants, recreational drones, model airplanes, and any other unmanned aerial vehicles or systems are not permitted on any property owned and/or operated by the City, including any buildings, historical sites or structures, restrooms, grandstands, stadiums, bleachers, amphitheaters, covered arenas, picnic sites, other similar places or assembly, also in any City parklands, open spaces, sports fields, swimming pools, parking lots, sidewalks, or trails.
- 29. Holidays** – City facilities are closed on specific City holidays and will not be available for rent.
- 30. Additional Incident Fee** - Excessive cleaning performed by any City beyond the normal facility rental cleaning requirements or minor facility repairs following a rental activity will result in a minimum cleaning fee of \$100 per incident. Any amount for these services shall be deducted from the rental deposit, or in the event of an insufficient deposit balance, shall be a separate obligation of the Applicant.
- 31. Additional Staff Charges** –Applicants and vendors will be given 15 minutes after the specified end time listed on the permit to exit the facility. In the event the rental exceeds the permitted rental time, the applicant will be charged up to \$50 per additional hour; a minimum of one (1) hour will be charged. Any amount for these services shall be deducted from the rental deposit, or in the event of an insufficient deposit balance, shall be a separate obligation of the Applicant.
- 32. Violation of these policies** - A fee for liquidated damages of two times the amount of deposit, will be imposed for violation of any facility rental regulation or misrepresentation of material information in the rental application, including but not limited to, misrepresenting the type of activity or sponsoring organization, misrepresenting residency of the Applicant, exceeding the capacity of the facility, misrepresenting if alcohol will be served or sold, or misrepresenting the number or age group of participants/guests. This fee will be imposed regardless of actual damage to the facility or increased cost incurred by the City in supervising the activity and is in addition to any such costs, which will be withheld from the deposit amount.
- 33. Denial of Rental Application** – At any time, the City may deny the use or the rental of a City facility for any reason, including but not limited to rentals by individuals or organizations that have used City facilities in the past where problems have occurred, where facility rental application information was misrepresented or inaccurate, such use would jeopardize the health and safety of our City staff and/or guest and community members, etc.

**Applicant Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **CITY OF AMERICAN CANYON PARKS AND RECREATION REFUND POLICY**

### **PURPOSE**

The purpose of this policy is to establish a fair and equitable refund process for all fee-based classes, programs, services, and facility rentals offered by the City of American Canyon Parks and Recreation Department. This policy ensures transparency, consistency, and flexibility in addressing refund requests while maintaining the department's commitment to delivering high-quality services to our community.

### **PROCESS**

Cancellations, refunds, and transfer requests must be submitted in writing through the Refund and Cancellation Request form. Some programs, classes, services, and facility rentals, also referred to as offerings or classes, may be designated or advertised as "nonrefundable", in which case refunds will not be processed. Refunds may take up to 45 days to process from the time the request is received. Payments made by debit or credit card will be refunded to the original card, while payments made by cash or check will be refunded via check. If the original card is no longer in use, the refund will be issued as a check. All refunds will be made payable to the head of household listed on the account for the respective offering.

### **CREDIT CARD PROCESSING FEE**

Credit card processing fees are nonrefundable and will not be included in any refund issued for a program, service, class, or facility rental. Refunds will only cover the original payment amount, minus any applicable processing fees.

### **PROGRAMS/CLASSES/SERVICES**

For all fee-based offerings provided by the City of American Canyon either through city staff, volunteers, or Independent Contracted Instructors.

**City Program Authority:** The City of American Canyon Parks and Recreation Department reserves the right to cancel, postpone, or combine programs, classes, services, and events, or change instructors, leaders, and teachers to ensure the highest quality of service for our customers. In the event an offering is canceled before the start date by the Parks and Recreation Department, a full credit or refund will be issued for each registered participant. We will make every effort to communicate any cancellations in a timely manner to minimize inconveniences.

In the event that an offering has canceled date(s) or is canceled mid-session, registered participants will receive a partial refund and/or credit for any missed classes. In some cases, a makeup class may be offered instead of a partial refund or credit.

**Reimbursements:** A refund will not be issued for household credits or offerings with a registration fee of \$30 or less. However, the Department may provide a credit that can be applied toward a future offering of interest.

**Transfer:** Transfer requests may be processed without a fee up to seven days before the scheduled start date of the offering. Requests made less than seven days may not be accommodated. If a transfer is made to an offering with a difference in fees, a payment is due at the time of making the transfer.

**Refund Request:** Refund may be requested by the participant up to seven days prior to the start of the offering. Refund requests made less than seven days prior to the start of the offering may not be considered. Refunds will not be issued once an offering has concluded.

**Refund Processing Fee:** A processing fee of \$10 will be applied to any offering refund and will be deducted from the refunded amount. Household credits and refunds related to a medical excuse are exempt from this processing fee.

**Credit on Household:** In lieu of paying the Refund Processing Fee for a refund, participants have the option to receive their refund as a household credit. This credit can be applied toward any future offering. Household credits are not transferable to other accounts.

**Medical Excuse:** Transfers, credits, or refunds for a medical reason require a doctor's note from a certified healthcare provider. The doctor's note must clearly state the participant's name, the date of the illness or injury, and the anticipated return date. Refunds will be reviewed on a case-by-case basis to determine whether a full or partial refund is appropriate. For prorated refunds, participants will receive a refund only for the remaining missed classes. If a full or partial refund is issued, the processing fee will be waived. Participants must submit their doctor's note before the last day of the offering; failure to do so may result in the denial of a refund request.

**Prorated Requests:** A prorated registration fee may be applied when a participant registers for a program after the start date or mid-session. The prorated amount to be charged is the fee for the remaining number of classes plus any additional administrative or class fees. Prorated fees will not be offered for personal schedule conflicts or for participants who have attended all classes but did not register before the program's start date. Please note that proration of fees may not be available for all offerings.

**Nonattendance:** A refund or credit will not be issued for missed program dates or non-attendance, except in the case of a documented medical issue as outlined in the Medical Excuse clause.

## **FACILITY RENTALS**

For all facility rentals on public property managed and operated by the City of American Canyon - including, but not limited to, picnic reservations, building and field rentals, and community-based events - which is broadly defined as a facility rental. Applicants are required to be 18 years or older to book a facility rental with the City of American Canyon. To reserve a facility, residents may submit an application and refundable deposit up to 12 months in advance, and nonresidents up to 6 months in advance. Facility Rentals are processed on a first-come, first-serve basis. All remaining facility rental fees and requirements are due no less than 30 days prior to the rental date. Failure to meet this requirement may result in the facility rental being canceled and a refund will not be issued.

**City Facility Rental Authority:** The City of American Canyon reserves the right to refuse business of any previous or potential applicant at its sole discretion, for any reason deemed appropriate. This includes, but is not limited to, concerns regarding past conduct, non-

compliance with policies and/or facility rules and regulations, or other considerations that may affect the City's operations or community standards.

**Closures:** The City of American Canyon reserves the right to cancel a facility rental at any time. We will make every effort to notify the applicant promptly, some cancellations may occur on short notice depending on the circumstances. If the City initiates the cancellation, the applicant may choose between a full refund, credit, or an alternative date. The full refund will include all applicable fees, such as the refundable deposit, facility rental fees, and insurance. If an alternative date is chosen, the applicant may select a comparable facility, with any additional fees being the applicant's responsibility.

**Refundable Deposit:** A refundable deposit is required at the time of submitting a facility rental application to reserve a date. This deposit serves as a security measure to ensure compliance with the City of American Canyon's Facility Rental Rules and Regulations, as well as cover any potential damage to the facility. A refund will be processed two weeks after a facility rental concludes, as long as the applicant follows all rental guidelines and no damage occurs. If any rules are violated or damage is found, the deposit may be fully or partially withheld to cover the costs.

**Cancellation Fee:** In the event a facility rental must be canceled due to an emergency, a minimum \$100 Cancellation Fee will be withheld from the refund at the discretion of the Parks and Recreation Director. This policy applies only to emergency situations and will be reviewed on a case-by-case basis, and a doctor's note or other appropriate documentation may be required for exceptions beyond the standard Facility Rental Cancellation guidelines. The City reserves the right to deny any request for a refund or exception for any reason.

**Inclement Weather and Poor Air Quality:** This clause pertains only to outdoor facility rentals. Inclement weather is defined as conditions such as heavy rain, thunderstorms, high winds, snow, sleet, hail, extreme cold or heat, as well as any weather phenomenon that poses a risk to the safety and comfort of the applicant and their guests. Additionally, a facility rental may be canceled if the Air Quality Index (AQI) reaches a reading of 151 or above, indicating unhealthy air quality. These measures ensure the safety and well-being of all participants and attendees, and the City will make every effort to notify the applicant as soon as possible.

Should the applicant need to cancel their facility rental due to inclement weather or poor air quality, they are required to contact the Parks and Recreation Department 24 hours prior to their facility rental. City staff will review the request based on information from the National Weather Service and AirNow (or equivalent application that the City uses). If the request is approved, applicants may choose to receive a full refund, credit to their household account, or reschedule to a future date for any facility rental canceled due to inclement weather and poor air quality.

**Facility Rental Cancellations:** The deposit will be refunded, minus the Cancellation Fee, for facility rentals canceled seven business days after booking and securing the rental date. The following schedule will be used to determine the City's cancellation process for facility rental refunds:

- **From Date of Booking to Thirty-One (31) Days Prior to the Rental Date:** The refundable deposit will be forfeited, and 50% of any rental fees paid to the City will not be refunded.
- **Thirty (30) Days or Less Prior to the Rental Date:** All paid fees to the City, including the refundable deposit, will not be refunded.