

## **Community Services Department – Holiday Closure Specifics 2024**

**Facility rentals, picnic shelter reservations & field use permits are not available December 24, 25, 31 and January 1**

All patrons with a reservation/permit will be informed of limited staffing available from 12/23-1/1 and provided with the necessary contact information should an urgent issue arise.

The City of Santee Refund and cancellation policies are applicable. Any modifications, cancellations, changes, and refund requests to any confirmed and paid reservations or class registration from December 23 – January 5 must be made in writing via email to [CSDFrontDesk@cityofsanteeca.gov](mailto:CSDFrontDesk@cityofsanteeca.gov). The timestamp on the email received will be used to determine fees (if applicable)

### **City Hall/Civic Center Facility Rentals – for use December 23 – January 5**

Facility rental applications may be submitted for rentals occurring December 23 through January 5 must be made with the Community Services Department office by Tuesday, December 17, 5:00 pm. No applications/reservation allowed on December 24,25,31 & January 1.

Applications will be reviewed and approved depending on departmental review/approval and staff availability. Applicants will be notified of the status of their application by Wednesday, December 18, 5:00 pm.

All approved reservations must be paid in full by Thursday, December 19, 5:00 pm.

All other applications received will be reviewed on January 2.

### **Picnic Shelter Reservation – for use December 23 – January 5**

Online picnic rental applications must be submitted by Monday, December 16, 5:00 pm

Picnic shelter rental applications made in person at the Community Services Department must be submitted by Tuesday, December 17, 5:00 pm.

Applications will be reviewed and approved depending on departmental review. Applicants will be notified of the status of their application by Wednesday, December 18, 5:00 pm.

Picnic shelters that are not reserved will be available for public first come first served use during designated park hours. Vendors/additional apparatus set up space is NOT allowed for drop-in park use. (i.e. jumpers, caterers, etc)

Reservation signs are posted at each picnic shelter location. Patrons must check reservation posting prior to setting up for use.

All other applications received will be reviewed on January 2.

## **Parks & Fields – for use December 23 – January 5**

All City of Santee municipal parks will be open for public use.

Park amenities such as dog parks, skate park, tennis/basketball/pickleball courts, disc golf course and restrooms will be open during designated hours, weather permitting.

West Hills Park, Town Center Community Park East fields 1 & 2 and Town Center Community Park West fields 2,3 & 4 are CLOSED for winter maintenance during this time.

All other sports fields are available for reservations/permits. Field use applications must be submitted to the Community Services Department by Tuesday, December 17, 5:00 pm.

Applications will be reviewed and approved depending on departmental review and field staff availability. Applicants will be notified of the status of their application by Wednesday, December 18, 5:00 pm.

All approved reservations must be paid in full by Thursday, December 19, 5:00 pm.

All other applications received will be reviewed on January 2.

## **Recreation Classes, Programs and Activities**

Online registration for winter programs are available through ActiveNet during the Holiday closure.

Email, walk-in, mail, fax and drop off registration will resume on Thursday, January 2.

Refunds/special requests submitted during the closure will be addressed on Thursday, January 2 and evaluated on a case-by-case basis by department staff.