



# Online Park Permit Walkthrough

Website: [www.cityoflamesa.us/parkpermits](http://www.cityoflamesa.us/parkpermits)

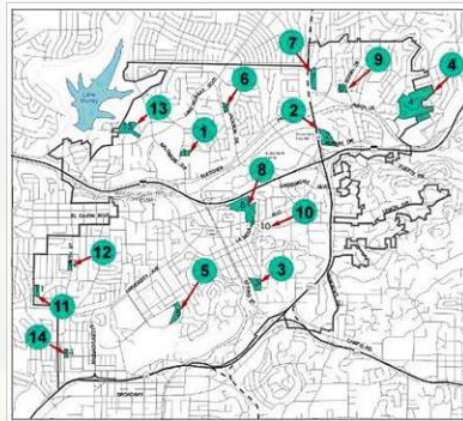
Select: Reserve Online

\*This page also has the Approved Bounce House Vendor Listing – Only approved vendors can work at City of La Mesa Parks.

## PARK PERMITS

### City Parks

1. [Aztec Park](#)
2. [Briercrest Park](#)
3. [Collier Park](#)
4. [Harry Griffen Park](#)
5. [Highwood Park](#)
6. [Jackson Park](#)
7. [La Mesita Park and Junior Seau Sports Complex](#)
8. [MacArthur Park](#)
9. [Northmont Park](#)
10. [Porter Park](#)
11. [Rolando Park](#)
12. [Sunshine Park](#)
13. [Sunset Park](#)
14. [Vista La Mesa Park](#)



[Reserve Online](#)

[How to obtain a Park permit](#)

### Policies

- Parks are open 6:00 am to 10:00 pm, except for Harry Griffen Park and Mac Arthur Park which open at 7:00 am and close one hour after dusk.
- No overnight parking or camping in any park (see Municipal Code sections 9.08-140 and 9.08.153.)
- See [Park Policies](#) for more information
- All parks are smoke-free environments. No alcoholic beverages without special permit
- A Special Event Permit is required for groups of 25 or more, and for special use such as astrojumps
- [Approved Bounce House Vendor list](#)
- Reservable picnic areas are available at [Aztec Park](#), [Harry Griffen Park](#), [La Mesita Park](#), [Northmont Park](#) and [Vista La Mesa Park](#).
- A Commercial Use of Public Recreational Property Permit is required for all commercial operators conducting business in City parks - [Commercial Use Policy & Permit Application](#)



## Select: Reservation Requests



[Sign In](#) | [Create an Account](#)

[Home](#) [Activities](#) [Reservations](#) [Sports](#) [Donations](#)

[My Cart](#)

### Reserve Options

[Home Page](#) > [Reserve Options](#)

Welcome to online facility reservation! Please note: reservations are subject to approval. You will be notified via email when your permit has been approved.

#### Reservation Requests

##### Request Park Use Permits

Please note that groups of 50 or more people will need to contact the Facilities Division directly at 619.667.1300 or [rsvp4parks@ci.la-mesa.ca.us](mailto:rsvp4parks@ci.la-mesa.ca.us). To request all other park use permits, first login to your account with your email address and password then search by the area, type, location, or amenity of the facility you would like to reserve.

#### View Facilities & Parks

##### View Facilities and Parks

When looking for facilities or parks you may search by location, type or amenity.

## Login or Create a New Account

Fill in your specifications with Event Type (Day Use Permit or Reservable Site Permit), Description, and total number of guests.



Welcome, Josh | [My Account](#) | [My Wish List](#) | [Sign Out](#)

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### Reservation Event Information



Welcome to the Reservation Request Site!

#### Reservation

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type

Description  (e.g., Johnson Wedding)

Maximum Number of Guests

[Continue](#)



Choose your Location (keep the Facility box as Any Facility and Amenities as Unspecified)

**Reservation: Facility / Equipment Search**

Please use the fields below to find facilities/equipment for your event.

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations -OR- Areas

Any Locations  
Aztec Park  
Briercrest Park  
Collier Park  
Harry Griffen Park

Any Area

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility  
Harry Griffen Park Reservable Site 1  
Harry Griffen Park Reservable Site 2

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet **One** of the requirements

Unspecified  
Access to Catering Kitchen  
Access to Fire Extinguisher  
Access to Outdoor Patio  
Access to Restrooms

When you have selected your requirements, click **Continue**

Use the following list to go back to a previous step.

Start Over ▼ **Go Back**

**Select the specific Permit you would like to purchase**



**Reservation: Select Facility / Equipment**



The following facilities/equipment match the criteria you specified in the previous step.  
Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Attend	Qty	Name	Type	Reservation Unit	Location
<input type="checkbox"/>	30	0	Harry Griffen Park Day Use Permit	Facility	Minute	Harry Griffen Park 9550 Milden Street La Mesa, CA 91942 (619) 667-1300
<input checked="" type="checkbox"/>	30	0	Harry Griffen Park Reservable Site 1	Facility	Minute	Harry Griffen Park 9550 Milden Street La Mesa, CA 91942 (619) 667-1300
<input type="checkbox"/>	30	0	Harry Griffen Park Reservable Site 2	Facility	Minute	Harry Griffen Park 9550 Milden Street La Mesa, CA 91942 (619) 667-1300

When you have selected the facilities/equipment to try to reserve, click **Continue**

Use the following list to go back to a previous step.

Facilities/Equipment Search ▼ **Go Back**



Complete the Begin Date, End Date, Exact Time and Duration. Park Permits are all day usage so you can enter an early Exact Time and long Duration as seen below.

**Reservation Event Dates**

Harry Griffen Park Reservable Site 1 cannot be reserved more than 365 day(s) in advance.  
Harry Griffen Park Reservable Site 1 must be reserved at least 7 day(s) in advance.

Specify the Dates

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date: 2018 May 22

-- AND --

Number of Weeks: [ ]

-- OR --

End Date: 2018 May 22

Specify when the event starts

Start at: Exact Time

Exact Time: 8:00 am

Specify how long the event lasts

Duration: 9 (hours) 0 (minutes)

To review your event dates, click **Continue**

Use the following list to go back to a previous step.  
Search Results [ ] **Go Back**

Confirm your dates on the Calendar View and select Continue

Confirm the Permit you are requesting and select Continue

**Reservation Facilities/Equipment Availability**



Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Harry Griffen Park Reservable Site 1	Facility	Harry Griffen Park 9550 Milden Street La Mesa, CA 91942 (619) 667-1300	-- Charge : \$96.00		0	Review selected time.
<a href="#">Select All</a> <a href="#">Deselect All</a>							

When you have selected the facilities/equipment to reserve, click **Continue**

Use the following list to go back to a previous step.  
Customize/Review Event Date(s) [ ] **Go Back**

If a venue is already booked, the screen will show an "X" next to the Permit Name

**Reservation Facilities/Equipment Availability**



Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
<input checked="" type="checkbox"/>	Harry Griffen Park Reservable Site 1	Facility	Harry Griffen Park 9550 Milden Street La Mesa, CA 91942 (619) 667-1300	-- Charge : --			1 date is not available
<a href="#">Select All</a> <a href="#">Deselect All</a>							

When you have selected the facilities/equipment to reserve, click **Continue**

Use the following list to go back to a previous step.  
Customize/Review Event Date(s) [ ] **Go Back**



Read through the Park Policies and initial confirming you agree to the waiver

If you are planning on using a bounce house, select Yes and enter the name of the bounce house vendor you will use.

**\*Only previously approved bounce house vendors are permitted to work on City of La Mesa property.**

**Reservation Checklist / Questions**



Please check any of the items you want included with your reservation request.

Select Checklist Items			
Agree to Waiver	Required	Description	Attachment
Initials: <input type="text" value="JG"/>	Yes	Park Policies	Park Policies

Please answer the following questions (\* - required).

**Questions (\* - required field)**

Are you planning on having a special attraction such as a bounce house at your event?    
Insurance Required

What is the name of the vendor you are using for your bounce house? All  (No more than vendors are required to have insurance on file with the City of La Mesa. \* 140 characters)

When you are done, click

Use the following list to go back to a previous step.

Review your reservation

Complete the payment section

Once you complete the reservation, a City staff member will review the permit and let you know the status of the permit.

Reasons for permit denial:

- Your selected vendor is not an approved vendor with the City of La Mesa
- There is a previously booked special event
- The fee was not attached and processed
  - If this happens, the payment will need to be submitted to a Community Services staff member as soon as possible