

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

**POLICY COMMITTEE  
AGENDA**

**Thursday, June 22, 2023**

**2:30 P.M.**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. ORDINANCE 8 & GENERAL USE POLICY REVIEW**
- 5. ORAL DISCUSSION**
- 6. 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**

**GENERAL USE POLICY**

**BOARD APPROVED XXXXX XX, 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 to those, 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.
- Usage 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 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 will be reviewed when necessary.

### **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 FIELDS.

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 will be issued to reserve District property for a specific date, time, and location. A permit must be issued for:

- 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 permit 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 will be responsible for the condition in which they leave District premises. If District property has been damaged or abused beyond normal wear, applicants will be responsible for costs to replace, repair, or clean such property. No individual, group, or organization owing any outstanding debts or obligations to the District will 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 will be accepted up to one (1) day prior to the requested use date, except for weekend 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. 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 insurances, 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, overflowing of trash receptacles, and/or excess debris left, the District will retain the cleaning deposit.
3. Deposits and fees may be paid via cash, debit, check, or credit card. Personal 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. District property usage 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), which 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. REFUNDS AND CANCELLATIONS.

**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 with the District.
  - c. Must locate bounce houses/inflatable jumpers and other such vendors in easily accessible areas. Vendors are prohibited from driving vehicles or towing equipment onto park turf.
  - d. 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 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.
  - 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 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 Lands 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. For facility reservations during the week, the District must receive the Application, applicable security cleaning deposit, rental fees, and permits at least one (1) day in advance. For facility reservations for the weekend, the

District must receive the agreement, applicable security cleaning deposit, rental fees, and permits prior to 12:00 PM the Thursday preceding the requested date.

4. The requirement of an excessive number of 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 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:

- *Camarillo Grove Park* – Open daily from 7:00 AM to dusk, entire Park is off-leash Monday - Friday. Saturday & Sunday, trails are off-leash from 7:00 AM to 10:00 AM
- *Mission Oaks Park Off-Leash Area* – Open Monday through Friday from 4:00 PM to dusk. Open Saturday & Sunday, from dawn until dusk.
- *Springville Dog Park* – Open Saturday through Thursday from 7:00 AM to dusk. Open Friday from 10:00 AM to 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 facilities is given 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) with the District.
- 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, rate includes 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 afterhours staffing when reservation is outside of normal hours of operation including holidays.
- b. Picnic Area - During normal hours of operation, rate includes 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, barbecues, etc. are not permitted without approval by the General Manager or designee(s).

**J. ADDITIONAL CHARGES OVER BASIC RATE**

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

1. Non-residents will be subject to a rate increase of 25%.
2. Full payment is due 30 days prior to reservation date for reservations made more than 30 days in advance when additional fees are required.
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, 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. REFUNDS AND CANCELLATIONS**

For reservations made greater than six months in advance of use, cancellations must be made through the District office no less than forty-five (45) days prior to the reservation to qualify for any eligible refunds. Refunds and Cancellations will be processed under the following guidelines:

1. Application fee is non-refundable.
2. Reservations cancelled sixty (60) days or less after initial booking, customer will receive a full refund minus the application fee.
3. Reservations cancelled after sixty (60) days from initial booking, and at least forty-five (45) days before the reservation date, customer will receive refund of security cleaning deposit.
  - a. In lieu of a partial refund, payments made for a cancelled reservation are eligible for a one-time transfer to a future reservation within six months of original, subject to a non-refundable change fee. Additional fees may apply, depending on facility, refer to Master Fee Schedule.
4. Reservations cancelled forty-four (44) days or less prior to the reservation date, customer will receive a refund of security cleaning deposit only.

For reservations made within six months of use, cancellations must be made through the District office no later than forty-five (45) days prior to the reservation to qualify for any eligible refund amount. Refunds and Cancellations will be processed under the following guidelines:



1. Application fee is non-refundable.
2. Reservations cancelled forty-four (44) days or less prior to the reservation date, customer will receive a refund of security cleaning deposit only.
3. Reservations cancelled sixty-one (61) days or more prior to event date, customer will receive a full refund minus the application fee.
4. Reservations cancelled between forty-five (45) and sixty (60) days prior to reservation date, customer will receive refund of any security cleaning deposit and a 50% refund of all other eligible fees.
  - a. In lieu of a partial refund, payments made for a cancelled reservation are eligible for a one-time transfer to a future reservation within six months of original, subject to a non-refundable change fee. Additional fees may apply, depending on facility, refer to Master Fee Schedule.
5. Reservations cancelled forty-four (44) or less days prior to the reservation date, customer will receive a refund for the security cleaning deposit only.

District Property Reservation Refunds:

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 ninety (90) days.
4. No personal checks will be accepted within ten (10) days of a reservation.
5. All fees, including the Application fee, will be refunded in the event of a District initiated cancellation.
6. Non-Sufficient Funds charges will apply for returned checks.

District Program/Class Refunds:

1. Withdrawal from a program/class five (5) business days prior to the start of a program/class will be refunded minus 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.
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 will be 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. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup instructions must be submitted a minimum of 15 business days prior to the event date. 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 being used, the user shall obtain prior approval from the District. No duct tape, tacks, nails or glue are allowed on any walls, columns, counters or floor surfaces. Use of blue painter's tape is permitted, 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 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. EXTENDED USAGE**

Use of District facilities may be granted for a maximum period of twelve (12) months, with the exception of Sports Fields (i.e. PV Fields, Freedom Park, Bob Kildee, Mission Oaks.) An Application for Use exceeding twelve (12) months requires approval from the General Manager or designee(s). Facility usage may be granted for a maximum period of six months. Requests for facility usage exceeding six months require the General Manager or designee's approval. Reservations may be subject to cancellation in accordance with Section I. **A. APPLICATION FOR USE AND SCHEDULING.** When a cancellation is necessary, the District will attempt to relocate the reservation.

**R. 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 shall 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.

If a request for alcoholic beverage permit is denied by the District, Right of Appeal shall apply. The General Manager or designee(s) may stipulate additional conditions when necessary for the safety of individuals and protection of property.

**II. SPORTS FIELDS**

Sports fields 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, lighting, or staffing.

#### **IV. COMMUNITY SERVICE ORGANIZATIONS**

Community Service Organizations are 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 must submit an organizational file which must include a report on Organization business and financial condition on an annual basis.

#### **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 to film.
- 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 will 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 and approved with the application prior 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**

Recognition and signage shall not detract from the visitor's experience or expectation, impair the visual qualities of the park environment, be perceived as advertising or commercializing the character of the park setting, or create a feeling of proprietary interest.

1. Advertising promotions or corporate slogans shall not be permitted on or off District property.
2. Off-Site Recognition
  - a. Thank-you Letters – Every donor should promptly receive a letter of appreciation. In many cases, that might be all that is required. It should acknowledge the gift, the donor, date of acceptance and, if monetary, the dollar amount. The thank-you letter will also serve as evidence of the gift for the purposes of the donor's tax records. As such, it should completely describe the gift. It should not, however, attempt to value the gift.
  - b. Publicity – In all cases the donor's request for anonymity shall be respected. When appropriate, the District can publicly recognize donors through press releases to media outlets.
  - c. Events – Higher profile recognition can occur through some of the following: ribbon cuttings, Board of Directors Meetings, or special recognition events.
  - d. Commemorative Items Given to the Donor – Some items that might be presenter to donors as an expression of gratitude include but are not limited to certificates of appreciation, prints, photographs, and plaques.
3. On-Site Recognition
  - a. Temporary Signs – Temporary signs (such as those used to acknowledge donors during construction activities, restoration of a structure or site, or which include recognition of a sponsor's financial support for a contract period) should be informational, of appropriate design and scale.
    - i. They should inform visitors and might contain a brief interpretive message about the nature of the project and the support provided by the donor.
    - ii. The signs should be sturdy, of good quality materials, consistent with the design of other park signs, professionally done and in keeping with park design standards.
    - iii. Donor's name and corporate logo may be used if they are of non-contrasting color and subordinate to the sign's message.
    - iv. Where it is appropriate to put up more than one sign, they should be placed at infrequent intervals so that multiple signs are not visible from a single viewing point.
    - v. Under no circumstances should signs be affixed to cultural or natural resources or placed in areas of cultural sensitivity (such as archeological sites) where they would intrude on the historic character of the area.
    - vi. If a plaque is vandalized the District will replace it once at no cost. Recurrences are at the donor's expense.
    - vii. The General Manager or designee has final approval of all signs, their placements, and duration.
    - viii. Signs must meet District and City requirements.
  - b. Permanent Plaques – With the exception of preexisting donor programs, permanent plaques are to be actively discouraged and generally are not to be used to recognize monetary contributions to District.

- i. Other exceptions will be permitted only with the approval of the General Manager or designee and should be proposed only for major contributions of long-term benefit to District.
  - ii. Permanent recognition plaques should be placed only in developed areas and preferably inside an existing public structure, such as a building.
  - iii. Except for preexisting established programs or under unusual circumstances requiring the approval of the General Manager or designee, such plaques should not be affixed to cultural or natural resources of the site where they would intrude on the historic or natural character of the area.
  - iv. The General Manager or designee has final approval of all plaques, their placements, and duration.
  - v. The commitment for plaque maintenance shall be made for no more than five years. If after five years, the plaque is not fit for public view it shall be removed or replaced at donor's expense.
  - vi. If a plaque is vandalized the District will replace it once at no cost. Recurrences are at the donor's expense.
- c. Semi-Permanent Signs – Single purpose recognition signs should be avoided. Directional, interpretive, and informational signs should be considered as locations for donor recognition.
- i. Recognition should be secondary to the information the sign is designed to convey.
  - ii. The recognition shall not dominate the sign either by scale or color and shall not be superior in any way to the park message.
  - iii. Standard earthen colors, lettering sizes and, for sponsorship programs, consistent size, design, and use of logo.
  - iv. Under no circumstances should they be affixed to cultural or natural resources, or placed in areas of natural or cultural sensitivity where they would intrude on the historic or natural character of the area.
  - v. No commitment for sign maintenance should be made for more than 5- years.
  - vi. The General Manager or their designee has final approval of all signs, their placements, and duration.
  - vii. Signs must meet District (City where applicable) requirements.

#### 4. Examples of Determination of Recognition based on Projects & MOU

### **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 a rental agreement with the District is required to comply with this non-discrimination policy. Any person or organization entering into a rental agreement with the District will be required to execute a statement agreeing to indemnify and hold harmless the Pleasant Valley Recreation & 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 the 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. An appeal to the Board 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/\$1,000,000 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 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



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PLEASANT VALLEY  
RECREATION AND PARK DISTRICT

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GENERAL USE POLICY

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

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

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

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

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

The District works to ensure that the programs and facilities offered meet the needs of the communitycommunity's needs and that access to them is as economically feasible as possible. Fees are used to offset public expenses to operate, maintain, supervise and administer the use of District land, including the parks, recreational facilities, and pavilions.

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\*Need to explain or list out what types of permit/rental applications are offered; No where lists the 'Outdoor Facility Rental Application' nor the 'Open Space Permit'  
\*Differentiate between open space & reserved facilities & spaces  
\*Keep terminology consistent

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Commented [J5]: Pavilions, picnic areas, or picnic shelters?

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

~~These policies and procedures are designed to facilitate the safe, efficient, and equitable use of District facilities property.~~

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

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

The rules and regulations laid out in this section apply to all ~~parks, and facilities and open space areas~~ District property. Items specific to athletic facilities can be found in Section II. SPORTS FIELDS ATHLETIC FACILITIES.

The District's reservable ~~facilities, parks, picnic areas, and tennis sports courts~~ 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 will be issued to reserve District property for a specific date, time, and location. A permit must be issued for:

- ~~a) the use of Any facility, park, picnic area, and organized sports tennis events for pre-advertised assemblies or use of District property.~~
- ~~b) Use of District Property by groups consisting of 25 people or more for picnic areas/green park space usage an organized group.~~
- ~~c) or Any group or individual using District property for financial gain, and/or organized activity/use.~~ All applications for use ~~offer the use of any facility, park, and picnic area, or sport tennis court(s)~~ must be signed by an adult over 18 years of age; however, when alcohol is present, an application must be signed by an adult 21 years of age or older who shall agree to be responsible for said use. Individuals, organizations, or groups under 25 Non-organized groups may use any designated reservable facility, park, or picnic area, District property or sport tennis court on an as available basis; however, such group must vacate the premises at the time a permit group arrives. Sport Court maximums may differ per sport activity.

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

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

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

District personnel will open and close ~~the facility, park, and picnic area, and tennis sports courts~~ 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, lands, parks, or buildings~~ facilities. All rental applications for use of a District ~~property facility, park, picnic area or sportstennis court~~ shall ~~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. ~~by an adult over 18 years of age; however, when alcohol is present an application must be signed by an adult 21 years or older.~~ Applications and registrations will be accepted up to ~~the dayone (1) day prior~~ prior to the ~~desired requested~~ use date, except for weekend facility reservations. ~~Rental~~ Applications for weekend reservations of District facilities must be submitted prior to 12:00 PM the ~~Thursday THURSDAY~~ before the desired rental date. ~~Please refer to the Special Event Policy for application submission deadlines.~~ 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 aApplication is accepted and approved by the District office, applicable insurance documentation is provided, and applicable fees and deposits are paid. ~~The signed rental application for a permit must be completed in its entirety, shall include, but not be limited to, the following information:~~

- ~~i. Name of applicant, sponsoring organization, or group, and name of persons responsible for proposed activity alongside the application fee.~~
- ~~ii. Address, telephone number, and email of the applicant(s).~~
- ~~iii. Specific park, court(s), or building (s) being reserved and area involved.~~
- ~~iv. Starting and ending time of proposed activity. Times should include set up and clean up times.~~
  - ~~v. Number of persons expected.~~
  - ~~vi. Additional District personnel or items requested, such as tables, chairs, set up and associated equipment.~~
  - ~~vii. Nature of proposed activity(ies), including equipment to be brought into the park, duration and nature of the use of such equipment, and duration and nature of the use of any amplified sound.~~
  - ~~viii. Fees or admission charged, and monies collected.~~
  - ~~ix. Persons who will receive monies collected and disposition of such monies.~~
  - ~~x. Certificate of liability insurance and separate endorsement naming the District as additional insured and containing a 30-day cancellation clause. Non-refundable application fee.~~
  - ~~xi. Vendors attending the event, including craft, food, and informational booths.~~

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- Commented [J12]:** Suggest consistency in using 'permit,' 'rental,' 'application for use.' The more consistent for the public, the easier it is.
- Commented [KS13R12]:** Check with Ordinance 8 and language is same
- Commented [JS14R12]:** Ord. 8 Says Application for Use
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- Commented [KS15]:** Do we want to take reservations this late?
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- Commented [J16]:** What prompts a citizen reading this to know they would need to read/refer to the Special Event Policy and applicable deadlines? Needs language in prior section stating anything over XX amount will be referred to as a Special Event thus triggering the Special Event guidelines and application process.
- Commented [KS17R16]:** I would remove as it doesn't apply to all reservations -KSC
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- Commented [J18]:** Why? If we allow 'up to the day prior to desired use date' for non-weekends and the Thursday before for weekend (thus making the deadline), why charge 7 days out?
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- Commented [J19]:** A standard minimum or maximum amount?
- Commented [KS20]:** Does this need to be in here or can we just say an application must be complete in its entirety?



## PLEASANT VALLEY RECREATION & PARK DISTRICT

### GENERAL USE POLICY Board Approved December 5, 2019

#### B. PAYMENTS AND DEPOSITS

1. A reservation payment must be made upon submittal of the rental application. ~~For applications made more than forty-five (3045) days in advance, payment consists of 50% of the total rental fees, with the remaining 50% due forty-five (3045) days prior to the reserved date. For applications made within forty-five (3045) days of the reserved date, fees are due in full upon submission of the application.~~ application submission. ~~Initial-~~ 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 insurances, vendor, staffing, and/or security guard charges, and/or other applicable fees.~~ The refundable cleaning/security deposit is designed to ensure that the applicant leaves the District property facility in a clean and undamaged ~~usable~~ condition. ~~If the facility is not clean and usable at the conclusion of the activity, District property must be in the same condition as received; if property is damaged, overflowing of trash receptacles, and/or excess debris left, at the conclusion of the activity the facility is not clean and usable,~~ the District will retain the cleaning deposit.
3. Deposits and fees may be paid via cash, debit, check, or credit card. Personal checks will not be accepted within ten (10) days of the desired reservation date.
4. ~~Deposits are due and payable along with all other fees and charges at the time of the application. District property usage may be granted for a maximum period of twelve months, with the exception of Sports Parks Fields (i.e. PV Fields, Freedom Park, Bob Kildee, Mission Oaks), which is six months. Requests for facility usage exceeding twelve months require approval from the General Manager or designee(s) designee approval. No application will be executed for a period greater than six months in advance of the event date without approval by the General Manager or designee.~~ For District policy regarding refunds, please refer to section K. REFUNDS AND CANCELLATIONS.

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#### C. BOUNCE HOUSES, JUMPERS, AND OTHER VENDORS

1. ~~In order to provide a safe and enjoyable experience, the District has established the following certain criteria for apparatus equipment used in the park system. Specifically, the following identifies both permitted and prohibited apparatus equipment:~~
  - a. ~~Must use a vendor from District approved approved Bounce House/Inflatable Vendor list.~~
  - b. ~~A Must obtain a use reservation permit with PVRPD the District (if group size is under 25, picnic shelter isn't needed, and there is no alcohol, renter may be able to obtain a permit for a nominal fee, provided there is availability).~~
  - c. ~~Must locate bBounce houses/inflatable jumpers and other such vendors may be located only in easily accessible areas. Bounce~~

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PLEASANT VALLEY RECREATION & PARK DISTRICT

GENERAL USE POLICY Board Approved December 5, 2019

- House/inflatable Vendors cannot drive on park turf... d. Insurance certificate... e. Bounce houses/inflatables are limited to 20' x 20' in size... f. All bounce houses/inflatables must be attended at all times... g. Inflatables utilizing water... h-g. The following items are prohibited... i. Inflatable Water Devices... ii. "Sumo Wrestling" and/or "Jousting"... iii. Laser Tag... iv. "Rock Climbing Walls"... v. Inflatable "Mechanical Bulls"... vi. Inflatable "Hamster Balls"... vii. Inflatable Water Features, Dunk Tanks and/or Pools... viii. Petting Zoos... ix. Game Truck/Games on wheels... x. Concessions...

D. DENIAL OF RENTAL APPLICATION

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

- 1. When available District Lands with cannot accommodate the required capacity for the proposed requested activity is not available.
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. For facility reservations during the week, the District must receive the Application, applicable cleaning/security security cleaning deposit, rental fees, and permits at least one (1) day in advance. For facility reservations for

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY

Board Approved December 5, 2019

the weekend, the District must receive the Agreement, applicable cleaning/security deposit, rental fees, and permits prior to 12:00 PM the Thursday preceding the reserved requested date. Failure to comply with the deadline date may render the contract null and void.

4. The requirement of an excessive number of personnel as determined by the General Manager or designee(s) designee to properly police the activity and protect other users of the facility or area due to the size or nature of the proposed activity.
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) designee 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 based on a two hour or four hourly minimums for facility rentals (i.e. picnic areas, buildings and classrooms). Refer to posted in the District approved current Master Fee Schedule for details. Sport Tennis court rental periods are based on a minimum of two-hour increments. The time indicated on a permit the application will reflect the actual time of actual facility use which includes time, which includes setup and cleanup. Minimum and Maximum rental periods vary by District property, refer to Master Fee Schedule for details. Charges for additional time beyond the minimum two or four hour blocktime block will be based on an hourly rate.

### G. HOURS

All pAll parks, recreation areas, and open space areas within the District boundaries will be available to thefor use by the ggeneral ppublic daily fromfrom dawn untilte dusk unless or hours as otherwise posted or with except with the permission fromof the General Manager or designee(s), designee. Hours of use may vary due to seasonal daylight, maintenance, construction, watering, and/or other variables.

Dog Park hours of operation are as follows:

Dog park facility hours of operation are:

- a.) Camarillo Grove Park - Open daily from 7:00 AMa.m. to dusk, e Entire parkntire Park is off-leash Monday - Friday. Saturday & Sunday, dogs are

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

~~allowed trails are off-leash only in the designated dog park area and on the trails from 7:00 AM a.m. to 10:00 AM until 10 a.m.~~

- ~~b.) Mission Oaks Park Off-Leash Area — Open daily Monday through Friday from 4:00 PM p.m. to dusk. Open Saturday & Sunday, from dawn until dusk.~~
- ~~c.) Springville Dog Park — Open Saturday through Thursday from daily 7:00 AM a.m. to dusk. Open Closed Friday from mornings until 10:00 a.m. for lawn maintenance AM to 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 lands facilities is given based on when the application was received, rental availability, and group priority ranking. Groups ranked at a low priority may lower ranking groups may be subject to rescheduling with 30 days 30 days written notice. In the event of a District rescheduling, in that case, the District will attempt to relocate the group reservation to another District facility. Group priority ranking and fee charges shall be as follows in accordance with the District Fee Schedule shall be as follows:~~

- ~~1. Class 0 — District Activities~~
- ~~2. Class 1 — Community Service Organizations: Fees are are subject to the individual group's organization's Memorandum of Understanding (MOU) with the District.~~
- ~~3. Class 2 — Resident Non-Profit Organization: Local Education Agencies school districts, Local Governmental Agencies, 5e and 01(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.~~
- ~~4. Class 3 — In-District Resident: Individuals This includes in-District residents, groups, and for-profit organizations residing or operating within District boundaries. that hold private functions. Also includes any event held on Friday and Saturday.~~
- ~~5. Class 4 — Out of District or Non-Resident: Individuals includes non-resident/out of District individuals, groups, and for-profit organizations residing or operating outside of District boundaries.~~

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

### I. FEES

1. The basic rate of application Basic Rate Application fees will be charged in accordance with according to the Board approved District Master Fee Schedule.

a. Indoor Facility - During normal business hours of operation, rates will include rate includes setup and cleanup of rooms, chairs, and tables and chairs, single setup and cleanup.

i. Beyond the basic services, additional Additional fees fees apply will be required for security staffing, additional custodial services and other services requested by permittee, or identified by staff the District in advance of permittee use.

ii. For rentals outside of normal business hours of operation, additional Additional fees will be assessed apply for after hours staffing required beyond the posted curfew hours and on holidays staffing when reservation is outside of normal hours of operation including holidays.

b. Picnic Area - During normal hours of operation, rates includes existing site amenities such as picnic tables, and barbecue, where available, (where available) and outdoor restrooms. Rates do not include supervision or special-setup of tables and chairs. Outside items Use of Non-District equipment, i.e. tables, chairs, and barbeques, etc. are not permitted without approval by the General Manager or designee(s).

### J. ADDITIONAL CHARGES OVER BASIC RATE

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

1. All non-residents Non-residents will be subject to a rate increase of 25% will pay a 25% additional fee.

2. Full payment is due 30 days prior to reservation date for reservations made more than 30 days in advance when additional fees are required or reservations requiring additional fees made further than thirty (30) days in advance, full payment is due 30 days prior to the reserved date.

3. When alcohol is being served or sold at a function.

3-4. When a reservation is considered a Special Event (refer to Special Event Policy).

4-5. For On all applicant initiated reservation changes, including cancellations.

5-6. To cover the cost of For security guard staffing when required, for certain events or functions. D The District will arrange with an approved vendors.

6-7. When a facility is not normally open and District staffing is required to be on duty.

7-8. When District staff is needed required for facility control.

8-9. When facility damage and/or liability insurance fees are required.

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PLEASANT VALLEY RECREATION & PARK DISTRICT

GENERAL USE POLICY Board Approved December 5, 2019

9-10. To cover the cost of dumpsters, portable toilets, other additional equipment and/or resources to accommodate the rental.

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

K. REFUNDS AND CANCELLATIONS

Facility District Property Refunds (reservations For reservations made greater than booked more than six months in advance of use, c) The rental reservation is only complete when the application is accepted and approved by the District office and all applicable deposits and fees are paid. Cancellations must be made through the District office no later less than forty-five thirty (30/45) days prior to the use reservation date to qualify for any eligible refundsto qualify for any refund of paid fees. Refunds and Cancellations will be processed under the following guidelines:

- 1. The Application fee is non-refundable.
2. Reservations of outdoor facilities made less than thirty (30) days in advance are only eligible for a refund of the cleaning/security deposit.
3.2. If a reservation is Reservations cancelled sixty one (60) or more days or less prior to event dateafter initial booking date, customer will receive a full refund minus the application fee.
4.3. Reservations If the reservation is cancelled between thirty (30) and after after sixty (60) days from prior to event date, from initial booking date butand at least forty-five (45) days before the eventreservation date, customer will receive refund of any cleaning/securitysecurity cleaning deposit, paid and 50% refund of all other fees paid (excluding application fee).
a. In lieu of a full or partial refund, the payments made for a cancelled reservationevent can be transferred are eligible for a one-time transfer to a future event to be reservation held within six months of original, subject to a. An additional \$25 non-refundable change fee administrative fee will be charged. Additional fees may apply, depending on venue. Referfacility, refer to current approved Master Fee Schedule for facility fees.
5.4. ReservationsIf the reservation is cancelled forty-four twenty nine (20/44) or less days or less prior to the reservationed date, the customer will receive a refund for theof cleaning/securitysecurity cleaning deposit only.
6. If a reservation is paid through a credit card, any refund will be issued to the same credit card within seven (7) business days following the event.
7. If a reservation is paid by check or cash, a refund by check will be processed within fifteen (15) business days following the event.
8. No refunds will be given for inclement weather, however, if the District office is notified at least prior to 12 PM on the Thursday preceding reserved date, the reservation may be transferred to an available like

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

~~facility without penalty. Additional fees may apply depending on the selected venue for transfer.~~

~~9. No personal checks will be accepted within ten (10) days of the desired date.~~

~~10. All fees, including the Application fee, will be refunded in the event of a District initiated cancellation.~~

~~11. Non-Sufficient Funds/SF charges will apply for returned checks.~~

District Property Refunds (reservations booked within 6 months of reservation date) For reservations made within six months of use, cancellations must be made through the District office no later than forty-five (45) days prior to the use date reservation to qualify for any eligible refund amount refund of paid fees. Refunds and Cancellations will be processed under the following guidelines:

- 1. The Application fee is non-refundable.
- 2. Reservations cancelled forty-four (44) days or less prior to the reservation date, customer will receive a refund of security cleaning deposit only.

~~Reservations of District property made less than forty five (45) days in advance are only eligible for a refund of the cleaning/security deposit.~~

- 3. If a reservation is Reservations cancelled sixty-one (61) or more daysdays or more prior to event date, customer will receive a full refund minus the application fee.

- 4. If the reservation is Reservations cancelled between forty-five (45) and sixty (60) days prior to reservationevent date, customer will receive refund of any cleaning/securitysecurity cleaning deposit paid and a 50% refund of all other fees paidof all other eligible fees. (excluding application fee).

a. In lieu of a partial refund, payments made for a cancelled reservation are eligible for a one-time transfer to a future reservation within six months of original, subject to a non-refundable change fee. Additional fees may apply, depending on facility, refer to Master Fee Schedule.

~~In lieu of a full or partial refund, the payments made for a cancelled event can be transferred one time to a future event to be held within six months. An additional non-refundable change fee will be charged. Additional fees may apply depending on venue. Refer to current approved Fee Schedule for facility fees.~~

- 5. If the reservation is Reservations cancelled forty-four (44) or less days prior to the reservationed date, the customer will receive a refund for the cleaning/securitysecurity cleaning deposit only.

### District Property Reservation Refunds: (Applies to all reservations)

1i. If a reservation is paid through a Reservations paid via credit card, any refund will be issued will be refunded to the sameoriginal credit card within seven (7) business days following the reservation date event.

ii. If a reservation is paid by Reservations paid via check or cash, a refund by check will be refunded by check, processed within thirty (30) business days following the eventthe reservation date.

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

- ~~iii~~3. ~~No refunds will be given issued for inclement weather. If However, if the District office is contact notified on the first business day after a weather event, the reservation may be transferred to an available like facility without penalty, to be re-booked to a date within ninety (90) days.~~
- ~~iv~~4. ~~No personal checks will be accepted within ten (10) days of a the desired date reservation.~~
- ~~v~~5. ~~All fees, including the Application fee, will be refunded in the event of a District initiated cancellation.~~
- ~~vi~~6. ~~Non-Sufficient Funds charges will apply for returned checks returned checks.~~

### District Program/Class Refunds:

- ~~1. If withdrawal/transfer from a program/class is made five (5) business days prior to the start of a program/class there will be a full refund less will be refunded minus a \$10.00 administrative fee.~~
- ~~2. No refunds will be issued for if withdrawal is made less than five (5) business days before the first day of the program, there will be no refund issued 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. For any transfers between programs/classes:~~
- ~~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.~~
  - ~~District will refund the difference if the new class is cheaper than the original class.~~
  - ~~Participant must pay the difference if the new class is more expensive than the original class.~~
- ~~5. Registrants failing Failure of Participant to attend any program/class to be present for the program will forfeit all fees paid will result in forfeiture of all fees paid.~~
- ~~6. No refund will be issued for program/class s and activities fees of where the registration cost is \$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**

~~Events with alcohol for consumption will require the purchase of alcohol insurance at the time the permit is approved. P The purchase of alcohol insurance will be 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. Basic cleanup, including placing all trash in bins provided, will be the responsibility of the group utilizing the facility. When District personnel are required for setup, finalized setup

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

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 ~~submittal~~ and additional fees ~~to facilitate the reservation~~ may apply. Applications ~~for use received within 15 business days~~ that require setup beyond what can be reasonably accommodated by District personnel may be denied.

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### N. DECORATIONS

When decorations are ~~to be being~~ used, the user shall obtain prior approval from the District ~~'s designee~~. No duct ~~tape~~, tacks, nails or glue are allowed on any walls, columns, ~~or counters~~ or floor surfaces. Use of blue ~~painters~~ ~~painter's~~ tape is ~~permitted~~ ~~allowed~~, ~~requires~~ ~~with~~ full removal at the end of the event. Use of lighted candles or any ~~other~~ open or enclosed flame is prohibited. No confetti, colored powders, glitter, or rice ~~or glitter are is~~ allowed without prior approval.

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### O. SECURITY

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

1. If the ~~type of~~ 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 ~~total~~ number of security guards required at the Applicant's cost (typically 1 security guard for every 50 ~~people attendees~~).

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### 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 and/or group may be removed and/or banned from future use of facilities.~~

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### Q. EXTENDED USAGE

~~District property usage~~ Use of District facilities, may be granted for a maximum period of twelve (12) months, with the exception of Sports Parks Fields (i.e. PV Fields, Freedom Park, Bob Kildee, Mission Oaks.) ~~An Requests for facility~~ Application for Useage exceeding twelve (12) months requires approval from the General Manager or designee(s) ~~designee approval.~~ acility usage may be granted for a maximum period of six months. Requests for

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PLEASANT VALLEY RECREATION & PARK DISTRICT

GENERAL USE POLICY Board Approved December 5, 2019

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

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R. ALCOHOLIC BEVERAGES

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

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Any group desiring to sell alcoholic beverages on District property in recreation facilities operated by the District must apply for an alcoholic beverage permit at the time of application for a facility permit. Such alcoholic beverage permit shall be issued only to an individual of legal age. The Applicant shall provide adequate safeguards to prohibit consumption of alcohol by minors, including utilizing Responsible Beverage Server (RBS) wristbands on all minors attending the event in attendance. Security guards are required for all activities reservations providing where alcohol will be served or consumed and will be assigned by the District. and will be assigned by the District. Serving and consumption of alcoholic beverages is are only permitted allowed at the event for a maximum of five and one half four hours (per insurance guidelines) and shall will not be served a minimum of one hour prior to the end of the event, or no later than 10:00 9 PM, whichever occurs first. p.m.

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

II. SPORTS FIELDS ATHLETIC FACILITIES

Certain ports athletic fields must be reserved must be reserved for use by persons or groups consisting of 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 at the requested activity reservation based on the nature and size of the activity. All applications for use of any sports fields athletic facility must be signed by an individual adult over 18 years of age or older; however, when alcohol When alcohol will be is present, the an application must be signed by an adult individual 21 years of age or older and an application for alcoholic beverage permit must be submitted at the time of application fo use

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

~~who shall agree to be responsible for said use.~~ No ~~use~~ permit shall be granted if ~~at the time of application,~~ there is a conflict with a District or Community Service Organization ~~sponsored scheduled event taking place or a prior existing reservation at the same time and place.~~ ~~All requests must be reviewed and approved by the District staff.~~ No ~~use~~ permit will be granted for any reservable field before 6:00 ~~a.m.-AM,~~ or as determined by the General Manager or ~~designee(s)-designee,~~ or beyond ~~dusk sunset except when unless~~ the field has appropriate lighting. Lights can be utilized ~~up to until 10:00 p.m. PM-~~ (with prior permit approval ~~and payment~~). ~~Field use hours are set at the discretion of the determined at the discretion of the District and field conditions.~~ All user ~~groups -groups must have a copy of their permit available upon request by District staff.~~

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

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

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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:~~

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1. Diamond preparation and field ball field lining.
2. Lighting.
3. ~~Removal or installation~~ Setup and cleanup of athletic field equipment including but not limited to (bases, anchors, pitcher's mound, goals, bleachers, etc. etc.) and special location of base anchors, goals, bleachers, or other equipment.
- 4.1. ~~Sporting equipment such as balls, nets, gloves, etc.~~
5. ~~Cleanup of facilities.~~ ning of the area following the event.
4. ~~Sporting equipment such as balls, nets, gloves, etc.~~

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### ~~A. ADDITIONAL CHARGES OVER BASIC RATE FOR ATHLETIC FACILITIES~~

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# PLEASANT VALLEY RECREATION & PARK DISTRICT

## GENERAL USE POLICY Board Approved December 5, 2019

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

- ~~5. \_\_\_\_\_~~
- ~~i. 6. When extraordinary use requires facility renovation or rehabilitation due to extraordinary use.~~
- ~~ii. When ball field lights or other special equipment are required. \_\_\_\_\_~~
  - ~~When portable toilets, garbage dumpsters and/or any additional equipment, cleaning materials and/or staffing, is required to facilitate the reservation.~~
- ~~iii. Additional rates may apply based on the District Fee Schedule.~~

### ~~B. ATHLETIC FACILITY HOURS OF OPERATION~~

~~No use permit shall be granted if, at the time of application, there is a conflict with a prior reservation or a District sponsored event taking place at the same time and place. Reservable Athletic Facility hours are as follows:~~

- ~~i. Monday through Friday: 6:00 AM — 10:00 PM~~
- ~~ii. Saturday and Sunday: 6:00 AM — 10:00 PM~~

~~7. \_\_\_\_\_  
Field hours are set at the discretion of the District and field conditions. All user groups must have a copy of their permit available upon request by District staff.~~

### III. NON-PROFIT RENTAL USE

~~Pleasant Valley Recreation & Park District based Charitable, Social Welfare and Veterans' Organizations include: organized non-profit groups with current 501(c)(3) or 501(c)(19) IRS status, whose membership is open to the public and whose primary purpose is to serve the Pleasant Valley Recreation & Park District community.~~

~~In order to qualify as a Resident Non-Profit e following criteria for District based Organization nfor en-profit's Charitable, Social Welfare and Veterans' Organizations to receive Class 2 reservations, the following must be provided are in effect:~~

- ~~i. Organization must provide:~~
  - ~~a. Proof of current non-profit status, i.e. IRS Letter of Determination of 501(c) (3) or 501(c) (19) status.~~
  - ~~b. Complete rental application~~
  - ~~c. Proof of organization residing within the Pleasant Valley Recreation & Park District boundaries.~~

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PLEASANT VALLEY RECREATION & PARK DISTRICT

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d.c. Proof of organization's establishment within the Community for at least twelve (12) consecutive months.

Furthermore:

- 1. Class 3 Full fees apply for all all events where fundraising, donations or monetary contributions will be required to participate in, or benefit from, the event. accepted fundraising events.
2. There is no non-profit rate for fees for special services, lighting, or staffing.
3. Class 2 rental rates are ONLY available Sunday Thursday.

IV. COMMUNITY SERVICE ORGANIZATIONS

Community Service Organizations: Community Service Organizations are must be are qualifying a community based, non-profit organizations, dedicated to providing youth programs as a benefit to the residents of Camarillo community groups whose memberships are open to the public. Their, whose primary purpose is to serve the program needs of the Pleasant Valley Recreation & Park District community 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 Memorandum of Understanding 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 must shall submit on an annual basis an organizational file which to be approved by the District Board of Directors which must shall include a report on Organization business and financial condition on an annual basis.

V. FILMING

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

- a. Completion of a commercial filming application and compliance with its contents. Requests may Applications must be received by letter, telephone, or District staff prior to the start of filming, in person at the District's Administration office.
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.
b. A certificate of insurance is required naming the Pleasant Valley Recreation & Park District as an additional insured and must include an endorsement page, and must contain a 30-day cancellation clause, and insured on the day or days of filming with the limits as required for District liability and property liability, which must be on file with the District prior to approval of the permit.

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## PLEASANT VALLEY RECREATION & PARK DISTRICT

### GENERAL USE POLICY Board Approved December 5, 2019

- ~~c. The General Manager or designee shall assess a fee for the use of public property for commercial purposes. This fee will be reviewed annually.~~
- c. The applicant ~~must~~ shall obtain all necessary permits from City, County, State, Local Law Enforcement or Local Department of Emergency Services ~~to~~ state permits (i.e. Fire) to film.
- d. ~~The applicant must~~ and 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~~ due to ~~production~~ the presence of the filming production. Any District personnel services provided ~~wi~~ shall be compensated to the District ~~per the Master Fee Schedule at an hourly rate designated by the General Manager or designee.~~ The appropriate fee will be established to cover all costs incurred by the District. At the time of permit issuance, an estimate of such fees will be ~~given~~ given to the applicant, provided.
- e. Use of specialized equipment such as trailers, cranes, pyrotechnics etc. must be disclosed and approved with the application prior by the General Manager or ~~designee(s).~~ designee.
- f. The applicant shall be responsible for complete replacement, refurbishing, or payment to the District for any negative impact incurred, including any damaged, destroyed, or otherwise disturbed furnishings, turf, facility, or property during the ~~production time of the filming~~ for which the permit applies.
- ~~g. The applicant is responsible for any other required permits.~~

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#### VI. **SALES, SOLICITATION AND UNLAWFUL ADVERTISING**

Recognition and signage shall not detract from the visitor's experience or expectation, impair the visual qualities of the park environment, be perceived as advertising or commercializing the character of the park setting, or create a feeling of proprietary interest.

1. Advertising promotions or corporate slogans shall not be permitted on or off District property.
2. Off-Site Recognition
  - a. Thank-you Letters – Every donor should promptly receive a letter of appreciation. In many cases, that might be all that is required. It should acknowledge the gift, the donor, date of acceptance and, if monetary, the dollar amount. The thank-you letter will also serve as evidence of the gift for the purposes of the donor's tax records. As such, it should completely describe the gift. It should not, however, attempt to value the gift.
  - b. Publicity – In all cases the donor's request for anonymity shall be respected. When appropriate, the District can publicly recognize donors through press releases to media outlets.
  - c. Events – Higher profile recognition can occur through some of the following: ribbon cuttings, Board of Directors Meetings, or special recognition events.
  - d. Commemorative Items Given to the Donor – Some items that might be presenter to donors as an expression of gratitude include but are not limited to certificates of appreciation, prints, photographs, and plaques.
3. On-Site Recognition
  - a. Temporary Signs – Temporary signs (such as those used to acknowledge donors during construction activities, restoration of a structure or site, or



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- which include recognition of a sponsor's financial support for a contract period) should be informational, of appropriate design and scale.
- i. They should inform visitors and might contain a brief interpretive message about the nature of the project and the support provided by the donor.
  - ii. The signs should be sturdy, of good quality materials, consistent with the design of other park signs, professionally done and in keeping with park design standards.
  - iii. Donor's name and corporate logo may be used if they are of non-contrasting color and subordinate to the sign's message.
  - iv. Where it is appropriate to put up more than one sign, they should be placed at infrequent intervals so that multiple signs are not visible from a single viewing point.
  - v. Under no circumstances should signs be affixed to cultural or natural resources or placed in areas of cultural sensitivity (such as archeological sites) where they would intrude on the historic character of the area.
  - vi. If a plaque is vandalized the District will replace it once at no cost. Recurrences are at the donor's expense.
  - vii. The General Manager or designee has final approval of all signs, their placements, and duration.
  - viii. Signs must meet District and City requirements.
- b. Permanent Plaques – With the exception of preexisting donor programs, permanent plaques are to be actively discouraged and generally are not to be used to recognize monetary contributions to District.
- i. Other exceptions will be permitted only with the approval of the General Manager or designee and should be proposed only for major contributions of long-term benefit to District.
  - ii. Permanent recognition plaques should be placed only in developed areas and preferably inside an existing public structure, such as a building.
  - iii. Except for preexisting established programs or under unusual circumstances requiring the approval of the General Manager or designee, such plaques should not be affixed to cultural or natural resources of the site where they would intrude on the historic or natural character of the area.
  - iv. The General Manager or designee has final approval of all plaques, their placements, and duration.
  - v. The commitment for plaque maintenance shall be made for no more than five years. If after five years, the plaque is not fit for public view it shall be removed or replaced at donor's expense.
  - vi. If a plaque is vandalized the District will replace it once at no cost. Recurrences are at the donor's expense.



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- c. Semi-Permanent Signs – Single purpose recognition signs should be avoided. Directional, interpretive, and informational signs should be considered as locations for donor recognition.
  - i. Recognition should be secondary to the information the sign is designed to convey.
  - ii. The recognition shall not dominate the sign either by scale or color and shall not be superior in any way to the park message.
  - iii. Standard earthen colors, lettering sizes and, for sponsorship programs, consistent size, design, and use of logo.
  - iv. Under no circumstances should they be affixed to cultural or natural resources, or placed in areas of natural or cultural sensitivity where they would intrude on the historic or natural character of the area.
  - v. No commitment for sign maintenance should be made for more than 5- years.
  - vi. The General Manager or their designee has final approval of all signs, their placements, and duration.
  - vii. Signs must meet District (City where applicable) requirements.

#### 4. Examples of Determination of Recognition based on Projects & MOU

~~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 District building, structure, pole, wire, or other architectural or natural feature of whatever character, or on vehicles. The only exception is upon a bulletin board or such place especially designated and provided for such purposes, which approval shall be given only if the General Manager determines that it would be affirmatively in the public interest to allow the use of public property for such purposes.~~

- ~~1. It shall be unlawful for any person to place or maintain any sign, billboard, or advertisement on any District property.~~
- ~~2. It shall be unlawful for any person to paint or attach any sign or advertisement to or upon any District property.~~
- ~~3. Any sign, billboard, advertisement, defacement, or damage existing in violation of the provisions of this section will be removed immediately.~~
- ~~4. Exceptions to the provisions of this section shall be pre-approved by the General Manager or designee.~~

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

- ~~1. Advertising for sale any product, goods, wares, merchandise, services, or event.~~



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## GENERAL USE POLICY Board Approved December 5, 2019

~~Conducting or soliciting for any trade, occupation, business, service, or profession.~~

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~~Permission will not be considered for approval if any of the following occur:~~

~~Signage to be displayed in a neighborhood park.~~

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~~Signage does not follow the City of Camarillo guidelines and processes.~~

~~2. 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.~~

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### 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. No organization or person will be discriminated against based on belief or affiliation, religion, age, ethnicity, native origin, medical condition, physical or mental disability, gender, gender orientation or marital status.~~ Any person or organization entering into a rental agreement with the District is required to comply with this non-discrimination policy. Any person or organization entering into a rental agreement with the District will be required to execute a statement agreeing to indemnify and hold harmless the Pleasant Valley Recreation & 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 the 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 shall~~ be permitted to use District facilities until such debts are paid. If violations are ongoing by the same party, the District reserves the right not to issue permits. Users that do not comply with the rules and regulations set forth by the District may be required ~~to return any District property to return keys~~ and be restricted from any future use of the District's facilities.

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### IX. RIGHT OF APPEAL



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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. An appeal to the Board shall be filed within five (5) business days of the General Manager's decision.

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

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

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

#### X. AUTHORIZED USE OF DISTRICT LOGO AND/OR NAME

District logos or names ~~may~~ only be used for purposes, ~~events~~ and publications that ~~officially relate to~~ 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)~~.

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

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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/\$1,000,000 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**

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

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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.

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

The following ~~groups and organizations~~situations are some examples of when an applicant must provide insurance for use of "District" facilities, ~~regardless of type of event(s):~~

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. Events with more than 300 attendees, whether the event is private or open to the public.~~

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