

DAY USE FORM

LOCATION, DATES AND ATTENDANCE

If holding multiple camps in the same park but they differ in dates, times, location within the park, activities, etc. you must fill out a separate Day Use Form for each. Due to the large number of applicants and limited space, Summer Day Camps are limited to 10 per organization.

Day Camp Name:

Primary on-site contact(s):

Please include name, cell phone and email for each contact. This person will be the primary contact during camp in the event of concerns, questions or emergencies that may come up. If multiple, please add ALL names, phone numbers and emails.

Park Name:

Reservable Site

Please list 1st, 2nd and 3rd choice sites below. You may also write your 1st choice only and select the option to cancel your request if the site is unavailable. To request additional sites, please fill out an additional "Day Use Form". Groups who have reservable sites **CANNOT** overflow into non-reserved sites. [Please visit our Picnics page for FAQs such as pricing and site capacity limits](#)

1st Choice:

2nd Choice:

3rd Choice:

Cancel request if 1st choice site is not available

Roaming (groups of 25 or less)

If requesting a "Roaming" Summer Day Camp, attach a map to this document indicating primary group location, including drop-off/pick-up and parking. If roaming, you **CANNOT** use reservable sites. [Please visit the Maps page here to download park maps](#)

Dates Requested:

| | Monday | Tuesday | Wednesday | Thursday | Friday | No Camp |
|---------|----------------------|---------|-----------|----------|--------|---------|
| Week 1 | 06/02/25 to 06/06/25 | | | | | |
| Week 2 | 06/09/25 to 06/13/25 | | | | | |
| Week 3 | 06/16/25 to 06/20/25 | | | | | |
| Week 4 | 06/23/25 to 06/27/25 | | | | | |
| Week 5 | 06/30/25 to 07/04/25 | | | | | |
| Week 6 | 07/07/25 to 07/11/25 | | | | | |
| Week 7 | 07/14/25 to 07/18/25 | | | | | |
| Week 8 | 07/21/25 to 07/25/25 | | | | | |
| Week 9 | 07/28/25 to 08/01/25 | | | | | |
| Week 10 | 08/04/25 to 08/08/25 | | | | | |
| Week 11 | 08/11/25 to 08/15/25 | | | | | |
| Week 12 | 08/18/25 to 08/22/25 | | | | | |
| Week 13 | 08/25/25 to 08/29/25 | | | | | |

DAILY ATTENDANCE

If booking a reservable area, at no time can your total group size exceed maximum site capacity. Roaming groups may not exceed 25 people total (children and adults). Only put the estimated totals specific to this location.

Estimated min daily attendance of children

Estimated max daily attendance of children

Estimated min daily attendance of adults

Estimated max daily attendance of adults

Daily arrival time for setup

Daily arrival time of children

Daily departure time of children

Daily departure time after cleanup

Age Group

Pre-School

Elementary

Middle School

High School

TRANSPORTATION AND PARKING

Daily parking fees (charged at select locations) are NOT waived and must be paid by ALL participants entering the parking lot(s), even for drop-off and pick-up. Camp staff may request parking passes for the duration of camp. It is your responsibility to notify participants if they will be entering a park that charges parking fees.

Primary Mode of Transportation for participants

Bus and/or Vans

Parent drop-off/pick-up

If Bus/Vans, how many?

Explain in detail your drop-off/pick-up plan that is specific to this park/location:

Be sure to include staging areas and/or specific locations within the park where drop-off/pick-up is taking place. Please include instructions that are being provided to parents/guardians.

Explain in detail your parking plan that is specific to this park/location:

Be sure to add important details such as where people will be parking, how many vehicles you are expecting, etc.

How many STAFF parking passes are needed?

Are you requesting vehicle access to a specific site/location (driving on non-public roads/trails)?

Yes

No

This is only available at select locations. If approved, additional fees and insurance requirements apply.

If Vehicle Access requested, explain where, why and how often:

OPERATIONAL INFORMATION

Describe in detail daily activities that will take place during camp:

Type your daily and/or weekly schedule:

You may also attach a schedule to this PDF, if doing so, write "See Attachment"

Describe in detail all equipment/supplies you are bringing in:

Who will be responsible for cleanup of site at the end of each day?

All supplies and equipment MUST be packed up and removed from the park daily.

Describe your cancellation and contingency plans that are specific to this park/location:

In the event of bad air quality, park closures, or other uncontrollable factors

Describe in detail your emergency and medical response plan that is specific to this park/location:

You must agree to the following statement by checking the box below, filling in all required areas, AND adding additional information specific to your group. (Be advised that cell service is unreliable in many locations and your plan should include how you plan to communicate in the event that you are unable to call out)

I understand, and will instruct camp staff to contact Park Staff and EBRPD Dispatch **FIRST** in the event of ANY moderate/severe injuries or medical incidents. For emergencies (510) 881-1121; For non-emergencies (510) 881-1833;

Park Operations at

Park Name

Operations Phone #

OVERNIGHT USE FORM

Would you like to submit an overnight request?

Yes (continue request below)

NO (leave the following page blank)

With Overnight Use, you will be required to adhere to all campsite regulations, any fire restrictions that may be in place, check-in/out times, site minimums/maximums, parking passes and restrictions, etc.

Parking passes vary by site and buses are not allowed at any of our group campsites, other arrangements will need to be made.

Check-in for Group Campsites is 2:00 pm or after; Check-out is by 12:00 pm.

Primary on-site contact(s):

Please include name, cell phone and email for each contact. This person will be the primary contact during camp in the event of concerns, questions or emergencies that may come up. If multiple, please add ALL names, phone numbers and emails.

Park Name:

Dates Requested:

Please select Check-in day(s) only - If staying one night, only one box should be selected. If staying two nights, be sure to check two boxes. Ex: If you would like to arrive on Tuesday and leave on Thursday, you will only select Tuesday and Wednesday

| | Reservable Campsite Name | Monday Night | Tuesday Night | Wednesday Night | Thursday Night |
|---------|-----------------------------|-----------------|------------------|--------------------|-------------------|
| Week 1 | 06/02/25 to 06/06/25 | | | | |
| Week 2 | 06/09/25 to 06/13/25 | | | | |
| Week 3 | 06/16/25 to 06/20/25 | | | | |
| Week 4 | 06/23/25 to 06/27/25 | | | | |
| Week 5 | 06/30/25 to 07/04/25 | | | | |
| Week 6 | 07/07/25 to 07/11/25 | | | | |
| Week 7 | 07/14/25 to 07/18/25 | | | | |
| Week 8 | 07/21/25 to 07/25/25 | | | | |
| Week 9 | 07/28/25 to 08/01/25 | | | | |
| Week 10 | 08/04/25 to 08/08/25 | | | | |
| Week 11 | 08/11/25 to 08/15/25 | | | | |
| Week 12 | 08/18/25 to 08/22/25 | | | | |
| Week 13 | 08/25/25 to 08/29/25 | | | | |

How many campers do you expect?

This total must include ALL overnight guests (staff, adults and children)