

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – CONFERENCE ROOM
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**POLICY COMMITTEE
AGENDA**

Monday, February 26, 2024

3:00 P.M.

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. TURF POLICY REVIEW & REVISIONS**
- 5. SPECIAL EVENT POLICY REVIEW**
- 6. ORAL DISCUSSION**
- 7. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Matt Parker, Park Services Manager

DATE: February 26, 2024

**SUBJECT: DISCUSSION AND GUIDANCE FOR REVISING THE
SPORTS TURF POLICY**

SUMMARY

The Pleasant Valley Recreation & Park District (“District”) coordinates and issues permits for the use of District parks, open space, sports fields, an aquatic center, and other facilities, to organizations and the public for recreational activities including but not limited to sports. The District develops, manages, and maintains over 50 acres of sports turf. The Sports Turf Policy provides direction and guidance for Staff to accomplish a primary District goal of delivering safe athletic fields that are maintained at the highest standards possible for all users including participants, officials, and spectators.

BACKGROUND

Recreational turf provides for both healthy activities and an important entertainment value for the community. Unlike ornamental turfgrass on residential and commercial properties, recreational surfaces are exposed to different stresses and provide a uniquely different function. While recreational turf has always existed in District parks, the function and usage has evolved over the last two decades to meet the changing trends in sports and turf management. Instead of strictly passive, leisure usage and recreational sports, competitive level sports play for all ages has become a standard category of activity the community not only desires but has come to expect.

In order to meet that expectation, within our system of 28 parks, the District has four (4) defined ‘Sports Parks’: Freedom Park, Pleasant Valley Fields, Bob Kildee Community Park, and Mission Oaks Park. These parks serve as a location to host activities which through casual or organized participation provide competition. Each of these locations have unique turf species, soil types, drainage concerns as well as usage, and wear patterns.

In November 2022, the Board of Directors approved the District’s Sports Turf Policy which outlines the guidelines and procedures for the permitted use of District sports fields and turf areas to ensure the District is accomplishing our goal of safe and quality sports fields for all users including but not limited to League, Practices, and Tournament users. The current Sports Turf Policy consists of the following sections:

- Definition of Terms
- General Policy
- Footwear/Turf Shoes

- Turf Preservation & Field Maintenance
- Field Lining/Marking
- Turf Recovery & Field Closures
- Field and/or Facility Modifications
- Inclement Weather Procedures
- Turf Policy Violations

ANALYSIS

Effective and properly managed natural turf can withstand a significant amount of play without wearing out the turf. Abuse, however, can cause permanent damage that cannot be overcome by regular maintenance. Maintaining dense turf is essential to producing high-quality play surfaces on intensively used sports fields. While the District can take various steps to help with winter play, nothing changes the fact that less sunlight and cooler temperatures limit how well grass will recover during the warmer seasons.

Since its approval in 2022, Staff have identified a few areas that need adjustments.

1. General Policy #5 – Fueling or refueling of any equipment powered by an internal combustion engine is strictly prohibited on the turf area.
2. General Policy #6 – AR Lines shall be moved a minimum of 15 feet in alternating direction every 4 weeks unless directed otherwise by the Park Services Manager or designee.
3. General Policy #10 – Changed the contact phone number for field misuse reporting.
4. General Policy #11 – Clarified and updated contacts for reporting maintenance and hazard emergencies during weekdays, weekends, holidays, and after hours.
5. General Policy #13 – Addition of Frost Advisory Guidance
6. Turf Recovery & Field Closures #1.b. – Changed 90 teams to 80 for Winter months and increased to 100 teams for Summer months. Tournaments with more than 110 teams require General Manager Approval.

FISCAL IMPACT

There is no fiscal impact to this Policy.

RECOMMENDATION

It is recommended the Policy Committee provide guidance and direction on the current Draft of the Sports Turf Policy. Should the Policy Committee have no further changes it is recommended this revised policy advance to the full Board of Directors for further action.

ATTACHMENTS

- 1) Sports Turf Policy CLEANLINE (9 pages)
- 2) Sport Turf Policy Redline (9 pages)



PLEASANT VALLEY RECREATION & PARK DISTRICT

SPORTS TURF POLICY

Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, aquatic center, and other facilities, to organizations and the public for recreational activities including but not limited to sports.

The District issues permits for sports field use through an allocation system with priority given in the following order: District programming, Community Service Organizations (CSO), Resident Organizations or 501(c)3 Non-profit Organizations, In-District Residents, and all other requests.

Reservable fields can be reserved at any time based on the availability of the field(s) or up to six (6) months in advance and a minimum of 30 days prior to the requested date. The District closes fields periodically throughout the year for rest and maintenance periods.

Purpose

The purpose of the District Sports Turf Policy (“Policy”) is to establish policies and procedures governing the use of District owned and managed sports fields and turf areas to ensure the District is accomplishing our goal of safe and quality sports fields. The District’s primary role in providing athletic opportunities is to make certain its fields remain safe and are maintained in the highest standards possible for participants, spectators, and officials.

The District takes great pride in maintaining its sports fields and has an overriding interest and expectation in providing quality playing surfaces. This is accomplished through the implementation of athletic turf field preservation and management to maintain wear tolerance and provide quality sports fields. This Policy establishes the following guidelines for anyone who interacts with the District through District-managed sports turf maintenance.

Definition of Terms

Cleats – shall mean a shoe with a rigid outsole. Cleats feature spikes or studs (fixed/molded or detachable) spread evenly over the outsole of the shoe. There are three main types of studs: bladed, hard round and round/conical. The studs may be made of plastic, rubber or metal tipped.

Community Park – shall mean a park that generally ranges in size from 10 acres to larger that serves as a recreational point for the community. Many include: playgrounds, pavilions, restrooms, sports fields, and offer active and passive space.

District – shall mean the Pleasant Valley Recreation & Park District, its officers, staff, and agents of the District.

General Use Policy – shall mean the procedures used in the application of approved District policies.

Neighborhood Park – shall mean a park generally up to 10 acres in size which serves as a social and recreational focal point for neighborhoods. Many include playgrounds and may offer a range of facilities and passive or active recreation in response to demographic and cultural characteristics of surrounding neighborhoods. Neighborhood parks are largely accessible by foot, bicycle, within at least a quarter-mile radius from residences, providing easy access especially for children and senior adults.

Sports Fields/Facilities – shall mean the fields and facilities at Bob Kildee Community Park, Freedom Park, Mission Oaks Park, and Pleasant Valley Fields (collectively “Sports Parks”) or other fields as may be designated by the District.

Turf Tarps – shall mean an artificial covering to be placed on the field to protect and promote healthy turf development.

Turf Shoes – shall mean a durable rubber outsole. Turf shoes feature dozens of small rubber studs or patterns on the outsole of the shoe with very little spacing between each stud. They have a somewhat flexible bottom resembling that of a tennis shoe and not of spiked cleats.

Turf Wear Tolerance – shall mean Athletic field turf should be able to tolerate the weight of people running and jumping, and the tearing associated with sports.

User Group – shall refer to the users of the field, including Community Service Organizations, resident organizations, in-district residents, and out-of-district residents.

Vendor - a person or company offering food, snacks, merchandise, or services for sale.

Winter Rules – shall refer to the following rules during the dates of **November 1-March 15**:

- Turf/athletic shoes must be worn for all practices at PV Fields.
- Tournaments take precedence over practice in terms of playability during the winter period and tournaments take precedence over league play in terms of schedules during the wintertime period (November 1 – March 15).
- This shall also apply to any practices on the infields at Bob Kildee Community Park and Freedom Park Fields.

General Policy

1. Field use, especially sports practices, should be conducted in a manner so that play will take place on different sections of the turf, thus reducing excessive turf wear and damage to any one area.
2. Rotate use of areas (e.g., use middle of turf area for drills one day and sides of the field the following day, move older players to less impacted zones, areas), and when possible, stay off the fringe or bare areas to limit erosion and further damage.
3. Ladder training drills shall not be conducted on Turf in order to prevent excessive wear and tear on the turf.
4. Overcrowding fields by scheduling multiple practices and games in reserved areas is prohibited. Allow a safe distance between fields for safe passage of spectators and participants.
5. Use of any equipment must be stated on the permit application/Community Service Organization Field Facility Allocation and Use. Removal of all equipment daily is required unless prior District approval is granted. Fueling or refueling of any equipment powered by an internal combustion engine is strictly prohibited on the turf area. Such activities are only permitted in the parking lot, where a spill containment pan must be used underneath the equipment.
6. Assistant/Referee (A/R) lines shall pinch or widen the field lines during any season to help eliminate excessive turf wear as well as moving teams' seating areas. AR lines shall be moved by a minimum of 15 feet in alternating direction every 4 weeks unless directed otherwise by the Park Services Manager or designee.
7. Turf Tarps may only be placed on the turf with prior written approval (6 weeks in advance) and at the direction of General Manager or Designee. Turf tarps must be made of a breathable material if approved.

8. Vendors are prohibited from preparing food on turf without authorization by the General Manager or Designee.
9. Community Service Organizations are required to hold annual trainings with coaches, and volunteers to review the District Policy and with District staff which may include the General Manager, Recreation Services Manager, Recreation Supervisor, Park Services Manager, Park Supervisors, Crew Leads and Board of Directors.
10. Groups witnessing misuse of fields by other scheduled or unscheduled users are encouraged to contact the Parks Department **805-482-1996** who will inform the appropriate personnel.
11. To report maintenance and hazard emergencies (such as broken water lines, pressurized sprinkler heads, restroom facilities issues, etc.), promptly contact the Parks Department at **805-482-1996** during regular business hours from Monday to Friday. For emergencies occurring on weekends or after regular business hours from Monday to Thursday, please direct your calls to the Park Rangers at **805-432-0708**. To report emergencies that occur on holidays and after hours from Friday to Sunday contact PVRPD On-call personnel at **805-432-3394**. When making the call, please ensure you fully identify yourself, provide your location, and describe the specific nature of the emergency or hazard.
12. Games being played during the Winter months will start at **9:00 am** or later. This will assist with excess moisture and cooler temperatures typically seen during the mornings of the winter season. The limited sunlight in the winter months or season means the fields dry much more slowly compared to the other months of the year.
13. If a frost advisory is in effect for the area, no persons or equipment may be on the turf until 9:00am or later to ensure excess turf damage does not occur.

Approved Footwear

1. **Pleasant Valley Fields ("PV Fields"):**
 - a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
 - b. **Metal cleats or spikes are prohibited.** With exception of on the softball fields, for softball related activities only.
 - c. Turf shoes are mandatory for all practices. When turf shoes are not available, athletic shoes are acceptable.
 - d. Referees shall wear turf or athletic shoes only.
 - e. Plastic cleats no longer than 1/2" are acceptable as footwear during league scheduled games.

- f. Turf shoes are mandatory for year-round practices. Cleats are not permitted during Winter months.
- g. League scheduled games should not begin sooner than 9:00 am during winter months.
- h. When fields are wet, practices should not occur in goal boxes.

Approved Footwear Examples:



2. Freedom Park:

- a. U13 and U14 and above may use Veterans Field and Fields 3-4 will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

3. Bob Kildee Park:

- a. U13 and U14 and above may use Hibbits Field and will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

4. Mission Oaks Park:

- a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
- b. Metal cleats or spikes are prohibited unless approved by the General Manager or designee.

Turf Preservation & Field Maintenance

It is the goal of the District that fields and facilities remain safe and of the highest quality. Guidelines for preservation of turf are as follows:

1. The District reserves the right to cancel or suspend field use permits when conditions could result in injury and/or cause damage to the District property. This includes during a game that has already started. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, smoke, extreme heat, maintenance issues, lightning, earthquakes, or other reasons as decided by the District.
2. If it has rained within the preceding 24 hours, groups using the fields must call the Parks Department's Field Condition Hotline at [805-947-5125](tel:805-947-5125) to receive updated information

on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. **The Hotline message will be updated by 1:00 pm on weekdays and by 7:00 am on weekends.** Please do not inquire earlier or about future days as the determination of field conditions are made at that time each day. Determination of field conditions will be made by District personnel, and determinations/decisions are not negotiable.

- a. Fields may not be used during or after a heavy rain, when fields are wet or muddy, or when closed by the District:
 - i. If it rains any more than 0.25" (quarter inch) the District has the right to close down the fields for safety and for the turf management.
 - ii. If water rises when turf is stepped on, the field is too wet to be played on.
 - iii. If the infield becomes muddy and the dirt is not loose, or prevents participants from sliding, the field is not playable.
 - iv. Standing water (puddles) within the playing areas.
 - v. Player footprints fill with water in most of a single playing position.
3. Soccer practices may not take place on the infield area of a softball or baseball diamond.
4. No personal vehicles of any kind (cars, golf carts, scooters, etc.) are allowed on District property, other than parking lots, without prior written permission notated on the field use permit issued by District.

Sports Field Lining/Marking

1. Lining of District fields is prohibited without prior written approval on the field use permit.
2. Line colors must be approved by the District. White, Blue or Green Paint is acceptable, any other color must obtain the General Manager or designee's approval. **NO CHALK ON TURF.**
3. Burning lines on the District fields is prohibited. If this happens the parties responsible will pay to have the turf replaced at their sole expense.
4. Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs to include but not limited to staffing, facility, as well as for all damages occurring to the facility with the potential of termination of field use permit.

Turf Recovery and Field Closures

One component of a comprehensive turf management program is limiting field use by seasonal/temporary field closures or restricting permits for field use. District maintained sports fields and park sites receive a great deal of play throughout the year. The District and maintenance staff of the Parks Division strive to maintain them in a safe, usable, and attractive condition; therefore, most fields are closed every winter from Thanksgiving through the New Year and temporarily throughout the year as weather and/or site conditions dictate.

The District reserves the right to schedule maintenance in an emergency or as needed to provide a safe environment for all users.

1. Pleasant Valley Fields ("PV Fields"):

- a. Fields and zones usage will not exceed a maximum of 1,100 hours of use. This does not include lining and league/tournament prep unless authorized by the General Manager or designee.
- b. Required mandatory rest period of 5 days after all tournaments that host more than 80 teams during winter months (November 1 – March 15) and 100 teams during spring and summer months (March 16 – October 31) only at PV Fields and for Zones 1-4. Tournaments exceeding 110 teams will require General Manager approval with a minimum of 30 days notice.
- c. Lining the fields for the next week's games will be permitted.
- d. Fields will close three (3) times annually for five (5) week blocks (or more as necessary) for scheduled maintenance and rest.
 - i. Approximate Dates:
 - 1. November 1st -January 2nd
 - 2. April—May
 - 3. June—July

2. Freedom Park Fields: Second week of July—early September; Third week of December to the first week of January

3. Bob Kildee Community Park: Third week of December to first week of January

4. Mission Oaks Park: Thanksgiving week to January 1

Field and/or Facility Modifications

All requests for modification or improvement to District fields or facilities must be submitted in writing to the District. All requests will be reviewed by District staff. The field or facility modification request review process may take a minimum of six (6) weeks depending upon the request of the project. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to District Ordinance 8 or General Use Policy.

Inclement Weather Procedures

Always remain aware and alert for incoming weather while using fields. This is a large open area and subject to lightning and other weather-related hazards:

Thunder/Lightning Storms

Following guidance from the National Weather Service regarding thunder/lightning storms, if you see lightning, hear thunder or if the skies look threatening, play should be stopped immediately. User groups should not resume outdoor activities until 30 minutes after the storm has passed. For a full list of details regarding thunder/lightning storms including how to be prepared, where people go for safe shelter, and what should be done if someone is struck by lightning, please visit: <https://www.weather.gov/safety/lightning-sports>.

Turf Policy Violations

The District recognizes that from time-to-time, field/facility renters may find themselves in situations that may violate District Ordinance 8, General Use Policy, or more specifically, the terms of their reservation. The District will work with renters to correct the issue and have set guidelines for types of violations and resulting administrative actions that may result. Should violations occur, District staff will follow Ordinance 8 and the General Use Policy to address the issues which may include but are not limited to the prevention of future use and collecting reimbursement due to field or facility damage.

*It is the responsibility of the Permittee to ensure all participants, vendors, spectators, volunteers, and staff under their supervision understand and abide by this process. The District reserves the right to skip steps in this process at the discretion of District Staff if egregious violations occur at the outset or if malicious intent is perceived that suggests earlier punitive action is necessary. An example of an egregious act would be playing on the fields after being notified that the fields were closed. Egregious violations for annual permits will be subject to further District review and permits may be denied for the following year at the discretion of the General Manager or designee.

Any user failing to comply with established guidelines and notification requests are subject to reimbursement of District costs to include but not limited to staffing, facility as well as for all damages occurring to the facility and potential of termination of field use permit.

All renter violations and their frequency will be recorded by District Staff. Any violation could result in a first, second or third offense and multiple violations do not need to be the same in nature to be issued a second or third violation.

I. First Violation

District Staff will provide a written notice of violation to the renter evaluating remedies to ensure the violation does not reoccur. District Staff will make written note of this warning being as such for the violation in question and will include notification of the loss of the reservation deposit or addition charge for damages. Such warning shall also be indicated in writing to the facility user and saved for record. District Staff will indicate the consequences of a second offense should the renter reach that stage.

II. Second Violation

Depending on the nature of the violation and the response of the renter to the repeated warning and District Staff assistance at preventing subsequent violations, the District may issue a third warning or may cancel reservation. Receipt of paid funds from a cancelled reservation due to policy violations may be prohibited at the discretion of the General Manager.

III. Third Violation

Depending on the nature of the violation, renter may be denied future access to District facilities for reservation in question and/or renter may be suspended from access to additional District facility reservations for a time determined by District staff. Note that such restrictions would apply to reservations in which violating renter is involved regardless of reservation name changes or renter leadership changes for the reservation in question.

Violation examples include but are not limited to:

1. Use of facility or field without a permit.
2. Use of facility or field that has been closed due to inclement weather.
3. Use of facility or field prior to or beyond permit time.
4. Use of additional areas of a facility or field(s) without proper permitting.
5. Subletting, loaning, or trading a facility or field reservation with another renter.
6. Driving a personal vehicle(s) of any kind (cars, golf carts, scooters, etc.) on fields without permission from the District.
7. Violation of District Ordinance 8 or General Use Policy.
8. Intentionally misleading District Staff as to the likely attendance of the reservation resulting in major attendance discrepancies.
9. Intentionally leaving trash, damaging District property, or vandalizing District property.

*This process does not include parking violations set forth in the General Use Policy and enforced by Park Rangers, as such violations may warrant altogether separate forms of ticketing and/or towing of vehicles.



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6. Assistant/Referee (A/R) lines shall pinch or widen the field lines during any season to help eliminate excessive turf wear as well as moving teams' seating areas. AR lines shall be moved by ~~xx~~ a minimum of 15 feet in alternating direction every ~~timeframe -- weeks/months~~ 4 weeks unless directed otherwise by the Park Services Manager or designee.
7. Turf Tarps may only be placed on the turf with prior written approval (6 weeks in advance) and at the direction of General Manager or Designee. Turf tarps must be made of a breathable material if approved.

Commented [MT1]: MP/NM enter parameters

Commented [MP2R1]: 15 ft shift every 4 weeks should leave a decent amount of time and buffer zone for the areas to recover.

8. Vendors are prohibited from preparing food on turf without authorization by the General Manager or Designee.
9. Community Service Organizations are required to hold annual trainings with coaches, and volunteers to review the District Policy and with District staff which may include the General Manager, Recreation Services Manager, Recreation Supervisor, Park Services Manager, Park Supervisors, Crew Leads and Board of Directors."
10. Groups witnessing misuse of fields by other scheduled or unscheduled users are encouraged to contact the Parks Department ~~805-482-5396~~ 1996 who will inform the appropriate personnel.
11. To report maintenance and hazard emergencies (such as broken water lines, pressurized sprinkler heads, restroom facilities issues, etc.), promptly contact the Parks Department at 805-482-1996 during regular business hours from Monday to Friday. For emergencies occurring on weekends or after regular business hours from Monday to Thursday, please direct your calls to the Park Rangers at 805-432-0708. To report emergencies that occur on holidays and after hours from Friday to Sunday contact PVRPD On-call personnel at 805-432-3394. When making the call, please ensure you fully identify yourself, provide your location, and describe the specific nature of the emergency or hazard. Report maintenance and hazard emergencies (e.g., broken water lines, pressurized sprinkler heads, restroom facilities, etc.) promptly to the Parks Department 805-482-5396 who will inform appropriate personnel. Please be prepared to fully identify yourself, your location and the specific nature of the emergency or hazard when you make the call.
12. Games being played during the Winter months will start at **9:00 am** or later. This will assist with excess moisture and cooler temperatures typically seen during the mornings of the winter season. The limited sunlight in the winter months or season means the fields dry much more slowly compared to the other months of the year.
- ~~12-13.~~ If a frost advisory is in effect for the area, no persons or equipment may be on the turf until 9:00am or later to ensure excess turf damage does not occur.

Commented [MP3]: Should we include weekend after hours/ oncall phone number?

Approved Footwear

1. **Pleasant Valley Fields ("PV Fields"):**
 - a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
 - b. **Metal cleats or spikes are prohibited.** With exception of on the softball fields, for softball related activities only.
 - c. Turf shoes are mandatory for all practices. When turf shoes are not available, athletic shoes are acceptable.

- d. Referees shall wear turf or athletic shoes only.
- e. Plastic cleats no longer than 1/2" are acceptable as footwear during league scheduled games.
- f. Turf shoes are mandatory for year-round practices. Cleats are not permitted during Winter months.
- g. League scheduled games should not begin sooner than 9:00 am during winter months.
- h. When fields are wet, practices should not occur in goal boxes.

Approved Footwear Examples:



2. Freedom Park:

- a. U13 and U14 and above may use Veterans Field and Fields 3-4 will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

3. Bob Kildee Park:

- a. U13 and U14 and above may use Hibbits Field and will be allowed to use Metal Cleats. All other footwear will be permitted.
- b. No soccer play or cleats allowed on baseball infield.

4. Mission Oaks Park:

- a. Footwear is restricted to molded plastic cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross-trainers or running shoes.
- b. Metal cleats or spikes are prohibited unless approved by the General Manager or designee.

Turf Preservation & Field Maintenance

It is the goal of the District that fields and facilities remain safe and of the highest quality. Guidelines for preservation of turf are as follows:

1. The District reserves the right to cancel or suspend field use permits when conditions could result in injury and/or cause damage to the District property. This includes during a game that has already started. Permits may also be cancelled when the health and safety of participants are threatened due to impending conditions, including but not limited to, rain, muddy conditions, smog alerts, smoke, extreme heat, maintenance issues, lightning, earthquakes, or other reasons as decided by the District.

2. If it has rained within the preceding 24 hours, groups using the fields must call the Parks Department's Field Condition Hotline at **805-947-5125** to receive updated information on field playability. Generally, only same-day information will be provided, except in the case of severe conditions or scheduled maintenance. **The Hotline message will be updated by 1:00 pm on weekdays and by 7:00 am on weekends.** Please do not inquire earlier or about future days as the determination of field conditions are made at that time each day. Determination of field conditions will be made by District personnel, and determinations/decisions are not negotiable.
 - a. Fields may not be used during or after a heavy rain, when fields are wet or muddy, or when closed by the District:
 - i. If it rains any more than 0.25" (quarter inch) the District has the right to close down the fields for safety and for the turf management.
 - ii. If water rises when turf is stepped on, the field is too wet to be played on.
 - iii. If the infield becomes muddy and the dirt is not loose, or prevents participants from sliding, the field is not playable.
 - iv. Standing water (puddles) within the playing areas.
 - v. Player footprints fill with water in most of a single playing position.
3. Soccer practices may not take place on the infield area of a softball or baseball diamond.
4. No personal vehicles of any kind (cars, golf carts, scooters, etc.) are allowed on District property, other than parking lots, without prior written permission notated on the field use permit issued by District.

Sports Field Lining/Marking

1. Lining of District fields is prohibited without prior written approval on the field use permit.
2. Line colors must be approved by the District. White, Blue or Green Paint is acceptable, any other color must obtain the General Manager or designee's approval. **NO CHALK ON TURF.**
3. Burning lines on the District fields is prohibited. If this happens the parties responsible will pay to have the turf replaced at their sole expense.
4. Any user failing to comply with established guidelines and notification requests are subject to reimbursement of costs to include but not limited to staffing, facility, as well as for all damages occurring to the facility with the potential of termination of field use permit.

Turf Recovery and Field Closures

One component of a comprehensive turf management program is limiting field use by seasonal/temporary field closures or restricting permits for field use. District maintained sports fields and park sites receive a great deal of play throughout the year. The District and maintenance staff of the Parks Division strive to maintain them in a safe, usable, and attractive condition; therefore, most fields are closed every winter from Thanksgiving through the New Year and temporarily throughout the year as weather and/or site conditions dictate.

The District reserves the right to schedule maintenance in an emergency or as needed to provide a safe environment for all users.

1. Pleasant Valley Fields ("PV Fields"):

- a. Fields and zones usage will not exceed a maximum of 1,100 hours of use. This does not include lining and league/tournament prep unless authorized by the General Manager or designee.
- b. Required mandatory rest period of 5 days after all tournaments that host more than 90-80 teams during winter months (November 1 – March 15) and 100 teams during spring and summer months (March 16 – October 31) only at PV Fields and for Zones 1-4. ADD-MAXIMUM?? Tournaments exceeding 110 teams will require General Manager approval with a minimum of 30 days notice.
- c. Lining the fields for the next week's games will be permitted.
- d. Fields will close three (3) times annually for five (5) week blocks (or more as necessary) for scheduled maintenance and rest.
 - i. Approximate Dates:
 1. November 1st -January 2nd
 2. April—May
 3. June—July

2. Freedom Park Fields: Second week of July—early September; Third week of December to the first week of January

3. Bob Kildee Community Park: Third week of December to first week of January

4. Mission Oaks Park: Thanksgiving week to January 1

Field and/or Facility Modifications

All requests for modification or improvement to District fields or facilities must be submitted in writing to the District. All requests will be reviewed by District staff. The field or facility

modification request review process may take a minimum of six (6) weeks depending upon the request of the project. Submission of a request to modify or improve a site does not constitute approval. Approval will be given according to District Ordinance 8 or General Use Policy.

Incident Weather Procedures

Always remain aware and alert for incoming weather while using fields. This is a large open area and subject to lightning and other weather-related hazards:

Thunder/Lightning Storms

Following guidance from the National Weather Service regarding thunder/lightning storms, if you see lightning, hear thunder or if the skies look threatening, play should be stopped immediately. User groups should not resume outdoor activities until 30 minutes after the storm has passed. For a full list of details regarding thunder/lightning storms including how to be prepared, where people go for safe shelter, and what should be done if someone is struck by lightning, please visit: <https://www.weather.gov/safety/lightning-sports>.

Turf Policy Violations

The District recognizes that from time-to-time, field/facility renters may find themselves in situations that may violate District Ordinance 8, General Use Policy, or more specifically, the terms of their reservation. The District will work with renters to correct the issue and have set guidelines for types of violations and resulting administrative actions that may result. Should violations occur, District staff will follow Ordinance 8 and the General Use Policy to address the issues which may include but are not limited to the prevention of future use and collecting reimbursement due to field or facility damage.

*It is the responsibility of the Permittee to ensure all participants, vendors, spectators, volunteers, and staff under their supervision understand and abide by this process. The District reserves the right to skip steps in this process at the discretion of District Staff if egregious violations occur at the outset or if malicious intent is perceived that suggests earlier punitive action is necessary. An example of an egregious act would be playing on the fields after being notified that the fields were closed. Egregious violations for annual permits will be subject to further District review and permits may be denied for the following year at the discretion of the General Manager or designee.

Any user failing to comply with established guidelines and notification requests are subject to reimbursement of District costs to include but not limited to staffing, facility as well as for all damages occurring to the facility and potential of termination of field use permit.

All renter violations and their frequency will be recorded by District Staff. Any violation could result in a first, second or third offense and multiple violations do not need to be the same in nature to be issued a second or third violation.

I. First Violation

District Staff will provide a written notice of violation to the renter evaluating remedies to ensure the violation does not reoccur. District Staff will make written note of this warning being as such for the violation in question and will include notification of the loss of the reservation deposit or addition charge for damages. Such warning shall also be indicated in writing to the facility user and saved for record. District Staff will indicate the consequences of a second offense should the renter reach that stage.

II. Second Violation

Depending on the nature of the violation and the response of the renter to the repeated warning and District Staff assistance at preventing subsequent violations, the District may issue a third warning or may cancel reservation. Receipt of paid funds from a cancelled reservation due to policy violations may be prohibited at the discretion of the General Manager.

III. Third Violation

Depending on the nature of the violation, renter may be denied future access to District facilities for reservation in question and/or renter may be suspended from access to additional District facility reservations for a time determined by District staff. Note that such restrictions would apply to reservations in which violating renter is involved regardless of reservation name changes or renter leadership changes for the reservation in question.

Violation examples include but are not limited to:

1. Use of facility or field without a permit.
2. Use of facility or field that has been closed due to inclement weather.
3. Use of facility or field prior to or beyond permit time.
4. Use of additional areas of a facility or field(s) without proper permitting.
5. Subletting, loaning, or trading a facility or field reservation with another renter.
6. Driving a personal vehicle(s) of any kind (cars, golf carts, scooters, etc.) on fields without permission from the District.
7. Violation of District Ordinance 8 or General Use Policy.
8. Intentionally misleading District Staff as to the likely attendance of the reservation resulting in major attendance discrepancies.
9. Intentionally leaving trash, damaging District property, or vandalizing District property.

*This process does not include parking violations set forth in the General Use Policy and enforced by Park Rangers, as such violations may warrant altogether separate forms of ticketing and/or towing of vehicles.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: BOARD OF DIRECTORS

FROM: MARY OTTEN, GENERAL MANAGER
By: Elianna Vargas, Recreation Supervisor

DATE: February 26, 2024

**SUBJECT: DISCUSSION AND GUIDANCE FOR REVISING THE
SPECIAL EVENT POLICY**

BACKGROUND

The Pleasant Valley Recreation & Park District (“District”) develops and manages internal and contracted special events. Currently, Staff rely on existing processes to reserve, manage, and report on internal and externally contracted special events. The District adopted the Special Event Policy in 2022 to help designate permit applications received by Staff as either a Special External Event or a facility rental reservation.

There is continued demand for District facilities and services. Staff have utilized opportunities for modernizing and improving internal processes with the goal of developing the Special Event Policy to amend changes needed to effectively discern a special external event from a rental (“Policy”).

Currently, the Special Event Policy provides guidelines to designate the difference between a Special External Event facility reservation and a conventional facility reservation. Staff continue to aim to be as consistent as possible in following the policy.

Common examples of special external events the District has permitted include 5k/10k/fun runs, food truck festivals, seasonal holiday events, community art festivals, age/demographic-specific events, summer concerts, community rummage sales, outdoor movie events, and commercial filming.

ANALYSIS

The Special Event Policy has captured many events that have been deemed a Special External Event because they have captured the event elements requirements. District Staff have developed a draft of a revised Special Events Policy for review. The revision includes amendments of the Special Event Designation Checklist which outlines elements of a permit application and whether the request is a Special External Event or if Board approval is needed. Event contexts have been amended to capture the applications that should require Special External Event designation rather than a rental designation. The External Event Reservation Process has been amended to comply with current District policies and procedures.

FISCAL IMPACT

To be determined. Currently, Staff is spending a considerable amount of time on Special External Events After Action Reports, as well as individual meetings, and other paperwork.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goals:

- 1.1B: Develop sustainable funding sources for implementation of the Strategic Plan, deferred maintenance, priority projects, and on-going operations.
- 1.3C: Proactively encourage and promote the film industry rental of District-owned property, work with the City of Camarillo and the County of Ventura to revise and streamline the permitting process to facilitate such filming.
- 1.3D: Explore the feasibility of promoting and encouraging District properties and facilities to serve as a suitable venue for weddings, commitment ceremonies, and related events.
- 1.3E: Regularly evaluate whether the District is capturing adequate revenue through facilities and program usage, seeking new and enhanced revenue-generating facilities, special events and programs.

RECOMMENDATION

It is recommended the Policy Committee provide guidance and direction on the current Draft of the Special Event Policy.

ATTACHMENTS

1. Special Event Policy DRAFT – Redline
2. Special Event Policy DRAFT – Clean Copy



PLEASANT VALLEY RECREATION & PARK DISTRICT

SPECIAL EVENT POLICY

BOARD APPROVED OCTOBER 5, 2022

Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, the Aquatic Center, Senior Center, and other facilities, to organizations and the public for sports, cultural, social, and recreational activities, and programs. The Policy will outline the necessary steps to effectively hold a special event on District property. The District may charge to recover public costs to operate, maintain, supervise, and administer the use of parks and District facilities per the General Use Policy.

The District will monitor proper use of allocations and permits with priority given in the following order: District Programming, Community Service Organizations, resident organizations, in-District residents, and all other requests. This policy does not outline the process for designation as a Community Service Organization. For information on this process, please refer to the Community Service Organizations Application Form.

This policy does not cover use of facilities for sports tournaments.

Purpose

The purpose of this policy is to help determine if requests are a reservation or a special event, and what items must be Board approved. Prior to reserving District property for an event, District staff should first review the Special Events policy and refer to the Special Event Designation to determine if the request is a special event or a facility reservation. Once a Special Event is determined, Staff and the Customer will follow the process outlined below.

Definition of Terms

After-Action Report (AAR) – shall refer to a post-event report completed by District staff with the intent of recapping the important notes of event production.

Community Service Organization – shall mean an organization that performs a service for the benefit of the public, is approved by the Pleasant Valley Recreation & Park District, and the organization resides within the District boundaries. These activities are not part of the District programs/classes.

Customer – shall refer to any individual or entity that seeks to pay or has paid for a facility permit within one of the District facilities.

Customer Service Representative (CSR) – shall refer to District staff who serve as the first line of customer interaction and who handle the majority of facility reservations with the District.

District – shall mean the Pleasant Valley Recreation & Park District and/or all land/facilities managed by the Pleasant Valley Recreation & Park District

District Facility – shall include any of the parks operated by the District and any buildings/structures or elements that lie within them.

District Staff- shall refer to any District employee currently employed by the District.

General Use Policy – shall mean the procedures used in application of District property.

In-District Resident – shall mean any person, group, organization, association, partnership, firm, entity, or corporation residing within the boundaries of the District.

Ordinance 8 – shall mean the provisions and rules governing the Pleasant Valley Recreation & Park District, to include the use of parks, recreation areas, and facilities in order that all people may enjoy and make use of such parks and buildings and to protect the rights of all concerned.

Out-of-District/Non-Resident – shall mean any person, group, organization, association, partnership, firm, entity, or corporation that resides outside the District’s boundaries.

Program Analysis – shall refer to the financial analysis evaluation tool used by District staff to track expenses and revenues for an event in relation to their budgeted line items (if applicable).

Resident Organization – shall mean public and private educational, service and civic groups and nonprofit organizations with members who reside within the District when such groups are located within the District and providing programs open to the public with a primary purpose of recreation and/or youth sports.

Special Event – an organized congregation of people with the intention to participate in shared activities contingent upon size, type, and context restrictions. Special Event status is determined as a result of filling out the attached qualifications checklist.

Special Event Designation

Reservation requests that are designated as a special event must complete a permit application and adhere to the District’s Special External Events Reservation Process. The below checklist will be used to

determine the request's designation.

A special event is a public or private event, exceeding facility capacity, requires an external entity application or permit, and/or requires District staffing. Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed event.

Special Event Qualification

Event Context

- Parking lot usage for something other than parking (automatic special event designation)
 - May require City of Camarillo Special Event Application
- Type of vendor is an amusement ride, carnival game, (causing potential damage)
-
- Amplified sound (specific locations only)
 - Alcohol present Security guards (required if alcohol is present)
 - If alcohol is being **sold**, an ABC license is required
- External entity permit required (automatic special event designation)
 - Ex. City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans
- New Event
 - District Staff required for event
 - All new & repeating events for first 2 years if no issues or no major changes
 - Any year for a repeating event where a major change is implemented if after probationary period. If during probationary period, probationary period shall be extended by one year if no issues.

Automatic Board Approval

-
- Use of sports field for anything other than playing sports- Board approval required
 - Potential Facility/Turf Damage due to attendance level or type of activity -
- Event length
 - 6 hours+ (special event designation considered)
 - Multi-day - Board approval required

External Events Reservation Process

Application packets can be found online on our website at www.pvrpd.org/reservations. Applications can be submitted in-person to the District Administrative Office at 1605 E. Burnley Street, or by email. Incomplete applications will not be accepted by the District.

Required items to be submitted with the Special Event Application request:

1. A completed District Permit application along with a signed waiver page.
2. Evidence of insurance coverage documents for the duration of the event as specified in the District Liability Insurance Requirements.
3. Scheduled application review meeting and site walkthrough with District Staff (phone or in-person).
 - a. Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own.
4. A copy of the customer's IRS Letter of Determination (if applicable).

The District recognizes that city, county, and other external entity permitting may be required for certain events.

5. Application fee, special event fee, refundable security deposit, and 50% of fees per the general use policy (per event request, an event series qualifies as one request)

The District recognizes that there may be conflicts for space and time that arise from this process.

Conflicts on many location/day/time will be prioritized utilizing the following methods, in order:

1. Emergency and Public Safety Operations (Emergency Disasters/Emergency Response)
2. District Programming to include special events and classes to include District-partnered programming.
3. Community Service Groups (in the case of field & facility use consistent with normally scheduled operations and predicated on the timely and complete submission of facility requests).
4. Returning customers applying for an established event involving a District facility (predicated on the timely and complete submission of facility requests).
5. Customers with new events for a District facility (prioritized by those with the most timely and complete submission of facility requests).

The District reserves the right to schedule fields and facilities in accordance with the greatest benefit to the general public and/or the District.

Fees

Event fees will be determined by the approved District Fee Schedule. Initial payment for facilities reserved as part of a Special Event application are to be paid prior to the issuance of a facility permit. The District reserves the right to cancel the facility permit in question should the customer fail to make subsequent payments toward the facility fees invoice. Special Event applications submitted outside of the 30-day minimum advance notice period will be evaluated on a case-by-case basis for feasibility of accommodation at the discretion of the Special Event Manager (SEM).

Special Event Policy Violations

It is the responsibility of the customer to ensure all participants, vendors, spectators, volunteers and staff under their supervision understand and abide by this process.

The District reserves the right to skip steps in this process at their.

All customer violations will be recorded by the District Staff in the After-Action Report. Any violation(s) could result in a an extended probationary period and or refusal of future applications.

This process does not include parking violations set forth in the General Use Policy and enforced by Park Rangers, as such violations may warrant altogether separate forms of ticketing and/or towing of vehicles.

Violation examples include but are not limited to:

1. Use of facility without permit.
2. Use of facility that has been closed due to inclement weather.
3. Use of facility prior to or beyond permit time.
4. Use of additional areas of a facility without proper permitting.
5. Subletting, loaning, or trading facility reservation with another customer.
6. Driving vehicles on fields without permission from the District.
7. Violation of District Ordinance 8 or General Use Policy.
8. Use of Special Event Permit for major elements not discussed in the pretext of the event.
9. Intentionally misleading SEM as to the likely attendance of the event resulting in major attendance discrepancies.
10. Intentionally leaving trash, damaging District property, or vandalizing District property.

Permit Cancellation

Special Events may be cancelled and/or rescheduled at the discretion of the District. Permits cancelled by the District due to inclement weather or emergency situations may be rescheduled as facility availability allows or may be refunded in full.

Special Event Permits cancelled by the customer at least ninety (90) days prior to the permitted use will be refunded in full. Cancellations between fifty-nine (59) and thirty (30) days prior to permitted use will be refunded at the rate of fifty (50) percent. Cancellations less than 30 days prior to the permitted use will not be refunded.

The District may cancel or reassign use of District fields or facilities for the following reasons, including but not limited to:

1. District maintenance or repairs involving any District field or facility.
2. Concerns related to the health and safety of participants including, but not limited to, rain, muddy conditions, smoke and/or smog alerts, extreme heat, maintenance issues, lightning, earthquakes, or additional emergency situations.
3. Non-adherence to Field, Facility Allocation & Use Policy, District Ordinance 8, or General Use Policy.

The District reserves the right to schedule fields and facilities in accordance with the greatest benefit to the general public and/or the District.

Appeals

An appeal may be submitted in writing to the District within four (4) working days from the decision. This process can be found in the District's Ordinance 8. The decision of the General Manager is final.

*Acceptance of the Policy and Procedures will be indicated by the signature of the customer at the Agreement and Waiver page of the Special Events Application.



PLEASANT VALLEY RECREATION & PARK DISTRICT

SPECIAL EVENT POLICY

BOARD APPROVED OCTOBER 5, 2022

Introduction

The Pleasant Valley Recreation & Park District, hereinafter referred to as “District,” coordinates and issues permits for the use of District parks, open space, sports fields, the Aquatic Center, Senior Center, and other facilities, to organizations and the public for sports, cultural, social, and recreational ~~activities~~activities, and programs. ~~The A-Special-Events~~ Policy will outline the necessary steps to effectively hold a special event on District property. The District may charge to recover public costs to operate, maintain, supervise, and administer the use of parks and District facilities per the General Use Policy.

The District will monitor proper use of allocations and permits with priority given in the following order: District Programming, Community Service Organizations, resident organizations, in-District residents, and all other requests. This policy does not outline the process for designation as a Community Service Organization. For information on this process, please refer to the Community Service Organizations Application Form.

~~Requests for special event rentals involving District facilities not covered by the Special Events Policy, Field and Facility Allocation and Use Process, Ordinance 8, or the General Use Policy should be addressed in writing to the District.~~ This policy does not cover use of facilities for sports tournaments.

Purpose

The purpose of this policy is to help determine if requests are a reservation or a special event, and what items must be Board approved. Prior to reserving District property for an event, District staff should first review the Special Events policy and refer to the Special Event Designation ([Attachment 1](#)) to determine if the request is a special event or a facility reservation. Once a Special Event is determined, Staff and the Customer will follow the process outlined below.

Definition of Terms

After-Action Report (AAR) – shall refer to a post-event report completed by District staff with the intent of recapping the important notes of event production.

Community Service Organization – shall mean an organization that performs a service for the benefit of the public, is approved by the Pleasant Valley Recreation & Park District, and the organization resides within the District boundaries. These activities are not part of the District programs/classes.

Customer – shall refer to any individual or entity that seeks to pay or has paid for a facility permit within one of the District facilities.

Customer Service Representative (CSR) – shall refer to District staff who serve as the first line of customer interaction and who handle the majority of facility reservations with the District.

District – shall mean the Pleasant Valley Recreation & Park District and/or all land/facilities managed by the Pleasant Valley Recreation & Park District-

~~District Facility~~ – shall include any of the parks operated by the District and any buildings/structures or elements that lie within them.

~~District Staff~~- shall refer to any District employee currently employed by the District

General Use Policy – shall mean the procedures used in application of District property.

In-District Resident – shall mean any person, group, organization, association, partnership, firm, entity, or corporation residing within the boundaries of the District.

~~District Facility~~ – shall include any of the parks operated by the District and any buildings/structures or elements that lie within them.

Ordinance 8 – shall mean the provisions and rules governing the Pleasant Valley Recreation & Park District, to include the use of parks, recreation areas, and facilities in order that all people may enjoy and make use of such parks and buildings and to protect the rights of all concerned.

Out-of-District/Non-Resident – shall mean any person, group, organization, association, partnership, firm, entity, or corporation that resides outside the District's boundaries.

Program Analysis – shall refer to the financial analysis evaluation tool used by District staff to track expenses and revenues for an event in relation to their budgeted line items (if applicable).

Resident Organization – shall mean public and private educational, service and civic groups and nonprofit organizations with members who reside within the District when such groups are located within the District and providing programs open to the public with a primary purpose of recreation and/or youth sports.

Special Event – an organized congregation of people with the intention to participate in shared activities contingent upon size, type, and context restrictions. Special Event status is determined as a result of filling out the attached qualifications checklist.

~~Special Event Manager (SEM)~~ shall mean the District staff members in charge of handling the proper execution of the permit from initial phone call to after action report and thank you card.

Special Event Designation

Reservation requests that are designated as a special event must complete a permit application and adhere to the District's [Special](#) External Events Reservation Process. The below checklist will be used to determine the request's designation.

~~A rental is a private event with less than 300 people that has three or fewer Event Context elements.~~

A special event is a public or private event, ~~exceeding facility capacity with more than 300 people and/or has four or more Event Context elements~~, requires an external entity application or permit, and/or requires ~~an event manager or site representative services~~ [District staffing](#). Any event containing an element that requires Board approval is automatically designated as a special event and must be submitted a minimum of 90 days in advance of proposed event.

Special Event Qualification

Attendance Level

- ~~1-300~~
- ~~300+ (automatic special event designation)~~
- ~~500+: Board approval required~~

Event Type

- ~~Private~~
 - ~~Ticketed/ Charged admission—board approval required~~
 - ~~Admission requires a reservation~~
- ~~Public (automatic special event designation)~~

Event Context

- Parking lot usage for something other than parking (automatic special event designation)
 - May require City of Camarillo Special Event Application
- ~~Location~~
 - ~~More than one (1) facility space rental (ex. CC: Grounds 1 and front parking lot)~~
 - ~~Use of facility space for something other than intended use~~
 - ~~Use of sports field for anything other than playing sports—Board approval required~~
 - ~~Potential Facility/Turf Damage due to attendance level or type of activity—Board approval required~~
- ~~More than three (3) Vendors (Caterer, band, DJ, bounce house, photo booth, etc.)~~
- ~~Type of vendor is an amusement ride, carnival game, (causing potential damage)~~
- ~~Access to electricity required~~
- Amplified sound (specific locations only)

~~==~~Alcohol present

~~==~~ ~~If alcohol is being sold, an ABC license is required~~

- ~~▪ Security guards (required if alcohol is present)~~
- ~~▪ If alcohol is being sold, an ABC license is required~~

External entity permit required (automatic special event designation)

- ~~▪ Ex. City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans~~

New Event

- ~~▪ District Staff required for event~~
- ~~▪ All new & repeating events for first 2 years if no issues or no major changes~~
- ~~▪ Any year for a repeating event where a major change is implemented if after probationary period. If during probationary period, probationary period shall be extended by one year if no issues.~~

Automatic Board Approval

~~Use of facility space for something other than intended use~~

~~Use of sports field for anything other than playing sports- Board approval required~~

- ~~▪ Potential Facility/Turf Damage due to attendance level or type of activity - Board approval required~~

~~==~~

- ~~▪ If alcohol is being sold, an ABC license is required~~

~~Security guards required~~

Event length

- 6 hours+ (special event designation considered)
- Multi-day - Board approval required

~~External entity permit required (automatic special event designation)~~

- ~~▪ Ex. City Permit for street use, County permit for MFF/TFF vendors, or Fire Permit for Safety Plans~~

~~Event Manager/ Site Representative Services required (automatic special event designation)~~

- ~~▪ All new & repeating events for first 2 years if no issues or no major changes~~
- ~~▪ Any year for a repeating event where a major change is implemented if after probationary period. If during probationary period, probationary period shall be extended by one year if no issues.~~

Exceptions

~~Exceptions of external events that do not require Board approval include:~~

- ~~▪ Private parties including events such as Weddings, Quinceaneras, corporate parties, large birthday parties, baby showers and other similar events~~

- ~~Annual events that have previously been approved by the District and Board (grandfathered events)~~

External Events Reservation Process

~~For a more in-depth understanding on booking a Special Event with the District, please refer to the Special Events Process. Application packets can be found online on our website at www.pvrpd.org/reservations. Applications can be submitted in-person to the District Administrative Office at 1605 E. Burnley Street, or by email, but must be complete and accompanied by initial payments at the time of submission in order for a facility reservation to be made. Incomplete applications will not be accepted by the District.~~

Required items to be submitted with the Special Event Application request:

1. A completed District Permit application along with a signed waiver page.
- ~~2.1. Site Map(s) and Emergency Action Plan (EAP) for the event in question. Customer may choose from the available site map templates or create their own.~~
- ~~3.1. Application fee, special event fee, refundable security deposit, and 50% of fees per the general use policy (per event request, an event series qualifies as one request)~~
- 4.2. Evidence A copy of insurance [coverage documents for the duration of the event as specified in the District Liability Insurance Requirements, naming the District as additionally insured with the attached endorsement page in line with requirements found in the General Use Policy.](#)
3. Scheduled application review meeting [and site walkthrough](#) with District Staff (phone or in-person).
 - a. [Site Map\(s\) and Emergency Action Plan \(EAP\) for the event in question. Customer may choose from the available site map templates or create their own.](#)
- ~~5.~~
- ~~6. Scheduled site walkthrough with District staff.~~
- ~~7.4. A copy of the customer's IRS Letter of Determination (if applicable).~~

The District recognizes that city, county, and other external entity permitting may be required for certain events.

5. [Application fee, special event fee, refundable security deposit, and 50% of fees per the general use policy \(per event request, an event series qualifies as one request\)](#)

The District recognizes that there may be conflicts for space and time that arise from this process. Conflicts on many location/day/time will be prioritized utilizing the following methods, in order:

1. Emergency and Public Safety Operations (Emergency Disasters/Emergency Response)
2. District Programming to include special events and classes to include District-partnered programming.
3. Community Service Groups (in the case of field & facility use consistent with normally scheduled operations and predicated on the timely and complete submission of facility requests).

4. Returning customers applying for an established event involving a District facility (predicated on the timely and complete submission of facility requests).
5. Customers with new events for a District facility (prioritized by those with the most timely and complete submission of facility requests).

The District reserves the right to schedule fields and facilities in accordance with the greatest benefit to the general public and/or the District.

Fees

Event fees will be determined by the approved District Fee Schedule. Initial payment for facilities reserved as part of a Special Event application are to be paid prior to the issuance of a facility permit. The District reserves the right to cancel the facility permit in question should the customer fail to make subsequent payments toward the facility fees invoice. Special Event applications submitted outside of the 30-day minimum advance notice period will be evaluated on a case-by-case basis for feasibility of accommodation at the discretion of the Special Event Manager (SEM).

Special Event Policy Violations

~~The District recognizes that from time to time, customers may find themselves in situations that may violate District Ordinance 8, General Use Policy, or more specifically, the terms of their event reservation. The District will work with customers to correct the issue and have set guidelines for types of violations and resulting administrative actions that may result. Offenses are to be recorded by the SEM but are encouraged to be reported by any District Staff if such violations fall under their purview. Should violations occur, District staff will follow Ordinance 8 and the General Use policy to address the issues which may include but is not limited to: prevention of future use and collecting reimbursement due to field or facility damage.~~

~~*It is the responsibility of the customer to ensure all participants, vendors, spectators, volunteers and staff under their supervision understand and abide by this process.~~

~~The District reserves the right to skip steps in this process at their discretion of the SEM if egregious violations occur at the outset or if malicious intent is perceived that suggests earlier punitive action is necessary. Egregious violations for annual events will be subject to further District review and permits may be denied for the following year at the discretion of the General Manager.~~

~~All customer violations and their frequency will be recorded by the District Staff SEM in the After-Action Report. Any violation(s) could result in a first, second or third offense and multiple violations do not need to be the same in nature to be issued a second or third violation, an extended probationary period and or refusal of future applications.-~~

This process does not include parking violations set forth in the General Use Policy and enforced by Park Rangers, as such violations may warrant altogether separate forms of ticketing and/or towing of vehicles.

First Violation

The SEM will provide a written notice of violation to the customer evaluating remedies to ensure the violation does not reoccur. The SEM will make written note of this warning being as such for the violation in question and will include notification of the loss of the reservation deposit. Such warning shall also be indicated in a post-event letter to the event applicant and saved for record of applicant. The SEM will then indicate the consequences of a second offense should the customer reach that stage.

Second Violation

Depending on the nature of the violation and the response of the customer to the repeated warning and SEM assistance at preventing subsequent violations, the District may issue a third warning or may cancel event. Receipt of paid funds from a cancelled event due to policy violations may be prohibited at the discretion of the General Manager.

Third Violation

Depending on the nature of the violation, customer may be denied future access to District facilities for event in question and/or customer may be suspended from access to additional District facility reservations for an undetermined amount of time. Note that such restrictions would apply to events in which violating customer is involved regardless of event name changes or customer leadership changes for the event in question.

Violation examples include but are not limited to:

1. Use of facility without permit.
2. Use of facility that has been closed due to inclement weather.
3. Use of facility prior to or beyond permit time.
4. Use of additional areas of a facility without proper permitting.
5. Subletting, loaning, or trading facility reservation with another customer.
6. Driving vehicles on fields without permission from the District.
7. Violation of District Ordinance 8 or General Use Policy.
8. Use of Special Event Permit for major elements not discussed in the pretext of the event.
9. Intentionally misleading SEM as to the likely attendance of the event resulting in major attendance discrepancies.
10. Intentionally leaving trash, damaging District property, or vandalizing District property.

Permit Cancellation

Special Events may be cancelled and/or rescheduled at the discretion of the District. Permits cancelled by the District due to inclement weather or emergency situations may be rescheduled as facility availability allows or may be refunded in full.

Special Event Permits cancelled by the customer at least ~~ninety sixty (90)(60)~~ days prior to the permitted use will be refunded in full. Cancellations between fifty-nine (59) and thirty (30) days prior to permitted use will be refunded at the rate of fifty (50) percent. Cancellations less than 30 days prior to the permitted use will not be refunded.

The District may cancel or reassign use of District fields or facilities for the following reasons, including but not limited to:

1. District maintenance or repairs involving any District field or facility.
2. Concerns related to the health and safety of participants including, but not limited to, rain, muddy conditions, smoke and/or smog alerts, extreme heat, maintenance issues, lightning, earthquakes, or additional emergency situations.
3. Non-adherence to Field, Facility Allocation & Use Policy, District Ordinance 8, or General Use Policy.

The District reserves the right to schedule fields and facilities in accordance with the greatest benefit to the general public and/or the District.

Appeals

An appeal may be submitted in writing to the District within four (4) working days from the decision. This process can be found in the District's Ordinance 8. The decision of the General Manager is final.

*Acceptance of the Policy and Procedures will be indicated by the signature of the customer at the Agreement and Waiver page of the Special Events Application.