



PLEASANT VALLEY RECREATION AND PARK DISTRICT

GENERAL USE POLICY Board Approved July 1, 2015

Pleasant Valley Recreation and Park District (District) encourages the use of our facilities and parks by the community. In an effort to be fair to all, the procedures and definitions below are used in the application of this policy.

- District facilities and services are available for District sponsored programs and other approved public, private, resident and non-resident use.
- Usage is conditional and appropriate fees shall be charged as stated in the rules and regulations governing payment of deposits, fees, permits, and groups. These are subject to change and vary by classification.

The Pleasant Valley Recreation and Park District offers diversified leisure services to its residents. Historically, these services have been financed by appropriations of tax dollars from the District's general fund. The growing population has increased the demand for new, expanded and even more diversified facilities and services. Cost for land and capital projects have also increased, as have operational expenses. These trends coupled with increased competition have resulted in greater emphasis on generating non-tax revenues. These alternative sources of revenue are becoming more critical for the operations of parks and facilities.

The District works to ensure that the programs and facilities offered meet the needs of the community and that access to them is as economically feasible as possible. Fees are used to offset public expenses to operate, maintain, supervise and administer the use of the parks, recreation facilities and pavilions. These policies and procedures are designed to facilitate the safe, efficient and equitable use of District facilities.

The District Board of Directors shall establish reasonable fees for the use of District property. Fees will be reviewed annually.

I. USE OF DISTRICT FACILITIES, PROPERTIES, PARKS, PICNIC AREAS and TENNIS COURTS

The District's reservable facilities, parks, picnic areas, and tennis courts may be made available for use by any individual, organization, or group subject to the issuance of a permit and the payment of appropriate fees and deposits. A permit must be issued for the use of any facility, park, picnic area and organized tennis events for pre-advertised assemblies or by groups consisting of 15 people or more for picnic areas/green space usage. All applications for use of any facility, park, and picnic area or tennis court must be signed by an adult over 21 years of age who shall agree to be responsible for said use. Individuals, organizations, or groups under 15 may use any designated reservable facility, park, picnic area, or tennis court on an as available basis; however, such group must vacate the premises at the time a permit group arrives.



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This does not include athletic facilities, which are covered in Section II. ATHLETIC FACILITIES.

Groups that exceed the maximums will be required to pay additional fees. These additional fees will be charged for portable toilets, garbage dumpsters, and staffing and require an additional cleaning deposit. The District will arrange for these items to be placed at the park or facility. The cost of these items will be passed on to the Applicant.

Permits are revocable and all deposits forfeited if false statements are made in reserving a District facility, park, or picnic area, or if the individual or group violates any rule or regulation established by the District. Applicants shall be responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, applicants shall be responsible for reasonable costs to replace, repair, or clean such property. Any individual, organization, or group that is responsible for damages to the District's facilities shall pay for all such charges as determined by the District. No individual, group, or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid.

District personnel will open and close the facility, park, and picnic area and tennis courts and, when required, monitor the use of the grounds.

A. APPLICATION FOR USE AND SCHEDULING

The General Manager or designee is authorized to grant or deny all applications for use of parks or buildings within the District. All rental applications for use of a District facility, park, picnic area or tennis court shall be filed and signed by an adult over 21 years of age. The rental location is reserved only when the completed Application is accepted and approved by the District office, applicable insurance documentation is provided, and applicable fees and deposits are paid. The signed rental application for a permit shall include, but not be limited to, the following information:

- i. Name of applicant, sponsoring organization, or group, and name of persons responsible for proposed activity alongside the application fee.
- ii. Address, telephone number and email of applicant(s).
- iii. Specific park or building being reserved and area involved.
- iv. Starting and ending time of proposed activity. Times should include set up and clean up times.
- v. Number of persons expected.
- vi. Additional District personnel or items requested, such as tables, chairs, set-up and associated equipment.
- vii. Nature of proposed activity(ies), including equipment to be brought into the park, duration and nature of use of such equipment, and duration and nature of use of any amplified sound.
- viii. Fees or admission charged and monies collected.



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- ix. Persons who will receive monies collected and disposition of such monies.
- x. Certificate of liability insurance and separate endorsement naming the District as additional insured and containing a 30-day cancellation clause.
- xi. Non-refundable application fee.

B. DEPOSITS

- i. A reservation payment must be made upon submittal of the rental application. The payment consists of 50% of the total rental fees. The payment will secure the facility pending the payment of all applicable fees.
- ii. Total rental fees include the rental rate, non-refundable application fee, refundable cleaning/security deposit, and if applicable insurances, vendor and/or security guard charges. The refundable cleaning/security deposit is designed to ensure that the applicant leaves the facility in a clean and usable condition. If, at the conclusion of the activity the facility is not clean and usable, the District will retain the cleaning deposit.
- iii. Deposits are due and payable along with all other fees and charges at the time of the application. No application will be executed for a period greater than six months in advance of the event date without approval by the General Manager or designee. The refundable cleaning/security deposit will be refunded for cancellations made 30 days in advance.

C. REQUEST FOR WAIVER OF FEES

- i. The District recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the District would not otherwise provide or is unable to provide, specific guidelines have been established for determining when permit fees may be waived. In order to request a waiver of fees, please complete the "Waiver Fee Form" and submit it to the Pleasant Valley Recreation and Park District office.
- ii. General Manager or designee shall, at her/his discretion, approve other uses at the non-profit rental rate, provided that she/he determines that the group or event will provide services to the District commensurate with the rental discount. Any use authorized by the General Manager or designee as a "non fee or reduced fee" must be held with a deposit at the full-fee deposit rate. Events cancelled will fall under the standard refund policy.
 - a. A fee waiver, if approved will not waive any refundable cleaning/security deposits required as part of your permit arrangements. Deposits are required to be submitted along with your permit application. Your application will be reviewed and you will be notified once a determination is made. Until then, your deposit



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will hold your reservation. Please remember that your events qualifications for a waiver shall be determined based upon the information you provide. Please make sure that you provide complete information.

- b. Applications are accepted three times yearly (please note there is a 4-month lead time):
 - i. January 1st – January 31st for all events taking place May 1st – August 31st
 - ii. April 1st – April 30th for events taking place September 1st – December 31st
 - iii. August 1st – August 30th for events taking place January 1st – April 30th
- iii. Community Service Organizations may be granted free or reduced use of District Facilities or fields for practices, games, as determined by their core functions unless there is a current agreement in place in which case the agreement would be followed.
 - a. Sports Organizations may have access to free or reduced fees for sports fields.
 - b. Senior Groups and/or Services Groups may have access to reduced fees for a specific facility only when they meet the following requirements: 1) meet, daily, weekly, or monthly as part of the organizational operations, 2) meet a minimum of once per month on the same day or date of the week/month, 3) meet during the current operation hours of the facility.
 - c. These organizations are responsible for the full cost of any set-up/tear down, special service request, lighting, and staffing fees thirty (30) days in advance of the rental.

D. BOUNCE HOUSES, JUMPERS AND OTHER INFLATABLES

- i. In order to provide a safe and enjoyable experience, the District has established certain criteria for apparatus used in the park system. Specifically, the following identifies both permitted and prohibited apparatus:
 - a. Must use vendor from District approved Bounce House/Inflatable Vendor list.
 - b. A reservation permit with PVRPD (if group size is under 15, picnic shelter isn't needed, and there is no alcohol, renter may be able to obtain a permit for a nominal fee, provided there is availability).
 - c. Bounce houses/inflatable jumpers may be located only in easy accessible areas. Bounce House/Inflatable Vendors cannot drive on park turf to deliver the bounce house/inflatable.
 - d. Insurance certificate must include the date of use, location of event, limits of liability, Pleasant Valley Recreation and Park District named insured, and must cover the entire event.



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- e. Bounce houses/inflatables are limited to 20' x 20' in size, without water features, and must be powered by a vendor supplied generator under 5KW. The District does not provide electricity or generators. Generators may NOT be fueled and/or refueled on District property.
- f. All bounce houses/inflatables must be attended at all times.
- g. Inflatables utilizing water, such as water slides, are PROHIBITED in all District parks.
- h. The following items are prohibited, unless permitted in advance by the General Manager or designee:
 - i. "Sumo Wrestling" and/or "Jousting"
 - ii. Laser Tag
 - iii. "Rock Climbing Walls"
 - iv. Inflatable "Mechanical Bulls"
 - v. Inflatable "Hamster Balls"
 - vi. Inflatable Water Features, Dunk Tanks and/or Pools
 - vii. Petting Zoos
- i. The following items require additional approvals in advance by the General Manager or designee and other fees may apply:
 - i. Game Truck/Games on wheels (requires additional approvals)
 - ii. Concession (require additional approvals)

E. DENIAL OF RENTAL APPLICATION

Denial of an application may be based on the following criteria:

- i. When a facility or park with the required capacity for the proposed activity is not available.
- ii. Refusal of an applicant to agree in writing to conditions of the permit.
- iii. Failure of an applicant to file an application in sufficient time for review and processing. The District must receive the Agreement, applicable cleaning/security deposit, rental fees, and permits at least 30 working days in advance. Failure to comply with the deadline date may render the contract null and void.
- iv. The requirement of an excessive number of personnel as determined by the General Manager or designee to properly police the activity, and protect other users of the facility or area due to the size or nature of the proposed activity.
- v. The filing of more than one application for the same facility at the same time. Under these circumstances, the General Manager or designee will consider the application and the schedule of priority classification.
- vi. When usage of facility may damage, destroy, or detract from the District property and/or cause harm, injury, discomfort, or displeasure to other persons in or near the park.
- vii. When false or misleading information is provided.



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F. PERMITS

A Permit is issued when the completed Application is accepted and approved by the District office, the rental Agreement is signed by the applicant, and all applicable fees and deposits are paid in full. The District must receive the signed rental Agreement, applicable deposits, and fees at least 30 days in advance. Failure to comply with the deadline date renders the contract null and void.

G. RENTAL PERIODS

Rental periods are based on a two-hour or four-hour minimum for facility rentals (i.e. picnic areas, buildings and classrooms). Refer to approved current Fee Schedule for details. Tennis court rental periods are based on a minimum of two-hour increments. The time indicated on the application will reflect the actual facility use time, which includes setup and cleanup. Charges for additional time beyond the two or four hour block will be based on an hourly rate.

H. HOURS

All parks, recreation areas, and open space areas within the District boundaries will be available to the general public from dawn to dusk or hours as otherwise posted except with the permission of the General Manager or designee.

Dog park facility hours of operation are:

- a.) *Camarillo Grove Park*- Open daily from 7:00 a.m. to dusk. Entire park is off-leash Monday- Friday. Saturday & Sunday, dogs are allowed off-leash only in the designated dog park area and on the trails from 7:00 a.m. until 10 a.m.
- b.) *Mission Oaks Park Off-Leash Area*- Open daily from 4 p.m. to dusk. Saturday & Sunday, dawn until dusk.
- c.) *Springville Dog Park*- Open daily 7 a.m. to dusk. Closed Friday mornings until 10:00 a.m. for lawn maintenance.

Buildings, park areas and facilities (except sports parks/fields) are available for individual and group use during normally scheduled hours of operation as posted at the facility. Exceptions are subject to General Manager or designee approval.



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I. PRIORITY OF USE AND FEE CHARGES

Use of facilities, properties, parks, picnic areas and tennis courts is based on when the application is received, rental availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with 30 days written notice. In that case, the District will attempt to relocate the group to another District facility. Group priority rating and fee charges shall be as follows:

- i. Class 0 - District Activities
- ii. Class 1 – Community Service Organization– Recognized District Community Organization as approved by the District’s Board of Directors. Fees are subject to the individual group’s Memorandum of Understanding (MOU) with the District.
- iii. Class 2 - Resident Organization- 50% of Basic Rate. Local school districts, governmental agencies and non-profit organizations may have fees waived for reciprocal services as approved by the General Manager or designee.
- iv. Class 3 – In-District Resident- 100% of Basic Rate (full rate). This includes in-District residents, groups, and organizations that hold private functions. Also includes any event held on Friday and Saturday.
- v. Class 4 – Out of District or Non-Resident- 100% of Basic Rate plus 25%, includes non-resident/out of District individuals, groups, and organizations.

J. FEES

- i. Basic Rate - Application fees will be charged in accordance with the Board approved Fee Schedule.
 - a. Indoor Facility - During normal business hours of operation, rates will include rooms, chairs, and tables, single setup and cleanup.
 - i. Beyond the basic services, additional fees will be required for security staffing, additional custodial service and other services requested by permittee, or identified by staff in advance of permittee use.
 - ii. For rentals outside of normal business hours of operation, additional fees will be assessed for staffing required beyond the posted curfew and on holidays.
 - b. Picnic Area - During normal hours of operation, rates include existing site amenities such as picnic tables and barbecue, where available, and outdoor restrooms. Rates do not include supervision or special setup of tables. Outside items, i.e. tables, chairs, and barbeques etc. are not permitted without approval by the General Manager or designee.



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K. ADDITIONAL CHARGES OVER BASIC RATE

Additional charges may be levied over basic rate as defined in Section I. I. PRIORITY OF USE AND FEE CHARGES and under the following conditions:

- i. All non-residents will pay a 25% additional fee.
- ii. Full payment is due 30 days prior to the use date.
- iii. When alcohol is served or sold at a function.
- iv. On all applicant-initiated changes, including cancellations.
- v. To cover the cost of security guards for certain events or functions. The District will arrange with an approved vendor.
- vi. When a facility is not normally open and District staff is required to be on duty.
- vii. When District staff is needed for facility control.
- viii. When facility damage and/or liability insurance fees are required.
- ix. To cover the cost of dumpsters, portable toilets, other additional equipment and/or resources to accommodate the rental.
- x. The determination of requirements for additional personnel and associated charges shall be made by the General Manager or designee.

L. REFUNDS AND PAYMENTS

Facility Refunds - The rental reservation is only complete when the application is accepted and approved by the District office and all applicable deposits and fees are paid. Refund of deposits is outlined in Section B. DEPOSITS. Cancellations must be made through the District office no later than 30 days prior to the use date to qualify for any refund of paid fees. The application fee is non-refundable.

Class Refunds - If withdrawal/transfer from a program/class is made 5 business days prior to the start of a class there will be a full refund less a \$10 administrative fee. If withdrawal is made less than 5 business days before the first day of the program, there will be no refund issued. Registrants failing to be present for the program will forfeit all fees paid. No refund will be issued for programs and activities where the registration cost is \$10 or less.

Payments - Personal checks will be accepted 10 days prior to event or program.



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M. FACILITY CANCELLATION

- i. Application fee is non-refundable.
- ii. If a reservation is cancelled sixty one (61) or more days prior to event date, customer will receive a full refund minus the application fee.
- iii. If the reservation is cancelled between thirty (30) and sixty (60) days prior to event date, customer will receive refund of any cleaning/security deposit paid and 50% refund of all other fees paid (excluding application fee).
 - a.) In lieu of a full or partial refund, the payments made for a cancelled event can be transferred one time to a future event to be held within six months. An additional \$25 non-refundable administrative fee will be charged. Additional fees may apply depending on venue. Refer to current approved Fee Schedule for facility fees.
- iv. If the reservation is cancelled twenty-nine (29) or less days prior to event customer will receive refund of cleaning/security deposit only.
- v. If a reservation is paid through a credit card, any refund will be issued to the same credit card within seven (7) business days following the event.
- vi. If a reservation is paid check or cash, a refund by check will be processed within fifteen (15) business days following the event.
- vii. No refunds will be given for inclement weather.
- viii. No personal checks accepted 10 days prior to event.
- ix. NSF charges will apply for returned checks.

N. ALCOHOL INSURANCE

Events with alcohol for consumption will require the purchase of alcohol insurance at the time the permit is approved.

O. SETUP

The District will perform setup and breakdown, unless otherwise stated in the application. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date, otherwise additional fees may apply.



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P. DECORATIONS

When decorations are to be used, the user shall obtain prior approval from the District's designee. No duct tape, tacks, nails or glue are allowed on any walls, columns, or counter or floor surface. Use of blue painters tape is allowed, with full removal at the end of the event. Use of lighted candles or any other open or enclosed flame is prohibited. No confetti, rice or glitter is allowed.

Q. SECURITY

To ensure proper use and control of facilities and equipment, security will be required under the following circumstances:

- i. If the type of event and/or anticipated attendance places a major impact on the facility.
- ii. When alcohol is being served, sold, or consumed.
- iii. When additional precautions are deemed necessary due to the nature of the event.
- iv. The District will determine the total number of security guards required (typically 1 guard for every 50 people).

R. DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, turf, grounds, fixtures, furniture, or appurtenances shall be required to reimburse the District for all costs involved to clean, repair, restore, or replace the building, grounds, fixtures, furniture, or appurtenances to the original conditions. The individual and/or group may be removed and/or banned from future use of facilities.

S. EXTENDED USAGE

Facility usage may be granted for a maximum period of six months. Requests for facility usage exceeding six months require the General Manager or designee's approval. Scheduled groups may be subject to cancellation when a determination is made in accordance with Section A. APPLICATION FOR USE AND SCHEDULING. When cancellation is necessary, the District will attempt to relocate the activity.

T. LIABILITY INSURANCE

All individuals or groups for which use permits are granted, must agree in writing to hold the District harmless and indemnify the District from any and all liability for injury to persons or property occurring as the result of the activity sponsored by permittee, and said person shall be liable to the District for any and all damages to parks, equipment, and buildings owned or controlled by the District which result from the activity or permittee or



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is caused by any participant in said activity. A person exercising any of the privileges authorized by this policy does so at his/her own risk without liability on the part of the Pleasant Valley Recreation and Park District for any injury to persons or property resulting there from.

A certificate of insurance with an endorsement page naming the District as an additional insured must be submitted 30 days prior to date of facility use by any group for commercial purposes, and by any group conducting an event where there is a major impact. **The District shall determine the amount of liability insurance required.** Failure to provide adequate insurance will be cause for denial of permit.

When there is a request for the use of District facilities, or when the District is involved with scheduling and/or coordinating the activities, a certificate of insurance is required, naming the District as an additional insured, must include an endorsement page, and must contain a 30-day cancellation clause. All paperwork must be filed with the District a minimum of 30 days in advance of the use date of facilities involved. The District may require proof of liability insurance with limits of bodily injury and property damage of not less than \$1,000,000/\$1,000,000 and a certificate of insurance for any individual or group when it is determined that:

- i. Liquor is to be sold and/or served on park property. If alcoholic beverages are served, Liquor Law Liability coverage in the amount of \$1,000,000 is required. All certificates of insurance for alcohol use must have Pleasant Valley Recreation and Park District named as "Additional Named Insured" and must include an endorsement page. The certificate must contain a 30-day cancellation clause.
- ii. The proposed activity may result in serious injury to persons and/or significant damage to District property.
- iii. Caterers and vendors are required to provide the same insurance coverage to the District.

U. REQUIRED INSURANCE

Coverage must be general liability for at least \$1,000,000 per occurrence for bodily injury and \$100,000 for property damage, or \$1,000,000 combined single limit and must list Pleasant Valley Recreation and Park District as additionally insured on a separate endorsement and on the certificate. **The District shall determine the amount of liability insurance required.**

Insurance certificate must include the date of use, location of event, limits of liability, Pleasant Valley Recreation and Park District as named insured, and must cover the entire event.



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The following groups and organizations must provide insurance for use of “District” facilities, regardless of type of event(s):

- Sports leagues using “District” facilities for regular play
- All Sport Organizations
- Private Instruction (i.e. Personal Training, Dog Obedience Class, Clinics)
- Bounce House/Entertainment Attractions
- All Runs/Walks/Cycling/Parades/Events
- All Vendors
- Special Events
- Events with more than 300 attendees, whether the event is private or open to the public.

V. ALCOHOLIC BEVERAGES

A State Alcohol Beverage Control Board permit is required when alcoholic beverages are sold. Such permit shall be obtained by the group using the facility and filed with the District.

Any group desiring to sell alcoholic beverages in recreation facilities operated by the District must apply for an alcoholic beverage permit at the time of application for a facility permit. Such alcoholic beverage permit shall be issued only to an individual of legal age. The Applicant shall provide adequate safeguards to prohibit consumption of alcohol by minors, including utilizing Responsible Beverage Server (RBS) wristbands on all minors attending the event. Security guards are required for all activities providing alcohol and will be assigned by the District. Alcoholic beverages are only allowed at the event for a maximum of four hours and will not be served a minimum of one hour prior to the end of the event, or no later than 9 p.m.

The applicant shall also secure all such permits or licenses required by other governmental agencies including but not limited to the State of California Alcoholic Beverage Control Board and the Ventura County Public Health Department. If such request for the alcoholic beverage permit is denied by the staff, Right of Appeal shall apply. The General Manager or designee may stipulate additional conditions relating to the permitted use of alcoholic beverages as necessary for the protection of individuals and property.



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II. ATHLETIC FACILITIES

Certain athletic fields must reserved for use by persons or groups consisting of 5 people or more. The District reserves the right to determine the appropriate facility for the requested activity based on the nature and size of the activity. An adult, over the age of 21, must sign all applications and be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District or Community Service Organization sponsored event taking place or a prior reservation at the same time and place. All requests must be reviewed and approved by the District staff. No use permit will be granted for any reservable field before 8:00 a.m. or as determined by the General Manager or designee, or beyond sunset unless the field has appropriate lighting. Lights can be utilized up to 10 p.m. (with prior permit approval and payment).

Organized athletic activities requiring a permit include, but are not limited to any activity that utilizes one or more of the following:

- i. A game official to maintain adherence to the rules of the game, or
- ii. A marked or defined field of play, track, or course, or
- iii. Specialized equipment such as uniforms or apparel that distinguishes teams, goals, flags, personal protective equipment, shoes, cleats, harnesses, or helmets, or
- iv. Motorized, energized, or otherwise powered equipment, or
- v. Is an activity that by its' nature, negatively impacts or creates a potential hazard to other users of the site or the facility, or
- vi. Personal training by individuals earning a fee for services, or
- vii. Any activity sponsored or held by groups or organizations that charge a fee to members for participation.

During normal hours of operation, basic rates include the following:

- viii. Use of the athletic fields and supporting structures.
- ix. Use of onsite restrooms.
- x. Basic turf management such as watering, mowing, and edging fields.
- xi. Staffing costs

Basic rates do not include:

- xii. Diamond preparation and ball field lining.
- xiii. Lighting.
- xiv. Removal or installation of athletic field equipment (bases, pitcher's mound, goals etc.) and special location of base anchors, goals, bleachers, or other equipment.
- xv. Sporting equipment such as balls, nets, gloves, etc.
- xvi. Cleaning of the area following the event.



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A. PRIORITY OF USE OF ATHLETIC FACILITIES

Use of athletic facilities space is based on the date the application is received, availability, and priority ranking. Groups ranked at a low priority may be subject to rescheduling with a 30 day written notice. In that case, the District will attempt to relocate the group to another District facility. Group priority rating shall be as defined in Section I. I. PRIORITY OF USE AND FEE CHARGES.

- i. Class 0 - District Activities
- ii. Class 1 - Community Service Organization
- iii. Class 2 - Resident Organization
- iv. Class 3 – In-District Resident
- v. Class 4 – Out of District or Non-Resident

B. ADDITIONAL CHARGES OVER BASIC RATE FOR ATHLETIC FACILITIES

Additional charges will be charged over the basic rate under the following conditions:

- i. When extraordinary use requires facility renovation or rehabilitation.
- ii. When ball field lights or other special equipment are required.

C. ADDITIONAL FEES FOR ATHLETIC FACILITIES

Groups that exceed the maximums will be required to pay additional fees. These additional fees will be charged for portable toilets, garbage dumpsters and any additional cleaning deposit. The District, or applicant, to the approval of the District, will arrange for these items to be placed at the park or facility. The cost of these items will be passed on to the Applicant. No use permit shall be granted if, at the time of application, there is a conflict with a prior reservation or a District-sponsored event taking place at the same time and place. No use permit shall be granted for reservable areas from one hour before sunset until 8:00 a.m., unless the park has appropriate lighting.



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III. NON-PROFIT RENTAL USE

Community Service Organizations: Organized non-profit groups with 501(c)3 or 501(c)(4) IRS status, whose membership are open to the public and whose primary purpose is to serve the Pleasant Valley Recreation & Park District community. The Community Service Organization must be based out of the Pleasant Valley Recreation and Park District boundaries. An organizational file must be completed and approved on an annual basis to receive the priority and fees of this classification.

Pleasant Valley Recreation and Park District based Charitable, Social Welfare and Veterans' Organizations: Organized non-profit groups with current 501(c) (3) or 501(c) (4) and 501(c) (1) IRS status, whose membership is open to the public and whose primary purpose is to serve the Pleasant Valley Recreation & Park District community. An organized church, synagogue, temple, religious group, non-profit, provided that a: the reservation request is submitted on organization letterhead, or the reservation payment is made by check with the name and address of the organization imprinted on it.

The following criteria are in effect for approved Community Service Organizations and Camarillo-based Charitable, Social Welfare and Veterans' Organizations:

- i. Must provide:
 - a. Proof of current non-profit status 501(c) (3), 501(c) (4) or 501(c) (19).
 - b. Fill out and complete application
 - c. Organization must be based out of Pleasant Valley Recreation & Park District
 - d. Organization must have been established within the Community for a minimum of 12 consecutive months.
- ii. Full-fees apply for all fundraising events.
- iii. There is no non-profit rate for fees for special services, lighting, or staffing
- iv. Non-profit rental rates are ONLY available Sunday – Thursday.
- v. Request for Waiver of Fees – The District recognizes the value of partnering with other agencies and organizations in providing services that benefit the community and its residents. In an effort to provide support for organizations providing valuable community services that the District would not otherwise provide or is unable to provide, specific guidelines have been established for determining when permit fees may be waived. In order to request a waiver of fees, please complete the “Waiver Fee Form” and submit it to the District office.



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IV. FILMING

Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe the following procedures. The General Manager or designee with the following stipulations may grant permission to film on District property pursuant to this section:

- A. Completion of a commercial filming application and compliance with its contents. Requests may be received by letter, telephone, or in person at the District's Administration office.
- B. A certificate of insurance is required naming the Pleasant Valley Recreation and Park District as an additional insured and must include an endorsement page, and must contain a 30-day cancellation clause, and insured on the day or days of filming with the limits as required for District liability and property liability, which must be on file with the District prior to approval of the permit.
- C. The General Manager or designee shall assess a fee for the use of public property for commercial purposes. This fee will be reviewed annually.
- D. The applicant shall obtain all necessary permits to film and provide all personnel and services necessary to the satisfaction of the District for crowd control, traffic control, fire control, maintenance, and any other situations that attract potential hazards due to the presence of the filming production. Any District personnel services provided shall be compensated to the District at an hourly rate designated by the General Manager or designee. The appropriate fee will be established to cover all costs incurred by the District. At the time of permit issuance, an estimate of such fees will be given the applicant.
- E. Use of specialized equipment such as trailers, cranes, pyrotechnics etc. must be disclosed and approved with the application prior by the General Manager or designee.
- F. The applicant shall be responsible for complete replacement, refurbishing, or payment to the District for any negative impact incurred, including any damaged, destroyed, or otherwise disturbed furnishings, turf, facility, or property during the time of the filming for which the permit applies.
- G. The applicant is responsible for any other required permits.

V. SALES, SOLICITATION AND UNLAWFUL ADVERTISING

Permission must be obtained from the General Manager before permits shall be issued authorizing use of any park or building when the activity proposed is to be held for the sole purpose of:

- a) Advertising for sale any product, goods, wares, merchandise, services, or event.
- b) Conducting or soliciting for any trade, occupation, business, service, or profession.



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It is unlawful to post, place, erect, or leave posted, placed or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception is upon a bulletin board or such place especially designated and provided for such purposes, which approval shall be given only if the General Manager determines that it would be affirmatively in the public interest to allow the use of public property for such purposes.

- a) It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.
- b) It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.
- c) Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.
- d) Exceptions to the provisions of this section shall be pre-approved by the General Manager or designee.

VI. NON DISCRIMINATION

No organization or person will be discriminated against based on belief or affiliation, religion, age, ethnicity, native origin, medical condition, physical or mental disability, gender, gender orientation or marital status. Any person or organization entering into a rental agreement with the District is required to comply with this non-discrimination policy. Any person or organization entering into a rental agreement with the District will be required to execute a statement agreeing to indemnify and hold harmless the Pleasant Valley Recreation and Park District, its Board of Directors, and the officers, agents and employees of these agencies for any failure to comply with this non-discrimination policy.

VII. VIOLATION OF PERMIT

Violation of any terms, conditions, rules, and regulations of the permit by permittee or any agent or employee of permittee is prohibited. The General Manager or designee reserves the right to revoke or refuse to issue permit(s) for a violation thereof, with or without notice to the persons or organization to which the permit was issued. No group or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid. If violations are ongoing by the same party, the District reserves the right not to issue permits. Users that do not comply with the rules and regulations set forth by the District may be required to return keys and be restricted from any future use of the District's facilities.



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VIII. RIGHT OF APPEAL

An Applicant may appeal the decision of a District representative to the General Manager regarding facility permits. The Applicant must file such appeal with the General Manager within four working days of the mailing of the representative's decision. The General Manager may hold a hearing within five working days of the filing of such appeal at which time the applicant may present any and all evidence, testimony, and information relative to the application. The General Manager shall, within 72 hours of said appeal hearing, issue a decision either affirming or denying the application, or direct that a permit be issued subject to appropriate terms and conditions. The General Manager shall specify grounds for denial.

The decision of the General Manager may be appealed to the Board. An appeal to the Board shall be filed within five working days of the General Manager's decision.

Exceptions will be based on event size, type, and location requested. These requests may be waived if request for waiver is submitted in writing and require the General Manager's or designee approval.

IX. AUTHORIZED USE OF DISTRICT LOGO AND/OR NAME

District logos or names can only be used for purposes, events and publications that officially relate to Pleasant Valley Recreation and Park District. No use is permitted to any other third party without written permission from the General Manager or designee.

Logos may not be used for the commercial profit of outside organizations or ventures.