



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

**ORDINANCE No. 8
GOVERNING USE OF PARKS,
RECREATION AREAS AND FACILITIES**

Board Introduction 3/2/2011
Public posting 3/10/2011
Anticipated Board Adoption 4/6/2011

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RECREATION AREAS AND FACILITIES**

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GENERAL CONDITIONS

SECTION 101- PURPOSE/SEVERABILITY

The purpose of these provisions is to provide rules to govern the use of District parks, recreation areas and facilities in order that all persons may enjoy and make use of such parks and buildings and to protect the rights of all concerned. If any provision or clause of this Ordinance or the application thereof is held invalid or unconstitutional, such declaration shall not affect the other provisions or applications of these ordinances, which can be given effect without the invalid provision or application and, to this end, the provisions of these ordinances are declared to be severable.

SECTION 102- DEFINITIONS

The following words and phrases, whenever used in this Ordinance, shall be construed as defined in this section:

- A. **“Applicant”** shall mean an individual who submits an application for a District use permit to utilize a District facility, park or building.
- B. **“Administrative Hearing”** shall mean a civil proceeding to contest a civil penalty citation.
- C. **“Alcoholic Beverage”** shall mean alcohol, spirits, liquor, wine, beer, and every liquid or solid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or combined with other substances.
- D. **“Aircraft”** shall mean any device that is used or intended to be used to carry a person or persons in the air.
- E. **“Amplified Sound”** shall mean sound projected and transmitted by electronic equipment, including amplifiers, radios, or other devices.
- F. **“Article”** shall mean an article of this ordinance unless some other ordinance, policy, or statute is stipulated.
- G. **“Basic Date”** shall mean the date for use of specific areas of District lands based upon Section 503.
- H. **“Building”** shall mean any structure having a roof supported by columns or by walls and intended for the shelter, housing, or enclosure of persons, animals, or property of any kind.

- I. **“Citation”** shall mean a civil or administrative penalty citation issued in accordance with Government Code Section 53069.4 charging a Citee with an ordinance violation pursuant to this Ordinance.
- J. **“Citee”** shall mean the person served with a civil penalty citation charging them as a responsible person for an ordinance violation.
- K. **“District”** shall mean the Pleasant Valley Recreation and Park District (District) and/or all land managed by Pleasant Valley Recreation and Park District.
- L. **“District Activities”** refer to District directed, sponsored programs or approved activities.
- M. **“District Community Services Groups”** shall mean organized activities and programs conducted by resident organizations approved by the District’s Board of Directors.
- N. **“District Lands”** shall mean all lands and facilities under ownership or control of Pleasant Valley Recreation and Park District. “District Lands” are sometimes referred to herein as “District property.”
- O. **“Enforcement Officer” or “Ranger”** shall mean any District employee or agent of the District with the authority and responsibility to enforce provisions of this ordinance as authorized in accordance with Section 103.
- P. **“Hearing Officer”** shall mean a person appointed by the District to conduct, consider, and decide administrative hearings. Prior to being appointed, a hearing officer must first be designated by the General Manager as qualified to provide a fair and impartial hearing based on appropriate education, training and experience.
- Q. **“Facility”** shall mean any building, structure, park or facility under the ownership, management or control of the District and available for public use.
- R. **“Fund Raising”** shall mean funds derived from the event must be spent within the Community.
- S. **“General Manager”** shall mean the chief administrative officer of the Pleasant Valley Recreation and Park District or designee.
- T. **“In-District Resident / In-District Resident Group / In-District Public/ In-District General Public”** shall mean any person who resides within the boundaries of the District.
- U. **“Issuance Date”** shall mean the date when a citation is served on the Citee.
- V. **“Leash”** shall mean a length of six (6) feet or less.

- W. **“Major Impact”** shall apply when the nature of the activity or proposed use is found to (a) limit the use of the facility, (b) cause damage or nuisance to the neighbors, (c) require parking beyond capacity of the park, or (d) any use that is deemed extraordinary.
- X. **“Open Space”** shall mean all lands under the ownership, management, and/or control of the District that are left in a natural vegetative state with limited public access.
- Y. **“Out-of-District / Non-Resident, Group or Organization”** shall mean any person who resides outside the boundaries of the District, and any group, organization, association, partnership, firm, entity, or corporation located outside the boundaries of the Pleasant Valley Recreation and Park District or when fewer than 75 percent of the participants are District residents.
- Z. **“Park”** shall mean all grounds, roadways, building, structures, and lands acquired by the District or any area to which the District holds title or exercises delegated authority.
- AA. **“Permit”** shall mean a permit for use of parks, equipment, or buildings as provided for and defined within District ordinances.
- BB. **“Person”** shall mean any individual or group of individuals, and a natural person or any other legal entity, including its owners, majority stockholders, corporate officers, trustees, and general partners.
- CC. **“Resident Organizations”** shall mean public and private educational, civic groups and non-profit organizations. Programs sponsored by non-profit groups open to the public with a primary purpose of recreation and/or youth service; District-based adult civic or service groups; groups sponsored by a public agency. Also includes nonprofit or not-for-profit groups and organizations wherein more than 75 percent of the membership is District residents.
- DD. **“Responsible Person”** shall mean a person who creates causes, maintains, or allows an ordinance violation to exist or occur by their action or failure to act.
- EE. **“Section”** shall mean a section of this ordinance unless some other statute or policy is specifically identified.
- FF. **“Special Use Activities”** include any event that requires careful evaluation of the Applicant’s participant access and risk management procedures, i.e. use of alcohol or dances.
- GG. **“Structure”** shall mean anything constructed or erected which requires a location in or on the ground or which is attached to something having a location on or in the ground, such as signs, flagpoles, or similar appurtenances, including a building or a building’s architectural features and roof appurtenances required to operate and maintain the building, but not including fences or walls used as fences less than six feet (6’) in height.

- HH. **“Trail”** shall mean any path or access through District lands, land maintained by District or open space constructed or maintained for the use of pedestrians, handicapped patrons, equestrians, or bicyclists.
- II. **“Vehicle”** shall mean every device by which any person or property is or may be transported or drawn upon a public street or highway excepting devices moved by human power or used exclusively upon rails as defined in Section 670 of the California Vehicle Code.
- JJ. **“Violation”** shall mean a violation of the Pleasant Valley Recreation and Park District’s ordinance(s), including this ordinance.

SECTION 103- AUTHORITY AND ENFORCEMENT

The Board of Directors authorizes the General Manager to implement and administer the policies, ordinances, and regulations contained herein. Whenever a power is granted to, or a duty imposed on, the General Manager, the power may be exercised, or the duty performed, by the General Manager or designee. Unless this policy expressly provides otherwise, the General Manager or designee so designated or assigned such duties shall enforce the provisions of this ordinance. The General Manager shall have the authority to implement reasonable rules and regulations to protect the public health, safety, welfare, and the resources under the District’s care.

District Park Rangers [“Rangers”] are uniformed District employees, designated as peace officers pursuant to Penal Code Section 830.31(b), whose primary duty shall be to protect District Lands and preserve the peace therein. Rangers are authorized to enforce all District ordinances, rules and regulations, all laws of the State of California and all applicable municipal laws or ordinances. Consistent with Public Resources Code Section 5786.17 and the provisions of this ordinance, Rangers are authorized to warn and evict persons, and issue citations for any misdemeanor or infraction violation of District ordinances, rules and regulations, and applicable municipal laws or ordinances, and state law, when the violation is committed within District Lands and in the presence of the Ranger issuing the citation. Rangers may also issue civil or administrative penalty citations. Rangers shall carry identification and shall issue citations in accordance with Penal Code Section 853.5 *et seq.*

SECTION 104- COMPLIANCE

Persons entering District Lands owned, managed, and controlled by the District may remain as long as they abide by the adopted ordinances, rules, and regulations of the District; applicable laws and ordinances of the State of California; County of Ventura and City of Camarillo; and lawful instructions of authorized employees of the District. Failure to leave District Lands when requested to do so by an authorized employee of the District for violation of any of these ordinances, rules or regulations, will represent a further and separate violation of this Ordinance. Additionally, no person shall violate any order or provision thereof posted on District Lands by the General Manager or designee.

SECTION 105- ENFORCEMENT

Pursuant to Public Resource Code section 5786.17, any person within District Lands who violates any provision of this ordinance, the conditions of any permit issued pursuant thereto, or any adopted rule or regulation relating to District Lands is, unless otherwise specified herein, guilty of an infraction pursuant to the California Penal Code (Penal Code) for the first violation. A fourth violation of the same provision within one year shall be a misdemeanor pursuant to Penal Code.

Violation of Section 202, Subsections a, b, d, e, h, i, and j shall be subject to the civil penalty citation process set forth in Section 106.

The first and any subsequent violation of the following Sections shall be misdemeanors: Sections 117, 205, 206, 208, 214, 224, 302, and 412.

A violation of this Ordinance which is an infraction shall be punishable by a fine not to exceed Five Hundred Dollars (\$500). A violation of this Ordinance which is a misdemeanor will be punishable by a fine not to exceed One Thousand Dollars (\$1,000) or by imprisonment in the County jail for a period not to exceed six (6) months, or by both such fine and imprisonment.

In accordance with Government Code Section 53069.4, the District may make any violation of District ordinance(s), including this Ordinance, subject to a civil or administrative penalty in lieu of issuance of a citation for an infraction. Sections 106 through 108 set forth the procedures governing the District's imposition, enforcement, collection, and administrative review of administrative penalties. The term "administrative penalty" in this ordinance has the same meaning as "civil penalty."

SECTION 106- ADMINISTRATIVE PENALTY PROCEDURES

This section establishes the administrative procedures for the imposition, enforcement, collection, and review of civil penalties by the District pursuant to Government Code Section 53069.4.

The issuance of a civil or administrative penalty under this section is solely at the District's discretion and is one option the District possesses to address violations of this ordinance. By adopting these provisions, the District does not intend to limit its discretion to utilize any other remedy, civil or criminal, for any violation of the Ordinance.

A Citee may request a preliminary review of a citation within 14 days of the date the citation is issued. The Citee must present a preliminary review request form, a copy of the citation and any additional information demonstrating the reason(s) why there was no violation or why the Citee is not a responsible person for the violation to the District's Park Superintendent. The purpose of the review is to identify any improper citations due to errors that are readily verifiable and not to resolve factual disputes concerning the citation.

The preliminary review shall be conducted by the District's Park Superintendent or designee. The reviewer shall not be the enforcement officer who issued the citation.

If the determination of the preliminary review is that the citation is improper, the citation shall be dismissed. The Citee shall be notified of the results of the review in writing within 15 working days of receipt of the request.

A request for preliminary review does not extend any time periods for compliance, the penalty due date or the time to request an administrative hearing.

Any Citee may contest a civil penalty citation by filing a signed written request for an administrative hearing stating the grounds for contesting the citation. The request must be received by the District's designated third party administrator's office within 35 days of the date the citation was served and be accompanied by a deposit of the full amount of the penalty.

Within ten (10) days following the receipt of a request for an administrative hearing and deposit of the full amount, the District's third party administrator shall schedule an administrative hearing. The date of the hearing shall be no more than 90 days later than the date the request for the hearing was filed. The District's third party administrator shall notify the citee of the date of the hearing.

The Hearing Officer may grant a one-time continuance of a hearing for no more than 45 days if a request is made showing good cause by the citee or the District designated representative. All continuance requests shall be made by a written request received by the District's third party administrator at least 72 hours before the hearing date. If the request for continuance is denied, the hearing shall proceed as noticed. A Citee who requests a continuance waives their opportunity for a hearing within 90 days of the date the citation is issued.

A Hearing Officer shall conduct the hearing on the date set by the District's third party administrator. The Citee shall have the opportunity to appear, testify and to present evidence relevant to the ordinance violation alleged in the citation. The Citee may file a written declaration with the District's third party administrator at least 48 hours prior to the hearing in lieu of personally attending the hearing. The citation shall be accepted by the Hearing Officer as prima facie evidence of the ordinance violation and the facts stated in the citation. Neither the enforcement officer nor any other District representative shall be compelled to attend the hearing. However, any such appearance or submission may be made at the discretion of the enforcement officer.

The hearing shall be conducted informally and formal rules of evidence need not be utilized. The Hearing Officer does not have the authority to issue a subpoena.

The failure of the Citee to appeal at the hearing or to file written testimony prior to the hearing shall constitute an abandonment of the request for an administrative hearing and a failure to exhaust administrative remedies concerning the violation set for in the citation. Any penalty deposit shall be forfeited to the District.

After considering all evidence and testimony submitted at the administrative hearing, the Hearing Officer shall issue a written decision to uphold or dismiss the citation within 20 working days after conclusion of the hearing. The Hearing Officer has no discretion or authority to reduce or modify the amount of any fine. The decision shall state the reasons and evidence considered for the decision. If the decision is to uphold the citation, the deposited penalty shall be forfeited

to the District. If the decision is to dismiss the citation, the District shall refund the penalty deposit within 30 days of the decision. The Hearing Officer's continued employment, performance evaluation, compensation, and benefits shall not directly or indirectly be linked to the number of citations upheld or cancelled by the officer.

Notwithstanding any other provisions of this Ordinance or otherwise, the administrative hearing decision is final and not subject to appeal or further review by the District or any person. The Citee may seek judicial review of the administrative hearing decision by filing an appeal with the Ventura County Superior Court in accordance with the provision of state law.

SECTION 107- ADMINISTRATIVE PENALTY CITATIONS

Upon determining that a provision of this ordinance has been violated, a Ranger has the authority to issue a civil penalty citation to any Responsible Person. A Responsible Person upon whom a citation is served is liable for and shall pay the penalties described in the citation. A citation may be issued for violation of one or more ordinance sections and for one or more days on which a violation exists. Each ordinance violation shall constitute a separate violation and be subject to a separate penalty. Civil penalty citations shall contain following information:

1. Name of the Responsible Person;
2. Address or other description of the location where the ordinance violation occurred; \
3. Date on which the ordinance violation(s) occurred;
4. Issuing department/division;
5. The ordinance section(s) violated;
6. Brief description of the violation;
7. Amount of the penalty;
8. Procedure to pay the penalty;
9. Description of the procedure for requesting a Preliminary Review, and an Administrative Hearing to contest a citation.
10. Printed name and signature of the issuing Ranger;
11. Date the citation is served;
12. A distinct citation number.

A Ranger may personally deliver the citation to the Citee, or may mail the citation by first class mail to the Citee's last known address.

SECTION 108- PAYMENT OF ADMINISTRATIVE PENALTIES

The Board of Directors shall approve by resolution a penalty fee schedule to establish the amount of the civil penalties for violating provisions of District ordinances. Penalties are due on the day the citation is issued. The Board of Directors will review penalty fees annually.

Penalties shall be paid to the District's designated third party administrator within 35 days of the due date. Penalties not paid in accordance with the provision of this ordinance are civil obligations of the responsible party and may be collected by the District through any legal means. Payment of a penalty shall not excuse the Citee from correcting the ordinance violation. The issuance of a citation or payment of a penalty does not bar the District from taking any

further enforcement action regarding an ordinance violation that continues to exist or when a person continues to violate an ordinance, including but not limited to issuing additional civil penalty citations or filing a criminal complaint.

SECTION 109- APPLICATION FOR USE

The General Manager or designee is authorized to grant or deny all applications for use of District facilities. All applications for use of District parks, fields, or buildings shall be filed by an adult over 21 years of age. The park, field, or facility is reserved only when the completed Application is accepted and approved by the District office and applicable fees are paid.

All applications for use shall comply with the District's General Policy for Facility Use for specifics requirements for the application process. All applications must comply with the insurance requirements as set forth in General Policy for Facility Use.

SECTION 110- 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 (4) 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 (5) working days of the General Manager's decision.

SECTION 111- INTERFERENCE

No person shall attempt to use or interfere with the use of any facility which is reserved for another person or organization holding a permit.

SECTION 112- LIABILITY

All persons to whom use permits are granted must agree in writing to release and hold the District harmless, and to 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 District facilities which result from the activity or permittee or is caused by any participant in said activity. A person exercising any of the privileges authorized by this Ordinance does so at his/her own risk without liability on the part of the District for any injury to persons or property resulting there from.

These requirements may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 113- USE OF PARKS

The District's reservable areas may be made available for the use of persons and groups subject to the issuance of a permit and the payment of appropriate fees. A permit must be issued for the use of any park for pre-advertised assemblies or by groups consisting of 25 or more persons. All applications for use of any park must be signed by an adult who shall agree to be responsible for said use. Groups that exceed the maximums will be required to pay additional fees. These additional fees will be charged for portable toilets, garbage dumpsters, an additional cleaning deposit, staff time, and any other costs incurred by the District as a result of a Group's use of the park. The District will make arrangements for these items to be placed at the park. The cost of these items will be passed on to the Applicant.

SECTION 114- PERMIT

Pursuant to the application process set forth in Section 109, if approved, a use permit will be issued by the District.

SECTION 115- DISTRICT RIGHT TO ALTER USE

The District reserves the right to alter previously scheduled use to minimize interference with District activities or to suspend an existing use application if the user violates any section applicable to the District's General Policy for Facility Use.

SECTION 116- 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 reserves the right (1) to revoke any permit for a violation thereof, with or without notice to the persons or organization to whom the permit was issued, and (2) enforce a penalty under Section 105.

SECTION 117- SALES AND SOLICITATION

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. Distributing handbills or circulars, or posting, placing, or erecting any signs, bills, notices, paper, or advertising matter of any kind.
- c. Conducting or soliciting for any trade, occupation, business, service, or profession.

The General Manager or designee may issue such permits when the conduct of such trade, occupation, business, service, or profession is compatible with usual park activities and uses, is of convenience or benefit to park patrons, and does not conflict with the business of established concessions. A fee may be charged to cover administrative costs of the issuance of such permit

and/or costs associated with the use of park facilities. A person shall not solicit in any manner or for any purpose, or sell or offer for sale any goods, wares, or merchandise, or give or distribute handbills, advertising matter, or literature except under the following conditions:

- a. When a concession is operating under lease or contract authorized by the General Manager.
- b. When an athletic team that is a member of a regular athletic league and admits all members of the general public to the extent of capacity without discrimination and without charge to any game played, such athletic team may solicit voluntary contributions from the spectators attending such game.
- c. When the park, or any portion thereof, is the location for an event that will not in any way detract from the use of the park by the general public and the proceeds are used for charitable purposes, i.e., parking fees charged by the organized group approved in advance by the General Manager.
- d. When found to be consistent with the policies of the District or to promote the program of the District under conditions prescribed by the General Manager.
- e. When an application is approved for sale of items and all necessary fees and deposits have been made.

SECTION 118- ACCESS

The primary form of access into open space areas shall be via foot traffic or horseback on equestrian trails. No person shall block, obstruct, impede free access to, encroach upon, or construct anything whatsoever across or upon any equestrian trail or easement owned, operated or maintained by the District, including but not limited to those equestrian trails and equestrian easements as shown on the final subdivision map of Tract No. 2706 (Las Posas Hills), recorded on October 5, 1979, in Book 84, page 50 of Miscellaneous Records in the office of the County Recorder of Ventura County, California and as amended in the Judgment recorded on March 22, 1993 bearing Instrument Number 93-065046. Vehicular access to serve as an emergency vehicle or to deliver supplies to a permit group may be authorized, unless prohibited by the above-referenced Judgment. Under such circumstances, one vehicle per area may be permitted. Entry by District vehicles, emergency vehicles, and vehicles of agencies and individuals holding easement or permits is authorized.

ARTICLE II
PARK REGULATIONS

SECTION 201- EXCEPTION

This article does not apply to the operations of District-owned or operated vehicles or persons engaged in official District business.

SECTION 202- VEHICLES AND PARKING

Parking violations are a civil liability and will be subject to an administrative adjudication process. (Section 106.)

- a. Vehicles shall be operated on District property only on designated roadways, without written permission of the General Manager.
- b. Vehicles shall not be parked on District property except within designated parking areas or within designated markings without written permission of the General Manager.
- c. If the General Manager finds that at certain times, under specific restrictions or at designated places, a vehicle can be operated so as not to interfere in any way with the use of a park; permission may be granted to operate such vehicle. Parking such vehicle is permitted only in areas so designated.
- d. Vehicles operated within the boundaries of public parks shall be driven at a careful and prudent speed not greater than is reasonable and proper with due regard for the traffic, surface, and width of the roads. In no event shall a vehicle be driven on park property at a speed greater than 15 miles per hour.
- e. No person who owns or has possession, custody, or control of any vehicle, trailer, or camper shall park upon any District property for more than a period of eighteen (18) consecutive hours.
- f. All parked vehicles are subject to being removed from District property under the following circumstances:
 1. When a vehicle is parked or left standing on District property when the park is closed to public use.
 2. When a vehicle is parked or left standing upon a roadway in such a position as to obstruct the normal movement of traffic or in such a condition as to create a hazard to other traffic upon the roadway.
 3. When a vehicle is parked so as to block the entrance to a driveway.

4. When a vehicle is parked so as to prevent access by firefighting equipment to a fire hydrant or emergency service.
 5. When a vehicle is parked in any parking restricted zone.
- g. If an illegally parked vehicle is removed from District property as provided for in this section, the owner shall be liable for all fees, towing, and storage charges.
 - h. No vehicle maintenance may be performed on District property except for minor repairs needed to move the vehicle.
 - i. No vehicle shall be parked on District property after the closing time of the park or facility.
 - j. Disabled Persons Parking Zones

It shall be unlawful for the operator of any vehicle other than a vehicle bearing a distinguishing license plate defined by the California State Vehicle Code to stop or park such vehicle in a parking zone identified as reserved for disabled or handicapped persons pursuant to Subsection 2 below. The fine for this violation shall be as prescribed by the California Vehicle Code.

1. Improper display of placard. It shall be unlawful to fail to, or improperly display a handicap placard. A citation issued for illegal parking may be reduced by the General Manager or his designee when proof of a valid handicap placard is presented.
2. Space identification. Disabled persons parking shall be designated by blue striping to mark the stall and a profile view of a wheelchair printed within the stall or space as well as a sign with the same type of marking on it.

SECTION 203- RIGHT OF APPEAL

As allowed under Section 110, an applicant may appeal a decision of a District representative or the General Manager.

SECTION 204- VEHICULAR TRESPASS

Vehicles shall not be operated or parked on any property of the District except on roadways and parking areas specifically constructed for vehicular traffic. Fire breaks and fire protection roads, hiking and riding trails shall be prohibited from vehicular use. An exception will be made for those vehicles, which are authorized by the District for such use.

SECTION 205- FIREARMS AND WEAPONS

No person shall carry, possess, set, leave, or deposit, or cause to be fired, across, in, on, or into any portion of District land any weapon, gun or firearm, spear, missile, bow and arrow, crossbow, slingshot, trap or hunting device, air or gas weapon, paintball gun, ammunition, throwing knife or axe, martial arts throwing device, or any other weapon or device capable of injuring or killing any person or animal, or damaging property or natural resource except at posted or authorized ranges and areas designated for such purposes. An exception to this regulation will be made for duly authorized law enforcement officials.

SECTION 206- HUNTING

Hunting, shooting, wounding, trapping, capturing, or killing animals on park property is prohibited.

SECTION 207- VANDALISM

It shall be unlawful for any person to damage, deface, cut, spray, paint, mark, scratch, write on, or otherwise deface or alter any natural feature, fence, wall, building, sign, monument, or other property on District property. Persons causing vandalism, or parents of persons under the age of 18, will be held liable and financially responsible for the full amount of damages, or the maximum amount allowed under the California Civil Code, Sections 1714.1 and 1714.3. All provisions of the California Penal Code, Section 594, and penalties there under are applicable.

SECTION 208- THROWING MISSILES

Throwing missiles, rocks, mud, sand, or any object that may cause bodily harm to others is prohibited on park property. Objects used in recreational activity are exempt from this section provided they are not used in an irresponsible and hazardous manner.

SECTION 209- AMPLIFIED SOUND

Without prior written permission, no person shall play or operate any sound or energy amplification devices, including radios, television sets, public address systems, musical instruments, or similar devices.

SECTION 210- GOLF

No person shall drive, chip, or in any other manner play or practice golf, or hit balls on, over, or into District lands.

SECTION 211- MODEL AIRPLANES

No person shall operate any motor driven model airplanes or rocketry, cars, boats, any other model craft of any kind or description on, over, or into any portion of District lands, except by written permission of the General Manager.

SECTION 212- AIRCRAFT/HUMAN FLIGHT

Without the permission of the General Manager, no person shall land any aircraft on or take any aircraft off any area in the District, nor shall any person hang glide, parachute, or engage in any human flight on, over, or into District lands.

SECTION 213- OVERNIGHT CAMPING

a. Definitions:

Unless the particular provisions or the context otherwise requires, the definitions contained in this section shall govern the construction, meaning, and application of words and phrases used in this Section.

1. *Camp* means to pitch or occupy camp facilities; to use camp paraphernalia.
 2. *Camp Facilities* include, but are not limited to, tents, huts, temporary shelters, trailers, motor homes, campers, or vehicles otherwise used for shelter.
 3. *Camp Paraphernalia* includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, hammocks, or non-District designated cooking facilities and similar equipment.
 4. *Store* means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.
- b. It shall be unlawful for any person to camp, occupy camp facilities, or use camp paraphernalia on District property, except as otherwise provided in this Section.
- c. House trailers, campers, or motor homes may not be used for overnight sleeping purposes on any District property, except as otherwise provided in this Article.
- d. It shall be unlawful for any person to store personal property, including camp facilities and camp paraphernalia on any District property, except as otherwise provided for in this Section.

SECTION 214- FIREWORKS AND DANGEROUS OBJECTS

No person shall possess, discharge, set off, or cause to be discharged, in or into any District land any firecrackers, torpedoes, rockets, fireworks, explosives, or substances harmful to the life and safety of persons or property. Exceptions may be made with written permission of the General Manager.

SECTION 215- NUDITY

No person shall appear nude while in or on any District lands or facilities, except in authorized areas set aside for that purpose by the District. Nudity shall be defined as codified in Title 14 California Code of Regulations section(s) 4322.

SECTION 216- HOURS OF USE

All parks, recreation areas, and open space areas within the District boundaries will be available to the general public as otherwise posted or in accordance with District's General Policy for Facility Use except with the permission of the General Manager or his designee. It shall be unlawful for any person, except those involved in District-sponsored programs or having valid permits, to enter or remain in any park or recreation area between those hours.

SECTION 217- FLORA AND TURF

Removing or injuring any form of plant life on park property, including the removal of wood, turf, grass, soil, rock, sand, and gravel is prohibited except by a duly authorized District employee in the performance of his/her duties or unless specifically authorized by the General Manager.

SECTION 218- ARCHAEOLOGICAL FEATURES

No person shall remove, injure, disfigure, deface, or destroy any object of paleontological, archaeological, or historical interest or value.

SECTION 219- GEOLOGICAL FEATURES

No person shall destroy, disturb, mutilate, or remove earth, sand, gravel, minerals, rocks, or features of caves.

SECTION 220- ANIMALS ON LEASH

- a. No person owning or having charge, care, custody, or control of any dog (or cat) shall cause, permit, or allow same to be or to run at large upon any lands, properties, or within facilities of the District unless such animal is restrained by substantial chain or leash with a preferred length not exceeding six feet in length and is in the charge, care, custody, or control of a competent person. Pets not properly leashed may be impounded by Animal Control and the owner cited.
- b. The removal of feces of animals that defecate on park property shall be the responsibility of the owner or custodian of said animal.
- c. Horses, mules, goats, donkeys, or similar animals may be ridden or led under specified restrictions and in designated areas with the permission of the General Manager or designee.
- d. No animal shall graze in any park except on property leased for such purpose.

- e. No animal shall be killed, harmed, or removed from any park unless by a District employee during the performance of his/her official duties, except when necessary to avoid bodily harm.
- f. Animals may be prohibited from specific parks at specific times or events at the discretion of the General Manager or designee.
- g. Specific provisions of this section may be modified in specific instances with written permission of the General Manager or designee.

SECTION 221- ALCOHOLIC BEVERAGES, INTOXICATED PERSONS, DANGEROUS DRUGS

Patrons are not allowed on District property while under the influence of intoxicating liquors or dangerous drugs as defined under California Vehicle Code, Section 23152(a) (b) as amended. Under specific circumstances, consumption of alcohol is permitted on District property as outlined in Sections 222 and 410 and 411.

SECTION 222- SALE OF ALCOHOLIC BEVERAGES

A group desiring to sell alcoholic beverages in park areas or to sell alcoholic beverages in recreation facilities operated by the District must apply for an alcoholic beverage permit at the time of application for facility permit as contained in Articles III and V herein. Such alcoholic beverage permit shall be issued only to an individual of legal age. Adequate safeguards shall be provided to prohibit consumption by minors. Security guards may be required as defined under Section 512. Alcohol is not permitted at any time if the primary purpose of an event or function is for minors, i.e., debuts, dances or birthday parties for participants under the age of 21 years. Alcoholic beverages may be present at the event for a maximum of four hours and ending a minimum of one hour prior to the end of the event.

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, provisions in Section 110, 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.

SECTION 223- LITTER AND RUBBISH

Depositing garbage, trash, or other refuse on park property other than in a receptacle provided therefore is prohibited. Throwing or leaving bottles, glass, or sharp pointed articles is prohibited. Throwing or disposing of wastepaper or combustible refuse in any place in a park other than in a receptacle maintained for that purpose is prohibited. It is unlawful to use any park receptacle for the depositing of garbage, trash, or other refuse not generated and/or used within the park boundaries.

SECTION 224- FIRES IN DISTRICT PARKS

Open fires in District parks and open space areas are prohibited except in designated areas. Briquettes are the only combustible material authorized for barbecue or brazier use. Wood fires are not permissible. Upon notice of park closure due to fire hazard warning by the fire district, all reservations shall be cancelled and affected areas closed to the public. It shall be the responsibility of every person igniting a fire in a District installed barbeque to completely extinguish it (dead out) before leaving the park.

SECTION 225- DUMPING

Dumping rocks, soil, grass clippings, branches, leaves, equipment, vehicles, furniture or accessories, or any other item or material is prohibited without prior written approval of the General Manager. Permits for disposal of acceptable fill material at acceptable locations may be obtained at District offices.

SECTION 226- TRESPASSING

Trespassing into areas designated "No Trespassing" is prohibited. This includes, but is not limited to, rooms in District buildings or structures, swimming pools during specific hours, fenced control areas such as storage areas, shop areas, holding areas, construction sites, and all posted areas.

SECTION 227- PARK CLOSURE

The General Manager or designee, may close a park area or recreation facility at any time when there is an apparent danger to the persons using the property, the property itself, or for any cause which could affect the safety and welfare of the public. This section may be enforced without the concurrence of those persons or organizations then using the property or facility.

SECTION 228- ENTRY TO ACTIVITIES

The General Manager, or designee, may enter any reserved park area or recreation facility at any time to inspect the premises for safety, compliance of use, hazards, or in the course of normal duties.

SECTION 229- UNLAWFUL COMMERCIAL ADVERTISING

It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.

It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.

Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.

Exceptions to the provisions of this section shall be pre-approved by the General Manager or designee.

SECTION 230- USE OF DISTRICT VEHICLES AND EQUIPMENT BY NON-DISTRICT GROUPS

District vehicles and equipment are provided for the express purpose of carrying out District functions. Requests received from groups or organizations for the use of District vehicles or equipment shall be made in writing to the District. Such requests may be granted by the General Manager provided that such use does not interfere with District operations.

SECTION 231- UNLAWFUL CONSTRUCTION

No person shall erect, construct, install, or place any structure, building, shed, fence, trail, equipment, material, sign, banner, or apparatus of any type for any purpose on, below, over, or across District property, except by written permission from the General Manager, or designated representative, specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such an authorization.

SECTION 232- PUBLIC URINATION

It is unlawful for any person to urinate or defecate in any public place except when using a urinal, toilet, or commode located in a bathroom, restroom, portable restroom, or other structure screened from public view.

SECTION 233- SKATEBOARD, IN-LINE SKATING AND ROLLER SKATING REGULATIONS

With respect to any facility provided by the District for skateboarding, in-line skating, or roller skating:

- a. No person shall skateboard, in-line skate, or roller skate on or within District skating facilities without wearing a helmet, elbow and knee pads.
- b. Any District facility provided for skateboarding, in-line skating, or roller skating may not be utilized by persons operating scooters, bicycles or similar devices. Any device not specifically a skateboard, in-line skate, or roller skate is prohibited.
- c. No alcohol or smoking is allowed within, or within 50 feet, of any facility provided for skateboarding, in-line skating, or roller skating. In addition, the disposal of cigarette butts, cigar butts, or other tobacco-related waste within a playground or tot lot sandbox area is also prohibited.
- d. No glass beverage containers or food are allowed within the skating facility.

- e. Skateboarders, in-line skaters, and roller skaters shall at all times yield to pedestrians. No person shall skateboard, in-line skate, or roller skate in any area where signs are posted, or known to have been posted, prohibiting such activity.

SECTION 234- DOG PARK RULES AND REGULATIONS

- a. Dog Park hours of operation are 7:00 a.m. to Dusk. The Dog Park may be closed at the discretion of the General Manager.
- b. The Dog Park may be closed periodically during the year for special events.
- c. Enter at your own risk. Adults and children assume all risks associated with the off-leash Dog Park. No children under 16 allowed without adult supervision. Small children must be within arm's reach of a supervising adult.
- d. Dogs must display current license and be properly inoculated, healthy (no contagious conditions), and parasite-free.
- e. Dogs are to be kept on a leash (with a preferred length not exceeding 6') when OUTSIDE the Dog Park fence at all times. Do not have your dog unleashed between your vehicle and gated entrance.
- f. Leash and unleash your dog inside the double-gated holding area, not inside the Dog Park.
- g. All dog owners must carry a leash, but no dogs shall be leashed once inside the park.
- h. Dogs left unattended at the Dog Park will be impounded with Animal Control. Close supervision of your dog is required. Close supervision means that the dog is within voice command range at all times. Failure to closely supervise dogs may result in the dog being banned for an appropriate period of time.
- i. Owners must clean up after their pets. If you see someone who forgets to clean up, please remind him/her to help keep the park clean. Mutts mitts are provided.
- j. AGGRESSIVE DOGS** must be removed from the Dog Park area IMMEDIATELY WITHOUT DEBATE. You are responsible for your actions and those of your dog. Aggressive dogs may be banned for appropriate periods of time. Aggressive dogs are defined as either potentially dangerous or vicious dogs as defined in the California Food and Agricultural Code Section 31602 and 31603. Furthermore, an aggressive dog is defined as any dog that is determined by the District to pose a threat to dogs or people by virtue of a single incident or history of unprovoked acts of aggression against people or animals. Violation of these provisions is an infraction.
- k. No air horns or bullhorns are allowed.

- l. No food of any kind is allowed inside the Dog Park, including people food.
- m. “Smoking is prohibited in accordance with Section 409 of this Ordinance.”]Three dogs per dog owner is the maximum allowed inside the Dog Park. Due to inability to closely supervise their dogs, owners may not have one dog in the large dog section and one in the small dog section, if so designated.
- n. No female dogs in heat. No puppies under five months of age, due to their vulnerability to disease and injury.
- o. People may not run or jump while within the Dog Park. Please remind your young children of this rule.
- p. No grooming of dogs at the Dog Park.
- q. When leaving the park, please remove all tennis balls, toys, or other personal items or they will be discarded.
- r. The District reserves the right to designate certain parks with signage, as “off-leash” parks, allowing for dogs to run free without a leash.

SECTION 235- DISORDERLY CONDUCT

No person shall engage in boisterous, threatening, abusive, insulting, or indecent language, or engage in any disorderly conduct or behavior tending to a breach of the peace and interfering with the enjoyment of other persons on the premises.

SECTION 236- TENNIS COURTS

No person shall engage in any activity on tennis courts owned or operated by the District other than the playing of tennis and activities incidental to the playing of tennis.

ARTICLE III
PLEASANT VALLEY OPEN SPACE AREAS

SECTION 301- EXCLUSIVE USE

District open spaces shall not be made available for exclusive use by any person, group, or organization.

SECTION 302- ACCESS

The primary form of access into open space areas shall be by foot traffic or horseback on equestrian trails. No person shall block, obstruct, impede free access to, encroach upon, or construct anything whatsoever across or upon any equestrian trail or easement owned or operated by the District. Vehicular access to serve as an emergency vehicle may be authorized. Under such circumstances, one vehicle per area may be permitted. Entry by District vehicles, emergency vehicles, and vehicles of agencies and individuals holding easement or permits is authorized.

Persons entering District Lands owned, managed, and controlled by the District may remain as long as they abide by these regulations, applicable laws of the State of California; applicable ordinances of the County of Ventura and City of Camarillo; and lawful instructions of authorized employees of the District. Failure to leave District Lands when requested to do so by an authorized employee of the District for violation of any of these regulations will be further violation of regulations.

SECTION 303- OPENING AND CLOSING TIMES

Open space areas and equestrian trails will be available to the general public as otherwise posted or in accordance with District's General Policy for Facility Use.

SECTION 304- APPLICATION FOR USE

Applications to reserve areas of park and open space areas will be processed in accordance with District procedures established in Articles I, IV and Article V herein.

SECTION 305- FIRES SMOKING IN DISTRICT OPEN SPACE

The District ordinance regarding fires is contained in Section 224; in addition, the following policies shall apply to all District open space:

- a. Briquettes shall be the only permitted fuel for District installed barbecues; wood is prohibited. It shall be the responsibility of every person igniting a fire in a District installed barbecues pit to completely extinguish it (dead out). All open fires are prohibited.

- b. Smoking is prohibited in all District designated open space consistent with Section 409 herein.

SECTION 306- DAY USE

Reservations are required for day use by groups of 25 or more persons in accordance with District procedures established in Articles IV and V herein.

SECTION 307- DOMESTIC PETS

No person owning or having charge, care, custody, or control of any dog (or cat) shall cause, permit, or allow same to be, or to run, at large upon any lands, properties, or within facilities of the District unless such animal is restrained by substantial chain or leash not exceeding six feet in length and is in the charge, care, custody, or control of a competent person. Pets not properly leashed may be impounded by Animal Control and the owner cited.

SECTION 308- TRAILS

Unauthorized travel off designated trails is prohibited.

SECTION 309- CLOSURE/TRESPASS

Any and all open space areas are subject to closure when deemed necessary by the General Manager or designee (inclusive of all Park Patrol staff), to protect public safety and/or protect the resources from damage or threat of damage. Any violation will constitute civil trespass.

SECTION 310- BICYCLES

Bicycles shall be allowed in parks and open space areas under the following restrictions:

- a. Bicycles must stay on designated trails and roadways.
- b. No person shall operate a bicycle in a reckless or negligent manner so as to endanger public property, or the life, limb, or property of any person or animal. A reasonable and prudent speed limit will be observed.
- c. Bicyclists must yield when meeting pedestrians. "Yield" means slow down, establish communication, be prepared to stop, and/or move aside to allow other users to pass, and pass safely.
- d. No person shall possess or operate a bicycle or similar device in open space or on District land in areas designated or signed to restrict such activity.
- e. All state and local regulations regarding helmet use, for minors or adults, shall be followed.

SECTION 311- VEHICLES

No vehicle will be operated or parked on any open space lands except where specifically permitted. An exception will be made for those vehicles that are authorized by the District for such use.

SECTION 312- NATURE PRESERVES

- a. The District has the authority to designate an area as a “nature preserve” to protect the resources and/or flora and fauna. Entrance to such an area shall be prohibited, except with written permission for the purposes of scientific study, a docent-led hike, or other authorized activities. These areas may be posted as “no trespassing.”
- b. Alcohol is prohibited in “Nature Preserves.”

ARTICLE IV

REGULATIONS GOVERNING THE USE OF RECREATION BUILDINGS, ATHLETIC FIELDS AND PICNIC AREAS

SECTION 401- USE OF RECREATION BUILDINGS, PICNIC AREAS AND ATHLETIC FIELDS

Recreation centers, reservable picnic areas, athletic fields within the District's community parks, are available for the use of persons and groups subject to the issuance of a permit and payment of fees therefore. All applications for use shall be made in accordance with Section 109 and must be signed by an adult, who shall agree to be responsible for said use. No use permit shall be granted if there is a conflict with a prior reservation or a District-sponsored event. Appeal of a decision may be made in accordance with Section 110 herein. Use of District facilities is subject to the rules and regulations established in District's GENERAL FACILITY USE POLICY.

Any request that will place a major impact on a given facility will be subject to Board approval. All requests are subject to District priority-ranking classification (Section 406), and fee schedule (Section 502). The General Manager or designee reserves the right to cancel a permit or application for a permit with 30 days' written notice.

Applications are immediately revocable and all deposits forfeited if false statements are made in reserving a facility, 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, close, and supervise the use of the buildings and, when required, monitor the use of the grounds.

SECTION 402- APPLICATION FOR USE AND SCHEDULING

Applications for use shall be made in accordance with Section 109-4. Exceptions will be based on event size, type, and location requested. These requests may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 403- 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's approval. Scheduled groups may be subject to cancellation on 30 days' written notice or when a determination is made in accordance

with Section 109. When cancellation is necessary, the District will attempt to relocate the activity.

SECTION 404- HOURS

Buildings, park areas, and athletic facilities are available for individual and group use during normally scheduled hours of operations pursuant to the District's General Policy for Facility Use. Exceptions are subject to General Manager or designee approval.

SECTION 405- RENTAL PERIODS

Minimum building rental periods are based on four-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 four-hour block will be based on an hourly rate. Exceptions are subject to General Manager or designee approval.

SECTION 406- PRIORITY OF USE

Use of facilities 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 shall be as defined in Section 504:

- a. Class 1- District activities
- b. Class 2 – Community Service Group
- c. Class 3 – Resident Organization
- d. Class 4 – in-District Resident
- e. Class 5 – Out of District or Non-Resident

SECTION 407- DAMAGE TO DISTRICT PROPERTY

Individuals or groups causing damage or excessive wear and tear to any building, 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.

SECTION 408- USE OF RESERVABLE PICNIC AREAS

Certain areas within the District's community parks may be reserved for picnics by persons or groups. All applications must be signed by an adult who shall agree to be responsible for said use. 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 picnic areas outside normally scheduled hours of operations

pursuant to the District's General Policy for Facility Use, unless the park has appropriate lighting.

A group consisting of more than 25 persons must file a permit for all reservable picnic areas. Groups of fewer than 25 may use any designated reservable or non-reservable area of any park on a first-come, first-served basis, however, such groups must vacate any reservable area at the time a permit group arrives. Neighborhood parks may be non-reservable. Individual picnic tables are available on a first-come, first-served basis in all non-reservable areas. (Section 111.)

SECTION 409- PROHIBITION ON USE OF TOBACCO-RELATED PRODUCTS

Smoking and use of tobacco-related products is prohibited in all District lands and facilities.. This prohibition includes, but is not limited to, smoking and the use of tobacco-related products in any auditorium, meeting rooms, offices, classrooms, and kitchen facilities of the District. Smoking of a cigarette, cigar, or other tobacco-related product is not permitted within 50 feet of the front of a playground and 20 feet of a public building main entrance, exit, or operable window. In addition, the disposal of cigarette butts, cigar butts, or other tobacco-related waste within District lands or facilities, including a playground or tot lot sandbox area, is also prohibited.

SECTION 410- ALCOHOL IN RECREATION BUILDINGS

The sale, serving, or consumption of alcohol is prohibited in a recreation building except by a group making such a request and all necessary permits have been approved and fees paid.

SECTION 411-ALCOHOL IN PARKS

Alcohol may not be possessed or consumed on District lands and facilities unless allowed by a permit issued by the District. The sale or serving of alcohol is not permitted in parks except by a group making such a request and all necessary permits have been approved and all fees paid. The sale or serving of alcohol is prohibited at all sporting and youth events except as approved by the General Manager or designee.

SECTION 412- USE OF RESERVABLE ATHLETIC FIELDS

Certain athletic fields may be reserved for use of persons and groups. All applications for use must be signed by an adult over 21 years of age who shall agree to be responsible for said use. No use permit shall be granted if, at the time of application, there is a conflict with a District-sponsored event taking place or a prior reservation at the same time and place. No use permit shall be granted for the use of 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.

Groups may use any designated reservable field on a first-come, first-served basis, however, such groups must vacate any reservable athletic field at the time a permit group arrives and are subject to the conditions established in District's General Facility Use Policy.

SECTION 413- EXCLUSION FROM DISTRICT AREAS AND FACILITIES

In the interest of public health, safety, and welfare, it may be necessary to exclude persons or groups from District areas and/or facilities. Such action may be taken by a designated representative of the General Manager, subject to appeal to an Administrative Hearing with the General Manager.

Any person who has been excluded from District areas and/or facilities pursuant to this section, who enters upon the District areas and/or facilities during the period of the exclusion without the written permission of a designated representative is guilty of a misdemeanor.

ARTICLE V
FEES AND DEPOSITS

SECTION 501- PURPOSE

Fees and charges may be levied to offset District expenses incurred in providing services.

SECTION 502- FEES

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

SECTION 503- BASIC RATE

Building

During normal hours of operation of facilities as defined in Section 404, rates will include rooms, chairs, tables, setup, and cleanup. These services are available at an additional fee: security, custodial service, and other services identified by staff in advance of permittee use as set forth in the District's General Policy for Facility Use. When the facility is normally closed, additional fees will be assessed.

Athletic Fields

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

- a. Use of the athletic fields and supporting structures.
- b. Use of outside restrooms.
- c. Basic turf management such as watering, mowing, and edging fields.

Basic rates do not include:

- a. Diamond preparation.
- b. Ball field lining.
- c. Lighting.
- d. Removal or installation of athletic field equipment.
- e. Pitcher's mound.
- f. Special location of base anchors, goals, bleachers, or other equipment.
- g. Cleaning of the area following the event.

Picnic Area

During normal hours of operation as set forth in the District's General Policy for Facility Use, rates include picnic tables and barbecue, where available, and outdoor restrooms. Rates do not include supervision or special setup of tables. Outside items, i.e., tables and chairs are not permitted without approval by the General Manager or designee.

SECTION 504- CLASSIFICATION OF FACILITY USES AND FEE CHARGES

Class 1

- a. Recognized District Community Groups as approved by the District's Board of Directors. Fees are subject to the individual group's Memorandum of Understanding (MOU) with the District.
- b. Local school districts, government agencies, and non-profit organizations may have fees waived for reciprocal services as approved by the General Manager or designee.

Class 2 - 50% of Basic Rate

- a. Resident Organization
- b. Use by a Resident Organization for fundraising by such organization that does support community recreation activities. The funds derived from the event must be realized within the Community.

Class 3 - 100% of Basic Rate (Full Rate)

- a. In-District Resident
- b. Individuals, groups, and organizations that hold private functions.

Class 4 - Full Basic Rate plus 25 Percent

- a. Out of District
- b. Non-resident.

SECTION 505- ADDITIONAL CHARGES OVER BASIC RATE

Additional charges will be levied over basic rate as defined in Section 503 and as set forth in the District's General Policy for Facility Use under the following conditions:

- a. When extraordinary use requires field renovation or rehabilitation.
- b. All non-residents will pay a 25 % additional fee.
- c. Full payment is due 21 days prior to the use date.

- d. An additional fee is required when alcohol is served or sold at a function.
- e. Additional administrative fees may be charged on all applicant-initiated changes, including cancellations.
- f. The District may require security guards for certain events or functions at an additional fee. The District will make the arrangements with an approved vendor.
- g. When a facility is not normally open and recreation staff or custodian is required to be on duty. The minimum hourly coverage for custodian is four hours.
- h. When recreation staff is needed for facility control.
- i. When extraordinary use requires field renovation or rehabilitation.
- j. When ball field lights or other special equipment are required.
- k. When facility damage and/or liability insurance fees are required.
- l. Outdoor facilities including picnic shelters and sporting facilities may be subject to additional fees required for dumpsters and portable toilets to accommodate groups of people that exceed the facilities maximum occupancy.
- m. The determination of requirements for additional personnel and associated charges thereof shall be made by the General Manager or designee.

SECTION 506- REFUNDABLE DEPOSITS

Rental deposits are non-refundable. Cancellations must be made through the District office no later than 21 days prior to the use date to qualify for a refund of paid rental fees minus rental deposit.

SECTION 507- PAYMENT OF DEPOSITS AND FEES

The park, field, or facility is reserved only when the completed Application is accepted and approved by the District office and applicable fees are paid.

A deposit equal to 50% of the total applicable fees must be paid at the time the application is approved by the District, as set forth in the District’s General Policy for Facility Use.

SECTION 508- ALCOHOL PERMITS

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.

SECTION 509- SETUP

Setup and breakdown may be performed by the District. 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 ten (10) days prior to the event date.

SECTION 510- DECORATIONS

When decorations are to be used, prior approval shall be obtained by the user 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. If confetti is used at the event, all evidence of use must be removed. Use of lighted candles or any other open or enclosed flame is prohibited.

SECTION 511- CANCELLATION REFUND POLICY

Cancellations must be made through the District office no later than 21 days prior to the use date to qualify for a refund of paid rental fees minus rental deposit.

SECTION 512- SECURITY

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

- a. If an event places a major impact on the facility.
- b. When alcohol is being served, sold, or consumed.
- c. When additional precautions are deemed necessary due to the nature of the event.
- d. The District will arrange for Security Guards at the event and costs will be passed onto the Applicant.
- e. Security Guards on duty for a function must report ½ hour before the scheduled event starts and remain on duty ½ hour after the event is scheduled to end and all attendees have left.
- f. The applicant shall be responsible for payment to the District of all fees for these services. Additional security measures may be required to protect the general public and District property. When security is required by the District or requested by the applicant, application requires approval by the General Manager or designee.

SECTION 513- WAIVERS

The requirements **in this Article V** may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 514- FILMING

Individuals engaged in the making of movies, still photography, or television films for commercial purposes shall observe the following procedures. Permission to film on District

property pursuant to this section may be granted by the General Manager or designee as set forth in the District's General Policy for Facility Use.

SECTION 515- LIABILITY INSURANCE

A certificate of insurance evidencing required coverage amounts and additional requirements as set forth in the District's General Policy for Facility Use and naming the District, its elected officials, officers, and employees as an additional insured must be submitted 14 working days prior to date of building use by any group for commercial purposes, and by any group conducting an event where there is a major impact. The amount of liability insurance required shall be determined by the District and may be waived if requests for waiver are submitted in writing and require the General Manager's approval.

SECTION 516- PARKING FEES

Normally District parking facilities are available to patrons at no charge, however, in select situations, the District Manager with approval by the Board may establish a parking fee. The General Manager is authorized to determine when that fee shall be implemented.