



City of Santee, Community Services Department  
**Instructors and Businesses Using Park Property Permitting Guidelines**

Businesses and instructors that wish to use City of Santee park property for classes, such as personal training, adult exercise/boot camps, sports coaching, lessons, and dog training are required to obtain a permit from the Community Services Department prior to operating.

Permits are park specific and permit holders may not interfere with regular public use of any park. A permit is not a reservation and does not guarantee exclusive use of park property, including fields, grass, picnic areas, courts, sidewalks, lighting or parking lots. The number of permits may be limited and restrictions may be placed on the times and locations available.

The permit fee is \$50 per month, is non-refundable and cannot be prorated or resold. Permits are valid for a maximum of 3 months. Community Services has the authority to revoke any permit.

Procedures to obtain a park use permit.

1. Submit the following information regarding the activity you are seeking park use for:
  - Type of instruction/class/program you will be conducting in the park
  - Participant anticipated age range
  - Participant minimum and maximum capacity per activity
  - Name of park you are interested in using, specify area within the park your program will utilize (i.e., 10x10 grass area, walking trails/sidewalks, batting cage, hard court area)
  - Format/Schedule of program (i.e., one hour, once a week for 8 - 10 weeks or monthly)
  - Days and times of program
  - Fee you are charging per participant
  - Participant outcome expectations (i.e., acquire sports skills, improve fitness level)
  - Education, experience and qualifications (resume can be attached)
  - Your contact information: address, phone & email address
2. Submit a completed City of Santee Outdoor Facility Application and Waiver of Liability and Indemnity Agreement.
3. Your proposal will be reviewed and you will be contacted if additional information is needed. A liability insurance policy naming the City of Santee as an additional insured, a Santee business license and a Department of Justice background check (fee \$32) may be required. Any questions you may have can be answered at this time.

Please send your information to: Heather Heckman, Administrative Secretary

Email: [hheckman@cityofsanteca.gov](mailto:hheckman@cityofsanteca.gov)

OR Mail:

City of Santee, Community Services Department  
Attention: Heather Heckman  
10601 Magnolia Avenue, Building 6  
Santee, CA 92071

OR Fax: (619) 258-4189 Attn: Heather Heckman

If you have additional questions, please contact Heather Heckman, Administrative Secretary at (619) 258-4100 ext. 126.