Attachment B
Miracle Mile Parking Lot Rental Policy

Purpose:
To establish standard procedures for the rental of City-owned parking lots along the Miracle Mile.

Policy:
Any person or organization may apply to the City of Stockton to rent one or more City-owned parking lots located on the Miracle Mile. The parking lots are shown and identified on the attached map. The application shall include a description of the event to be held, the date and time of the event, expected attendance for the event, and the specific lot(s) requested, along with a certification (see attached form) signed by each business owner/operator or tenant on property abutting the subject parking lot(s). The certification form shall indicate the applicant has made contact with the owner/tenant and state whether the owner/tenant agrees to the applicant’s proposed use of the parking lot(s) on the day(s) in question. The application must be approved by the Miracle Mile Improvement District prior to submission to the City. In addition, before the City approves the application, the organization must have an approved Special Event Permit obtained through the City’s Community Services Department.

Procedure:
1. Apply for and receive a Special Event Permit through the City’s Community Services Department. Refer to the City’s Special Event Guidelines for instructions on obtaining a Special Event Permit.
2. Submit to the Miracle Mile Improvement District Executive Director a completed Miracle Mile Parking Lot Rental Application (attached) at least 60 days in advance of the event. The Miracle Mile Improvement District Executive Director is located at 2540 Pacific Avenue, Suite 3, Stockton CA 95204. Phone 209-948-MILE (6453)
3. Obtain written approval for the use of parking lot(s) by the Miracle Mile Improvement District Executive Director
4. If the Director does not approve the use, the decision may be appealed to the Miracle Mile Improvement District Board within 10 calendar days of the Director’s disapproval. (The Miracle Mile Improvement District Board meets monthly.)
5. Obtain written approval for the use of the lot(s) from the Director of the City’s Community Service Department. The Director will not approve the use unless the applicant provides evidence of the required insurance and endorsements. If the Director does not approve the use, the decision may be appealed to the City Manager within 10 calendar days of the Director’s disapproval. The City Manager retains the right not to approve the use.
6. Rental Fee (per lot and payable to the City of Stockton):
   a. Non-Profit organization: $50 (proof of current non-profit status is required)
   b. All others: $250
7. Refundable Cleaning/Damage Deposit (per lot and payable to the City of Stockton):
   a. Non-Profit Organization: $200
   b. All others: $500
8. Security is required for all events, including security at the rented parking lot(s). The number of licensed security guards and/or police officers, and where they are to be stationed, will be determined by the Stockton Police Department as part of the Special Event Permit application process.
9. Portable restrooms, trash receptacles, recycling bins, dumpsters and other waste management resources may be required at your event, including on the rented parking lot(s). The City’s Community Services Department will determine the waste management requirements as part of the Special Event Permit application process.
10. All portable restrooms, trash receptacles and other waste management resources must be removed from the parking lot(s) within 12 hours of the event’s end. If not, the cleaning deposit will be forfeited.
11. Parking lot(s) must be left in the general condition in which it was at the time of the rental. All trash, signage, and/or decorations for the event located on the parking lot(s) must be removed within two hours of the event’s end. If not, the cleaning deposit will be forfeited.
12. Any damage to the parking lot(s) (including damage to the landscaping and/or irrigation system) will result in a deduction from, or entire loss of, the damage deposit. Any costs associated with damages greater than the deposit will be the responsibility of the applicant.
13. Refunds of the cleaning/damage deposit, along with a letter explaining the reasons for any deductions from, or loss of, the deposit, will be mailed to the applicant within 30 days after the event.

For additional information, please call the Community Services Department at (209) 937-8119.
Application for rental of one or more Miracle Mile parking lots (see attached map). A Special Events Permit will also be required.

1. Name of Applicant
   Address_________________________ Phone_________________________

2. Name of Organization (if different than the Applicant)
   Address_________________________ Phone_________________________

3. Purpose of Event

4. Parking Lot(s) to be Rented

5. Date of Event
   Month Day Year between and

6. Survey of all businesses/tenants abutting the proposed lot(s) closures:
   Number of businesses/tenants in favor: __________
   Number of businesses/tenants opposed: __________

7. It is understood that this event will be conducted in compliance with the Miracle Mile Parking Lot Rental Policy and in accordance with the City’s Special Events Permit.

8. The undersigned shall defend, indemnify and hold harmless the City of Stockton, its officers, employees and agents from any and all claims, damages or suits that may arise or in any way be occasioned by the granting of this permit or maintenance of any activity under the terms of the permit.

   SIGNATURE_____________________ DATE_____________________

Approval of the Miracle Mile Improvement District Executive Director (required):

   SIGNATURE_____________________ DATE_____________________ 

Approval of the City of Stockton’s Community Services Director (required):

   SIGNATURE_____________________ DATE_____________________ 

Required Attachments:
A. Certification signed by each business/tenant abutting the parking lot(s) involved in the proposed use of the parking lot(s) indicating the applicant has contacted each about the proposed use.
B. Proof of insurance
C. Proof of current non-profit status, if applicable
D. Cleaning/damage deposit and rental fees
Location of Miracle Mile Parking Lots

Lots A through I, identified in red, are City-owned parking lots available for rent through the Miracle Mile Parking Lot Rental Policy.

MIRACLE MILE PARKING DISTRICT
CERTIFICATION

REQUEST FOR USE OF CITY OWNED PARKING LOT

The applicant ______________________ is requesting to rent and use City owned Parking Lot ___ along the Miracle Mile, in connection with an event (__________________) to be held on ____________________ between the hours of _______ and ________.

The undersigned hereby certifies that he/she has contacted in person the following businesses and/or tenants that occupy the properties that abut the subject parking lot informing them about the proposed use of the parking lot on the day(s) in question concerning the event and asking them if there is opposition to such use.

________________________________________  ______________________
Applicant's Signature                        Date

Name of Business/Tenant                      Phone Number

________________________________________
Address

________________________________________  ______________________
Signature of Business Owner/Operator/Tenant  Date

______________________________
No opposition/opposed to proposed use