



**PLEASANT VALLEY
RECREATION AND PARK DISTRICT**

GENERAL USE POLICY

BOARD APPROVED October 4, 2023

INTRODUCTION

To best serve the community, Pleasant Valley Recreation and Park District (District) offers the residents of Camarillo year-round diverse recreational programs, services and facilities. As the population of the community grows, the demand for expanded offerings increases respectively. Therefore, the District is committed to operating and maintaining programs, services and facilities that reflect such growth.

The District funds the general operation and maintenance costs of programs, services and facilities which benefit the community through tax dollar appropriations. In addition, the District offers programs and services which more directly benefit segments of the community and the individual user. To ensure the continued availability and success of these offerings, reasonable fees proportionate to the cost of operating them are collected.

The following procedures and definitions* have been used to guide this policy:

- District facilities and services are available for District sponsored programs and other approved public, private, resident, and non-resident use.
- Use of District facilities and services is conditional; appropriate fees shall be collected as stated in the rules and regulations governing the payment of deposits, fees, permits, and groups. See District Master Fee Schedule for classifications and rates.

*Definitions available in Ordinance No. 8 Governing Use of Parks, Recreation Areas and Facilities.

The policies set forth herein are intended to ensure the safe, efficient and equitable use of District property. The District's Board of Directors shall establish reasonable policies and fees for use of District property, which may be reviewed from time to time.

I. USE OF DISTRICT PROPERTY

The rules and regulations laid out in this section apply to all District property. Items specific to athletic facilities can be found in Section II. SPORTS PARKS.

The District's reservable property may be made available for use by any individual, organization, or group subject to the issuance of a permit and the payment of appropriate and applicable fees and deposits. A permit may be issued to reserve District property for a specific date, time, and location. A permit must be issued prior to:

- a) Any organized use of District property.
- b) Use of District property by an organized group.
- c) Any group or individual using District property for financial gain.

Non-organized groups may use any designated reservable District property on an as available basis; however, such group must vacate the premises at the time a permitted group arrives.

Reservations that exceed the maximums of facility capacity will be required to pay additional fees. Additional fees may be assessed for portable toilets, garbage dumpsters, staffing, and cleaning. The District will arrange for these items to be placed at the park or facility.

Permits are revocable and all deposits forfeited if false statements are made in reserving District property, or if the individual and/or group violates any rule or regulation established by the District. Applicants are responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, applicants are responsible for costs to replace, repair, or clean such property. No individual, group, or organization owing any outstanding debts or obligations to the District shall be permitted to use District facilities until such debts are paid.

District personnel will open and close District property and, when required, monitor the use of the grounds.

A. APPLICATION FOR USE AND SCHEDULING

The General Manager or designee(s) is authorized to grant or deny all applications for use of District property. All rental applications for use of District property must be filed and signed by an individual 18 years of age or older. When alcohol will be present, the application must be signed by an individual 21 years of age or older. Applications and registrations should be submitted at least 7 days prior to the requested rental date. Late applications will be accepted up to one (1) day prior to the requested use date, except for weekend or holiday facility reservations. Rental applications for weekend reservations of District facilities must be submitted prior to 12:00 PM the Thursday before the desired rental date and 12:00 PM two business days before a holiday. Applications made after these deadlines will not be processed. Late fees may apply for any application for services within seven days of the desired rental date. The rental location is reserved only when the completed and signed application is accepted and approved by the District office, applicable insurance documentation is provided, and applicable fees and deposits are paid.

B. PAYMENTS AND DEPOSITS

1. A reservation payment must be made upon submittal of the rental application. For applications made more than forty-five (45) days in advance, payment consists of 50% of the total rental fees, with the remaining 50% due forty-five (45) days prior to the reserved date. For applications made within forty-five (45) days of the reserved date, fees are due in full upon application submission. The initial payment will secure the facility for the desired date pending the payment of all remaining applicable fees.
2. Total rental fees will include the rental rate, non-refundable application fee, refundable cleaning/security deposit, and, if applicable, insurance, vendor, staffing, security guard charges, and/or other applicable fees. The refundable cleaning/security deposit is designed to ensure that the applicant leaves the District property in a clean and undamaged condition. District property must be in the same condition as received. If property is damaged, or the property is left with overflowing trash receptacles, and/or excess debris, the District will retain the cleaning deposit.
3. Deposits and fees may be paid via cash, debit, check, or credit card. Checks will not be accepted within ten (10) days of the desired reservation date.
4. Deposits are due along with all other fees at the time of the application. Use of District property may be granted for a maximum period of twelve months, with the exception of Sports Fields (i.e. PV Fields, Freedom Park, Bob Kildee, Mission Oaks), for which the maximum is six months. Requests for

facility usage exceeding twelve months require approval from the General Manager or designee(s). For District policy regarding refunds, please refer to section K. CANCELLATIONS, CHANGES, AND REFUNDS.

C. BOUNCE HOUSES, JUMPERS, AND OTHER VENDORS

1. To provide a safe and enjoyable experience, the District has established the following criteria for equipment used in the park system:
 - a. Must use a District approved Bounce House/Inflatable Vendor.
 - b. Must obtain a use permit from the District.
 - c. Must locate bounce houses/inflatable jumpers and other such equipment in easily accessible areas. Vendors are prohibited from driving vehicles or towing equipment onto park turf.
 - d. A Certificate of Insurance, which meets minimum District liability insurance requirements must be provided. Policy effective dates must cover the date(s) of use. Description of Operations must list the location of the event and date(s) of use. Pleasant Valley Recreation & Park District must be named as a Certificate Holder and as Additionally Insured. See Insurance Certificate and Endorsement Requirements for additional requirements.
 - e. Bounce houses/inflatables are limited to 20' x 20' in size, without water features, and must be powered by a vendor supplied generator under 5KW. Generators must NOT be fueled and/or refueled on District property. The District will not provide power generators or access to electricity.
 - f. All bounce houses/inflatables must be attended to at all times.
 - g. The following items are prohibited, unless an exception has been made in advance and in writing by the General Manager or designee(s):
 - i. Inflatable Water Devices; Slides, "Dunk" Tanks, Pools, Obstacle Courses, etc.
 - ii. "Sumo Wrestling" and/or "Jousting"
 - iii. Laser Tag
 - iv. "Rock Climbing Walls"
 - v. Inflatable "Mechanical Bulls"
 - vi. Inflatable "Hamster Balls"
 - vii. Petting Zoos
 - viii. Game Truck/Games on wheels (additional approval requirements)
 - ix. Concessions (additional approval requirements)

D. DENIAL OF RENTAL APPLICATION

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

1. When available District property cannot accommodate the required capacity for the requested activity.
2. Refusal of an applicant to agree in writing to the conditions of the permit.
3. Failure of an applicant to file an application in sufficient time for review and processing.

4. The requirement of an excessive number of District personnel, as determined by the General Manager or designee(s), to properly police the activity and protect other users of the facility or area due to the size or nature of the proposed activity.
5. The filing of more than one application for the same facility at the same time. Under these circumstances, the General Manager or designee(s) will consider the application and the schedule of priority classification.
6. When usage of facility may damage, destroy, or detract from the District property and/or cause harm, injury, discomfort, or displeasure to other persons in or near the park.
7. When false or misleading information is provided.

E. PERMITS

A Permit is issued when the completed Application is accepted and approved by the District office, the rental Agreement is signed by the applicant, and all applicable fees and deposits are paid in full.

F. RENTAL PERIODS

Rental periods and fees for District property are posted in the District Master Fee Schedule. The time indicated on a permit will reflect the actual time of facility use, which includes setup and cleanup. Minimum and Maximum rental periods vary by District property. Refer to Master Fee Schedule for details.

G. HOURS

All parks, recreation, and open space areas within District boundaries will be available for use by the general public daily from dawn until dusk unless otherwise posted or with written permission from the General Manager or designee(s). Hours of use may vary due to seasonal daylight, maintenance, construction, watering, and/or other variables.

Dog Park hours of operation are as follows, unless otherwise posted. Dog parks may be closed at the discretion of the General Manager:

- *Camarillo Grove Park* – Open daily from 7:00 AM to dusk, entire Park is off-leash Monday - Friday. Leash required on Saturday & Sunday.
- *Mission Oaks Park Off-Leash Area* – Open Monday through Friday from 9:00 AM to 1:00 PM and 4:00 PM to dusk. Open Saturday & Sunday, from 7:00 AM until dusk.
- *Freedom Park* – Open daily from 7:00 AM to 9:00 PM
- Enclosed dog parks with no lights will have hours of operation from 7:00 AM until dusk.

Call the Turf Line for Dog Park conditions at 805-947-5125, conditions updated Monday through Friday at 1:00 PM, Saturday & Sunday at 7:00 AM.

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

H. PRIORITY OF USE AND FEE CHARGES

Use of District property is permitted based on when the application was received, rental availability, and group priority ranking. Lower ranking groups may be subject to rescheduling with 30 days written notice. In the event of a District rescheduling, the District will attempt to relocate the reservation to another facility. Group priority rankings shall be as follows:

- Class 0 District Activities
- Class 1 Community Service Organizations: Fees are subject to the organization's Memorandum of Understanding (MOU) or District Master Fee Schedule.
- Class 2 Resident Non-Profit Organization: Local Education Agencies, Local Government Agencies, 501(c)(3), 501(c)(19) or other qualifying non-profit organizations. For events where entrance or participation fees are collected, organizations will be subject to Class 3 rates.
- Class 3 In-District Resident: Individuals, groups, and for-profit organizations residing or operating within District boundaries.
- Class 4 Out-of-District Resident: Individuals, groups, and for-profit organizations residing or operating outside of District boundaries.

I. FEES

The basic rate of application fees will be charged according to the District Master Fee Schedule.

- a. Indoor Facility - During normal hours of operation, rates include setup and cleanup of tables and chairs.
 - i. Additional fees apply for security staffing, additional custodial services and other services requested or identified by the District in advance of use.
 - ii. Additional fees apply for after-hours staffing when reservation is outside of normal hours of operation including holidays.
- b. Picnic Area - During normal hours of operation, rates include existing site amenities such as picnic tables, barbecue (where available) and outdoor restrooms. Rates do not include supervision or setup of tables and chairs. Use of Non-District equipment, i.e., tables, chairs, barbeques, etc. are not permitted without written approval by the General Manager or designee(s).

J. ADDITIONAL CHARGES OVER BASIC RATE

Additional charges may be levied over the basic rate as defined in Section I. FEES and under the following conditions:

1. Non-residents will be subject to a rate increase of 25%.
2. Non-Sufficient Funds charges will apply for returned checks.
3. When alcohol is being served or sold at a function.
4. When a reservation is considered a Special Event (refer to Special Event Policy).
5. For applicant initiated reservation changes, including cancellations.
6. For security staffing when required. District will arrange with approved vendors.
7. When a facility is not normally open and District staffing is required.
8. When District staff is required for facility control.
9. When facility damage and/or liability insurance fees are required.
10. To cover the cost of dumpsters, portable toilets, or other additional equipment and/or resources to accommodate the rental.

The determination of requirements for additional staffing and associated charges shall be made by the General Manager or designee(s). See District Master Fee Schedule for rates.

K. CANCELLATIONS, CHANGES, AND REFUNDS

Cancellations made within these windows are subject to the following:

1. Reservations cancelled greater than ninety (90) days prior to the reservation date will be eligible for a refund of all paid fees – less the non-refundable application fee.
2. Reservations cancelled less than ninety (90) and greater than sixty (60) days prior to the reservation date will be eligible for a refund of the paid security cleaning deposit and 50% of all paid fees – less the non-refundable application fee.
3. Reservations cancelled less than sixty (60) days prior to the reservation date will be eligible for a refund of the paid security cleaning deposit only.

Changes made to reservations are subject to the following:

1. Changes made to reservations which result in additional hours, services, or an adjustment in reservation times are subject to applicable change fees.
2. Changes made greater than sixty (60) days prior to the reservation date will be eligible for refund of any facilities or hours no longer being requested, subject to applicable change fees.
3. Any partial use of a reservation will not be eligible for refund.

District Property Reservation Refunds are subject to the following:

1. Reservations paid via credit card will be refunded to the original credit card within seven (7) business days following the reservation date.
2. Reservations paid via check or cash will be refunded by check, processed within thirty (30) business days following the reservation date.
3. No refunds will be issued for inclement weather. If the District office is notified on the first business day after a weather event, the reservation may be transferred to an available like-facility without penalty, within one hundred and eighty (180) days.

4. All fees, including the Application fee, will be refunded in the event of a District initiated cancellation.

District Program/Class Refunds are subject to the following:

1. Withdrawal from a program/class five (5) business days prior to the start of a program/class will be refunded in full less a \$10.00 administrative fee.
2. No refunds will be issued for withdrawals made less than five (5) business days prior to the start of a program/class.
3. In the event of a program/class transfer where the fee of the new program/class is less, participant will receive a refund for the difference.
4. In the event of a program/class transfer where the fee of the new program/class is greater, participant will be required to pay the additional fee at time of transfer.
5. Failure of Participant to attend any program/class will result in forfeiture of all fees paid.
6. No refund will be issued for program/class fees of \$10.00 or less.

The District reserves the right to cancel and/or move any reservations, classes, activities on District property with minimal notice.

L. ALCOHOL INSURANCE

Purchase of alcohol insurance is required at the time the permit is approved for all events where alcohol will be consumed.

M. SETUP

The District will perform setup and breakdown, unless otherwise stated in the application or permit. Basic cleanup, including placing all trash in bins provided by District, is the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date. If a reservation requiring setup is made within 15 business days of the event, setup instructions are due at the time of application and additional fees may apply. Applications that require setup beyond what can be reasonably accommodated by District personnel may be denied.

N. DECORATIONS

When decorations are used, the user shall obtain prior approval from the District. Decorations must not be installed prior to the start of the reservation and must be removed at the conclusion of the reservation. No use of duct tape, tacks, nails, or glue is allowed on any walls, columns, counters or floor surfaces. Use of blue painter's tape is permitted and requires full removal at the end of the event. Use of lighted candles or any open or enclosed flame is prohibited. No confetti, colored powders, glitter, or rice are allowed without prior written approval.

O. SECURITY

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

1. If the event and/or anticipated attendance places a major impact on the facility.
2. When alcohol is being served, sold, or consumed.
3. When additional precautions are deemed necessary due to the nature of the event.
4. The District will determine the number of security guards required at the Applicant's cost (typically 1 security guard for every 50 attendees).

P. DAMAGE TO DISTRICT PROPERTY

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

Q. ALCOHOLIC BEVERAGES

Application for an alcoholic beverage permit must be submitted at the time of application of use for events where alcohol will be sold. Permits shall only be issued to individuals 21 years of age or older. Applicant must secure a California Department of Alcohol Beverage Control Event Permit and all additional licenses or permits as required by local government agencies including but not limited to the Ventura County Public Health Department.

Applicant shall provide adequate safeguards to prohibit consumption of alcohol by minors, including utilizing Responsible Beverage Server (RBS) wristbands on all minors in attendance. Security guards are required for all reservations where alcohol will be served or consumed and will be assigned by the District. Serving and consumption of alcoholic beverages is permitted for a maximum of five and one half hours (per insurance guidelines) and shall not be served a minimum of one hour prior to the end of the event or no later than 10:00 PM, whichever occurs first.

The General Manager or designee(s) may stipulate additional conditions when necessary for the safety of individuals and protection of property.

II. SPORTS PARKS

Sports Parks must be reserved when being used by five (5) people or more, unless they meet one of the requirements listed below. The District reserves the right to determine the appropriate facility for a reservation based on the nature and size of the activity. All applications for use must be signed by an individual 18 years of age or older. When alcohol will be present, the application must be signed by an individual 21 years of age or older and an application for alcoholic beverage permit must be submitted at the time of application for use. No permit shall be granted if there is a conflict with a District or Community Service

Organization scheduled event or an existing reservation. No permit will be granted for any reservable field before 6:00 AM, or as determined by the General Manager or designee(s), or beyond dusk except when the field has appropriate lighting. Lights can be utilized until 10:00 PM with prior permit approval. Field use hours are determined at the discretion of the District. All user groups must have a copy of their permit available upon request by District staff.

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

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

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

1. Use of the athletic fields and supporting structures.
2. Use of onsite restrooms.
3. Basic turf management such as watering, mowing, and edging fields.
4. Staffing costs

Basic rates do not include the following:

1. Diamond preparation and field lining.
2. Lighting.
3. Setup and cleanup of athletic field equipment including but not limited to bases, anchors, pitcher's mound, goals, bleachers, etc.
4. Cleanup of facilities.
5. Sporting equipment such as balls, nets, gloves, etc.
6. Facility renovation or rehabilitation due to extraordinary use.
7. Portable toilets, garbage dumpsters and/or any additional equipment, cleaning materials and/or staffing.

III. NON-PROFIT RENTAL USE

In order to qualify as a Resident Non-Profit Organization for Class 2 reservations, the following must be provided:

- a. Proof of current non-profit status, i.e. IRS Letter of Determination of 501(c) (3) or 501(c) (19) status.
- b. Proof of organization residing within the District boundaries.
- c. Proof of organization's establishment within the Community for at least twelve (12) consecutive months.

Furthermore:

1. Class 3 fees apply for all events where fundraising, donations or monetary contributions will be required to participate in, or benefit from, the event.
2. There is no non-profit rate for fees for special services, or staffing.

IV. COMMUNITY SERVICE ORGANIZATIONS

Community Service Organizations (CSO) are approved qualifying community based, non-profit organizations dedicated to providing youth programs as a benefit to the residents of Camarillo. Their primary purpose is to serve the program needs of the Pleasant Valley Recreation & Park District as designated by the District's Board of Directors. Community Service Organizations must be based within the Pleasant Valley Recreation & Park District boundaries. Approved Community Service Organizations shall enter into a Community Service Organization Agreement with the District which shall govern the Organization's relationship with the District. To receive the benefits afforded by this classification, subject to approval by the District Board of Directors, Community Service Organizations that meet the following criteria may submit a formal written request for approval:

1. Organization must have filed a minimum of three (3) Federal tax returns in their current non-profit status.
2. Must be considered a Resident or In-District Organization.

The following must be included with each request:

1. Copy of three (3) years prior Federal tax returns (Form 990)
2. Fictitious Business Name Statements
3. City of Camarillo Business Tax Certificate (if applicable)
4. Three (3) years prior participant rosters
5. Organizational chart

With consideration to availability of District facilities and resources, the District's Board of Directors has no obligation to approve Organizations which compete with existing approved CSO's.

V. FILMING

Individuals who engage in the production of filming or photographing for commercial purposes on District property shall observe the following procedures. The General Manager or designee(s) may grant permission pursuant to this section:

- a. Completion of a commercial filming application and compliance with its contents. Applications must be received by District staff prior to the start of filming.
- b. Certificate of Insurance which meets minimum District liability insurance requirements must be provided. Policy effective dates must cover the date(s) of use. A 30-day cancellation clause must be included. Description of Operations must list location of event and date(s) of use. Pleasant Valley Recreation & Park District must be named as a Certificate Holder and as Additionally Insured. See Insurance Certificate and Endorsement Requirements for additional requirements.
- c. The applicant must obtain all necessary permits from City, County, State, Local Law Enforcement or Local Department of Emergency Services prior to filming.
- d. The applicant must provide all personnel and staffing services necessary to the satisfaction of the District for crowd control, traffic control, fire control, maintenance, and any other situations that attract potential hazards related to production. Any

District personnel services provided shall be compensated to the District per the Master Fee Schedule. At the time of permit issuance, an estimate of such fees will be provided.

- e. Use of specialized equipment such as trailers, cranes, pyrotechnics etc. must be disclosed with the application and approved by the General Manager or designee(s).
- f. The applicant shall be responsible for complete replacement, refurbishing, or payment to the District for any negative impact incurred, including any damaged, destroyed, or otherwise disturbed furnishings, turf, facility, or property during the production for which the permit applies.

VI. SALES, SOLICITATION AND UNLAWFUL ADVERTISING

To prevent littering and the destruction of District property, it is unlawful to post, place, erect, or leave posted, placed, or erected, any commercial or noncommercial bill, handbill, circular, notice, paper, banners, or advertising device or matter of any kind, in or upon any building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception to this prohibition on posting is upon a bulletin board or such place especially designated and provided for such purposes by the District.

a. It is unlawful for any person to place, paint, attach, or maintain any commercial sign, which includes billboards and banners, on any District property without District authorization.

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

c. If permission is granted, a signage/banner mockup must be submitted at least 30 days prior to approval. Signage/Banners must be no larger than 24 square feet if displayed for more than 3 days. When displayed for less than 3 days, signage/banners may be no larger than 36 square feet. Signage/Banners may not be left up longer than 14 days, with a period of 30 days between display and no more than 4 times a year.

d. Exceptions to this section must be reviewed by the General Manager or designee(s).

If approved the District will enter into a Memorandum of Understanding with the requestor to include terms and conditions, revenue, placement, and how the sign will be affixed to District Property.

Refer to District Sponsorship and Naming Policy for sponsorship signage requirements.

VII. NON-DISCRIMINATION

District policy prohibits unlawful discrimination based on race, color, creed, gender, gender expression or identity, religion, marital status, registered partner status, age, national origin or ancestry, pregnancy, childbirth, or related medical conditions, physical or mental

disability, medical condition including genetic characteristics, sexual orientation, gender identity or any other consideration made unlawful by Federal, State, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and prohibited. Any person or organization entering into an agreement or receiving a permit with the District is required to comply with this non-discrimination policy. Any person or organization entering into an agreement or receiving a permit with the District will be required to execute a statement agreeing to indemnify and hold harmless the Pleasant Valley Recreation & Park District, its Board of Directors, and the officers, agents, and employees of these agencies for any failure to comply with this non-discrimination policy.

VIII. VIOLATION OF PERMIT

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

IX. RIGHT OF APPEAL

An Applicant may appeal the decision of a District representative regarding facility permits to the General Manager. The Applicant must file such appeal with the General Manager within five (5) business days of the representative's decision. The General Manager may hold a hearing within ten (10) business days of the filing of such appeal at which time the Applicant may present all evidence, testimony, and information relative to the application. The General Manager shall, within three (3) business days of said appeal hearing, issue a decision either affirming or denying the decision on the application and, if the decision is to issue the permit, add appropriate terms and conditions to the permit. The General Manager shall specify grounds for upholding the denial of a permit. The decision of the General Manager may be appealed to the Board of Directors. An appeal to the Board of Directors shall be filed within five (5) business days of the General Manager's decision.

X. AUTHORIZED USE OF DISTRICT LOGO AND/OR NAME

District logos or names may only be used for purposes, events, and publications that relate to official business of the Pleasant Valley Recreation & Park District. No use is permitted to any other third party without written permission from the General Manager or designee(s).

THIS EXHIBIT SHALL AUTOMATICALLY UPDATE WITH CURRENT CAPRI INSURANCE REQUIREMENTS REGARDLESS OF BOARD APPROVAL

A. LIABILITY INSURANCE

All individuals or groups for which use permits are granted, must agree in writing to hold the District harmless and indemnify the District from any and all liability for injury to persons or property occurring as the result of the activity sponsored by permittee, and said person shall be liable to the District for any and all damages to parks, equipment, and buildings owned or controlled by the District which result from the activity or permittee or is caused by any participant in said activity. A person exercising any of the privileges authorized by this policy does so at his/her own risk without liability on the part of the Pleasant Valley Recreation & Park District for any injury to persons or property resulting there from.

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

When there is a request for the use of District facilities, or when the District is involved with scheduling and/or coordinating the activities, a certificate of insurance is required, naming the District as an additional insured, must include an endorsement page, and must contain a 30-day cancellation clause. All paperwork must be filed with the District a minimum of 30 days in advance of the use date of facilities involved. The District may require proof of liability insurance with limits of bodily injury and property damage of not less than \$1,000,000/\$2,000,000 and a certificate of insurance for any individual or group when it is determined that:

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

B. REQUIRED INSURANCE

The District shall determine the type and amount of liability insurance required, based on the type and/or size of the rental reservation. Certificate of Insurance must meet minimum District liability insurance requirements, as determined by the District. Policy effective dates must cover the date(s) of use. Description of Operations must list location of event and date(s) of use. Pleasant Valley Recreation & Park District must be named as a Certificate Holder and as Additionally Insured. See District Staff for Insurance Certificate and Endorsement Requirements for additional requirements. The following situations are some examples of when an applicant must provide insurance for use of District facilities:

1. Sports leagues using District facilities for regular play.
2. All Sport Organizations
3. Private Instruction (i.e. Personal Training, Dog Obedience Class, Clinics)
4. Bounce House/Entertainment Attractions
5. All Runs/Walks/Cycling/Parades/Events
6. All Vendors
7. Special Events – internal or external rentals
8. Resident Rentals